

REQUEST FOR PROPOSAL  
Business English and Work Experience Program

Proposals will be received until 2:00 p.m. on Monday, July 27, 2015 by the Lorain County Commissioners, Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035 for a Business English and Work Experience Program.

The above requested program will target Spanish speaking, hard to employ individuals who are receiving Temporary Assistance for Needy Families (TANF) program. The program will provide language skills through instruction, job readiness skills, and work experience. Proposals will be opened immediately following the 2:00 p.m. deadline in the Lorain County Commissioners Fourth Floor Public Meeting Room.

The bid packets for this program will be available beginning Monday, July 13, 2015 at the Lorain County Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035. You may obtain a packet in one of the following ways:

1. Pick up at Lorain County Purchasing Department.
2. Request in writing for a packet to be e-mailed. Send the e-mail request to Melissa Tursack, [mtursack@loraincounty.us](mailto:mtursack@loraincounty.us) , at the Lorain County Purchasing Department.
3. Request in writing via the US Postal Service for Lorain County Purchasing Department to mail a packet.

Each proposal shall contain the full name or names of persons and company submitting the RFP and shall be enclosed in a preprinted envelope and marked "BUSINESS ENGLISH AND WORK EXPERIENCE PROGRAM".

The Board of Commissioners reserves the right to reject any and all bids and to waive any informalities or irregularities if it is deemed in the best interest of Lorain County to do so. Any interpretation, correction or modifications to the specifications desired shall be submitted in writing to Kristin Whiteman, Contract Supervisor, Lorain County Department of Job and Family Services 42485 North Ridge Road, Elyria, Ohio 44035, e-mail at [Kristin.Whiteman@jfs.ohio.gov](mailto:Kristin.Whiteman@jfs.ohio.gov) , fax # 440.323.3422 and must be received at least four days prior to the date on the bid opening.

By order of:

Lorain County Commissioners  
Theresa Upton, Clerk

Publish: The Morning Journal  
July 13, 2015 and July 20, 2015