



REQUEST FOR PROPOSAL

RFP NUMBER: CSP903414
INDEX NUMBER: EDU056
UNSPSC CATEGORY: 86000000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education, is requesting Proposals for:

TITLE: Facilitation Training for the Ohio Resident Educator Program

OBJECTIVE: To develop online training for identified individuals to serve as facilitators for Ohio's Resident Educators (new teachers) who are preparing for and taking the performance-based Ohio Resident Educator Summative Assessment. While staff from the Ohio Department of Education Center for the Teaching Profession in partnership with Stanford Center for Assessment, Learning, and Equity (SCALE) will provide the content outline, this proposal seeks to identify a contractor who will serve as an instructional designer and adapt the content to an online format, which will provide asynchronous, online training for identified individuals.

RFP ISSUED: May 20, 2103
INQUIRY PERIOD BEGINS: May 20, 2013
INQUIRY PERIOD ENDS: June 10, 2013 at 8:00 AM
PROPOSAL DUE DATE: June 17, 2013 by 1:00 PM

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODE:	Ohio Department of Education
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
OREP:	Ohio Resident Educator Program
RE:	Resident Educator
RESA:	Resident Educator Summative Assessment
RFP:	Request for Proposal
SCALE:	Stanford Center for Assessment, Learning, and Equity
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education is soliciting competitive sealed proposals (Proposals) for Facilitation Training for the Ohio Resident Educator Program. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2017. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND The Ohio Resident Educator Program (OREP) is a research-based four-year induction and support program for new teachers. The OREP provides new teachers support, beginning with a mentor and extending to support from other colleagues during their first years of teaching. This residency period helps Resident Educators (RE) develop additional teaching skills beyond those learned in pre-service; collaborate with professional colleagues in structured protocols that focus on continuous improvement in their teaching practices; analyze their teaching practice using ongoing formative assessment feedback from a trained mentor; receive ongoing, job-embedded, professional development to help them achieve proficiency in instructional and assessment practices; ensure their teaching practices are based on the Ohio Standards for the Teaching Profession; and prepare for future district/school leadership opportunities. Additionally, the OREP helps Resident Educators reflect on their teaching practices, set their own goals, and create optimum learning environments for elevating student achievement; reflect on, analyze, and make data-based instructional decisions for interventions that maximize student learning; and learn how to strategically use school and district resources to accelerate student learning.

A critical component of the OREP is the administration of the Resident Educator Summative Assessment (RESA), an online, performance-based assessment to assess REs' skills and practices developed during the RE program. To successfully complete the RESA, Resident Educators will be required to upload to a designated software platform (Teachscape) evidence and artifacts of their teaching, including video clips; lesson plans; instructional materials; student work samples; and teacher reflections/commentaries. These artifacts and evidence will be scored against a rubric by trained, calibrated assessors. Resident Educators will be required to pass all parts of the RESA to be eligible for the 5-year professional license.

Because RESA expectations are rigorous and the requirements numerous, it is essential that Resident Educators are well-prepared before they begin and as they complete the RESA; therefore, all Resident Educators will have a facilitator assigned to them, whose role is to support Resident Educators as they prepare for and take the RESA. Facilitators will guide the Resident Educator in making good instructional choices for the artifacts they will submit; facilitators will provide technological support to Resident Educators during the videotaping process and uploading of their documents; and facilitators will act as coaches by offering feedback that guides Resident Educators' thinking and problem-solving during the RESA process.

The RESA is currently being field tested in Ohio through collaboration among Teachscape, Stanford Center for Assessment, Learning, and Equity (SCALE) and the Ohio Department of Education (Office of Educator Effectiveness). Full implementation of the RESA will commence in the Fall of 2013.

1.4 SCOPE OF WORK This proposal seeks a Contractor who will serve as an instructional designer to develop online training for identified individuals to serve as facilitators for Ohio's Resident Educators (new teachers) who are preparing for and taking the performance-based Ohio Resident Educator Summative Assessment. While staff from the Ohio Department of Education Center for the Teaching Profession and SCALE will co-develop the content outline of the training, the awarded Contractor will serve as an instructional designer and adapt the content to an online format, which will provide asynchronous, online training for identified individuals to be trained and certified as facilitators. This work requires the Contractor to use research-based instructional design principles appropriate for adult learning. Thus, the training must be interactive, goal-oriented; relevant; practical; and include benchmarks to validate participants' progress and completion of learning tasks.

- 1.4.1 Learning Management System. The work requires the Contractor to host the training on a robust, reliable learning management system, providing asynchronous, self-paced training for participants within a designated timeframe. The Contractor must have the capacity to:
- A. Allow individuals to register for facilitation training;
 - B. Track participants' progress;
 - C. Provide regular and ongoing technical assistance to participants as needed; and
 - D. Report participants' completion of the training to ODE.
- 1.4.2 Training Content. Content will include but not be limited to the following:
- A. Understanding the purpose and function of the Ohio Resident Educator Program;
 - B. Understanding the purpose and requirements of the Resident Educator Summative Assessment;
 - C. Understanding how to provide facilitative support, including asking appropriate questions that help Resident Educators make good instructional choices and guide their thinking and problem-solving.
- 1.4.3 Timeline. Online facilitation training will be offered for a minimum of four (4) consecutive years, from 2013 through 2017 during the fall semester with an option by the State to renew the contract. Specifically, training will begin in the late summer of each academic year (late August) and end in the late fall (end of December) of each year. It is anticipated that the number of facilitators could reach as many as 5,000 in the first few years and will likely decline slightly after that.
- 1.4.4 Work Plan. Offeror's Work Plan shall include, at a minimum:
1. Methodologies proposed. Descriptive details on the systematic process the Offeror would use to plan and facilitate the work, including phases of the project; tasks, techniques, and tools to facilitate its completion; and strategies for reporting completion data to ODE.
 2. Plan of Action. A detailed plan that describes how the Project Manager would collaborate with ODE staff to design and complete the work including considerations the Offeror would take in account to convert training content into online format appropriate for adult learning
 3. Demonstrates understanding of Project. Evidence that the Offeror comprehends the significance of the project, particularly the importance of creating interactive, relevant, and practical learning experiences for adults and deploying them in a timely manner.
 4. Timeline proposed. A detailed timeline that reflects Offeror's understanding of the steps needed to complete the project, including the ability to meet the aggressive timeline for completion prior to deployment in late August 2013.
 5. Solutions. Offeror's ability to anticipate potential challenges to developing and deploying the training and offering solutions to address those challenges.
- 1.5 CONFIDENTIAL INFORMATION The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.
- 1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.
- 1.7 INSTRUCTIONS
Link to Web site for Instructions is available in Section 5.1.
- 1.8 REQUIRED REVIEW
Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.
- 1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.
- 2.0 EVALUATION OF PROPOSALS
- 2.1 MANDATORY REQUIREMENTS The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
1. Offeror presents a robust, reliable learning management system that manages all aspects of the learning process, including an infrastructure that facilitates registration of individuals, delivers and manages instructional content, identifies and tracks individuals' progress toward meeting the completion of the training, and collects and presents completion data for the State. Offeror must clearly describe how its system meets these requirements.		
2. Offeror documents at least three (3) years of prior experience providing online, research-based instruction, using principles appropriate for adult learning, providing learning that is interactive, self-paced, goal-oriented, relevant and practical.		
3. Offeror shows evidence of ability to track participants' registration, progress and completion of training		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.3 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	405 Points
Proposal Cost	170 Points
Total	575 Points

The following scale (0-9) will be used to rate each Proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	MEETS 5 POINTS	EXCEEDS 7 POINTS	GREATLY EXCEEDS 9 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

MEETS (5 pts.): Response generally meets the objectives (or expectations).

EXCEEDS (7 pts.): Response indicates the objectives will be exceeded.

GREATLY EXCEEDS (9 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 9)	Extended Score
Offeror Profile			
1. Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar in nature and scope. (Complete Form 5.2.3)	3		
2. Offeror provides description of number of years in business, number of full-time and part-time staff available to work on this project, and evidence of financial stability. (Include on Form 5.2.3)	3		
Offeror Prior Projects			
1. Offeror provides, at a minimum, two (2) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. (Complete Form 5.2.4)	5		
2. Offeror provides evidence of previously working with at least one public sector client.	3		
Staffing Plan			
1. Offeror must submit Form 5.2.6 that details type of formal education and qualifications of Project Manager and any supporting staff.	3		
2. Offeror must submit Form 5.2.5 to provide descriptions of Project Manager's qualifications and experience facilitating similar work as well as descriptions of prior experience with a project of this size and scope for both the Project Manager and supporting staff.	5		
Scope of Work (Work Plan)			
1. Methodologies proposed. Descriptive details on the systematic process the Offeror would use to plan and facilitate the work, including phases of the project; tasks, techniques, and tools to facilitate its completion; and strategies for reporting completion data to ODE.	5		
2. Plan of Action. A detailed plan that describes how the Project Manager would collaborate with ODE staff to design and complete the work including considerations the Offeror would take in account to convert training content into online format appropriate for adult learning	5		
3. Demonstrates understanding of Project. Evidence that the Offeror comprehends the significance of the project, particularly the importance of creating interactive, relevant, and practical learning experiences for adults and deploying them in a timely manner.	5		
4. Timeline proposed. A detailed timeline that reflects Offeror's understanding of the steps needed to complete the project, including the ability to meet the aggressive timeline for completion prior to deployment in late August 2013.	5		
5. Solutions. Offeror's ability to anticipate potential challenges to developing and deploying the training and offering solutions to address those challenges.	3		

Total Technical Score: _____

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.6 COST PROPOSAL POINTS DAS will use the information Offeror gives on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

- 2.7 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.8 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

3.0 COST SUMMARY

- 3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price, not-to-exceed cost. All costs for furnishing the services must be included in the Cost Proposal.

- 3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

- 3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. . The State will not be responsible for any costs not identified.



Office of
Procurement Services
Service · Support · Solutions

3.4 BILL TO ADDRESS

Ohio Department of Education
Center for the Teaching Profession
25 S. Front St. MS 505
Columbus, OH 43215
Attn: Judith Monseur

Title: Facilitation Training for the Ohio Resident Educator Program
CSP903414
UNSPSC CATEGORY CODE: 86000000
BUDGET: Not-to-exceed \$250,000.00
OFFEROR: _____

Description	Cost
<p>Year 1 (June 1, 2013 – June 30, 2014) Collaborate with ODE and SCALE staff to plan content of facilitation training; provide guidance and recommendations for the format and instructional design.</p> <p>Begin deployment of training late summer 2013, including registering participants; tracking participants' progress; providing ongoing and regular technical assistance to participants; providing participant completion data to ODE on a regular basis.</p>	\$
<p>Year 2 (July 1, 2014 – June 30, 2015) Collaborate with ODE and provide guidance and recommendations for revisions to format and instructional design.</p> <p>Begin deployment of training summer 2014, including registering participants; tracking participants' progress; providing ongoing and regular technical assistance to participants; providing participant completion data to ODE on a regular basis.</p>	\$
<p>Year 3 (July 1, 2015 – June 30, 2016)</p> <p>Begin deployment of training summer 2015, including registering participants; tracking participants' progress; providing ongoing and regular technical assistance to participants; providing participant completion data to ODE on a regular basis.</p>	\$
<p>Year 4 (July 1, 2016 – June 30, 2017)</p> <p>Begin deployment of training summer 2016, including registering participants; tracking participants' progress; providing ongoing and regular technical assistance to participants; providing participant completion data to ODE on a regular basis.</p>	\$
Grand Total	\$

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as amended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 Additional Resources

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
Ohio Resident Educator	http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ResidentEducator.aspx?page=987

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.



6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Secretary of State Certification, Affirmative Action, proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.