



## RAPID RESPONSE VENDOR LIST PROCESS GUIDANCE

Ohio vendors have the opportunity to be added to the Rapid Response (RR) Vendor List as a RR service provider. The RR Vendor List serves as an option for local RR teams around the state to procure services through a simplified process. Using a less formal solicitation method allows local RR teams to serve affected workers more quickly.

The purpose of this document is to provide guidance to potential RR service providers regarding the process to become part of the RR Vendor List. The process includes the completion of the RR Vendor List Questionnaire. Within the questionnaire, respondents will identify the RR services their organization has the ability to deliver and a listing of the Ohio counties in which their organization will be available to provide those services. The questionnaire is posted at [www.ohioed.gov](http://www.ohioed.gov) under the Workforce Professionals section and will remain posted as an ongoing opportunity.

The Ohio Department of Job and Family Services (ODJFS) will review submitted questionnaires and all respondents, who meet minimum qualifications, will be included on the RR Vendor List. The list, posted at [www.ohioed.gov](http://www.ohioed.gov), will be updated as providers are added. All respondents will receive a written notice that they have been added to the list or a notice with the reason(s) why they were not added and if they are eligible to reapply. Eligible respondents may reapply seven days from denial date. **All ODJFS decisions are final and not subject to appeal or further review.**

The questionnaire is not a formal solicitation for proposals. **No contracts, either express or implied, will be awarded as a direct result of this questionnaire. Selection for participation on the RR Vendor List, likewise, is not a guarantee of a contract award.** The RR Vendor List will allow local WIOA areas (as one of the RR Team partners) to issue a “Request for Letterhead Bid” (RLB) to vendors on the RR Vendor List to procure services. Any contract that results from the RLB will be executed and managed by the local WIOA area.

ODJFS reserves the right to remove providers from the list as deemed necessary. Communication regarding circumstances around any removal will be done in writing.

If you have questions, or experience problems opening the questionnaire, please contact the Rapid Response Unit at [rapdresp@jfs.ohio.gov](mailto:rapdresp@jfs.ohio.gov).