



10107 Brecksville Road • Brecksville, Ohio 44141-3275  
TDD (440) 526-5332 1-800-860-RITA (440) 526-0900  
Fax: (440) 526-8013

September 25, 2023

The Regional Income Tax Agency (RITA, the Agency) will be accepting proposals for approximately 8 seasonal positions for 2024 in our Brecksville, Ohio location. The positions available are:

- 7 Alpha/numeric data entry operators - Operators with a minimum of 8,000 keystrokes per hour with 97% accuracy are required. The data will be key entered into RITA's proprietary system from both hardcopy documents and digital images of documents. The duration of this assignment will be approximately six (6) months.
- 1 Mail opener – This position will be responsible for opening and sorting daily mail. The assignments will last approximately three (3) months.

The standard work hours are 8:00 a.m. to 4:30 p.m. (1/2 hour unpaid lunch and two 15-minute breaks) Monday through Friday. However, workflow and volume may necessitate overtime.

We would like to begin filling these positions starting February 2024. The work location is the Regional Income Tax Agency office at 10107 Brecksville Road, Brecksville Ohio. If you wish to view our equipment and forms, please contact Jennifer McMurdo to schedule an appointment. Mrs. McMurdo may be reached at 440-922-3598.

Please e-mail your response to [RFP@ritaohio.com](mailto:RFP@ritaohio.com), subject line Data Entry RFP. Responses must be received not later than 2:00 p.m., E.D.S.T., Monday, October 23, 2023. You must use the attached pricing forms and **complete and return** the Statement of Interested Parties, Non-Collusion Affidavit and Municipal Income Tax Statement provided in this packet. Also include with your proposal, your policy statement regarding EEO compliance, verification of limits for public liability and property damage insurance, copy of Workers' Compensation Certificate and three (3) references from projects of similar scope and duration.

The successful provider(s) will be required to provide a statewide (Ohio) criminal records check covering at least the last seven (7) years, and a nine-panel drug screening test for all employees recommended for all positions at this Agency, even if they are a returning employee. Candidates who fail the drug screen and/or who have been convicted of any felony offense, or any misdemeanor offense that would render that person unsuitable to hold the position, including, but not limited to, convictions related to violence, theft, fraud, extortion, robbery, burglary, gambling, bribery or falsification will not be considered for this assignment.

The successful provider(s) of the service will be required to enter into a contract with the Agency that will include a confidentiality non-disclosure agreement and, at the discretion of the Agency, may require the provider to reimburse the Agency for building security pass keys lost, stolen or not returned by the employees provided. All temporary staff on assignment with RITA will also be required to sign a confidentiality non-disclosure agreement.

The Agency is not responsible for any costs incurred by the respondent in preparation of a proposal. RITA reserves the right to accept or reject any and all proposals, or any part of any proposal, and may waive informalities or defects in proposals, as the Board of Trustees of the Agency deems to be in the best interest of the Agency. RITA reserves the right to negotiate with the vendors submitting proposals in order to obtain the most favorable terms, conditions and pricing for the Agency as determined by the Agency in its sole discretion. RITA may contract with multiple temporary service providers as necessary to fulfill requirements.

By submitting a proposal, each respondent is ensuring that they are an Equal Opportunity Employer and that their employees and applicants for employment are not discriminated against because of their race, creed, color, sex, sexual orientation, gender identity, gender expression, genetic information or national origin. By signing a contract with RITA, the successful vendor guarantees that they comply, or will comply with the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold RITA harmless from any claims or damages incurred against or by the Regional Income Tax Agency resulting from any non-compliance by the successful vendor.

Sincerely,

Jennifer McMurdo  
Records Processing Manager  
Phone: 440-922-3598  
Email: [jmcmurdo@ritaohio.com](mailto:jmcmurdo@ritaohio.com)  
Fax: 440-922-3543

**POSITION: Data Entry Operator**

Each employee will have a production goal of 250 forms per day after 2 weeks. Accuracy levels will be considered in conjunction with length of service and good attendance in determining if/when an employee's pay rate is adjusted to a higher compensation level. Please provide a tiered pay and billing rate pricing structure to use when they meet and then exceed these requirements.

Description	Pay Rate/Billing Rate
First Shift	
Training Rate Per Hour/Minimum 80 Hours	\$ /
Level 1 - Rate Per Hour	\$ /
Level 2 - Rate Per Hour	\$ /
Level 3 - Rate Per Hour	\$ /
Overtime Rate Per Hour	\$ /
Fee Structure to Convert Temporary to RITA Employee During Assignment:	
0 – 30 Days	\$
31 – 60 Days	\$
60 – 90 Days	\$
91 – 120 Days	\$
121 – 150 Days	\$
151 – 180 Days	\$
After 180 Days	\$
State Criminal Records Check (7 yrs. Min.)	
	\$
Nine Panel Drug Screening Test	
	\$
*Returning employees must be done each year	
Additional Costs Not Itemized Above:	
	\$
	\$
	\$

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Phone #

**POSITION: Mail Opener**

Each employee will have a production goal of 300 envelopes per day after 2 weeks. Accuracy levels will be considered in conjunction with length of service and good attendance in determining if/when an employee's pay rate is adjusted to a higher compensation level. Please provide a tiered pay and billing rate pricing structure to use when they meet and then exceed these requirements.

Description	Pay Rate/Billing Rate
Training Rate Per Hour/Minimum 80 Hours	\$ /
Level 1 - Rate Per Hour	\$ /
Level 2 - Rate Per Hour	\$ /
Level 3 – Rate Per Hour	\$ /
Overtime Rate Per Hour	\$ /
State Criminal Records Check (7 yrs. Min.)	\$
Nine Panel Drug Screening Test	\$
*Returning employees must be done each year	
Additional Costs Not Itemized Above:	
	\$
	\$
	\$

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Phone #

STATEMENT AS TO INTERESTED PARTIES

STATE OF \_\_\_\_\_ )

) SS:

COUNTY \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says:

INDIVIDUAL ONLY: That he/she is an individual who is doing business under the name of

\_\_\_\_\_, at \_\_\_\_\_ in \_\_\_\_\_

of \_\_\_\_\_, State of \_\_\_\_\_.

PARTNERSHIP ONLY: That he/she is the duly-authorized representative of a

\_\_\_\_\_ (general/limited) partnership which is doing business under the name of \_\_\_\_\_

\_\_\_\_\_ in \_\_\_\_\_ of \_\_\_\_\_,

State of \_\_\_\_\_.

Affiant further states that the following is a complete and accurate list of the names and addresses of the members of said partnership and whether they are general or limited partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CORPORATION ONLY: That he/she is the duly-authorized \_\_\_\_\_

of \_\_\_\_\_, a corporation organized

and existing under the laws of the State of \_\_\_\_\_,

and that he/she is submitting herewith a Bid to the Regional Income Tax Agency in conformity with the foregoing Specifications.

Affiant further says that the following is a complete and accurate list of the names and addresses of all persons interested in said proposed Contract including the names and addresses of all shareholders owning more than 5% of the capital stock of said corporation.

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Affiant further says that the following is a complete and accurate list of the officers, directors and attorneys of said corporation:

President: \_\_\_\_\_

Directors: \_\_\_\_\_

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Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Manager/Agent \_\_\_\_\_

Attorneys: \_\_\_\_\_

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and that the following officers are duly authorized to execute contracts on behalf of said corporation:

NAME	TITLE
_____	_____
_____	_____
_____	_____

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_

(Signature)

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THIS \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_ .

\_\_\_\_\_

(Notary Public)

# NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )

) SS:

COUNTY \_\_\_\_\_ )

\_\_\_\_\_ , being first duly sworn, deposes and says  
that

he/she is \_\_\_\_\_ of the party making the foregoing  
(Title)

Bid; that such Bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such Bid is genuine and not collusive or sham; that said Bidder has not, directly or indirectly, induced or solicited any other Bidder to put in a false or sham bid, and has not, directly or indirectly, colluded, conspired, connived or agreed with any Bidder or anyone else to put in a sham bid or that anyone shall refrain from bidding; that said Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said Bidder or of any other Bidder or to fix any overhead, profit, or cost element of such bid price or that of any other Bidder, or to secure any advantage against the Regional Income Tax Agency or anyone interested in the proposed Contract; that all statements contained in such Bid are true; that said Bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the Contract above referenced, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as hereinabove disclosed to have a partnership or other financial interest with said Bidder in his general business; and further that said Bidder shall not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, for aid or assistance in securing the Contract above referenced in the event the same is awarded to:

\_\_\_\_\_  
Affiant

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THIS \_\_\_\_\_ day of

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

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



