



**Northeast Ohio  
Regional Sewer District**

**REQUEST FOR PROPOSAL  
Related Instruction for  
NEORSD Technical Training**

Northeast Ohio Regional Sewer District  
Department of Human Resources

## Introduction and Background Information

The Northeast Ohio Regional Sewer District (Sewer District) protects public health and the environment by leading effective wastewater and stormwater management. As the largest wastewater treatment provider in the State of Ohio, the Sewer District spans 380 square miles, serves 62 communities and one million residents, treats 90 billion gallons of wastewater a year, and manages more than 400 miles of streams.

In addition to its award-winning treatment plant and laboratory performance, the Sewer District's Project Clean Lake construction program will reduce annual Lake Erie pollution by 4 billion gallons by 2035, while its Regional Stormwater Management Program addresses widespread inter-community problems like flooding, pollution, and erosion.

NEORSD is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workforce, recognizing the full range of human differences and similarities. Through our unwavering efforts to leverage the potential of our diversity, we continually strive to build and foster an environment that respects each individual. We encourage and promote innovation, and provide opportunities for all employees to interact, communicate, and realize the full potential of their talents.

The purpose of this request is to procure technical training coursework through an Ohio Public University or College, Ohio Technical Center (OTC), or Joint Aspire/OTC for the Ohio Department of Higher Education provider. See attached list of **Ohio Public Universities & Colleges** document.

## Scope of Service

The Northeast Ohio Regional Sewer District (NEORSD) is seeking to contract with one or more Ohio Public University or College, Ohio Technical Center (OTC), or Joint Aspire/OTC to provide the following for NEORSD technical training coursework for a contract duration of four (4) years from commencement, or upon the exhaustion of funds.

- Related instruction courses for various NEORSD technical training programs in specified order, and other technical courses identified
- Instructors
- Materials, including textbooks (Required textbooks to be received six (6) weeks prior to each course start date)

See attached **NEORSD technical training objectives and course schedule** document which includes a list of course topics and learning objectives.

Each selected Ohio Public University or College, Ohio Technical Center (OTC), or Joint Aspire/OTC is invited to submit a proposal for one or more of the training courses listed in the attachment.

Note: NEORSD expects that the training needs of employees will be addressed in the instructor-led training sessions, and any other online and offline resources that are to be made available during and after the courses each employee attends.

## Restrictions

From the issue date of this RFP until a vendor is selected and the selection is announced, proposers are not allowed to communicate for any reason with any Sewer District employee and/or Board Member except through the "Organizational Contact," or during the pre-proposal conference, if one is scheduled, or as provided by existing work agreement(s). For violation of this provision, the Sewer District shall reserve the right to reject the proposal of the offending proposer. All questions concerning this RFP must be submitted in writing (e-mail preferred) to the "Organization Contact." No questions other than written will be accepted. Answers to all questions will be provided to all proposers.

The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by the Northeast Ohio Regional Sewer District.

## Organization Contact

Sharon Smith  
6000 Canal Road  
Cuyahoga Heights, OH 44125  
216.641.3200  
[webrfp@neorsd.org](mailto:webrfp@neorsd.org)

## Project Schedule

All questions concerning this RFP must be submitted via email to [webrfp@neorsd.org](mailto:webrfp@neorsd.org) by 4:00 PM EST on **September 29, 2025**. Responses will be posted on the Sewer District's website, [http://www.neorsd.org/neorsd\\_bids.php](http://www.neorsd.org/neorsd_bids.php) as an addendum by **October 6, 2025**.

All proposals are due by 4:00 PM EST on **October 13, 2025**. **Please send proposals to [webrfp@neorsd.org](mailto:webrfp@neorsd.org).**

Each vendor shall submit their completed proposal responses in an electronic copy in a format compatible with Microsoft Office 365 for accessibility/readability.

Proposals received after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

<b>Event</b>	<b>Date</b>
Publish RFP	09/22/2025
Vendor questions via email	09/29/2025
Sewer District response to questions	10/06/2025
Vendor proposal due date	10/13/2025
Anticipated award of vendor	11/24/2025
Estimated contract start date	01/05/2026

# Proposal Submission Requirements

The vendor(s) must be registered with the Sewer District. To become a registered vendor, please visit <https://www.neorsd.org/business-home/isupplier/> and follow the instructions provided.

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to the Sewer District in terms of cost, functionality and other factors as specified elsewhere in this RFP.

The Sewer District reserves the right to:

- Reject any and all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Accept other than the lowest proposal offered,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers,
- Award more than one contract for different services specified within this RFP. By submitting a proposal, vendors agree to accept a partial contract of service based upon the needs of the Sewer District, and
- Cancel a portion or all of this contract at its discretion based upon any of the following criteria, including but not limited to budget constraints and vendor performance.

The Sewer District shall not be responsible for any costs incurred in relation to preparation of the proposal, or in relation to any opportunities for interview.

Proposals shall be submitted in several parts as set forth below. The consultant will confine its submission to those matters defined in the request for proposal and provide an adequate basis for the Sewer District to evaluate the consultant's proposal.

Vendors' proposal in response to this RFP will be incorporated into the final agreement between the Sewer District and the selected consultant. The submitted proposals shall include the following sections:

1. Executive Summary
2. Scope, Approach, and Methodology
3. Deliverables
4. Detailed and Itemized Pricing
5. Appendix A: References
6. Appendix B: Team Staffing
7. Appendix C: Company Overview
8. Appendix D: Cancellation Policy
9. Appendix E: Ethics Statement

The detailed requirements for each of the above-mentioned sections are outlined below.

## **EXECUTIVE SUMMARY**

This section will present a high-level synopsis of the vendor's response to the RFP. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed work.

## **SCOPE APPROACH AND METHODOLOGY**

This section will act as the Statement of Work (SOW) to be used as a guideline. This section should include a description of each major type of work being requested of the vendor proposal and should reflect each of the sections listed below. The proposer should provide technical training coursework through an Ohio Public University or College, Ohio Technical Center (OTC), or Joint Aspire/OTC for the Ohio Department of Higher Education provider. See attached list of **Ohio Public Universities & Colleges** document.

## **DELIVERABLES**

This section will include:

- a list of course names
- materials and textbooks (to be received six (6) weeks prior to each course start date)
- learning objectives
- course location
- course schedule

Note: NEORSD expects that the training needs of employees will be addressed in the instructor-led training sessions, and any other online and offline resources that are to be made available during and after the courses each employee attends.

## **DETAILED AND ITEMIZED PRICING**

This section will include a breakdown of costs and fees, instructor fees (including associated travel costs), discount for NEORSD provided Instructor(s), and materials for each course requested for the duration of the contact. Please include any additional costs not already specified.

## **APPENDIX A: REFERENCES**

This section will include three (3) current business references of present or past clients where similar services were offered, including company name, contact name, title, address, telephone number, and client relationship synopsis.

## **APPENDIX B: TEAM STAFFING**

This section will include relevant experience of key staff and management personnel. List the personnel who would assist in providing services to the Sewer District. This section shall also include closing and delay procedures provided during off-hours.

## **APPENDIX C: COMPANY OVERVIEW**

This section will include the following:

- Official registered name, address, main telephone number, and toll-free numbers for each location, if multiple locations are included in this RFP.
- Taxpayer Identification Number, for entities.
- Ohio Bureau of Workers' Compensation identification number(s).
- Key contact name, title, address (if different from above address), direct telephone, and email address.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief company history, including year established.

## **APPENDIX D: CANCELLATION POLICY**

This section will include your cancellation policy, with details around timeframe, materials, etc.

## **APPENDIX E: ETHICS STATEMENT**

This section will include the following Ethics Statement and be signed by an authorized representative of the proposer:

By submitting a proposal in response to this RFP, I acknowledge, on behalf of the entity submitting this proposal, that I have familiarized myself with the Sewer District's Code of Ethics which is located on the Sewer District's web page and certify that, to the best of my knowledge, there is no conflict of interest involving my entity and that I have authority to make such certification. I understand that any conflict or potential conflict of interest must be reported to the Sewer District's contact person for this request for proposal in writing prior to the submission of the proposal response. I further understand that conflict of interest or potential conflict of interest information may be considered by the Sewer District in evaluating a proposal response.

### **Criteria**

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operation, technical, cost, and management requirements. Evaluation of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for coursework proposed.

The following elements will be the primary considerations in evaluation of all submitted proposals and in the selection of a vendor or vendors:

1. Submittal of all required responses in the correct format and are identified as an Ohio Department of Higher Education institution.
2. The extent to which the vendor can perform and/or provide indicated services including guarantee of instructor, classroom availability, materials and any equipment requirements needed, in accordance with specifications set out in this RFP.
3. The vendor's stability, experience, and record of past performance in delivering such services.
4. Availability of sufficient, high-quality vendor personnel with the required skills and experience for the services proposed.

5. Detailed and itemized pricing (including breakdown of costs and fees, instructor fees discount for NEORSD provided Instructor(s), materials, and any equipment requirements for each course, and any additional costs not already specified).

## **Mandatory Requirements**

The following mandatory requirements must be present in the proposals before further consideration will be given. All proposers are required to submit a letter of transmittal, which shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the vendor. The letter of transmittal shall address all of the mandatory features required in the proposal as described in the Proposal Submission Requirements section above.

## **Contract Length and Budget**

The duration of this contract is approximately four (4) years from commencement, or upon the exhaustion of funds. The budget for this expenditure is \$350,000.00.

## **Questions to Answer as Part of the Proposal Response**

### **Fiduciary Questions**

- Are there any current or pending litigation or administrative actions against your firm? If yes, please describe them.
- What is your privacy policy regarding sharing client information with a third party?
- Detail your firm's policies, procedures, data encryption, and technical measures to prevent unauthorized access of alteration, fraud, theft, misuse, or physical damage to hardware, software, communications networks, and data.
- What quality control systems do you have in place? Describe fully.