

**Communication  
and Social Media  
Plan for Allen  
County and the  
Joint Systems  
Manufacturing  
Center (JSMC)**



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**Request for  
Proposal**

# Allen County, Ohio

## NOTICE TO PROPOSERS

### REQUEST FOR PROPOSAL (RFP)

#### **“Communication and Social Media Plan for Allen County and the JSMC**

Allen County Board of Commissioners, (the “County”) is issuing a Request for Proposals (“RFP”) to provide goods and service for a “Communication and Social Media Plan for Allen County Ohio and the JSMC”. The County wishes to hire a consultant or consulting firm to create and mobilize an executable Communication and Social Media Plan related to the impending changes at the JSMC as they prepare for future production, workforce and suppliers and the impact the changes will have on the community and region as a whole. All proposals are for Allen County Board of Commissioners. **Proposals must be received at the office of Allen County Board of Commissioners, 204 N. Main St. Suite 301, Lima OH 45801, by 2:00 PM (E.S.T.) on April 4, 2016 at which time will be publicly opened and read aloud.**

*This study is being prepared under contract with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of Allen County and does not necessarily reflect the views of the Office of Economic Adjustment.*

Proposals must be made in the general format and using designated forms prescribed by the County and shall be filed in a sealed envelope at the time and place hereinbefore designated marked “Communication and Social Media Plan for Allen County and JSMC”, on the outside of the envelope and addressed to Allen County Board of County Commissioners at 204 N. Main St. Suite 301, Lima OH 45801. There shall be five (5) copies of the proposal and one (1) USB compatible flash drive provided. Each proposal shall contain the full name and address of each person or company submitting the same and all parties interested therein.

On or after February 19, 2016, Request for Proposal forms and Instructions may be obtained by visiting the website at: <http://www.allencountyohio.com/commissioners/legal.php>

The attention of the proposers is directed to the requirement that a non-collusion affidavit, a Personal Property Tax Delinquency Affidavit and a Campaign Contributions Form, duly signed by the proposer, must accompany each proposal.

Allen County Board of Commissioners reserves the right to reject any or all proposals submitted and to waive informalities or irregularities in a proposals received. Allen County Board of Commissioners has the sole discretion to determine the proposal that is most advantageous to the County. All documents received will become the property of Allen County.

BY ORDER OF THE BOARD OF COMMISSINERS FOR ALLEN COUNTY.

BY: Resolution #

Published two (2) times:

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The Association of Defense Communities

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## **SECTION 1: GENERAL INSTRUCTIONS**

### **1.0 PROJECT TITLE**

“Communication and Social Media Plan for Allen County and the JSMC”

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## **1.1 INTENT and PURPOSE**

It is the intent and purpose of the Board of Commissioners of Allen County, Ohio, whose address is 204 N. Main St. Suite 301, Lima OH 45801 is to hire a consultant or consulting firm to create and mobilize an executable Communication and Social Media Plan related to the impending changes at the JSMC as they prepare for future production, workforce and suppliers and the impact the changes will have on the community and region as a whole.

## **1.2 BACKGROUND and SCOPE**

### **A. BACKGROUND**

The Joint Systems Manufacturing Center (JSMC) is the only facility in the United States with the infrastructure to fabricate, assemble, and test heavy combat vehicles. The facility's wide range of capabilities set the stage for a process of complete vertical integration where raw stock is delivered at one end of the JSMC and an entirely new vehicle is delivered to the customer at the other end of the plant. JSMC is unique given the fact that it is a Government Owned Contractor Operated (GOCO) facility, being managed under the direction of Defense Contract Management Agency (DCMA) and the Tank Automotive Command (TACOM), United State Army. It is the only GOCO within DOD that produces rolling stock.

Since 1942, the JSMC facility has had the ability to consistently meet the demands of the U.S. military, as demonstrated by the rapid turnaround of products to support recent war efforts in Iraq and Afghanistan. This capability is evident in many DOD programs, including the Abrams Main Battle Tank, the Stryker Double-V Hull vehicle, MRAP, Slat Armor, Abrams Mine Kit, Stryker Mine Kit, and many other vehicle programs. Additionally, JSMC has a presence in the FMS arena.

JSMC has 1.6 Million square feet of covered manufacturing space. Located on 369 acres, the facility has additional expansion capacity. The facility is being continually upgraded to reflect the latest technologies, including wireless data collection, state-of-the-art CAD/CAM systems. JSMC's state-of-the-art facility configuration provides for rapid adaptation and/or expansion into new product ventures in fabrication, assembly and test.

JSMC's highly-trained employees can manufacture, retrofit, upgrade or modify any military combat vehicle separately or in partnership with military depots. JSMC's workforce has implemented team-based philosophies and Lean Six Sigma to synergize and optimize both legacy and new capabilities. JSMC is the ONLY tank manufacturing plant in North America and is

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considered a national asset that is essential to providing this country's Warfighters with the world's most advanced combat vehicles.

In early 2015, the initial phase (Phase 1) project entitled, "Future Alternatives for the JSMC and Its Workforce" consisted of several local and regional stakeholders participating in an Allen County Defense Initiative Strategic Planning Think Tank workshop which resulted in the creation of the following three documents:

1. Allen County Ohio Defense Initiative Strategic Action Plan
2. Allen County Ohio Defense Initiative "Scenarios of the Future"
3. Regional Asset Inventory and Readiness Analysis

The above documents can be reviewed at: <http://future-iq.com/project/task-force-lima/>

The Allen County Network Mapping and Collaboration Analysis can be reviewed at: <http://allencountynetwork.com/index.php>

A comprehensive and strategic Communication and Social Media Plan is necessary for Allen County and the JSMC to implement for the purpose of engaging key stakeholders in Ohio as well as the extended defense community across the country who have a vested interest in defense related economic development.

## **B. SCOPE OF SERVICES**

**The scope of services requested by this proposal are as follows:**

**Task 1. Review the existing communication framework development by Allen Economic Development Group (AEDG) and other key stakeholders in the community, if applicable.** The proposer shall provide a thorough review of the existing information and data collected by key stakeholders. The review should include insight gleaned from the information about the communications framework, audiences, stakeholder and outreach necessary to develop a communications plan. Proposer will need to understand and incorporate the needs, motivations, and demographics of the current and future workforce, and demonstrate an understanding of how these factors will impact communications and how suppliers, local and regional businesses, and policy stakeholders at all levels will be engaged and informed.

### **Deliverable:**

- A research review report identifying key takeaways, themes, gaps and situational analysis. Information contained in the report will be used as part of Task 2 and 3.

**Task 2. Develop a comprehensive and strategic Communications Plan to ensure that all stakeholders are engaged and informed throughout the defense industry adjustment.**

A comprehensive communications plan will work in-step with goals of the larger efforts surrounding JSMC and local economic development. From changing product lines to evolving workforce needs, the communications plan will be designed to establish a baseline for engaging with stakeholders. This plan will include a variety of local and national level activities including:

- a. Collecting additional research or information identified in Task 1. This could include listening sessions, in-depth interviews or meetings with stakeholders.
- b. Creating the specifications for a message platform inclusive of unique stakeholders and audiences.
- c. Ensuring that the unified messaging used by stakeholders aligns and/or compliments the existing local branding.
- d. Identifying primary internal and external audiences and designing key activities to communicate with them in an exchange of information, creating a two-way communications approach. The development of online and traditional communications channels that spark collaboration and conversation will be essential for Allen County's success.
- e. Identifying the tools and platforms Allen County can use to meet its communications goals, including social media, email, web, and other platforms.
- f. Creating the specifications for a calendar for content development that can be used to populate social and traditional dissemination channels. This will ensure information is delivered at the right time, to the right audience, in the right method.

**Deliverables:**

- A Findings Report highlighting information collected through discussions and other research.
- Detailed specifications for a message platform and an online calendar (see items b & f)
- Draft Communications and Social Media Plan
- Final Communications and Social Media Plan

**Task 3. Provide implementation support and guidance to a local implementation team, administered by AEDG, to include; implementation planning, advising, content development and sustainability.** Once a communications plan is finalized, the local team, led by the winning proposer shall begin implementation of the communications plan. The implementation plan should include a timeline and milestones and be inclusive of communications activities identified in the plan. Activities shall include public relations, web presence/promotion, and social media. Proposer will be responsible to build budgets and timeline tasks.

**Deliverables:**

- A public relations implementation plan that will achieve local, state, and national coverage and recognition for the Lima/Allen County community and surrounding region
- A web presence implementation plan that will provide online collaborative assets and tools, as a foundation for achieving community economic development goals
- A social media implementation plan that will create online communities and provide the means for personal, organizational, and community-wide digital interaction and collaboration

All implementation plans should include a high-level timeline and milestone schedule that can serve as guidance as the consultant provides oversight of local implementation teams.

The implementation plans are not intended to include the level of effort and budget for the actual implementation of these areas. This is a separate effort with a separate budget. Proposer's estimates should only include implementation planning, creation of the implementation plans, advising, and oversight.

**Task 4. Management Reporting.** Provide management reports to the Allen County Office of Economic Adjustment Project Manager on a monthly basis or at a frequency agreed to with the Project Manager, that include describing planned accomplishments for the period, actual accomplishments for the period, and future accomplishments planned, as well as financial performance against approved budgets.

**Deliverable:**

- A Final Report in Draft and Final form at the end of the period of performance that describes accomplishments against goals for the program, ongoing activities to be continued by the community beyond the period of performance, and issues and recommendations that affect sustainability of the work performed and accomplishments achieved.

In addition to providing responses to Tasks 1-4, other options, identified as such and proposed separately, may be provided by proposers.

### **1.3 DEFINITIONS**

The following words and terms shall have the meanings set forth and defined as follows:

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – A firm or individual who is awarded a contract.
- F. Agency - Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
- G. State - The State of Ohio.
- H. Discussions - For the purposes of this RFP, a formal, structured means of conducting written presentations with responsible Proposers who submit proposals in response to this RFP.
- I. Proposal - A response to an RFP.
- J. Proposer - A firm or individual who responds to an RFP.
- K. RFP - A Request for Proposal and all attachments.
- L. County – The County of Allen, Ohio.
- M. Vendor – Company, Its’ Agents, Representatives and Employees.
- N. Manager – Project Manager for Allen County Ohio.
- O. JSMC – Joint Systems Manufacturing Center
- P. GOCO – Government (Federal) Owned, Contractor Operated
- Q. DOD – Department of Defense
- R. Defense Industry Adjustment – A DOD term defining communities who are impacted by defense industry related changes

### **1.4 ELIGIBLE VENDOR CRITERIA**

Vendors wishing to be considered for award must:

- A.** Submit five (5) hard copies and one (1) USB compatible flash drive of a response proposing a fixed cost solution for a “Communication and

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Social Media Plan” by 2:00 PM (E.S.T.) on April 4, 2016 at the office of Allen County Board of Commissioners, whose address is 204 N. Main St. Suite 301, Lima OH 45801. All proposals shall be submitted in a sealed envelope addressed to Allen County Board of Commissioners at 204 N. Main St. Suite 301, Lima OH 45801, and marked on the outside of the envelope “Communication and Social Media Plan for Allen County and the JSMC”.

- B.** The Proposer must also complete and return all other appropriate sections.

### **1.5 COMMUNICATION RESTRICTION**

Proposers shall not communicate with any employee, agent or public official of Allen County concerning this RFP from its release date until after Proposals are opened, except by the method described in Section 1.7. If a Proposer attempts unauthorized communication, Allen County may disqualify the Proposer from further participation in the RFP process or reject that Proposer’s proposal.

### **1.6 INSPECTION and REVIEW**

The Proposer is encouraged to review Attachment “A” concerning the history of the JSMC. Potential proposers may also view a JSMC worker’s perspective by viewing <https://www.youtube.com/watch?v=3quZjvnll0I>. Additional JSMC Facility insight may be gained by viewing <https://www.youtube.com/watch?v=jYCa8gym8dM>. Both videos have been approved for public release. Although several years old, the videos demonstrate the high degree of skill level required to produce the weapon systems which JSMC has manufactured for years.

The Proposer can view documents from Phase 1 of the project by viewing <http://future-iq.com/project/task-force-lima/>

### **1.7 QUESTIONS/CLARIFICATIONS**

Questions may be asked regarding the RFP, with our best effort to respond in writing to the submitted questions within the allocated time specified in Section 2.9, Timeline of Events, with responses going to all Proposers. All inquiries must be written and include the Company name, address, telephone & FAX numbers, and the contact name followed by the question. An inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the proposal documents and to submit any written inquiries relative thereto.

*Without exception*, all inquiries MUST be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. All inquiries must be received by the close of business on the Inquiry Deadline date set forth in Section 2.9, Timeline of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the County. Inquiries received after the established deadline shall not be entertained. These questions should be directed to Cynthia Leis, Project Manager:

Allen County Ohio  
ATTN: Cynthia Leis, Project Manager  
144 S. Main Street, Suite 204  
Lima, Oh 45801  
PHN: 567-204-3631  
FAX: 419-222-7921  
E-mail: cleis@allencountyohio.com

## **1.8 CHANGES/AMENDMENTS TO RFP**

Allen County may amend specific sections of this RFP at any time during the proposal process. Allen County will furnish amendments to prospective proposers. Should Allen County issue an addendum to this RFP, the submission deadline may be extended to accommodate changes in proposal content.

## **SECTION 2: INSTRUCTION TO PROPOSER**

### **2.1 NON-COLLUSION AFFIDAVIT, PERSONAL PROPERTY TAX AFFIDAVIT, AND CAMPAIGN CONTRIBUTION CERTIFICATION**

Proposers shall submit the following forms (which are attached to this RFP); Non-Collusion Affidavit, Personal Property Tax Affidavit, and Campaign Contribution Certification. No contract shall be considered fully executed until these affidavits have been properly submitted.

### **2.2 PROPOSAL FORM**

The proposal(s) must be submitted on the Request for Proposal (RFP) Form(s) furnished by Allen County along with other information as outlined under Section 2.11, Proposal Response Format, in a sealed envelope addressed to Allen County Board of Commissioners, 204 N. Main St. Suite 301, Lima OH 45801, plainly marked on the outside of the envelope "Communication and Social Media Plan for Allen County and the JSMC".

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### **2.3 PROPOSAL WITHDRAWAL**

A proposer may withdraw the proposer's proposal at any time prior to the award of a contract.

### **2.4 CANCELLATION, DELAY, OR SUSPENSION / PROPOSAL REJECTION**

Allen County may cancel, delay or suspend this solicitation if in the best interest of Allen County. Allen County reserves the right to reject any or all proposals, whole or in part, Allen County determines would not be in the best interest of Allen County.

Allen County reserves the right to reject any proposal in which the proposer 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 Allen County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of Allen County.

Allen County has the sole discretion to determine the proposal that is most advantageous to Allen County.

Allen County may conduct discussions with proposers who submit proposals for the purpose of clarification or corrections regarding a proposal to ensure full understanding of and responsiveness to the requirements specified in the request for proposals.

### **2.5 INSURANCE**

The contractor shall be covered by Workmen's Compensation Insurance, Public Liability and Property Damage Insurance for all claims, which may arise from any activity carried out pursuant to a contract with the County. All said insurance shall be in full force and effect throughout the term of such contract. Contractor shall indemnify, hold harmless and defend Allen County, its officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which Allen County, its officers or employees, agents and volunteers may hereafter sustain, incur or be required to pay arising wholly or in part due to any act or omission of contractor, its agents, servants or employees in the execution, performance or failure to adequately perform vendor's obligations pursuant to this contract.

## 2.6 BREACH OF CONTRACT/AGREEMENT

The contractor shall comply fully with any and all of the terms or conditions of these specifications and/or contract/agreement; failure to do so shall result in Allen County causing the compliance and charging the costs of doing so to the vendor and/or its surety.

## 2.7 DURATION

Allen County may be interested in purchasing additional services from the proposal submitted by the contractor. There should be included in the proposal a date identifying the duration or length of time the items and prices are valid. The present completion date of this Contract is May 31, 2017.

## 2.8 NEGOTIATE

Allen County reserves the right to negotiate whatever terms or alterations to the proposal that are deemed in Allen County's best interest.

## 2.9 TIMELINE OF EVENTS

Timeline of Events – All times will be close of business (E.S.T.) unless otherwise noted.

	<b>ACTIVITY</b>	<b>DATE</b>
A.	Advertise RFP - Post to The Lima News and The Association of Defense Communities Website	2/19/2016 2/26/2016
B.	Deadline to receive written inquiries from potential Proposers	3/4/2016
C.	Deadline to answer written inquiries and post to all Proposers	3/11/2016
D.	Proposal(s) opening - 2:00 PM	4/4/2016
F.	Contract Start (proposed)	5/2/2016

NOTE: Allen County reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary. Any such revision will be formalized by the issuance of an addendum to the RFP.

## 2.10 PRE-PROPOSAL CONFERENCE

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A written question and answer period will serve in lieu of a pre-proposal conference. Please refer to section 2.9, Timeline of Events.

## **2.11 PROPOSAL RESPONSE FORMAT**

Proposals submitted for consideration shall follow the format and order of presentation described below:

- A. Cover Letter: The cover letter shall exhibit The Proposer's understanding and approach to the project. It shall contain a summary of Proposer's ability to perform the scope of services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the County. The person signing the proposal must be: A current corporate officer, partnership member, or other individual specifically authorized to submit a proposal. An individual authorized to bind the company as reflected by a corporate resolution, certificate or affidavit; or other documents indicating authority which are acceptable to the public entity.
- B. The cover letter shall also:
  - a. Identify the submitting Proposer and provide their federal tax identification number.
  - b. Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer.
  - c. Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.
  - d. Include Table of Contents: Organized in the order cited in the format contained herein.
  - e. Include Proposer Qualifications and Experience:
    - i. Include history and background of Proposer.
    - ii. Include names of specific personnel to be utilized for this project and their qualifications. A resume' outlining the professional background of key personnel is requested. (Allen County has final approval of personnel assigned to its account).
    - iii. For the purposes of this proposal, it may be necessary for the winning proposer to gain entry into the JSMC. It is important to note that Foreign Nationals are not permitted entry into the JSMC; it is a United States Army Facility. Visitors to the JSMC must be U.S. Citizens and provide a Government furnished photo I.D. Dual Citizenship must be identified prior to JSMC entry. All Visitors to JSMC will be vetted by the Department of Army Police and will have a background check performed.

- iv. Include financial strength and stability.
  - v. Include global presence/history in manufacturing/weapon systems related projects for clients.
  - vi. Include related services provided in supply chain analysis.
  - vii. Include related services provided to government entities, in particular U.S., state economic development agencies and the U.S. Armed Forces.
  - viii. Include related services provided to major defense contractors, existing customer satisfaction, etc.
- C. Proposed Solution/Technical Response: Illustrating methods/tools which will be used in the development of a technical solution to, and compliance with, the RFP requirements.
- D. Innovative Options: Presentation of innovative options, if any, for consideration, with separate cost detail.
- E. Project Schedule: Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc. The use of Microsoft Project is preferred. (If applicable, the length of time needed for services, broken down by phases, if phasing is necessary.)
- F. Financial Proposal: Proposer’s fees and other costs, if any, shall be submitted valued in U.S. dollar currency, broken down by consulting fees, travel/lodging and general/administrative fees. Prices proposed shall be firm for the duration of the contract. Costs should be listed by project category Scope of Work:
- a. Review the existing communication framework development by the Allen Economic Development Group (AEDG) including data and information from the Allen County Network Mapping and Collaboration Analysis.
  - b. Develop a comprehensive and inclusive Communications Plan to ensure that all stakeholders are engaged and informed throughout the defense industry adjustment.
  - c. Provide implementation support and guidance to a local implementation team, administered by AEDG, to include; implementation planning, advising, content development and sustainability.
- G. The Proposer must sign and submit the Certification Statements shown in Section 5:
- a. Proposal Form
  - b. Non Collusion Affidavit
  - c. Disclosure of Personal Property Taxes
  - d. Campaign Contributions Certification

## **2.12 INCURRED COSTS**

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Allen County is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

### **SECTION 3: EVALUATION OF PROPOSALS**

Allen County, at their sole discretion, shall employ several criteria in evaluating the proposals received pursuant to this Request for Proposals. In selecting the most advantageous proposal, consideration will be given to the following criteria:

- A. Demonstrated ability to meet the scope of work (20%)
- B. Demonstrated technical capability (proven track record, etc.) (15%)
- C. Qualification and expertise of staff proposed for the project (15%)
- D. Performance references for similar projects (10%)
- E. Cost (40%)

Consideration will also be given to the ability of each prospective proposer to meet the requirements of Allen County as set forth herein.

Each proposer will be scored by Allen County based on the criteria detailed above. Evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and completeness. The purpose of this RFP is to identify those proposers that have the interest, capability, and financial strength to supply Allen County with an executable Communication and Social Media Plan to strengthen the communications related to the Joint Systems Manufacturing Center (JSMC), the supply chain and other aspects of the regional economy.

Allen County will negotiate with the proposer who submits the proposal that the contracting authority determines is the most advantageous to Allen County based on the rankings through the evaluation process.

Allen County may conduct discussions with proposers who submit proposals for the purpose of clarification or corrections regarding a proposal to ensure full understanding of and responsiveness to the requirements specified in the request for proposals.

Allen County may terminate negotiations with a proposer at any time during the negotiation process if the proposer fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If Allen County terminates negotiations with a proposer, Allen County shall negotiate with the proposer whose proposal is ranked the next most advantageous to Allen County.

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## **SECTION 4: TERMS AND CONDITIONS**

### **4.0 GENERAL**

By submitting a proposal, the proposer acknowledges that it has read the RFP, understands it, and agrees to be bound by its requirements, terms and conditions. Allen County reserves the right to disqualify any proposal that takes exception to or limits the rights of Allen County under the RFP. Allen County reserves the right to refuse any proposal not properly submitted in accordance with the requirements of this RFP. Allen County reserves the right to reject the selected proposal or other proposals at any time prior to execution of a contract. Allen County reserves the right to cancel this RFP at any time. Allen County reserves the right to reduce the scope of services required herein and to negotiate the price to reflect such change after award of the contract has been made.

### **4.1 RESULTING CONTRACT**

Any contract for the performance of services or delivery of goods resulting from this RFP shall incorporate this RFP; any written addenda issued Allen County, and the selected contractor's proposal into the executed contract and purchase order. To the extent that the terms and conditions of this RFP and a proposal may be inconsistent, the terms and provisions of the RFP control. To the extent that the RFP and proposal are inconsistent with the resulting contract, the terms and provisions of the resulting contract shall control.

### **4.2 CONTRACT COMPLIANCE**

During the term of a contract, the Project Manager for Allen County shall be responsible for monitoring the selected Proposer's performance and compliance with the terms and conditions of the contract. It is specifically understood that the nature of the services to be rendered pursuant to any contract resulting from this RFP are of such a nature that Allen County is the sole judge of the adequacy of such services.

### **4.3 CONDITIONS PRECEDENT**

No contract shall be binding upon either party until receipt by the selected proposer of a copy of a fully executed contract, and compliance with any and all conditions precedent.

## **SECTION 5: PROPOSAL FORM(S)**

### **PROPOSAL FORM**

THIS Proposal, was made the \_\_\_\_\_ day of \_\_\_\_\_,  
2016

to the Allen County Board of Commissioners.

Company Name:

\_\_\_\_\_

Proposers Signature:

\_\_\_\_\_

Contact Name for Bid:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

**I attest that all information contained in this proposal is true and accurate.**

\_\_\_\_\_  
Affiant



Notary Public

**SECTION 5 (Cont'd): PROPOSAL FORM(S)**

**DISCLOSURE OF PERSONAL PROPERTY TAXES**

STATE OF OHIO )  
 )ss:  
COUNTY OF ALLEN )

The undersigned being first duly cautioned and sworn says that he is the \_\_\_\_\_(Title) of \_\_\_\_\_, who made a bid for an improvement project or for the purchase of (Company) services and supplies for Allen County, Ohio, involving the competitive bid process;

That Affiant says that he/she is familiar with Section 5719.042 of the Ohio Revised Code rewritten below and that he/she submits to the Allen County Auditor as the Taxing Agent. This statement affirmed under oath that as the person with whom the municipal contract is made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district known as the County of Allen has territory or that such person was charged with delinquent personal property taxes on any such tax list;

This statement sets forth in full, the amount of such due and unpaid delinquent taxes and any dues and unpaid penalties and interest thereon as specified by Section 5719.042 which is made a part of this Affidavit;

The Affiant says that if this statement indicates that the taxpayer was charged with any such taxes, a copy of the statement; with the permission of the taxpayer, which is hereby given, shall be transmitted by the Auditor of Allen County to the County Treasurer within thirty days of the date this statement is submitted.

Affiant further says that a copy of the statement shall also be incorporated into the contract between Allen County and agrees that no payment shall be made with respect to any contract to which Section 5719.042 Revised Code applies unless such statement has been so incorporated as part thereof.

Section 5719.042. After the award by taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the District’s fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any dues and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the Auditor to the County Treasurer within thirty days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as part thereof.

\_\_\_\_\_  
Signed

Sworn to and subscribed before me a Notary Public by \_\_\_\_\_ this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SECTION 5 (Cont'd): PROPOSAL FORM(S)**

**CAMPAIGN CONTRIBUTIONS CERTIFICATION  
CERTIFICATION REQUIRED PURSUANT TO 3517.13**

**CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:**

Any contract for goods or services costing more than ten thousand dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(I)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

**CONTRACTS AWARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:**

Any contract for goods or services costing more than ten thousand dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

**It is hereby certified that all of the persons listed above are in compliance with section 3517.13(I)(1) or 3517.13(J)(1) of the Ohio Revised Code.**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE

## **ATTACHMENT A**

### **FACT SHEET**

#### **Joint Systems Manufacturing Center (JSMC), Lima, Ohio**

##### **Background**

- JSMC is a modern, high-tech, heavy-manufacturing facility in all respects. The Center has the equipment and valuable employee skill sets necessary to process and deliver today's increasingly complex vehicle configurations.
- The JSMC facility has the unique capability to execute plate-processing, machining, welding, assembly, and testing in one location; regardless of vehicle size and complexity. By contrast, other manufacturers and depots have more discrete capabilities that do not enable large-scale production of heavy combat vehicles.
- JSMC has 1.6 Million square feet of covered manufacturing space. Located on 369 acres, the facility has additional expansion capacity. The facility is being continually upgraded to reflect the latest technologies, including wireless data collection, state-of-the-art CAD/CAM systems. JSMC's state-of-the-art facility configuration provides for rapid adaptation and/or expansion into new product ventures in fabrication, assembly and test.
- JSMC's highly-trained employees can retrofit, upgrade or modify any military combat vehicle separately or in partnership with military depots. JSMC's workforce has implemented team-based philosophies and Lean Six Sigma to synergize and optimize both legacy and new capabilities.
- JSMC features an established, Department of Defense (DOD)-approved production building (150,000 sq. ft.) as a "Closed Area" for production and storage of classified material at the collateral Secret level. This area meets NISPOM, DOD 5220.22-M for a Closed Area.
- Department of the Army Police maintain security at JSMC. The secured perimeter and the high level of staffed security, maintained 24 hours a day at JSMC, is the primary control to prevent and detect unauthorized intrusion. JSMC is one of few two-time Cogswell Award winners for

industrial security excellence. This infrastructure positions JSMC to accommodate current and future classified armor programs.

- Investment in the JSMC facility is extensive and continuous. \$108.6M has been invested at JSMC since 2006. These combined investments are designed to keep the JSMC facility at the cutting edge of defense manufacturing capability. Recent investments include: Hull Machining Line (\$15.5M); Administration and Technology Center (\$11.5M); Friction Stir Weld Machine (\$3.4M); Intelligent Machining Center (\$5.6 M); and Hull and Turret Treatment Center (\$3.7 M).

### **Lima's Unique Capabilities**

- JSMC plate-processing systems include Plasma, Laser, Oxy-Fuel, Waterjet, Savage Saw, and Straightening Presses. This broad range of unique capabilities enables JSMC to efficiently cut any military vehicle material, regardless of material type, plate size, plate thickness, and tolerance requirement. These capabilities are unique to Lima because of size, quantity, complexity and the use of armor steel and titanium.
- JSMC's range and level of machining capability is unmatched by any other manufacturing facility or depot in the United States. The Lima plant has numerous Computer Numerically Controlled (CNC) milling machines capable of machining detailed components, medium structures (i.e. turrets), and large vehicle structures.
- Land Systems maintains a world-class welding and nondestructive testing (NDT) training facility at JSMC. The facility is qualified to certify employees in more than 160 different weld procedures. As required, JSMC welds are ballistically qualified to meet DOD standards and specifications. JSMC employees are skilled and certified in all modes of MIG, TIG, Stick, Stud, Friction Stir Weld (FSW), Friction Appurtenance Weld, and Robotic Welding.
- The NDT Inspection processes at JSMC include adherence to Visual Inspection Criteria, Radiography, Dye Penetrate, Magnetic Particle, and Phased Array Ultrasonic Testing.
- JSMC's FSW machine is one of the largest in the United States and provides Land Systems the ability to build one-of-a-kind structures with enhanced survivability to protect the Warfighter. In addition, JSMC has the inherent knowledge and infrastructure to fabricate heavy complex structures in a manner that controls distortion and avoids cracking issues. Finally, JSMC weld capability and equipment cannot be

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equaled by any existing depot in terms of manual, semi-automatic, robotic or friction stir welding.

- JSMC has the capability to pre-treat and paint any type of alloy used or planned to be used by the DOD. The existing paint facilities include: Structures Paint Line (for ferrous materials); Final Paint Line (for ferrous and non-ferrous materials); 1600 sq. ft. Hull Turret Treatment Center (HTTC); Small Parts Paint Line; and more. JSMC is also among a very limited number of sites with Chemical Agent Resistant Coatings (CARC) painting capabilities.
- Since 1942, JSMC has conducted automotive testing in its facilities that is specifically designed for land-based tracked combat vehicles. The existing 1.9-mile high-speed banked oval test track can readily accommodate sustained speeds of 45 mph up to 70 mph from tracked or wheeled vehicles weighing in excess of 60 tons. JSMC's pivot pad and test slope facilities are designed for precision calibration and testing of military vehicles with highly-sophisticated ballistic systems. In addition, JSMC has two water-fording pit test areas that are used by a variety of military vehicle programs.
- JSMC also has sophisticated, vehicle-level CMM, Laser, and X-ray inspection, as well as numerous component-level CMM and portable inspection systems. JSMC also offers wireless, real-time Quality Data Collection.

## **Summary**

- JSMC is the only facility in the United States with the infrastructure to fabricate, assemble, and test heavy combat vehicles. The facility's wide range of capabilities set the stage for a process of complete vertical integration where raw stock is delivered at one end of the JSMC and an entirely new vehicle is delivered to the customer at the other end of the plant.
- The JSMC facility has the ability to consistently meet the demands of the U.S. military, as demonstrated by the rapid turnaround of products to support recent war efforts in Iraq and Afghanistan. This capability is evident in many programs, including the Abrams Main Battle Tank, the Stryker Double-v Hull vehicle, MRAP, Slat Armor, Abrams Mine Kit, Stryker Mine Kit, and many other vehicle programs.
- JSMC is the ONLY tank manufacturing plant in North America and is considered a national asset that is essential to providing this country's warfighters with the world's most advanced combat vehicles.

