

REQUEST FOR PROPOSAL (RFP)

Database Hosting and Support Services

For Butler County Veterans Service Commission

Contract No. 2024-03-VSC1

Issued by:

Butler County Veterans Service Commission 315 High Street
Hamilton, Ohio 45011

ISSUE DATE: March 22, 2024

Proposal Due Date: April 22, 2024 @ 12:00PM (EST)

Proposal Must Be Sealed, Delivered To, and Received By:

BUTLER COUNTY VETERANS SERVICE COMMISSION

Attention: Mike Farmer
315 High Street, 1st Floor
Hamilton, Ohio 45011

Table of Contents

1.0 Introduction and Purpose of This Request For Proposal (RFP).....	3
2.0 Vendor Requirements	4
2.1 Service Delivery.....	4
3.0 RFP Timeline (all times local)	5
3.1 BCVSC Contact Person	5
3.2 RFP Registration	5
3.3 Proposal Conference.....	6
3.4 RFP Question and Answer Submission	6
3.5 Addenda to RFP.....	6
4.0 RFP Submission	7
4.1 Preparation and Number Of Copies.....	7
4.2 Vendor Bid Sheet	8
4.3 Budget/ Budget Narrative	8
4.4 Proposal Content	8
5.0 Bid Evaluation	10
5.1 Evaluation Process	10
Attachment A- BCVSC Bolier Plate Contract	
Attachment B- Delinquent Personal Property Tax Affidavit	
Attachment C- Form Sub W-9	
Attachment D- Bid Title and Signature Page	
Attachment E- Sample Bid Form	

1.0 Introduction and Purpose of This Request for Proposal (RFP)

The Butler County Veterans Service Commission (hereafter referred to as BCVSC) provides no-cost assistance to the estimated 20,344 Veterans and 5,000 surviving spouses that call Butler County home. The office provides VA Claims assistance, emergency financial assistance, medical transportation, and connection to a host of other services throughout the County.

The BCVSC's goal is to find an external hosting service to house our financial assistance and transportation database while having access to technical support to address error and eliminate down time.

The BCVSC is currently seeking proposals for dedicated hosting and support for its database which does store protected information. The database utilizes Microsoft development stack which includes .NET (C#) web API back-end, an Angular front-end, and Microsoft SQL Server. The application also uses Microsoft Entity Framework to communicate with the database. This proposal request allows for the submission based on the following needs:

1. Virtual Environment AND
2. Fully managed Virtual Server Infrastructure AND
3. 24 hours a day, 7 days a week support AND
4. Security to handle PII AND
5. Other relevant or related information that may increase the functionality and security of the server and database

This also includes the migration of 10 SSRS reports to the new server. The proposal should cover a production server, a separate full testing environment and the migration of the existing reports.

The proposal must also discuss the methodology from which a BCVSC employee will access the user interface. This could be through point to point, site to site, white list, or single sign on (SSO) with multifactor or SMAL authentication or any other proposed secure method.

The expected initial term of the contract will be three (3) years, with two successive options to extend the term for an additional one (1) year each.

BCVSC reserves the right to reject any or all proposals for any basis, without disclosure of a reason. The failure to make such a disclosure will not result in the accrual of any right, claim or cause of action by any of the unsuccessful companies against BCVSC. The failure to respond to all requirements specified in the RFP may result in the rejection of a submission.

The BCVSC reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the BCVSC considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the BCVSC;

The BCVSC reserves the right to reject, in whole or in part, any proposal that the county BCVSC has determined, using the factors and criteria the BCVSC develops, would not be in the best interest of the BCVSC or the county;

The BCVSC may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

BCVSC reserves the right to negotiate, to extent legally permissible, any terms and requirements asserted in this RFP.

Upon awarding of contract, material submitted will be public record under O.R.C. 149.43 unless exempted by law.

2.0 Vendor Requirements

1. Vendor, its agents, and its employees must comply with all federal and state laws applicable to BCVSC and guarantee that professional services be performed in a timely, courteous and professional manner, adhering to or exceeding standards and acceptable practices of the software development field and in accordance with all applicable specifications contained within this RFP and through the terms of the awarded and executed agreement.
2. Vendor will be required to document and make available to the BCVSC upon request, appropriate record of billable hours, error alert notifications causing billable service hours, and network scan reports indicating errors or downtime for items under the ensuing contract.

2.1 Service Delivery

1. Vendor shall be capable of providing support services twenty-four (24) hours per day, seven (7) days per week. Vendor shall also maintain a single point of contact for calls and emails from BCVSC personnel should an issue arise. Proposal shall address their ability to provide 24/7 managed services and the vendor's ability to address errors or unexpected downtime. Proposal should detail the point of contact's availability and how to best reach them.
2. BCVSC payment terms will be in installments upon the successful completion of each phase.

3.0 RFP Timeline (all times local)

RFP Advertised	March 22, 2024
RFP Issued	March 22, 2024
Questions Deadline	April 5, 2024 by 3:00 PM
Proposal Question and Answer Conference	April 8, 2024 at 9:00 AM
Due Date for Proposals	April 22, 2024 by 12:00 PM
RFP Evaluations/Negotiations	April 22 - May 23, 2024

3.1 BCVSC Contact Person

Send all communications related to this RFP and the proposal process, including questions, via e-mail with subject line BCVSC RFP 2024-03-VSC1 to:

Mike Farmer Executive Director
Butler County Veterans Service Commission
FarmerMW@butlercountyohio.org
513-887-3601

Requests for technical assistance and questions will not be available by phone.

3.2 RFP Registration

In order to solicit information and receive electronic versions of documents you must register your company as a possible Vendor. To register, send Mike Farmer an email (listed in Section 3.1 above) or in writing, by mail or delivered to the agency (Government Services Center, 315 High Street, 1st Floor, Hamilton, OH 45011) no later than 4:00 PM on April 8, 2024 with the following information:

In subject line: BCVSC RFP 2024-03-VSC1

Body of email: Company name, (Include DBA name if applicable), company address, telephone number, and fax number, contact person(s) name(s) and e-mail address(s).

Only Vendors who register for the RFP will receive copies of questions and answers.

3.3 Proposal Conference

A Proposal Question and Answer Conference is scheduled for April 8, 2024 @ 9:00 a.m. EST and shall take place via a WebEx video conferencing meeting. A link will be electronically sent to each Vendor registered under Section 3.2 above. All prospective Vendors should plan to attend this conference. Please bring your copy of the RFP.

3.4 RFP Question and Answer Submission

Vendors that are registered for the RFP may submit questions regarding the RFP and/or RFP process to the RFP contact person via e-mail or in writing by mail or delivered to the agency.

Questions should be addressed to: Mike Farmer, Executive Director, Government Services Center, 1st Floor, 315 High Street, Hamilton, OH 45011 or by email to: FarmerMW@butlercountyohio.org

BCVSC will show no favoritism in responding to written questions or follow-up questions and will respond to all requests in the order in which they are received. Answers to all questions will be provided to all registered Vendors and known potential bidders.

Questions may be e-mailed to the RFP contact person no later than April 5, 2024 @ 3:00 p.m. EST. The questions with answers will be distributed at the proposal conference. (Q & A will be e-mailed to any registered Vendor that does not attend the Proposal Question and Answer Conference.)

3.5 Addenda to RFP

During the RFP process BCVSC may modify this RFP by the issuance of one or more addenda, up to five (5) business days preceding the bid opening date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be forwarded to all registered Vendors.

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4.0 RFP Submission

By submitting a proposal, the Vendor will be held accountable to know the specifications and conditions under which the resulting contract will be fulfilled, including, but not limited to the contents of all proposal documents, regulations and applicable laws. A Vendor may withdraw its proposal at any time prior to the award of a contract. BCVSC reserves the right to terminate negotiations with a Vendor at any time during the negotiation process if the Vendor fails to provide the necessary information in a timely manner or fails to negotiate in good faith. By submitting the proposal, the Vendor certifies that the proposal and pricing will remain in effect and unchanged for a minimum of 120 days past the Due Date for Proposals, unless there are changes to the contract that are agreed to during negotiations.

Deadline for Submittal:

In order to be considered valid the entire Proposal must be physically received by BCVSC no later than 12:00 p.m. on April 22, 2024, the Due Date for Proposals, at the following address:

Butler County Veterans Service Commission
Attention: Mike Farmer
315 High Street 1st Floor Hamilton, Ohio 45011

Proposal packets are to be sealed and each packet shall bear on its face the Name and Address of the Vendor and shall be plainly marked "BCVSC- Proposal for Contract No. 2024-03-VSC1." All packets submitted will be time and date stamped upon receipt by proposal contact Mike Farmer. Timely submission of packet is the sole responsibility of the Vendor. Late packets will not be considered for contract award. Proposal packets postmarked prior to the deadline for submittal but received after the deadline will not be accepted.

4.1 Preparation and Number Of Copies

1. Vendors must submit one (1) original proposal and one (1) copy of the proposal. The original proposal must be marked "Original" on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal.
2. Print all narratives on 8 ½" x 11" plain white paper with margins of 1" on each side. All narratives must be printed in single space with Times New Roman (or similar) font, 12 point type. Emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.
3. Each page of the proposal must be numbered sequentially at the bottom of the page and shall be divided into the categories listed in Section 4.4- Proposal Content. Any/ all narrative must contain a heading which clearly indicates the subject matter.
4. Vendor may use only paper clips, rubber bands or other removable fasteners to secure their proposal. Do not use staples, specialized bindings or coverings of any type or form.

4.2 Vendor Bid Sheet

The Vendor bid sheet shall include, but is not limited to, the following:

1. Vendor identification shall be listed on the top of page 1 of bid sheet.
2. Proposal for Contract 2024-03-VSC1 for Butler County Veterans Service Commission
3. Vendor Bid sheet shall be signed by Vendor representative.
4. Vendor shall identify the rates in detail for the entirety of the project.
 - a. Example is provided in Attachment F

4.3 Budget/ Budget Narrative

Budget: Vendor shall submit a line item budget detailing all costs classifications and all applicable costs that pertain to the proposed services. BCVSC does not require a specific budget format.

Budget Narrative: Vendor shall submit a budget narrative explaining all costs included in the budget, justification of the cost, and the calculation used to determine the amounts listed for each line item listed in the budget.

4.4 Proposal Content

The entire set of Proposal documents must be submitted in the following order:

Section 1 - Proposal Signature Page/Bid Bond/Vendor Bid Sheet/ Budget: This section should include the Vendor Bid sheet, line item budget and budget narrative.

Section 2 - Proposal: Detail how Vendor will provide discovery, design, implementation, training and ongoing support services that address all service requirements listed in Section 1.0 Introduction and Purpose of this Request for Proposal. Vendor may include materials that serve to describe the functionality of their proposed service. Materials shall be referenced in the body of the response and included in Section 7.

Section 3 - Implementation Plan and Timeframe: This section should include an implementation plan outlining the significant tasks required to included but not limited to discovery, implementation and training; including a timeframe indicating when these tasks will be completed.

Section 4 - Qualifications and References: This section should contain a brief history and description of the Vendor with special attention given to project experience in this industry. Information shall also include, the date the Vendor was established, the number of employees, a table of organization and a **minimum of three (3) professional references** from other businesses that are currently using the specific product and/or services listed in the RFP. References should include name of organization, contact name, telephone number, and e-mail address (if available).

Section 5 - Certificates and Additional Required Forms: This section should include the original forms, completed as required. Failure to include these forms/items with Proposal may result in disqualification.

1. Delinquent Personal Property Tax Affidavit (Attachment B)
2. Form Sub W-9 (Attachment C)
3. Bid Title/Signature Page (Attachment D)
4. Proposal Rates (Attachment E)

5. Copy of either the Vendor's valid license of foreign corporation to do business in Ohio or the Vendor's certificate of good standing of an Ohio corporation (as issued by the Ohio Secretary of State).

Section 6-Subcontracts: If Vendor intends to use any subcontractors under the resulting contract Vendor shall submit a letter of intent from each subcontractor indicating their commitment and three (3) professional references. All approved subcontractors will be held to the same contractual requirements as the Vendor.

Section 7 - Vendor Attachments (if applicable)

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5.0 Bid Evaluation

Contract(s) will be awarded to the proposal(s) most advantageous to BCVSC whose proposal meets the requirements and criteria set forth in the RFP. Factors that determine the most advantageous proposal include, but are not limited to:

1. Capability of Vendor to perform the contracted services/ Vendor qualifications
2. Price
3. References and/or other indicators of satisfactory past performance of service delivery
4. Responsiveness to the proposal

All proposals will be evaluated based the following weighed scale:

Approach	20%
Cost	25%
Ability to cover all required technicalities	30%
Innovation	15%
Specificity to existing database	10%

5.1 Evaluation Process

1. Step 1: All responses received timely will be reviewed to ensure the Vendor submitted all required proposal documents and attachments as specified in the RFP.
2. Step 2: Proposals will be compared to the needs of the BCVSC and evaluated based on need and effectiveness.
3. Step 3: One or more Vendors may be required to present their proposals orally, to BCVSC at 315 High Street, Hamilton, Ohio, 45011 on April 17, 2024 or a future date to be determined.

Though it is hoped and expected that the eventual Vendor selected for the contract will be from this review process, BCVSC reserves the right to discontinue the selection process at any time and begin the entire RFP process anew or to not make any awards based on this bid.

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**Butler County Veterans Service Commission
Purchase of Service Contract**

This Contract is entered into by and between the Butler County Veterans Service Commission ("BCVSC") and {Insert Vendor Name Here} (Vendor), with its main office located at {Insert main address here}, whose telephone number is {insert telephone number here}, for the purchase of hosting on virtual servers and ongoing managed support identified under Exhibit 1, Services to Be Purchased.

This instrument embodies the entire contract of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or contracts, either written or oral, between the parties to this Contract.

1. TERM / CONTRACT AMOUNT

This Contract shall be effective for three (3) years from the date it is executed by the Butler County Veterans Service Commission and shall remain in effect through {insert contract end date} ("effective Date") inclusive, unless otherwise terminated at BCVSC discretion. The contract may be renewed by agreement of both parties, for up to two (2) successive one (1) year renewal terms.

BCVSC acknowledges that Vendor has or may have provided services contemplated by the terms of this Contract prior to the Effective Date. BCVSC further acknowledges the receipt of and the obligation to reimburse Vendor for such services upon presentation of timely and properly documented invoice(s). No services provided prior to the Effective Date shall be covered under the terms of this Contract.

The maximum amount payable for this Contract shall not exceed an amount to be determined.

2. SCOPE OF SERVICE

Subject to terms and conditions set forth in this Contract and the attached Exhibits (such Exhibits are deemed to be a part of this Contract as fully as if set forth herein), Vendor agrees to perform the Services as described in Exhibit 1, Services to be Purchased, and Exhibit 2, Reimbursement Policy.

3. EXHIBITS

When variations occur between the contract language and the language of Exhibit 1, Exhibit 2 and any attachments, the language of Exhibit 1, Exhibit 2 and any attachments shall govern.

The extent to which any of the terms of this Contract shall be made inapplicable or amended is set forth in Exhibit 3, attached to this Contract. If an Exhibit 3 is not attached to this contract, all terms of this Contract shall be in full force and effect according to the terms of this Contract, Exhibit 1, and Exhibit 2.

4. NON-EXCLUSIVE

This is a non-exclusive contract, and BCVSC may purchase the same or similar items or services from other vendors at any time during the term of this Contract. Vendor acknowledges that, by entering into this Contract, BCVSC is not making any guarantees or other assurances as to the extent, if any, that

BCVSC will utilize Vendor's services or purchase its goods, and is only agreeing to establish unit rates for the services that the BCVSC actually purchases from Vendor.

In this same regard, this Contract in no way precludes, prevents, or restricts Vendor from obtaining and working under additional contractual arrangement(s) with other parties, so long as such additional contractual work does not impede Vendor's ability to perform the services required under this Contract.

5. AVAILABILITY OF FUNDS

This Contract is conditioned upon the availability of local funds which are appropriated in a specific property tax millage by the Auditor of the county and allocated by the BCVSC in its sole discretion for payment of services provided pursuant to this Contract.

If funds are reallocated in lesser quantities than the initial allocation, BCVSC may reduce the scope of service purchased and/or reduce the total contract dollars. If funds are not allocated or available for the continuance of the function performed by Vendor hereunder, the products or services directly involved in the performance of that function may be terminated by BCVSC at the end of the period for which funds are available. BCVSC will notify Vendor at the earliest possible time of any product or services which will or may be affected by a shortage of funds.

No penalty shall apply to BCVSC in the event this provision is exercised and BCVSC shall not be obligated or liable for any future payments due or for any damages as a result of termination or reduction under this section.

6. AMENDMENT

This Contract may be amended, upon agreement of both parties, by a written document signed by a duly authorized representative of each of the parties. Any such modification shall be attached hereto and become a part hereof and shall be executed in the same fashion as the original.

BCVSC reserves the right to amend or renegotiate the Contract if the requirements of the program are substantially changed, thereby necessitating changes to the program delivery structure to ensure compliance with the rules and regulations governing the administration of the program.

Contracts may not be amended after lapse or termination of the Contract.

7. TERMINATION

This Agreement may be terminated in the following manner, upon written notice by the terminating party to the other party:

- a. If BCVSC fails to perform its obligations under this Contract, Vendor shall notify BCVSC, in writing, of the specific obligations that BCVSC has failed to perform. If BCVSC fails within 45 days to cure any such failure(s) to perform, Vendor may notify BCVSC, in writing, that it is terminating its performance under this Contract.
- b. BCVSC may terminate this entire Contract, at any time, by written notice to Vendor.
- c. In the event of termination of this Contract, Vendor shall deliver to BCVSC all findings, documentation, records, reports, etc. to which County is entitled under the terms of this Contract.

- d. Upon termination of this Contract, BCVSC shall be obligated to compensate Vendor for all Services, conforming to the terms of the Contract, performed by Vendor to date.
- e. Vendor shall have no right to recover anticipated lost profit or any other form of consequential damage in the event of BCVSC's termination of the Contract, in whole or in part, before the term of this Contract expires.

8. PUBLIC RECORD

This Contract is a matter of public record under the laws of the State of Ohio. Vendor agrees to make copies of this Contract promptly available to any requesting party. Upon request made pursuant to Ohio law, BCVSC shall make available the Contract and all public records generated as a result of this Contract.

By entering into this Contract, Vendor acknowledges and understands that the records maintained by Vendor pursuant to this Contract may be deemed public records and subject to disclosure under Ohio law.

9. INSURANCE

Vendor will provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the annual aggregate per occurrence. If medical malpractice or other professional liability insurance is required for the provision of the referenced services, then your submission should include a copy of the cover sheet of such policies. Additionally, proposer must provide proof of automobile liability / bodily injury liability to cover any employee or contractor who may drive an automobile in the course of provision of these services.

10. INDEMNIFICATION

Vendor agrees to protect, defend, indemnify and hold harmless the Butler County Board of County Commissioners and BCVSC, including but not limited to, their members, officials, employees, agents and volunteers (the Indemnified Parties) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation (of any party involved in the subject of this Contract), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury, damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this Contract including, without limitation, by Vendor, its subcontractor(s), Vendor's or its subcontractor(s) officers, employees and agents, assigns, and those designated by Vendor to perform the work or services encompassed by the Contract.

Vendor agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

Government entity Vendors subject to legally imposed limits on indemnification shall indemnify to the extent of their insurance coverage as required in Section 10 and their self-insured retention.

11. ASSIGNMENT AND SUBCONTRACTING

The parties expressly agree that this Contract shall not be assigned by Vendor without the prior written approval of BCVSC.

Vendor shall not subcontract any of the services agreed to in this Contract without the express written consent of BCVSC. All subcontracts are subject to the same terms, conditions, and covenants contained within this Contract. Vendor is responsible for making direct payment to all Subcontractors for any and all services provided by such Subcontractor.

Vendor shall enter into a binding legal contract or written agreement with any/all approved Subcontractors and shall provide a copy of said contracts to BCVSC within ten (10) business days of contract execution.

Vendor shall monitor any approved Subcontractors to assure all requirements under this Contract are being met. Vendor shall notify BCVSC within one (1) business day when Vendor learns that any Subcontractor is out of compliance or unable to meet Contract requirements. Should this occur, Vendor shall immediately implement a process whereby either the Subcontractor is immediately brought into compliance or the Subcontractor's Contract with Vendor is terminated. Vendor shall provide BCVSC with written documentation regarding how compliance will be achieved. In the event of termination of a subcontractor, Vendor shall notify BCVSC of Subcontractor's termination and shall make recommendations to BCVSC of a replacement subcontractor. All replacement Subcontractors are subject to the prior written consent of BCVSC.

Notwithstanding any other provisions of this Contract that affords Vendor an opportunity to cure a breach, Vendor agrees that the assignment of any portion of this Contract or use of any subcontract without the prior written approval BCVSC is grounds for BCVSC to terminate this contract upon delivery of written notice.

12. INDEPENDENT CONTRACTOR STATUS

Vendor and BCVSC intend that an independent contractor relationship be created by this Contract, and nothing herein shall be construed as creating an employer/employee relationship, partnership, joint venture, or other business group or concerted action. Vendor shall pay all wages, salaries, retirement plan payments and other amounts due its employees in connection with this Contract and Vendor shall make appropriate filings with the taxing authorities to account for and make all payments required by the local, state, and federal authorities to include income tax, social security, and Medicare payments for Vendor and any person(s) employed by Vendor. Vendor shall be responsible for all reports and obligations relating to social security, income tax withholding, unemployment compensation, workers' compensation, and similar matters. Vendor further agrees to indemnify and hold harmless BCVSC from any and all claims made to or by the above-mentioned taxing authorities resulting from or related to the performance of this Contract. However, if BCVSC determines that taxes should be withheld, BCVSC reserves the right to unilaterally withhold, as appropriate, and to notify Vendor accordingly.

Since Vendor and BCVSC are contracting parties independent of one another, neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. Vendor covenants to expressly indicate to any third-party vendor who is or may be doing business with BCVSC that it has no

authority to bind BCVSC. Moreover, at no time shall Vendor hold itself out as an agent, subsidiary or affiliate of BCVSC for any purpose, including reporting to any government authority, and shall have no authority to bind BCVSC to any obligation.

13. BREACH OR DEFAULT OF CONTRACT; WAIVER

Upon breach or default of any of the provisions, obligations, or duties embodied in this Contract, BCVSC may exercise any and all available administrative, contractual, equitable or legal remedies, without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and BCVSC retains the right to exercise all remedies mentioned herein.

Any waiver by either party of any provision or condition of this Contract shall not be construed or deemed to be a waiver of any other provision or condition of this Contract, nor a waiver of a subsequent breach of the same provision or condition. Vendor waiver requests shall be submitted in writing to the BCVSC Director or his/her designee. BCVSC will respond to waiver requests within ten (10) business days.

In the event of repeated waiver requests both parties agree to meet, at the request of either party, to discuss a possible amendment to the terms of the Contract.

14. SEVERABILITY

If any term or provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid or unenforceable, the remainder of this Contract or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

15. CONFIDENTIALITY

Vendor shall maintain the confidentiality of all BCVSC clients and shall comply with all federal and state laws applicable to BCVSC and/or clients of BCVSC concerning the confidentiality of BCVSC clients.

Vendor agrees that the use or disclosure of information, systems or records concerning BCVSC clients for any purpose not directly related to the administration of this Contract is prohibited and access to the identities of any BCVSC clients shall be limited to that which is necessary for the purpose of performing Vendor's responsibilities under this Contract.

No information on clients served will be released for research or other publication without the express written consent of the BCVSC Director or his designee.

16. RECORDS

Vendor shall practice generally accepted accounting practices and procedures and maintain accurate records, reports, payrolls, etc., which sufficiently and properly reflect all direct costs of any nature incurred by Vendor in the performance of this Contract.

Vendor shall maintain, protect and preserve in a secure and safe manner all records relating to the services provided and/or used in the administration of the program, including, but not limited to, client records, eligibility determination records, financial records, census records, and documentation of legal

compliance with all applicable Ohio Revised Code and Ohio Administrative Code rules for a minimum of three (3) years after final payment is made under this Contract.

Such records shall be made available at all reasonable times for audit and/or review by duly authorized personnel of BCVSC, Board of County Commissioners of Butler County, State of Ohio (including, but not limited to, the Governor's Office of Veterans Affairs, Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government for a minimum of three (3) years after final payment is made under this Contract. If an audit of any nature is initiated during this time period, Vendor shall retain such records until the audit is concluded and all issues resolved.

Vendor shall assure the maintenance of all records for a like period of time that are in the possession of any third party performing work related to this Contract, unless otherwise directed by BCVSC.

Vendor shall not use any information, systems or records made available to it for any purpose other than to fulfill the contractual duties specified herein without the express written consent of BCVSC.

17. UNIT RATES

When Exhibits 1 and/or 2 of this Contract identify the service to be provided as a purchase of services in units of service, or the authorization issued by BCVSC is to provide a specific number of units of service, it is the responsibility of Vendor to determine the number of units approved and to monitor the number of allowable units of services authorized by BCVSC under this Contract which have been used:

(1) Individually and (2) collectively. If Vendor offers services collectively or individually in excess of the Contract limits for the units authorized by BCVSC without prior approval by BCVSC, Vendor shall bear the cost of the services provided.

If Vendor feels there is a need for additional units of service for the Contract as a whole, it is the responsibility of Vendor to obtain written approval from BCVSC administration prior to providing the additional units of service. Lack of diligence in securing such approval in advance shall not operate to the financial prejudice of BCVSC and thus BCVSC shall not be obligated to approve or pay for any services provided in excess of those it has authorized.

Should BCVSC agree to an increase in the authorized number of units of service, amendment language will be formulated by BCVSC for incorporation into the Contract via BCVSC's contract amendment process. No contract modifications shall become effective until they are formally amended per Contract Section 7 -Amendment.

18. REIMBURSEMENT

Vendor warrants that claims made to BCVSC for payment of services provided shall be for actual services rendered are accurate.

BCVSC agrees to compensate Vendor in accordance with the rates outlined in Contract Exhibit 2, Reimbursement Policy, for the services performed by Vendor.

All requests for reimbursement shall have adequate supporting documentation. Required documentation specific to this contract is listed in Exhibit 2- Reimbursement Policy.

Records of services provided and all expenses incurred in the development of the program shall be maintained per Contract Section 17 - Records. Service and expenses for which there is insufficient documentation will not be reimbursed, or will be recovered through the audit process.

- A) Billing: Invoices shall be sent each month to BCVSC within five (5) days of the phase being complete. Vendor shall make all reasonable efforts to include all service provided during the service month on the invoice. BCVSC shall not make payment for any service, based upon either an initial invoice or a supplemental invoice, for which a request for reimbursement is submitted to BCVSC more than ninety (90) calendar days from the end of the phase completion. BCVSC has the final authority to determine whether an invoice is received timely and accurately. For invoices which are received timely but are not accurate, there shall be no extension of time limitations.

Invoices shall include Vendor's name and address, program name, invoice number, invoice period, vendor number (federal taxpayer ID), invoice amount and any special documentation identified in Contract Exhibit 2, Reimbursement Policy.

Untimely invoices and/or invoices which repeatedly contain errors shall be grounds for termination pursuant to Contract Section 8, Termination.

All invoices and supporting documentation shall be subject to audit and adjustment by BCVSC and the State of Ohio after payment is made. Attention is directed to Contract Section 20, Audit Responsibility (of Vendor).

- B) Payment: BCVSC will review Vendor's invoice for completeness of required information before making payment, but within forty five (45) working days after receipt of a complete and accurate invoice. Any adjustments by BCVSC to the invoice will be identified in an adjustment letter to Vendor, to be issued timely with the payment check. If Vendor's invoice is incomplete, payment will be delayed until receipt of required information.

In the event BCVSC intends to withhold any amount due to the lack of sufficient documentation, BCVSC will promptly notify Vendor in writing.

19. AUDIT RESPONSIBILITY

Vendor shall accept responsibility for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local entities directly related to Vendor's performance of this Contract.

Audits will be conducted using a "sample" method. Depending on the type of audit conducted, the areas to be reviewed using the sample method may include, but are not limited to months, expenses, total units, and billable units. If errors are found, the error rate of the audit sample will be applied to the entire audit period.

Vendor recognizes and agrees BCVSC may withhold any money due and recover through any appropriate method any money erroneously paid under this Contract if evidence exists of less than full compliance with this Contract.

Vendor shall repay BCVSC, with interest at the statutory rate, the full amount of payment received for duplicate billing, erroneous billings, or false or deceptive claims. When an overpayment is identified and

the overpayment cannot be repaid in one month, Vendor shall sign a repayment of funds agreement or BCVSC shall withhold the overpayment from monies due Vendor. If payments are not made according to the agreed-upon terms, future checks will be held until the repayment of funds is current. Checks held more than sixty (60) days will be canceled and will not be re-issued. BCVSC may, in its sole discretion, allow a change to the terms of the repayment of funds agreement. Any change to the repayment of funds agreement shall require a formal amendment to be signed by all parties. An amendment to the repayment of funds agreement may also be required by BCVSC if any additional changes or issues develop or need to be addressed as determined by BCVSC.

BCVSC reserves the right not to increase the rate{s} of payment or the overall Contract amount for services purchased under this Contract if there is any outstanding or unresolved issue related to any audit finding.

20. PERFORMANCE MEASUREMENT

The Vendor shall develop a service measuring process that will provide reports on services provided compared to the standards outlined in the request for proposal, this document and exhibits attached.

21. PROPERTY OF BUTLER COUNTY

All items produced under this Contract or with funds provided under this Contract, including, but not limited to, documents, data, photographs and negatives, electronic reports/ records, or other media are the property of Butler County and the BCVSC, which has an unrestricted right to reproduce, distribute, modify, maintain and use any or all such deliverables.

Vendor shall not obtain copyrights, patents, or other proprietary protection for the deliverables produced under this contract; nor shall Vendor include any copyrighted matter in the deliverables produced pursuant to this Contract.

22. COMPLIANCE

Vendor shall comply with all requirements of federal laws and regulations, applicable OMB circulars, state statutes and Ohio Administrative Code rules in the conduct of work hereunder.

23. GOVERNING LAW

This Contract and any modifications, amendments, or alterations thereto, shall be governed by and shall be construed and enforced under the laws of the State of Ohio.

Any legal action brought pursuant to the Contract shall be filed in the courts located in Butler County, Ohio and Ohio law shall apply.

24. CONFLICT OF INTEREST

Vendor shall not permit funds to be paid or committed to be paid to any corporation, firm, association or business in which any of the members of the governing body of the agency, executive personnel or their immediate families have any direct or indirect financial interest, or in which any of these persons serves as an officer or employee; unless the goods or services involved are provided at a competitive cost and under terms favorable to the Vendor. Vendor shall make written disclosure of any and all

financial transactions of the Vendor in which a member of his/her immediate family or executive personnel or their immediate family is involved.

This Contract in no way precludes, prevents, or restricts Vendor from obtaining and working under additional contractual arrangement(s) with other parties aside from BCVSC, assuming that the contractual work in no way impedes Vendor's ability to perform the services required under this Contract. Vendor warrants that, at the time of entering into this Contract, it has no interest in nor shall it acquire any interest, direct or indirect, in any Contract which will impede its ability to perform the services under this Contract.

Vendor further agrees that there is no financial interest involved on the part of any BCVSC officers, Board of County Commissioners or employees of Butler County involved in the development of the specifications or the negotiation or actual performance of this Contract. Vendor has made a reasonable inquiry among its board members, administrative staff and employees involved in providing services under this Contract to determine whether an actual or potential conflict of interest exists. Based on that inquiry, Vendor has uncovered no evidence of an actual or potential conflict of interest among its board, administrative staff, and/or employees involved in providing services under this Contract. It is understood that a conflict of interest occurs when any member of the Vendor's Board, administrative staff, or employee involved in providing services under this Contract has a financial or other interest in the Contract aside from compensation for services rendered or receives personal favors as a result of the signing or performance of this Contract.

Vendor shall report the discovery of any potential conflict of interest to BCVSC. If a conflict of interest occurs or is discovered during the term of this contract, BCVSC may exercise any right under the Contract, including termination.

Vendor shall comply with Ohio ethics laws as listed in Ohio Revised Code Chapters 102 and 2921. By signing this Contract, Vendor certifies that it is and shall remain in compliance with these provisions.

25. FORCE MAJEURE

If by reason of force majeure, the parties are unable in whole or in part to act in accordance with this Contract, the parties shall not be deemed in default during the period of such inability provided, however, that Vendor shall only be entitled to the benefit of this paragraph for fourteen (14) days if the event of force majeure does not affect BCVSC's property or employees which are necessary to Vendor's ability to perform.

The term "force majeure" as used herein shall mean without limitation: acts of God; strikes or lockout; acts of public enemies; insurrections; riots; epidemics; lightning; earthquakes; fire; storms; flood; washouts; droughts; arrests; restraint on government and/or people; civil disturbances; and explosions.

Vendor shall, to the extent within its reasonable control, remedy with all reasonable dispatch any such cause which prevents Vendor from carrying out its obligations contained herein.

26. MEDIA RELATIONS, PUBLIC INFORMATION, AND OUTREACH

BCVSC reserves the right to announce the following to the general public and media: award of the Contract, Contract terms and conditions, scope of work under the Contract, deliverables and results

obtained under the Contract, impact of Contract activities, and assessment of Vendor's performance under the Contract.

Vendor shall not release information about or related to this Contract to the general public or media verbally, in writing, or by electronic means without prior written approval from BCVSC, unless Vendor is required to release requested information by law.

Vendor shall not seek to publicize and shall not respond to unsolicited media queries requesting announcement of Contract award, Contract terms and conditions, Contract scope of work, government-furnished documents BCVSC may provide to Vendor to fulfill the Contract scope of work, deliverables required under the Contract, results obtained under the Contract, and impact of Contract activities without prior written BCVSC approval.

Vendor shall contact BCVSC in lieu of responding immediately to media queries.

Nothing in this section is meant to restrict Vendor from using Contract information and results to market to specific clients or prospects.

Any program description intended for internal or external use shall mention that referrals and funding are provided by the BCVSC.

27. CHILD SUPPORT ENFORCEMENT

Vendor agrees to cooperate with BCVSC, ODJFS and any other Child Support Enforcement Agency in ensuring that Vendor's employees meet child support obligations established under state law. Further, by executing this Contract, Vendor certifies present and future compliance with any order for the withholding of child support issued pursuant to Ohio Revised Code section 3119, Calculation of Child Support Obligation - Health Insurance Coverage, and section 3121, Collection and Disbursement of Child Support.

28. DEBARMENT AND SUSPENSION

Vendor certifies that it is not listed in the non-procurement portion of the U.S. General Services Administration's "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies and contractors declared ineligible.

Vendor shall, upon notification by any Federal, State, or Local government agency, immediately notify BCVSC of any contemplated or imposed debarment or suspension.

29. DEBT CHECK PROVISION

Ohio Revised Code Section 9.24 prohibits public agencies from awarding a contract for goods, services or construction, paid for in whole or in part from state funds, to a person or entity against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. By entering into this Contract, Vendor warrants that a finding for recovery has not been issued to Vendor by the auditor of state. Vendor further warrants that Vendor shall notify BCVSC within one (1) business day if a finding for recovery is issued against Vendor during the Contract term.

30. DELINQUENT PERSONAL PROPERTY TAX

Vendor certifies that all delinquent personal property tax obligations of the Vendor, including interest and penalties due the County of Butler, have been paid prior to the signing of this contract, per the requirements of Section 5719.042 of the Ohio Revised Code.

31. DISCLOSURE

Vendor shall make a reasonable inquiry and shall disclose all information about any business relationship or financial interest that Vendor's Board, administrative staff or employees participating in this Contract have with a county employee, county employee's business, or any business relationship or financial interest that a county employee has with the Vendor or in the Vendor's business.

32. DRUG-FREE WORKPLACE

Vendor shall comply with all applicable state and federal laws regarding a drug-free workplace as outlined in 45 CFR Part 82. Vendor shall make every reasonable effort to ensure that all employees performing duties or responsibilities under this Contract, while working on state, county or private property, shall not purchase, transfer, use or possess illegal drugs or alcohol, or abuse prescription drugs in anyway.

33. LOBBYING

Vendor certifies that Vendor has not and shall not use Federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, office or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C.1352.

Vendor shall disclose any lobbying with any non-Federal funds that takes place in connection with obtaining any Federal award. Failure to disclose any and all lobbying information shall result in immediate suspension of payment and termination of this Contract.

34. NON-COLLUSION CERTIFICATION

Vendor certifies that its agents, officers or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Contract.

35. NON-DISCRIMINATION

Vendor certifies that it is an equal opportunity employer and shall remain in compliance with state and federal civil rights and nondiscrimination laws and regulations including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act, as amended, and the Ohio Civil Rights Law.

Vendor shall post in conspicuous places, available to employees and applicants for employment, notices stating that Vendor complies with all applicable federal and state non-discrimination laws.

Vendor shall not discriminate against any person and will take affirmative action to ensure that all employees, contract workers, or applicants are treated without regard to race, color, religion, sex,

sexual orientation, national origin, ancestry, disability, Vietnam-era veteran status, age, political belief or place of birth. Such action shall include, but is not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training and/or apprenticeship.

Neither Vendor, nor any person claiming through Vendor, shall establish or knowingly permit any such practice or practices of discrimination or segregation in reference to anything relating to this Contract, or in reference to any contractors or subcontractors of said Vendor.

36. PUBLIC ASSISTANCE WORK PROGRAM PARTICIPANTS

Pursuant to Ohio Revised Code Chapter 5107, Ohio Works First Program, and Chapter 5108, Prevention, Retention and Contingency Program, Vendor shall not discriminate in the hiring and promotion of applicants for and participants in the Ohio Works First Program. Vendor shall include such provision in any contract, subcontract, grant, agreement or procedure with any other party that will be providing services, directly or indirectly, to BCVSC clients.

37. CONTRACT DISPUTE RESOLUTION

The parties shall promptly communicate with each other to attempt to resolve items in dispute. Nothing herein shall preclude either party from pursuing its remedies available at law or in equity.

38. CONTRACT CLOSEOUT

At the discretion of BCVSC, a contract closeout may occur within ninety (90) days after the completion of all contractual terms and conditions. The purpose of the contract closeout is to verify there are no outstanding claims or disputes and to ensure that all required forms, reports and deliverables were submitted to and accepted by BCVSC in accordance with contract requirements.

39. AUTHORITY TO BIND PRINCIPAL

The signatures hereon shall act as express representations that the signing agents are authorized to bind their respective principals to this agreement.

THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

In witness whereof, the Vendor and BCVSC have executed this Contract as of the ____ day and ____ year
MONTH 2024.

REQUIRED SIGNATURES

{Who Signing, with title} Date

{Business Name}

Hunter B. Jones, President Date
Butler County Veterans Service Commission

David Reed, Vice President Date
Butler County Veterans Service Commission

Mark Applegate, Secretary Date
Butler County Veterans Service Commission

Kenneth Calihan, Member Date
Butler County Veterans Service Commission

Gregory Robinette, Member Date
Butler County Veterans Service Commission

Approved As To Form Only:

Assistant Prosecuting Attorney (Date)

Attachment A

(This Affidavit Must Be Executed For The Bid To Be Considered)

Attachment B

Tips on completing the Butler County Ohio Auditor's requested Sub W-9 Form

The vendor needs to complete the most recent version of the Sub W-9 form. (please see the attached PDF). We cannot accept REGULAR W-9 or PREVIOUS VERSIONS OF THE Sub W-9 forms as they do not contain details on the additional IRS tax classifications or information required for the State of Ohio.

Please be sure the vendor completes the entire form. Common missing pieces of data are checking the box for the individual/sole owner of the business receiving payments under Part II. This box **MUST** be checked yes or no. If they are an individual the answer is always yes. If the yes box is checked, we need all the data completed in Part ID. This is required information we must provide to the State of Ohio.

HAVE THE VENDOR PLACE THEIR TELEPHONE NUMBER ON THE ADDRESS LINE 2 IN SECTION I.

OPERS Independent Contractor Acknowledgment Form

An OPERS Independent contractor form needs to be submitted when the "yes" box is checked in Part m on the Sub W-9 form. Again, please be sure all data is provided on the form. The most common missing pieces of information are the "services provided to the employer" and the start and end date of services. A month and year can be used for the start date if an exact date is not known. If there is not an end date please write "continuing". This is also required data we must provide to the state. Attached is a copy of the form.

Additional Remittance Address

Please provide communication from the vendor when requesting additional remittance information to be added to Munis. An email from the vendor or copy of the invoice with the new remittance works well.

We understand that getting the proper completed documents can be challenging. These items are required either by the IRS or by the State of Ohio and must be completed fully. Forms received that are not complete will not be entered into Munis until all information is provided by the vendor.

NEW REQUIREMENTS FROM Ohio Public Employees Retirement Systems (OPERS).

Ohio Public Employees Retirement Systems (OPERS) Is requiring additional information for vendors who do business with Butler County. Our office has amended the existing Sub W-9 to include questions that will meet the OPERS requirement. Please make sure any new vendors are completing the attached Butler County Sub W-9. We will be unable to accept old forms effective June 30th.

Part IV of the sub W-9 form now includes a question for vendors who are categorized as an Individual, sole proprietor or single member LLC in part I. The vendor will need to answer "Yes or No", If they are receiving OPERS retirement or disability benefits. If they answer "Yes" in part 'IV, they will also need to complete the SR-6 form that is attached to this email. The SR-6 form is a "Notice of Re-employment of an OPERS Benefit Recipient". The SR-6 form will need to be returned with the Sub W-9 form and the OPERS independent contractor form.



NOTICE OF RE-EMPLOYMENT OR CONTRACT SERVICES OF AN OPERS BENEFIT RECIPIENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Services: 1-888-400-0965
www.opers.org



STEP 1: Benefit Recipient's Personal Information

Social Security Number

-OR-

OPERS ID

First Name

MI

Last Name

Address

City

State

ZIP Code

Date of Birth

STEP 2: Employment Information

Beginning date of re-employment:

Title

STEP 2: Employment Information Continued

- ☐ 1. A benefit recipient hired as a public employee or elected to office.
- ☐ 2. A benefit recipient hired under a personal service contract as an independent contractor.

In all cases of doubt, the OPERS Board shall determine whether any person is a public employee, and its decision is final. An independent contractor is not a public employee and shall not become a contributor to the retirement system. Generally, independent contractors are not included on the employer's payroll and receive a Form 1099-MISC for income tax reporting purposes.

To the extent an employer improperly classifies the benefit recipient as an independent contractor on this form, and the benefit recipient receives (1) a monthly retirement benefit from the retirement system, or (2) reimbursements from the OPERS HRA or the OPERS RMA, the employer and/or the individual may be liable to OPERS and/or the applicable plan(s) for any amounts incorrectly paid under the plan(s) and the employer may also be liable to OPERS for any unpaid employee or employer contributions to the retirement system.

- ☐ 3. A benefit recipient employed in a position described in Ohio Revised Code Section 101.31, 121.03, or 121.04, or as the head of a division of a state department, or in a position to which appointment is made by the governor with the advice and consent of the Senate.
- ☐ 4. A retired judge assigned to active duty by the Chief Justice of the Ohio Supreme Court. Please forward a copy of the assignment papers.
- ☐ 5. A benefit recipient re-employed or re-hired in the same position by a public employer in a position that is customarily filled by a vote of the members of a board or commission or by the legislative authority of a county, municipal corporation, or township and the following conditions have been met.
 - a. Not less than 60 days before the employment as a re-employed benefit recipient commenced, the public employer gave public notice (containing the time, date, and location at which a public meeting was to take place) that the benefit recipient would be receiving a benefit and was seeking employment with the public employer; and
 - b. Between 15 and 30 days before the employment as a re-employed benefit recipient commenced, the public employer held a public meeting on the issue of the benefit recipient being employed by the public employer.
- ☐ 6. An elected official receiving a benefit who is elected or appointed to the same position for the remainder of the term or the term immediately following retirement. Please mark a, b, c or d below.
 - ☐ a. The director of the Board of Elections has been notified in writing, at least 90 days prior to the primary election for the next term, of the elected official's intent to retire.
 - ☐ b. The elected official was already retired at least 90 days prior to the general election.
 - ☐ c. The appointing authority has been notified that the official was already retired or intends to retire prior to the end of the term.
 - ☐ d. None of these apply.
- ☐ 7. An elected official receiving a benefit who is elected or appointed to a different elected office.

STEP 3: Employer Certification of Health Care Coverage

Will the employer's health care coverage be available to the re-employed benefit recipient listed on this form?

☐ Yes ☐ No

If "yes," when will this coverage first become available?

□ □ / □ □ / □ □ □ □

STEP 4: Fiscal Officer Certification

I certify that the employment or contract information provided on this form is accurate to the best of my knowledge. I understand that failure to timely or accurately report a benefit recipient's service to OPERS may result in employer liability to OPERS for overpaid benefits and/or unpaid contributions. In any case of doubt, it is the employer's obligation to request a determination of whether the benefit recipient is a public employee who should be contributing to OPERS for his/her service.

Employer

Employer Code

Address

City

State

ZIP Code

Signature of Fiscal Officer
Reporting to OPERS _____

Today's Date / /

Do not print or type name

Fiscal Officer Reporting to OPERS First Name

MI

Last Name

Title

Work Phone Number



Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

1-800-222-PERS (7377)
www.opers.org

(Revised 5/22)

STEP 3: Acknowledgment

The public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for this service. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification. **A copy of this form must be sent to OPERS.**

Signature _____ Today's Date ____/____/____
Do not print or type name



Nancy NIX
Butler County Auditor CPA

Butler County Auditor's Office
130 High Street / 3rd-4th Floors
Hamilton, Ohio 45011
Phone: 513-887-3154

The Butler County Auditor's Office offers the ability for vendors to receive payments from the County electronically, rather than by check. Payments can be deposited into a checking or savings account of your choice. In addition, you will be notified of the deposit by e-mail. The e-mail will provide all the information that would normally print on the check stub. To receive payments electronically, you must complete this form and return to the address above with a voided check or bank letter containing routing/account information. The first payment processed after we receive all documentation will continue to be a paper check. Once we are able to verify the banking information provided, via the prenote process, all future payments will be sent electronically.

Action:	<input type="checkbox"/> ADD	<input type="checkbox"/> CHANGE/UPDATE	<input type="checkbox"/> INACTIVATE
Payee Name:			Phone No:
Taxpayer ID:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Butler County Employee: YES <input type="checkbox"/> NO <input type="checkbox"/>
SSN:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Address:			
E-mail (Required):			
Bank Name:			
Bank Routing Number:		<input type="checkbox"/> Savings Acct No:	
		<input type="checkbox"/> Checking Account No:	

ATTACH VOIDED CHECK OR A BANK LETTER CONTAINING ACCOUNT AND ROUTING INFORMATION

Authorization: This authorizes the Butler County Auditor's Office to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. I understand and accept the conditions of participation in the direct deposit program.

This authorization will be in effect until the Butler County Auditor's Office receives a written termination notice from myself and has a reasonable opportunity to act on it.

Print Name	Title:
Signature:	Date:

PROPOSAL SIGNATURE PAGE

ADVERTISING SERVICES CONTRACT 2024-03-VSC1

BUTLER COUNTY VETERANS SERVICE COMMISSION

315 HIGH STREET, 1st FLOOR

HAMILTON OHIO 45011

PROPOSAL SUBMISSION DEADLINE: April 22, 2024 at 12:00 PM Local Time

COMPANY NAME: _____

DBA: _____

ADDRESS: _____

City: _____ State: _____ Zip Code: _____

TELEPHONE NO. _____ FAX NO. _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

CERTIFICATION: This proposal has been completed in accordance with the specifications. I hereby certify that, to the best of my knowledge, the information contained herein is accurate, complete and current as of this date. I hereby certify that I have the authority to submit this proposal and to negotiate, sign, modify and terminate contracts on behalf of the above named organization. I also certify that the proposal and pricing shall remain in effect and unchanged for 120 days from proposal due date.

Name and signature of organization officer authorized to bind the company to all commitments made in the proposal.

SIGNATURE: _____ DATE: _____

TYPED/PRINTED NAME: _____

TITLE: _____

PROPOSAL RATES - Attachment E

Proposal Rates

Company Name _____

Street Address _____

City, State, Zip _____

Phone Number () _____ Fax Number () _____

Contact Person _____

Title _____

Email _____

Server Hosting and Support Services

Price

- | | | |
|----|---|----|
| 1. | Migration | \$ |
| 2. | Annual Maintenance & Support ¹ | \$ |
| 3. | Managed Infrastructure | \$ |
| 4. | Other relevant considerations | \$ |

Total \$ _____

¹ Requires up time above 99.99% per month