

REQUEST FOR PROPOSAL

Solicitation ID: SRC0000037187

Issue Date: 9/15/2026

The Ohio Department of Youth Services (ODYS) is requesting Bids
for:

Connecting Loved Ones Sooner Than Expected (CLOSE)

INQUIRY PERIOD BEGINS: 9/15/2026

INQUIRY PERIOD ENDS: 9/25/2026

OPENING DATE: 9/15/2026

OPENING TIME: 12 PM Eastern Standard Time

Note: This Request for Proposal may result in multiple awards, Multiple awards may result from this bid. Offerors can submit proposals for multiple sites.

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PART ONE: GENERAL INSTRUCTIONS

I. GENERAL INSTRUCTIONS

STATE OF OHIO ONLINE PURCHASING SOLUTION. OhioBuys provides the primary platform for Supplier partners to engage in procurement activities with the State of Ohio. For additional information on submitting Proposals see the “Viewing and Responding to Solicitations” Learner Guide or the “Viewing and Responding to Solicitations” Supplier Training Video linked below.

Learner Guide

<https://procure.ohio.gov/static/pdf/S-LG.2%20Ohio%20Buys%20Viewing%20and%20Responding%20to%20Solicitations%20LG%20v2.1.pdf>

Viewing and Responding to Solicitations

<https://www.youtube.com/watch?v=K6iE32BUMJ0&feature=youtu.be>

A. Contacts

The following sections provide details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

During the bid process – communication shall be conducted through OhioBuys. During the performance of the Contract, a Project Representative will represent ODYS and will be the primary contact for matters relating to the Contract. ODYS will designate the Contract Monitor in writing at the time the contract is awarded.

By submitting a Bid, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirement.

The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in this RFP.

B. Inquiries/Clarifications

ONLY INQUIRIES/CLARIFICATIONS WILL BE ACCEPTED BY THE FOLLOWING METHOD.

Offerors may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Timeframe Requirements. To make an inquiry, Offerors must login to OhioBuys, navigate to the solicitation, open the inquiry tab and submit their inquiry. All inquiries must be received prior to the end of the Inquiry Period listed on the cover page. The state will make every effort to post responses within 48 hours. All inquiries and responses will be posted on the website where the bid opportunity is posted. Interested bidders will be able to access the questions and answers during the time the bid is posted.

Inquiries and or requests for clarification about a specific portion of this RFP must reference the relevant part of this RFP and include the provision heading with the RFP page number.

Offerors who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or

any attempt to communicate with ODYS staff or any other agency of the State to discuss the bid may result in the bidder being deemed not responsive.

C. Bid Deadline and Requirements

Offerors are to base their Proposals, and the details and costs of their proposed Work, on the requirements and performance expectations established in this RFP for the Contract, not on details of any other potentially related contract or project. If Offerors ask questions about existing or past contracts using the Internet Q&A process, DYS will use its discretion in deciding whether to provide answers as part of this RFP process.

PROPOSAL SUBMITTAL. Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Technical Proposal and Cost Proposal) in separate electronic envelopes.

Technical Proposal: The technical Proposal includes answers to predetermined evaluation criteria specified within the RFP.

Cost Proposal: The Offeror must submit a separate cost section of its Proposal in the required format described in OhioBuys.

Offerors will not be able to submit Proposals or unsolicited Proposal amendments after the deadline requirements in the RFP. An Offeror must allow adequate time for uploading a Proposal prior to the due date and time. DYS recommends that Offerors submit Proposals as early as possible. Proposals received prior to the deadline are stored, unopened, in the electronic file.

Each Offeror must carefully review the requirements of this RFP and the contents of its Bid. Once a solicitation has closed, Proposals cannot be altered, except as allowed by this RFP.

ODYS may reject any Bid if the Offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Bidder's Bid fails to meet any requirement of this RFP. ODYS may also reject any Bid that it believes is not in its interests to accept and may decide not to do business with any of the potential contractors responding to this RFP.

To protect the integrity of the evaluation and award process, Bid responses will not be available for public viewing until after the contract has been officially awarded. Offerors may not contact ODYS staff, other contractors, or any other member of the State to discuss their Bid or to discuss any of the other responses to the RFP. Offerors who attempt to make such contacts may be deemed not responsive.

All Bids and other submitted material will become the property of ODYS and will not be returned. The Bidder should not include proprietary information in a Bid because ODYS maintains the right to use any materials or ideas submitted without compensation to the Bidder. Additionally, all Bids will be open to the public after ODYS awards the Contract.

ODYS will retain all Bids or a copy of them, as part of the contract file for the period of the contract and any subsequent renewals. After the retention period, ODYS may return, destroy, or otherwise dispose of the Bids and copies.

D. Waiver of Defects

ODYS maintains the right to waive any defects in any Bid or in the Bidder's submission process. ODYS will only waive immaterial defects if it believes that is in the ODYS's interest.

E. Bid Instructions

The Offeror must organize each Bid in a manner consistent with the order of this RFP and any attachments, if any.

ODYS wants clear and concise Bids. Offerors shall completely answer questions and meet all RFP requirements.

ODYS will not be liable for any costs incurred by any Offeror in responding to this RFP, even if the ODYS does not award a Contract through this process. ODYS may decide not to award a service contract. It may also cancel this RFP and contract for these services through some other process or by issuing another RFP.

Responsive: An Offeror is responsive if its bid responds to the bid specifications and requests for documents and attachments in all material respects; and, contains no irregularities or deviations from the specifications that would affect the amount of the bid or otherwise give the Offeror an unfair advantage.

Responsible: ODYS' determination of an Offeror's responsibility includes the following factors:

1. experience of the Offeror.
2. Offeror's financial condition.
3. Offeror's conduct and performance on previous contracts.
4. the Offeror's facilities (if applicable).
5. the Offeror's management skills.
6. the Offeror's ability to execute the contract properly, and.
7. review of Federal and the Ohio Department of Transportation
debarment list.

PART TWO: RFP TIMEFRAME REQUIREMENTS

II. RFP TIMEFRAME REQUIREMENTS

A. Firm Dates

RFP Issued: 9/15/2026
Inquiry Period Begins: 9/15/2026
Inquiry Period Ends: 9/25/2026
Bid Due Date: 9/28/2026 COMPLETE by 12:00 PM Eastern Standard Time

Failure to meet a deadline, in the submission or evaluation phases or any objection to the dates for performance in the solicitation phase, may result in ODYS not considering the Bid of the Offeror.

B. Amendments to Bids

Amendments or withdrawals of Bids are allowed until 3:00 P.M., Eastern Standard Time, on the stated Bid Due Date. No amendment or withdrawals will be permitted after the due date, except as expressly authorized by this RFP.

C. Bid Deadline and Requirement

PROPOSAL SUBMITTAL. Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Technical Proposal and Cost Proposal) in separate electronic envelopes. These proposals shall be submitted in OhioBuys by the specified due date.

Technical Proposal: The technical Proposal includes answers to predetermined evaluation criteria specified within the RFP.

Cost Proposal: The Offeror must submit a separate cost section of its Proposal in the required format described in OhioBuys. **The Offeror must COMPLETE the “LOCATION PRICING” spreadsheet provided in the RFP.**

Offerors will not be able to submit Proposals or unsolicited Proposal amendments after the deadline requirements in the RFP.

MULTIPLE OR ALTERNATE PROPOSALS. ODYS accepts multiple Proposals from a single Offeror, but ODYS requires each such Proposal be submitted separately from every other Proposal the Offeror makes. Additionally, the Offeror must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation, and other items this RFP requires for a Proposal to be complete and acceptable. No alternate Proposal may incorporate materials by reference from another Proposal made by the Offeror or refer to another Proposal. ODYS will judge each alternate Proposal on its own merit.

The objective of this RFP is to solicit Bids for the requested services to the Ohio Department of Youth Services at the facility(s) indicated. The successful Bid(s) will form the basis of a contract for such services, and be the minimum acceptable standard expected of the contractor throughout the term of the contract.

The Contractor must fully describe and document how they will provide the services as required by the RFP. The Contractor must provide services in a manner consistent with established standards of the American Correctional Association (ACA), the Ohio Department of Youth Services and all federal, state, and local laws.

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PART THREE: OVERVIEW OF SERVICES
Exhibit A

A. Statement of Need

Section 1:

The Ohio Department of Youth Services (DYS) values facility visits by family, parents and guardians of youth that are in our three (3) correctional and two (2) private facilities. Transportation to and from a facility for visitation often presents a barrier to many visitors due to the significant level of resources required for travel. DYS holds such value in connecting families which is the reason to implement a program called Connecting Loved Ones Sooner than Expected (CLOSE) to home at no cost to the facility visitor.

DYS is seeking transportation for approved monthly visits to its three (3) correctional facilities occurring on Saturdays as scheduled. We are additionally seeking transportation for special events that may be scheduled during the week, and weekend, for occasional trips as needed to its private and correctional facilities regularly occurring visitation requests include monthly transportation from each city to the current month's designated facility based on pre-established scheduling.

DYS is requesting transportation services from Akron, Cincinnati, Columbus, Cleveland, Dayton, Toledo, Warren, and Youngstown to transport approved facility visitors to each of the facilities listed below.

The three (3) DYS correctional facilities include:

Circleville Juvenile Correctional Facility (CJCF) REGION TWO

640 Island Rd
Circleville, OH 43113

Cuyahoga Hills Juvenile Correctional Facility (CHJCF) REGION ONE

4321 Green Rd
Cleveland, OH 44128

Indian River Juvenile Correctional Facility (IRJCF) REGION ONE

2775 Indian River Rd
Massillon, OH 44646

The two (2) private facilities include:

Center for Adolescent Services (CAS) REGION THREE

333 Access Rd
New Lebanon, OH 45345

Lighthouse Youth Services at Paint Creek REGION THREE

1071 Tong Hollow Rd
Bainbridge, OH 45612

Section 2:

Vehicle Specifications

Vehicle(s) capable of transporting twenty (20) plus passengers shall be available for transportation that is Americans with Disabilities Act (ADA) 56 FR 45756 compliant to ensure passenger comfort and accessibility. The vehicle shall also have the capabilities to accommodate car seats for passengers in need of such accommodation.

Experience and Licensure

The Contractor shall provide proof of the Contractor's certificate of registration issued by the Federal Motor Carrier Safety Administration and the United States Department of Transportation Number, which gives them authority to operate as a common carrier. All drivers must possess an Ohio state issued driver's license to operate a motor vehicle.

The Contractor shall maintain compliance with the Federal Motor Carrier Safety Administration regulation 49 CFR 395.3 regarding maximum driving time for employees, and any revision, amendment, or modification of that regulation.

Section 3:

Facility Visitation Rotation

The DYS CLOSE coordinator shall provide the passenger list to the Contractor by Thursday 5:00 PM EST prior to each weekend visit. Special Event passenger lists shall be provided 48 hours prior to transport. The DYS CLOSE coordinator shall also verify passenger identification and ascertain passenger sign-in on the DYS Facility Visit Transportation Sign-in Sheet at each starting location.

The Contractor shall verify that each passenger returned to the round-trip starting location by completing the DYS Facility Visit Transportation Sign-in Sheet. The Contractor shall submit the DYS Facility Visit Transportation Sign-in Sheet with the invoice to ensure payment. The Contractor shall offer passengers one (1) 15-minute break for any trip that exceeds three (3) hours. Scheduled breaks shall not impact the facility arrival time as this will decrease the family visitation period of approximately four (4) hours.

Correctional Facility Visitation Schedule:

Each of the three (3) correctional facilities shall receive at least one (1) CLOSE transport each quarter, rotating one facility visit per month, with the option for the Department of Youth Services to add additional trips. DYS shall provide a 48-hour notification for correctional facility transports.

Facility	Location	Schedule	Time EST
CJCF	640 Island Rd Circleville, OH 43113	Weekend	11:00 AM – 3:00 PM
CHJCF	4321 Green Rd Cleveland, OH 44128	Weekend	1:00 PM – 5:00 PM
IRJCF	2775 Indian River Rd Massillon, OH 44646	Weekend	1:00 PM – 5:00 PM

Private Facility Visitation Schedule Region Three:

The two (2) private facilities shall receive CLOSE transports as scheduled by DYS. DYS shall provide a two (2) business day notification for private facility transports.

Facility	Location	Schedule	Time EST
CAS	333 Access Rd New Lebanon, OH 45345	Monthly, Weekend	TBD
PCYC	1071 Tong Hollow Rd Bainbridge, OH 45612	Monthly, Weekend	TBD

Special Event Facility Visitation Schedule:

Correctional and private facilities will conduct special visits throughout the year, typically around a holiday or school break.

DYS shall provide a five (5) business day notification for all special facility transports.

B. Statement of Services

The Contractor shall provide timely transportation to and from each specified pickup location to each facility on the scheduled dates and times. The Contractor shall pay for all tolls and fees associated with all CLOSE trips.

DYS will only pay for trips completed. If the agency fails to cancel a trip within two days (the Thursday prior to Saturday), the agency is subject to a cancellation fee of \$500. The fee must be billed by the service provider within 60 days of the cancellation."

Pick-up Locations

Passengers shall be picked up at the locations identified below:

Pick up locations	
Akron	650 Dan Street Akron, Ohio 44310
Cincinnati	1740 Langdon Farm Rd. Cincinnati, OH 45237
Columbus	788 Mt. Vernon Ave. Columbus, OH 43203
Cleveland	615 West Superior Ave Cleveland, Ohio 44113
Dayton	1133 Edwin Moses Blvd. Dayton, OH. 45417
Toledo	2012 Madison Ave Toledo, Ohio 43604
Warren	220 Main Ave SW Warren, Ohio 44481
Youngstown	611 Belmont Avenue Youngstown, OH

Price Schedule

Pricing shall be calculated as a roundtrip dependent on the pickup location and the facility in which the determined number of visitors are being transported to.

		REGION ONE						REGION TWO		
CITY		CHJCF			IRJCF			CJCF		
		Number of Riders			Number of Riders			Number of Riders		
		1-8	9-20	21+	1-8	9-20	21+	1-8	9-20	21+
1.	Akron	\$	\$	\$	\$	\$	\$	\$	\$	\$
2.	Cincinnati	\$	\$	\$	\$	\$	\$	\$	\$	\$
3.	Columbus	\$	\$	\$	\$	\$	\$	\$	\$	\$
4.	Cleveland	N/A	N/A	N/A	\$	\$	\$	\$	\$	\$
5.	Dayton	\$	\$	\$	\$	\$	\$	\$	\$	\$
6.	Toledo	\$	\$	\$	\$	\$	\$	\$	\$	\$
7.	Warren	\$	\$	\$	\$	\$	\$	\$	\$	\$
8.	Youngstown	\$	\$	\$	\$	\$	\$	\$	\$	\$
9.	Cincinnati- Dayton- Columbus	\$	\$	\$	\$	\$	\$	\$	\$	\$
10.	Warren- Youngstown- Akron	\$	\$	\$	N/A	N/A	N/A	\$	\$	\$

		REGION THREE					
CITY		CAS			PCYC		
		Number of Riders			Number of Riders		
		1-8	9-20	21+	1-8	9-20	21+
1.	Akron	\$	\$	\$	\$	\$	\$
2.	Cincinnati	\$	\$	\$	\$	\$	\$
3.	Columbus	\$	\$	\$	\$	\$	\$
4.	Cleveland	\$	\$	\$	\$	\$	\$
5.	Dayton	\$	N/A	N/A	\$	\$	\$
6.	Toledo	\$	\$	\$	\$	\$	\$
7.	Warren	\$	\$	\$	\$	\$	\$
8.	Youngstown	\$	\$	\$	\$	\$	\$
9.	Cincinnati- Dayton- Columbus	N/A	N/A	N/A	N/A	N/A	N/A
10.	Warren- Youngstown- Akron	\$	\$	\$	\$	\$	\$

C. Mandatory Requirements

Vehicle(s) capable of transporting twenty (20) plus passengers shall be available for transportation that is Americans with Disabilities Act (ADA) 56 FR 45756 compliant to ensure passenger comfort and accessibility. The passenger van shall also have the capabilities to accommodate car seats for passengers in need of such accommodation.

The Contractor shall provide proof of the Contractor's certificate of registration issued by the Federal Motor Carrier Safety Administration and the United States Department of Transportation Number which gives them authority to operate as a common carrier. All drivers must possess an Ohio state issued driver's license in order to operate a motor vehicle.

D. Award

DYS will award a contract to one contractor per region (a Contractor may be awarded more than one region). The regions are listed above.

E. Selection Criteria

Provided below are the scoring criteria that will be utilized in award of the contract:
TABLE 1 - SCORING BREAKDOWN

Criteria	Maximum Available Points
Proposal Technical Requirements	250 Points
Proposal Cost	25 Points
Maximum Available Points	275 Points

After scoring is complete, if the Proposal with the highest total overall score is one other than from an Ohio or border state Offeror, ODYS will apply the following preferences:

- If the Offeror with the highest total overall score offers a foreign product, deduct six percent of the total available points from the Offeror's total score.
- If the Offeror with the highest total overall score was not assessed the preference from (a) and is one other than an Ohio or border state Offeror offering a domestic source end product, and an Ohio Offeror responded to this RFP and claimed the Buy Ohio Preference, deduct five per cent of the total overall available points from the Offeror's total score.

ODYS will apply the Veterans Friendly Business Enterprise preference as required by ORC 9.318 and OAC 123: 5- 1-16.

The scale (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET	WEAK	WEAK TO MEETS	MEETS	MEETS TO STRONG	STRONG
0 Points	1 Point	2 Points	3 Points	4 points	5 Points

ODYS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

TABLE 3 - TECHNICAL PROPOSAL EVALUATION

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

Evaluation Criteria	Weight	Rating (0 - 5)	Extended Score
Offeror Profile			
Offeror shall provide a business profile clearly highlighting experience and ability as it relates to the requests in this RFP for providing transportation services to approved facility visitors.	10		
Contractor Service Requirements			
Offeror shall provide a transportation plan that is clear and concise ensuring all DYS key elements are included such as but not limited to adequate fleet and licensure, and ability to complete round-trip transports inclusive of multi-stops and breaks as needed.	15		
Scope of Work (Work Plan)			
Offeror shall provide a detailed plan of how the DYS Facility Visit Transportation Sign in Sheet and passenger identification verification shall be utilized when picking up passengers and ensuring passengers return to their pickup location after completion of the round trip.	15		
Offeror shall provide a detailed plan for how timely, safe, and quality round-trip transportation services shall be provided to all approved facility visitors.	10		
Offeror shall include all associated costs relevant to providing transportation services to approved facility visitors.	5		

F. Renewal Clause:

As the sole option of ODYS, this contract may be renewed annually under the same terms and conditions applicable to this contract for any period of time, up to a maximum of twenty-four (24) additional months. In order to exercise this option, ODYS must advise the Contractor prior to the expiration of the current contract.

In accordance with Section 126.07 of the Revised Code of Ohio, any renewal hereunder shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.

G. Requirements:

The Ohio Department of Youth Services reserves the right to reject any and all proposals where the offeree takes exception to ODYS terms and conditions or fails to meet the terms and conditions, including, but not limited to, standards, specifications, and requirements.

The Ohio Department of Youth Services reserves the right to reject, in whole or in part, any and all proposals where the offeree, taking into consideration factors including, but not limited to, price and the results of the evaluation process (if applicable), has determined that the award of a contract would not be in the best interest of the offeree or the state.

In addition, The Ohio Department of Youth Services reserves the right to reject, in whole or in part, any and all responses if any of the following circumstances are true:

- a. bids offer supplies or services that are not in compliance with the requirements, specifications, terms or conditions stated in the bid document,
- b. the price of the lowest responsive and responsible bid is deemed excessive in comparison with market conditions or with the purchasing agency's available funds, or
- c. ODYS determines that awarding any item is not in the best interest of the state of Ohio.

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