

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 22-154**

**RESOLUTION DESIGNATING FAIRFIELD TOWNSHIP ROADS FOR BID ON THE ATTACHED PAVING ESTIMATE LIST (ATTACHMENT "E"), TO BE CERTIFIED FOR FUNDING UPON THE AWARDING OF CONTRACT, AS DETERMINED BY THE BUTLER COUNTY ENGINEERS OFFICE, WITH A COST NOT TO EXCEED \$813,168.84.**

**WHEREAS**, the Board of Trustees of **Fairfield** Township is responsible for maintaining all roads within its township pursuant to Ohio Revised Code Section 5535.01; and

**WHEREAS**, the Board of Commissioners of Butler County, Ohio received federal funds pursuant to the American Rescue Plan Act of 2021 ("ARPA") and has allocated part of those funds for the repair and resurfacing of roads within each Butler County township to offset part of the cost of maintaining township roads (see attached Exhibit "A"); and

**WHEREAS**, the Board of Trustees of **Fairfield** Township is a "political subdivision having authority to construct, reconstruct, resurface, improve, repair, and maintain roads or streets..." (R.C. 5535.08(C)); and

**WHEREAS**, the Board of Trustees of **Fairfield** Township, has identified and provided to the Butler County Engineer, the specific streets and approximate mileage that **Fairfield** Township is requesting to be included in the invitation to bid for construction, reconstruction, resurfacing, or repair contract which is attached as Exhibit "E"; and

**WHEREAS**, the Board of Trustees of **Fairfield** Township and the Board of Commissioners of Butler County, Ohio may "...enter into an agreement with ...township... whereby the board undertakes, and is authorized by the contracting subdivision, to exercise any power, perform any function, or render any services, on behalf of the contracting subdivision or its legislative authority, that such subdivision or legislative authority may exercise, perform, or render..." (R.C. 307.15); and

**WHEREAS**, the Board of Trustees of **Fairfield** Township desires to approve reciprocal resolutions with the Board of Commissioners of Butler County, Ohio and on behalf of the Butler County Engineer to construct, reconstruct, resurface, improve, and repair roads or streets; and

**WHEREAS**, the Board of Trustees of **Fairfield** Township delegates its authority pursuant to R.C. 5535.01 and R.C. 5535.08 to, and specifically authorizes, the Board of Commissioners of Butler County, Ohio and the Butler County Engineer, in accordance with R.C. 307.15, to: exercise any power, perform any function, or render any services; to prepare all plans, specifications, details, and estimates of cost for the construction, reconstruction, resurfacing, improvement or repair of roads; to take all actions necessary for the construction, reconstruction, resurfacing, improvement, or repair of roads; to prepare invitations to bid and award all contracts in the manner provided by law; and to ensure that all actions necessary and proper to complete the project are in compliance with the Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), affirmative

steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible (2 CFR 200.321) and standards of conduct (2 CFR 200.318(b)); and

**WHEREAS**, the Board of Trustees of **Fairfield Township**, pursuant to R.C. 5535.08(C)(1), delegates its authority to, and specifically authorizes, the Butler County Engineer to pay contractors who have been awarded contracts through the Butler County Engineer's Office, with the ARPA funds that have been allocated to **Fairfield Township** by the Board of Commissioners of Butler County, Ohio (see attached Exhibit "A"), until the allocated ARPA funds are exhausted; and

**WHEREAS**, the Board of Commissioners of Butler County, Ohio shall be responsible for any and all reporting requirements for the ARPA funds received and subsequently allocated by the Board of Commissioners of Butler County, Ohio to offset the cost of maintaining township; and

**WHEREAS**, the Board of Trustees of **Fairfield Township**, upon receipt of an invoice, shall pay directly to the contractors who have been awarded contracts through the Butler County Engineer's Office, any and all additional funds for work required to complete **Fairfield Township's** road repair project, once the county ARPA funds allocated to the Township in the attached Exhibit "A" are expended; and

**WHEREAS**, the Board of Trustees of **Fairfield Township** shall be responsible for any and all reporting requirements for any ARPA funds for which Township was a direct recipient and which will be paid by the board of trustees; and

**WHEREAS**, the Board of Trustees of **Fairfield Township** are required, prior to expenditure of funds, to adopt internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)); and

**WHEREAS**, the Board of Commissioners of Butler County Ohio have adopted the Butler County Uniform Guidance Policies which is in compliance with the Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)); and

**WHEREAS**, the Board of Trustees of **Fairfield Township**, in order to be in compliance with the Federal requirements pursuant to 2 C.F.R. 200, including internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)), will adopt the Butler County Uniform Guidance Policies in its entirety which is attached as Exhibit "B"; and

**WHEREAS**, the Board of Trustees of **Fairfield Township** has attached as Exhibit "C" the proposed reciprocal resolution from the Board of County Commissioners of Butler County Ohio.

**NOW THEREFORE BE IT:**

**RESOLVED**, that the Board of Trustees of **Fairfield Township**, has identified and provided to the Butler County Engineer, the specific streets and approximate mileage that **Fairfield Township** is requesting to be included in the invitation to bid for construction, reconstruction, resurfacing, or repair contract which will be attached as Exhibit "E"; and

**RESOLVED**, that the Board of Trustees of **Fairfield** Township, pursuant to Ohio Revised Code Sections 5535.01 and 5535.08, and in accordance with Ohio Revised Code Section 307.15, approve reciprocal resolutions with the Board of County Commissioners of Butler County Ohio and the Butler County Engineer for the construction, reconstruction, resurfacing, improvement, or repair of roads to be located in **Fairfield** Township, but only to the extent of the current projects identified herein; and

**RESOLVED**, that the Board of Trustees of **Fairfield** Township, upon receiving the executed reciprocal resolution from the Board of County Commissioners of Butler County Ohio, delegates its authority pursuant to R.C. 5535.01 and R.C. 5535.08 to, and specifically authorizes, the Board of Commissioners of Butler County, Ohio and the Butler County Engineer, in accordance with R.C. 307.15, to: exercise any power, perform any function, or render any services; to prepare all plans, specifications, details, and estimates of cost for the construction, reconstruction, resurfacing, improvement or repair of roads; to take all actions necessary for the construction, reconstruction, resurfacing, improvement, or repair of roads; to prepare invitations to bid and award all contracts in the manner provided by law; and to ensure that all actions necessary and proper to complete the project are in compliance with the Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible (2 CFR 200.321) and standards of conduct (2 CFR 200.318(b)) (the county adopted reciprocal resolution to be attached as Exhibit "D").

**RESOLVED**, that the Board of Trustees of **Fairfield** Township, upon receiving the executed reciprocal resolution from the Board of County Commissioners of Butler County Ohio, delegates its authority pursuant to R.C. 5535.01 and R.C. 5535.08 to, and specifically authorizes, the Board of Commissioners of Butler County, Ohio and the Butler County Engineer, to pay contractors who have been awarded contracts through the Butler County Engineer's Office, with the ARPA funds that have been allocated to **Fairfield** Township by the Board of Commissioners of Butler County, Ohio (see attached Exhibit "A"), until the County allocated ARPA funds are exhausted.

**RESOLVED**, the Board of Trustees of **Fairfield** Township, shall pay directly to contractors who have been awarded contracts through the Butler County Engineer's Office, invoices received for work required to complete the Township's road repair project, after the county allocated ARPA funds for **Fairfield** Township have been exhausted.

**RESOLVED**, the Board of Trustees of **Fairfield** Township, will complete the reporting requirement for the use of any ARPA funds received directly by **Fairfield** Township, and paid by **Fairfield** Township to contractors who have been awarded contracts through the Butler County Engineer's Office, for all additional amount of funds required to complete the Township's Road repair project, as required by the American Rescue Plan Act of 2021.

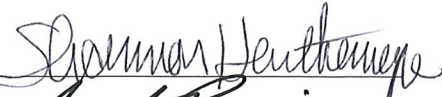
**RESOLVED**, the Board of Trustees of **Fairfield** Township, after reviewing the Butler County Uniform Guidance Policies in their entirety, hereby accepts, approves, and adopts the Butler County Uniform Guidance Policies in its entirety which is attached as Exhibit "B".

**RESOLVED**, the Board of Trustees of **Fairfield** Township hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board, which resulted in those formal actions, were in meetings open to the public in compliance with the law.

**Adopted:** November 8, 2022

**Board of Trustees**

Shannon Hartkemeyer:



Michael Berding:



Joe McAbee:



**Vote of Trustees**

yes

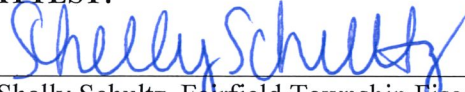
yes

yes

**AUTHENTICATION**

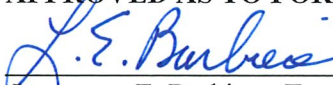
This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 8th day of November, 2022.

**ATTEST:**



Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**



Lawrence E. Barbieri, Township Law Director





# PROPOSAL EVALUATION

0

Name of Firm

0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects		x	2	=	0
B. Qualifications and experience of principals & key personnel		x	1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff		x	1	=	0
B. Projects currently in progress		x	1	=	0
C. Firm's equipment & facilities		x	1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously		x	2	=	0
B. Ability to meet timeline		x	2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio		x	1	=	0
B. Office proximity to the County		x	1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP		x	1	=	0
B. Description of project approach aligns with RFP		x	1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County		x	1	=	0
B. Completeness and thoroughness of work performed		x	1	=	0
C. Capabilities of key technical personnel		x	1	=	0
D. Ability to meet schedules/deadlines		x	1	=	0
E. Ability to control costs/meet budgets		x	1	=	0
F. Overall communication/cooperation		x	1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP		x	2	=	0
VIII. COST					
A. Proposed cost for project		x	8	=	0
IX. COMMENTS					
WEIGHTED SCORE TOTAL					0

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior

# O

0

Date of Evaluation

WEIGHTED SCORE TOTAL

0



## O

0

Date of Evaluation

WEIGHTED SCORE TOTAL

0

## PROPOSAL EVALUATION

0

Name of Firm 0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects		x	2	=	0
B. Qualifications and experience of principals & key personnel		x	1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff		x	1	=	0
B. Projects currently in progress		x	1	=	0
C. Firm's equipment & facilities		x	1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously		x	2	=	0
B. Ability to meet timeline		x	2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio		x	1	=	0
B. Office proximity to the County		x	1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP		x	1	=	0
B. Description of project approach aligns with RFP		x	1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County		x	1	=	0
B. Completeness and thoroughness of work performed		x	1	=	0
C. Capabilities of key technical personnel		x	1	=	0
D. Ability to meet schedules/deadlines		x	1	=	0
E. Ability to control costs/meet budgets		x	1	=	0
F. Overall communication/cooperation		x	1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
<b>A. Proposed cost for project</b>		<b>x</b>	<b>8</b>	<b>=</b>	<b>0</b>
IX. COMMENTS					
<b>WEIGHTED SCORE TOTAL</b>					<b>0</b>

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior

## PROPOSAL EVALUATION

0

Name of Firm 0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects		x	2	=	0
B. Qualifications and experience of principals & key personnel		x	1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff		x	1	=	0
B. Projects currently in progress		x	1	=	0
C. Firm's equipment & facilities		x	1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously		x	2	=	0
B. Ability to meet timeline		x	2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio		x	1	=	0
B. Office proximity to the County		x	1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP		x	1	=	0
B. Description of project approach aligns with RFP		x	1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County		x	1	=	0
B. Completeness and thoroughness of work performed		x	1	=	0
C. Capabilities of key technical personnel		x	1	=	0
D. Ability to meet schedules/deadlines		x	1	=	0
E. Ability to control costs/meet budgets		x	1	=	0
F. Overall communication/cooperation		x	1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
<b>A. Proposed cost for project</b>		<b>x</b>	<b>8</b>	<b>=</b>	<b>0</b>
IX. COMMENTS					
<b>WEIGHTED SCORE TOTAL</b>					<b>0</b>

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior



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Name of Evaluator

Date of Evaluation

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## PROPOSAL EVALUATION

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Name of Firm 0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects	x		2	=	0
B. Qualifications and experience of principals & key personnel	x		1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff	x		1	=	0
B. Projects currently in progress	x		1	=	0
C. Firm's equipment & facilities	x		1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously	x		2	=	0
B. Ability to meet timeline	x		2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio	x		1	=	0
B. Office proximity to the County	x		1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP	x		1	=	0
B. Description of project approach aligns with RFP	x		1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County	x		1	=	0
B. Completeness and thoroughness of work performed	x		1	=	0
C. Capabilities of key technical personnel	x		1	=	0
D. Ability to meet schedules/deadlines	x		1	=	0
E. Ability to control costs/meet budgets	x		1	=	0
F. Overall communication/cooperation	x		1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP	x		2	=	0
<b>VIII. COST</b>					
<b>A. Proposed cost for project</b>	x		<b>8</b>	=	<b>0</b>
IX. COMMENTS					
<b>WEIGHTED SCORE TOTAL</b>					<b>0</b>

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior



## PROPOSAL EVALUATION

0

Name of Firm 0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects	x		2	=	0
B. Qualifications and experience of principals & key personnel	x		1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff	x		1	=	0
B. Projects currently in progress	x		1	=	0
C. Firm's equipment & facilities	x		1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously	x		2	=	0
B. Ability to meet timeline	x		2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio	x		1	=	0
B. Office proximity to the County	x		1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP	x		1	=	0
B. Description of project approach aligns with RFP	x		1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County	x		1	=	0
B. Completeness and thoroughness of work performed	x		1	=	0
C. Capabilities of key technical personnel	x		1	=	0
D. Ability to meet schedules/deadlines	x		1	=	0
E. Ability to control costs/meet budgets	x		1	=	0
F. Overall communication/cooperation	x		1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP	x		2	=	0
<b>VIII. COST</b>					
<b>A. Proposed cost for project</b>	x		<b>8</b>	=	<b>0</b>
IX. COMMENTS					
<b>WEIGHTED SCORE TOTAL</b>					<b>0</b>

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior

## PROPOSAL EVALUATION

0

Name of Firm 0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects	x		2	=	0
B. Qualifications and experience of principals & key personnel	x		1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff	x		1	=	0
B. Projects currently in progress	x		1	=	0
C. Firm's equipment & facilities	x		1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously	x		2	=	0
B. Ability to meet timeline	x		2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio	x		1	=	0
B. Office proximity to the County	x		1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP	x		1	=	0
B. Description of project approach aligns with RFP	x		1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County	x		1	=	0
B. Completeness and thoroughness of work performed	x		1	=	0
C. Capabilities of key technical personnel	x		1	=	0
D. Ability to meet schedules/deadlines	x		1	=	0
E. Ability to control costs/meet budgets	x		1	=	0
F. Overall communication/cooperation	x		1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP	x		2	=	0
<b>VIII. COST</b>					
<b>A. Proposed cost for project</b>	x		<b>8</b>	=	0
IX. COMMENTS					
<b>WEIGHTED SCORE TOTAL</b>					<b>0</b>

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior

## PROPOSAL EVALUATION

0

Name of Firm 0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
I. FIRM AND INDIVIDUAL QUALIFICATIONS					
A. Firm's background and experience on similar projects		x	2	=	0
B. Qualifications and experience of principals & key personnel		x	1	=	0
II. CAPACITY TO PERFORM WORK					
A. Size and availability of staff		x	1	=	0
B. Projects currently in progress		x	1	=	0
C. Firm's equipment & facilities		x	1	=	0
III. TIME OF COMPLETION					
A. Demonstrated commitment to perform work expeditiously		x	2	=	0
B. Ability to meet timeline		x	2	=	0
IV. GEOGRAPHIC CONSIDERATIONS					
A. Office performing work located in Ohio		x	1	=	0
B. Office proximity to the County		x	1	=	0
V. PROJECT APPROACH					
A. Demonstrated understanding of project based on RFP		x	1	=	0
B. Description of project approach aligns with RFP		x	1	=	0
VI. REFERENCES					
A. Performance on past projects with Butler County		x	1	=	0
B. Completeness and thoroughness of work performed		x	1	=	0
C. Capabilities of key technical personnel		x	1	=	0
D. Ability to meet schedules/deadlines		x	1	=	0
E. Ability to control costs/meet budgets		x	1	=	0
F. Overall communication/cooperation		x	1	=	0
VII. SCHEDULE					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
<b>A. Proposed cost for project</b>		<b>x</b>	<b>8</b>	<b>=</b>	<b>0</b>
IX. COMMENTS					
<b>WEIGHTED SCORE TOTAL</b>					<b>0</b>

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior



## EXHIBIT H

### RFP Evaluation Spreadsheet

To be used to evaluate bids received for a competitive proposal (non-construction). Based on factors **OTHER THAN** cost.

Enter initials of Firms below.

Individual worksheets compute weighted scores.

"Comparison" worksheet displays weighted scores.

Project:

Worksheet	Firm Initials
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	

## 0

Name of Evaluator

Date Evaluations Completed

[illegible]

## PROPOSAL EVALUATION

0

Name of Firm

0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
<b>I. FIRM AND INDIVIDUAL QUALIFICATIONS</b>					
A. Firm's background and experience on similar projects		x	3	=	0
B. Qualifications and experience of principals & key personnel		x	2	=	0
<b>II. CAPACITY TO PERFORM WORK</b>					
A. Size and availability of staff		x	2	=	0
B. Projects currently in progress		x	2	=	0
C. Firm's equipment & facilities		x	2	=	0
<b>III. TIME OF COMPLETION</b>					
A. Demonstrated commitment to perform work expeditiously		x	3	=	0
B. Ability to meet timeline		x	3	=	0
<b>IV. GEOGRAPHIC CONSIDERATIONS</b>					
A. Office performing work located in Ohio		x	2	=	0
B. Office proximity to the County		x	2	=	0
<b>V. PROJECT APPROACH</b>					
A. Demonstrated understanding of project based on RFP		x	4	=	0
B. Description of project approach aligns with RFP		x	4	=	0
<b>VI. REFERENCES</b>					
A. Performance on past projects with Butler County		x	3	=	0
B. Completeness and thoroughness of work performed		x	3	=	0
C. Capabilities of key technical personnel		x	3	=	0
D. Ability to meet schedules/deadlines		x	3	=	0
E. Ability to control costs/meet budgets		x	3	=	0
F. Overall communication/cooperation		x	3	=	0
<b>VII. SCHEDULE</b>					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
A. Proposed cost for project		x	6	=	0
<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>					0

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior



## PROPOSAL EVALUATION

0

Name of Firm

0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
<b>I. FIRM AND INDIVIDUAL QUALIFICATIONS</b>					
A. Firm's background and experience on similar projects		x	3	=	0
B. Qualifications and experience of principals & key personnel		x	2	=	0
<b>II. CAPACITY TO PERFORM WORK</b>					
A. Size and availability of staff		x	2	=	0
B. Projects currently in progress		x	2	=	0
C. Firm's equipment & facilities		x	2	=	0
<b>III. TIME OF COMPLETION</b>					
A. Demonstrated commitment to perform work expeditiously		x	3	=	0
B. Ability to meet timeline		x	3	=	0
<b>IV. GEOGRAPHIC CONSIDERATIONS</b>					
A. Office performing work located in Ohio		x	2	=	0
B. Office proximity to the County		x	2	=	0
<b>V. PROJECT APPROACH</b>					
A. Demonstrated understanding of project based on RFP		x	4	=	0
B. Description of project approach aligns with RFP		x	4	=	0
<b>VI. REFERENCES</b>					
A. Performance on past projects with Butler County		x	3	=	0
B. Completeness and thoroughness of work performed		x	3	=	0
C. Capabilities of key technical personnel		x	3	=	0
D. Ability to meet schedules/deadlines		x	3	=	0
E. Ability to control costs/meet budgets		x	3	=	0
F. Overall communication/cooperation		x	3	=	0
<b>VII. SCHEDULE</b>					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
A. Proposed cost for project		x	6	=	0
<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>					0

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior

## PROPOSAL EVALUATION

0

Name of Firm

0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
<b>I. FIRM AND INDIVIDUAL QUALIFICATIONS</b>					
A. Firm's background and experience on similar projects		x	3	=	0
B. Qualifications and experience of principals & key personnel		x	2	=	0
<b>II. CAPACITY TO PERFORM WORK</b>					
A. Size and availability of staff		x	2	=	0
B. Projects currently in progress		x	2	=	0
C. Firm's equipment & facilities		x	2	=	0
<b>III. TIME OF COMPLETION</b>					
A. Demonstrated commitment to perform work expeditiously		x	3	=	0
B. Ability to meet timeline		x	3	=	0
<b>IV. GEOGRAPHIC CONSIDERATIONS</b>					
A. Office performing work located in Ohio		x	2	=	0
B. Office proximity to the County		x	2	=	0
<b>V. PROJECT APPROACH</b>					
A. Demonstrated understanding of project based on RFP		x	4	=	0
B. Description of project approach aligns with RFP		x	4	=	0
<b>VI. REFERENCES</b>					
A. Performance on past projects with Butler County		x	3	=	0
B. Completeness and thoroughness of work performed		x	3	=	0
C. Capabilities of key technical personnel		x	3	=	0
D. Ability to meet schedules/deadlines		x	3	=	0
E. Ability to control costs/meet budgets		x	3	=	0
F. Overall communication/cooperation		x	3	=	0
<b>VII. SCHEDULE</b>					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
A. Proposed cost for project		x	6	=	0
<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>					0

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Name of Firm 0

Name of Evaluator

Date of Evaluation

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<b>I. FIRM AND INDIVIDUAL QUALIFICATIONS</b>					
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B. Ability to meet timeline		x	3	=	0
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<b>VII. SCHEDULE</b>					
A. Project schedule meeting deadlines in RFP		x	2	=	0
<b>VIII. COST</b>					
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<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>					0

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<b>VII. SCHEDULE</b>					
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<b>IX. COMMENTS</b>					
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<b>VIII. COST</b>					
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<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>	<b>0</b>				

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<b>VIII. COST</b>					
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<b>IX. COMMENTS</b>					
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<b>IX. COMMENTS</b>					
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<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>					0

Rating key: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior



# PROPOSAL EVALUATION

0

Name of Firm

0

Name of Evaluator

Date of Evaluation

CRITERIA	RATING		WEIGHT		SCORE
<b>I. FIRM AND INDIVIDUAL QUALIFICATIONS</b>					
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A. Office performing work located in Ohio		x	2	=	0
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B. Description of project approach aligns with RFP		x	4	=	0
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A. Performance on past projects with Butler County		x	3	=	0
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<b>VII. SCHEDULE</b>					
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<b>VIII. COST</b>					
A. Proposed cost for project		x	6	=	0
<b>IX. COMMENTS</b>					
<b>WEIGHTED SCORE TOTAL</b>					0

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Butler County Board of Commissioners Resolution

**WHEREAS**, the Board of Commissioners of Butler County, Ohio received federal funds pursuant to the American Rescue Plan Act of 2021 ("ARPA") and has allocated part of those funds for paving projects in each Butler County Township (attached Exhibit "A"); and

**WHEREAS**, the board of trustees of **Fairfield** Township is responsible for maintaining all roads within its township pursuant to Ohio Revised Code Section 5535.01; and

**WHEREAS**, the board of trustees of **Fairfield** Township, pursuant to Ohio Revised Code Section 5535.08, is a "political subdivision having authority to construct, reconstruct, resurface, improve, repair, and maintain roads or streets..." (R.C. 5535.08(C)); and

**WHEREAS**, the board of trustees of **Fairfield** Township desires to enter into reciprocal resolutions with the Board of Commissioners of Butler County, Ohio and the Butler County Engineer, pursuant to R.C. 307.15, for the county to assume all actions necessary for the construction, reconstruction, resurfacing, improvement, or repair of roads on a selected project as set forth below and to assume responsibility for compliance with federal prerequisites for the use of ARPA funds, including but not limited to competitive purchasing and all applicable requirements contained in 2 CFR 200; and

**WHEREAS**, the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, has provided to the Butler County Engineer, the specific streets and approximate mileage that **Fairfield** Township is requesting to be included in the invitation to bid for construction, reconstruction, resurfacing, or repair contract the list of which locations are attached as Exhibit "E"; and

**WHEREAS**, the Butler County Engineer shall forward to **Fairfield** Township, invoices from contractors who have been awarded contracts through the Butler County Engineer's office, for work required to complete **Fairfield** Township's road repair project, once the county ARPA funds allocated to the Township in the attached Exhibit "A" are expended; and

**WHEREAS**, the board of trustees of **Fairfield** Township, upon receipt of an invoice, shall pay directly to the contractors who have been awarded contracts through the Butler County Engineer's Office, any and all additional funds for work required to complete **Fairfield** Township's road repair project, once the county ARPA funds allocated to the Township in the attached Exhibit "A" are expended; and

**WHEREAS**, the Butler County Engineer will be responsible for any and all reporting requirements, consistent with Exhibit "\_\_\_", for the use of ARPA funds for which



Butler County Board of Commissioners Resolution

Butler County was direct recipient and which will be paid by the board of commissioners; and

**WHEREAS**, the board of trustees of **Fairfield** Township shall be responsible for any and all reporting requirements for any ARPA funds for which the Township was direct recipient and which will be paid by the board of trustees; and

**WHEREAS**, the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, delegates its authority pursuant to R.C. 5535.01 and R.C. 5535.08 to, and specifically authorizes, the Board of Commissioners of Butler County, Ohio and the Butler County Engineer, in accordance with R.C. 307.15, to: exercise any power, perform any function, or render any services; to prepare all plans, specifications, details, and estimates of cost for the construction, reconstruction, resurfacing, improvement or repair of roads; to take all actions necessary for the construction, reconstruction, resurfacing, improvement, or repair of roads; to prepare invitations to bid and award all contracts in the manner provided by law; and to ensure that all actions necessary and proper to complete the project are in compliance with Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible (2 CFR 200.321) and standards of conduct (2 CFR 200.318(b)); and

**WHEREAS**, the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, delegates its authority to, and specifically authorizes, the Butler County Engineer to pay contractors who have been awarded contracts through the Butler County Engineer's Office, with the ARPA funds that have been allocated to **Fairfield** Township by the Board of Commissioners of Butler County, Ohio (see attached Exhibit "A"), until the county allocated ARPA funds are exhausted; and

**WHEREAS**, the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, is responsible for and shall complete the reporting requirement for the use of any ARPA funds received directly by **Fairfield** Township, and paid by **Fairfield** Township, as required by the American Rescue Plan Act of 2021; and

**WHEREAS**, the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, reviewed and adopted the Butler County Uniform Guidance Policies in its entirety which is attached as Exhibit "B" to said township resolution.

**NOW THEREFORE BE IT:**

**RESOLVED**, that the Board of Commissioners of Butler County, Ohio pursuant to Ohio Revised Code Section 307.15, enters into a reciprocal resolution with the

Butler County Board of Commissioners Resolution

board of trustees of **Fairfield** Township to construct, reconstruct, resurface, improve, and repair roads or streets that are located in **Fairfield** Township.

**RESOLVED**, that the Board of Commissioners of Butler County, Ohio, and on behalf of the Butler County Engineer, accepts the authority delegated by the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, pursuant to R.C. 307.15, to: exercise any power, perform any function, or render any services; to prepare all plans, specifications, details, and estimates of cost for the construction, reconstruction, resurfacing, improvement or repair of roads; to take all actions necessary for the construction, reconstruction, resurfacing, improvement, or repair of roads; to prepare invitations to bid and award all contracts in the manner provided by law; and to ensure that all actions necessary and proper to complete the project are in compliance with the Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible (2 CFR 200.321) and standards of conduct (2 CFR 200.318(b)); and

**RESOLVED**, the Board of Commissioners of Butler County, Ohio, and on behalf of the Butler County Engineer, accepts the authority delegated by the board of trustees of **Fairfield** Township, pursuant to resolution No. \_\_\_\_\_, to pay contractors who have been awarded contracts through the Butler County Engineer's Office, with the ARPA funds that have been allocated to **Fairfield** Township by the Board of Commissioners of Butler County, Ohio (see attached Exhibit "A"), until the county allocated ARPA funds are exhausted; and

**RESOLVED**, that the Butler County Engineer will be responsible for any and all reporting requirements for the use of ARPA funds for which Butler County was direct recipient and which will be paid by the board of commissioners for this project; and

**RESOLVED**, that the board of trustees of **Fairfield** Township shall be responsible for any and all reporting requirements for any ARPA funds for which the Township was the direct recipient and which have been paid by the board of trustees to complete the Township's road repair project; and

**RESOLVED**, that this resolution covers only road improvements contemplated by the current project and that neither the Board of County Commissioners nor the Butler County Engineer assume responsibility for township road maintenance beyond the completion or outside the scope of the current road paving project; and

**RESOLVED**, the Board of Commissioners of Butler County, Ohio hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board,

Butler County Board of Commissioners Resolution

which resulted in those formal actions, were in meetings open to the public in compliance with the law.

For each procurement using small purchase procedures, an authorized officer, employee or agent of the County must evaluate the quotations obtained and determine the successful vendor. The officer, employee or agent performing the evaluation must summarize the evaluation factors used and their relative importance.

The procurement must be made from the responsible source whose quotation is most advantageous to the program, with price and other factors as reasonable being considered.

Purchases \$15,000 and above require Commissioner approval.

**C. Competitive Sealed Bidding/Formal Advertising**

Competitive sealed bidding, also known as formal advertising, is the method of procurement used when all the following conditions exist:

- Procurement lends itself to a firm fixed price contract;
- Two or more responsible suppliers are willing and able to compete effectively.
- The item or service can be supplied by the vendor;
- The selection of the successful bidder can be made principally on the basis of price; and
- A complete, adequate, and realistic specifications or purchase description is available, (e.g. the Request for Proposal (RFP)).

Where this method of procurement is used, County policy requires:

- The RFP must be publicly advertised and bids solicited from an adequate number of known suppliers, providing them with sufficient time prior to the date for opening of the bids;
- The RFP must include specifications and pertinent attachments, defining the items or services in order for bidders to properly respond;
- Bids must be publicly opened at the time and place prescribed in the RFP; and
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken.

Any or all bids may be rejected if there is a sound documented reason.

Purchases \$25,000 and above require Commissioner approval.

#### **D. Competitive Proposal/Negotiation**

Competitive proposals shall be used where conditions are not appropriate for the use of competitive sealed bids, small purchase procedures or noncompetitive proposals.

A competitive proposal process is normally conducted with more than one source submitting an offer, either a fixed price or cost reimbursement type contract is awarded, and the following conditions are met:

- The complex and technical nature of the procurement cannot be described in bid specifications; and
- It is logical to award a contract on factors other than price.

This process of conducting competitive proposals is similar to conducting competitive sealed bidding and includes:

- Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The RFP must be publicized and identify all evaluation factors and their relative importance. Any response to public requests must be considered to the maximum extent practical;
- The RFP must identify all significant evaluation factors, including price or cost where required, and their relative importance;
- The County shall provide mechanisms for technical evaluation of the proposals received, determinations of reasonable proposals for the purpose of written or oral discussions, and selection for award;
- The award may be made to the responsible vendor whose proposal will be most advantageous to the County, price and other factors considered. Unsuccessful vendors shall be notified promptly; and
- The County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated, and the most qualified competitor is selected, subjected to negotiation of fair and reasonable compensation. This method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services even if A/E firms are potential source to perform the proposed effort.

Purchases \$25,000 and above require Commissioner approval.

#### **E. Noncompetitive Proposal - General**

The noncompetitive proposal process may be used only when the award of a contract is infeasible under small purchase procedure, competitive sealed bidding or competitive proposals and **one or more** of the following conditions exist:

- Only one source of the product or service exists;
- The public exigency or emergency will not permit the delay which would result from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the County;
- After solicitation of a number of sources, a determination is made that competition is inadequate. This includes circumstances where no acceptable bids have been received after an attempt to use competitive sealed bidding/formal advertising or no acceptable proposals have been received after an attempt to use competitive proposals/negotiation; or
- The purchases are for equipment or services where the prices are established by law for technical equipment requiring standardization and interchange ability of parts with existing equipment.

A written justification must be prepared to show why a competitive procurement methodology (small purchase procedures, competitive sealed bids, or competitive proposal/negotiation) was not used.

In the absence of an emergency, documentation must be maintained of any attempts to solicit competition. Such documentation must include:

- A copy of any public advertisement;
- A list of providers contacted;
- Copies of all letters received from prospective bidders or proposers, including those indicating a lack of interest in competing for the contract;
- Cost analysis, the projections of the data, and the evaluation of the specific elements of costs and profit. Independent estimates must be made before receiving bids or proposals; and
- Any other materials which would justify use of noncompetitive procurement.

Noncompetitive proposals require the mutual discussion and arrangement of terms of a transaction or agreement for the purpose of arriving at a common understanding of contract essentials such as technical requirements, schedules, prices, and terms.

### **Section VI – General Requirements**

#### **A. Contract cost and price analysis**

Either a cost or a price analysis must be performed in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

A cost analysis must be performed when the bidder is required to submit the elements of the estimated cost, e.g. under professional consulting and architectural engineering services contract. A cost analysis is also required when adequate price competition is lacking, and for sole source procurements, including procurements on the basis of catalog or market price of commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. Breaking out procurements should only be done to obtain a more economical price and may not be done to avoid procedural requirements.

The County officers, employees and agents must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed, except that government entities are prohibited by law from receiving a profit. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne, by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred, or cost estimates included in negotiated prices are consistent with federal cost principles. Grantees may reference their own cost principles that comply with the applicable federal cost principles.

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

## **B. General Procedural Requirements**

The following general procedural requirements are applicable to all procurements utilizing federal monies:

- State purchasing contracts -
  - In order to participate in state purchasing contracts, a certified copy of a resolution by the County Commissioners must be filed with the Department of Administrative Services (DAS) office of state purchasing. The resolution must request that the County be authorized to participate in the purchasing contracts, agree that the County is bound by terms and conditions set by DAS, and agree that the County will directly pay the vendor under each purchase contract.
  - The County cannot access state purchasing contracts when competitive bidding by the County has already occurred unless the state purchasing contract has the same terms, conditions, and specifications at a lower price. The County departments may also use the price contained in a state purchasing contract in other competitive selection procedures performed pursuant to this rule.

- Geographic preference - For purchases made in whole or in part with federal funds, or with state or local funds required for match, officers, employees and agents of the County will conduct procurement in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms given the nature and size of the project, to compete for the contract.
- Non-profit and for-profit subgrantees – Officers, employees and agents of the County shall inform subgrantees of applicable procurement requirements in any agreement used in awarding the grant. The agreement shall contain reference to the applicable federal procurement requirements.

## **Section VII - Record Keeping**

The County will maintain pertinent records regarding all procurements. Records will be retained to document the following when applicable:

- Rationale for the method of procurement;
- Copies of published advertisements for bids or proposals;
- Copies of all respondent's replies;
- Selection of the contract type;
- Basis of contractor selection or rejection;
- Basis for the cost or price;
- Copies of letters sent to known providers advising them of the goods and services sought;
- Identification of date, time and place bids or proposals were opened; and
- Proof of prior approval when required.

In cases of non-emergency, noncompetitive proposals, the County must maintain documentation of its attempts to solicit competition. Such documentation must include the following items:

- A copy of the public advertisement;
- A list of providers contacted;
- Copies of all letters received from prospective bidders or respondents, including those indicating a bidder's lack of interest in competing for the contract;
- Cost analysis, i.e. verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit. Independent estimates must be made before receiving bids or proposals; and
- Any other materials which would justify the agency's use of noncompetitive methods.



The County will make available for review, upon request of the Federal awarding or pass-through entity, any element of a federal procurement in accordance with 2 CFR 200.325.

### **Section VIII - Monitoring**

It is the responsibility of the County Department Officers or designee to monitor all contracts to ensure compliance with all terms, conditions and specifications. The monitoring process will involve a review of contract terms prior to finalizing the agreement. In agreements providing for the delivery of supplies, equipment, or materials, such items will be checked and counted prior to acceptance. Legal disputes arising out of contracted procurements will be referred to the County Prosecutor if efforts to resolve the problem at the department level are unsuccessful.

### **Section IX - General**

Before purchasing any equipment, due consideration will be given to lease, rental, and purchase alternatives to determine, consistent with prudent business judgment, which would be the most economical and practical procurements. In making this determination, due consideration will be given to useful life of the equipment to the program for which it is being purchased, technology obsolescence, maintenance considerations, purchase price versus lease or rental cost and any other matters considered by management to be warranted under the circumstances.

All procurements large and small will be reviewed and approved by the County Department Heads or their designee.

### **Section X – Suspension and Debarment**

The County must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public money, record of past performance, and financial and technical resources in accordance with 2 CFR 200.214.

## **III. RESPONSIBILITIES**

County Department Heads have final authority and oversight of Procurement and Purchasing policies and procedures for their department. However, the Department Heads may assign any department member with the responsibility of the policy and procedure, quality service monitoring and outcome measures.

## **IV. IMPLEMENTATION PLAN FOR POLICY STATEMENT**

Immediately.

## **V. ASSOCIATED INFORMATION/FORMS**

- Federal Uniform Guidance (UG)
- Code of Ethics
- Code of Federal Regulations, §200.317 through §200.327
  - Link: [Procurement Standards](#)

# EXHIBIT D

## CASH MANAGEMENT POLICY

### POLICY:

The purpose of this policy is to ensure that cash management standards are followed by Butler County (the "County") in ensuring a minimal time lapse between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement for direct program or project costs and the proportionate share of allowable costs, whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means. This policy will ensure the County satisfies the specific requirements under Uniform Guidance 2 CFR Part 200.

### I. PROCEDURE SUMMARY

This procedure sets the standards that governs the performance of the County officers, employees, and agents in managing the receiving and disbursements of Federal monies. Federal requirements will apply unless state or County requirements are more restrictive.

### II. PROCEDURE STEPS

1. If the advance basis is used, the timing and amount of advance payments must be as close as administratively feasible to the actual disbursements. If the reimbursement basis is used, the Federal awarding agency or pass-through entity must make payment within 30 calendar days after receipt of the billing, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper. The County must maintain supporting documentation showing that cost for which reimbursement was requested was paid prior to the date of the reimbursement request.
2. The County must disburse funds available from program income (including repayments to a revolving fund). Rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
3. Interest earned amounts up to \$500 per year may be retained by the County for administrative expenses. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services, Payment Management System. Certain grants do allow the County to retain more than \$500 in interest per year. However, this is unusual. Check with the grantor to verify.

### III. RESPONSIBILITIES

County Department Heads have final authority and oversight of Cash Management policies and procedures for their department. However, County Department Heads may assign any department member with the responsibility of the policy and procedure, quality service monitoring and outcome measures.

### IV. IMPLEMENTATION PLAN FOR POLICY STATEMENT

Immediately.

## V. ASSOCIATED INFORMATION/FORMS

- Federal Uniform Guidance (UG)
- Code of Federal Regulations, §200.302 and §200.305, financial management
  - Link: [200.302: Financial Management](#)
  - Link: [200.305: Payment](#)

# EXHIBIT E

## SUBRECIPIENT MONITORING POLICY

### POLICY:

The purpose of this policy is to provide guidance regarding local oversight responsibilities for administration of federal and state funding. Butler County (the "County") will monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and applicable federal award provisions.

### I. PROCEDURE SUMMARY

This procedure sets the standards that govern the performance of the County officers, employees, and agents engaged in monitoring subrecipients of the County's federal awards. Federal requirements will apply unless County or state requirements are more restrictive.

### II. PROCEDURE STEPS

The County is responsible for continuous monitoring of its contractually funded subrecipients. In addition, the County will formally monitor all subrecipients receiving state or federal funding dollars in accordance with grant requirements as required by 2 CFR Part 200.332.

The County will ensure that subrecipients are in compliance with state and federal guidance while using federal funds to achieve the outcomes and deliverables of the program under which they are funded. The County will use the following guidance:

1. The County will include the following information to the subrecipient in the form of a subaward.
  - a. Federal award identification (ALN number)
  - b. Subrecipient name
  - c. Subrecipient's unique entity identifier
  - d. Federal Award Date
  - e. Subaward Period of Performance Start and End Date
  - f. Amount of the Federal Funds passed-through to the subrecipient
  - g. Project description
  - h. All requirements imposed by the County on the subrecipient so the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
2. The County will evaluate each subrecipient's risk of non-compliance with federal statutes, regulations, and the terms and conditions incorporated in the contract. Determining risk factors include, but are not limited to:
  - a. Subrecipient's prior experience with similar contracts'
  - b. Results of prior audits and/or monitoring and the extent to which the same or similar contract has been reviewed; and,
  - c. Whether the subrecipient has new personnel or new or substantially changed systems.
3. The County will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. The County's monitoring of the subrecipient must include:
  - a. Reviewing financial and performance reports required by the County.

- b. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.
  - c. Providing subrecipients with training and technical assistance on program-related matters; and
  - d. Performing on-site reviews of the subrecipient's program operations.
4. The County will take prompt and appropriate corrective action upon becoming aware of any evidence of violation of federal guidelines, associated regulations, state provisions, County policy and/or subrecipient agreement

### **III. RESPONSIBILITIES**

County Department Heads have final authority and oversight of Subrecipient Monitoring policies and procedures for their department. However, County Department Heads may assign any department member with the responsibility of the policy and procedure, quality service monitoring and outcome measures.

### **IV. IMPLEMENTATION PLAN FOR POLICY STATEMENT**

Immediately.

### **V. ASSOCIATED INFORMATION/FORMS**

- Federal Uniform Guidance (UG)
- Code of Federal Regulations, §200.331 through §200.333
  - Link: [Subrecipient Monitoring](#)

## EXHIBIT F

### Small Purchases in excess of (\$10,000 to \$50,000) Vendor Evaluation

NOTE: Must have at least three quotes. Quotes can be written, verbal, or web based.

Materials, Supplies, Equipment, and Service (describe) \_\_\_\_\_

Pricing Structure (per hour, per unit, monthly cost, flat fee, etc.) \_\_\_\_\_

Compile the following information for each vendor that provided a quote and **attach** supporting documentation with this evaluation:

Please insert comments below each objective criterion below						
Vendor Name/Vendor Contact	Date Quote Obtained	Method Obtained (written, verbal, web based)	Total Estimated Price	Ability to provide the good/service and past experiences with the vendor	Proximity to the County	Perceived quality of the good/service

Recommended vendor:

Rational for recommending vendor:

## EXHIBIT G

### RFP Evaluation Spreadsheet

To be used to evaluate bids received for a competitive sealed bid (construction). **COST** is the primary factor.

Enter initials of Firms below.

Individual worksheets compute weighted scores.

"Comparison" worksheet displays weighted scores.

Project:

Worksheet	Firm Initials
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	



## **CASH MANAGEMENT:**

Federal awards received by the County must be spent in a timely fashion. Federal requirements attempt to minimize the time between the receipt of Federal funds and the expenditure of Federal funds by the County. The award agreement will typically indicate if the grant is funded on an advance basis or reimbursement basis. These two methods are further discussed below:

- **Advance basis:** Under this basis, the County receives the funding from the Federal government or pass-through agency “before” the disbursement occurs. If this method is used, the disbursement by the County must happen as close to the date the funds are received, as administratively possible. Typically, the disbursement of Federal funds should occur within 30 days of receipt. In other words, the County should spend the money within 30 days of receiving it. Refer to the grant documents for specifics on time frames. Also, you can contact the grantor for any further clarification.
- **Reimbursement basis:** under this basis, the County receives funding from the Federal government or pass-through agency “after” the disbursement occurs. In other words, the County must spend the funds on an allowable cost and then request for reimbursement. Typically, the Federal government or pass-through agency will request support be submitted by the County to ensure the reimbursement is for an allowable cost. If approved, the reimbursement will occur. The County “must” maintain support showing the cost for which reimbursement was requested was paid prior to the date reimbursement was requested.

**Internal control procedures over cash management** – Control procedures for Federal receipts will be the same as control procedures over non-Federal receipts. The request for payment from a Federal government or pass-through agency will typically stem from the department overseeing the grant. The first thing a department employee should do is read the award agreement to verify the method for requesting Federal funds – either advance basis or reimbursement basis. When Federal funds are awarded, the information should be reported to the Auditor’s Office and Commissioners Office. The Auditor’s Office will setup the appropriate fund and or revenue accounts for tracking/depositing the dollars in Munis. Federal funds typically require a separate fund but not all grants require this separation. Check with the grantor if there are any questions. The Auditor’s Office will setup a charge code (combination of a GL revenue org.object) for the Federal Grant. When the dollars are received by the department, they will log into Munis and create a miscellaneous cash receipt (deposit) using that charge code. The deposit information along with the check (or electronic deposit) is given to the Treasurer’s Office for processing. The miscellaneous cash receipt will be posted to the Munis accounting system once confirmation is provided from the Treasures Office of the deposit. All receipts will then be deposited within the County’s bank account(s).

For more information on cash management, see the County’s official policy at [Exhibit D](#). The County is required by the UG to adopt a policy over cash management.