



Office of  
Procurement Services  
Service · Support · Solutions

### REQUEST FOR PROPOSAL

RFP NUMBER: CSP903114  
INDEX NUMBER: DOH047  
UNSPSC CATEGORY: 80101500

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Health (ODH), is requesting Proposals for:

**TITLE: ASSESSING THE COMPATIBILITY OF COMMUNITY HUBS AND OHIO HELP ME GROW VISITING PROGRAM**

**OBJECTIVE:** The purpose of the Request for Proposals is to seek qualified agencies or organizations for an Assessment of the Compatibility of Community HUBS and Ohio Help Me Grow Visiting Programs, to pilot test the Community HUBs which currently operate in Ohio to identify barriers, conduct cost analysis, and pilot test the combination of HUBs and HMG-HV. The qualified Offerors must currently operate a community HUB in Ohio.

RFP ISSUED: May 24 2013  
INQUIRY PERIOD BEGINS: May 24, 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.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: (        ) _____ - _____, Ext. _____	<b>Name/Title:</b>  _____  _____   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
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
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 Health, (ODH), (the Agency), is soliciting competitive sealed proposals (Proposals) for Assessing the Compatibility of Community HUBS and Ohio Help Me. Grow Home Visiting 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 July 1, 2013 through June 30, 2014. 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 Department of Health (ODH), as a grantee for the Maternal, Infant and Early Childhood Home Visiting (MIECHV) program, and in partnership with the U.S. federal government (HRSA and Administration for Children and Families), seeks to advance the knowledge of evidence-based home visiting by funding innovative pilot studies in order to understand existing innovations in Ohio and how they might be used in concert, to support the health of participating infants, toddlers and families.

The Ohio Department of Health (ODH) Help Me Grow Home Visiting Program seeks to reduce the variability within and between home visiting programs, identify local solutions to barriers in achieving desired outcomes, identify best practices developed by frontline home visitors, maximize fidelity to evidence-based home visiting models, and promote the achievement of outcomes and meeting pre-determined benchmarks. By funding innovative ideas already existing in Ohio, the ODH seeks to gain information for possible statewide adoption and implementation to strengthen home visiting programs in Ohio and their ability to achieve the program outcomes for every participant.

1.4 SCOPE OF WORK The Ohio Department of Health (ODH) is seeking Proposals from qualified agencies or organization to assess the compatibility of Community HUBs with Ohio Help Me Grow Home Visiting (HMG-HV) and Maternal, Infant and Early Childhood Home Visiting (MIECHV) programs; to pilot test the overlay of community pathways measures of outcome achievement onto a HMG-HV program. The ODH is seeking existing Community HUBs which currently operate in Ohio to identify barriers, conduct cost analysis, and pilot test the combination of HUBs and HMG-HV.

The ODH seeks to examine how the combination of HUBs and HMG-HV can result in better program outcomes for pregnant women and children; specifically when pathways are used to measure and demonstrate outcomes. Moreover, the ODH seeks to understand what coordination barriers exist to implementation of pathways into HMG-HV; what the costs are in implementation, strategies to engaging and retaining summers of service, and how data is entered to fulfill the existing HUBs and HMG-HV requirements when used together.

The activities as described in the deliverables section below fully explain the items to be performed.

1.4.1 DELIVERABLES: The Contractor will provide the services and perform the work as specified. The successful Offeror shall perform all of the following activities. Deliverables for the period on or about July 1, 2013 through June 30, 2014:

- A. Determine which of the fourteen (14) community pathways will be implemented into a local Help Me Grow-Home Visiting Program (HMG-HV).
- B. Implement the desired pathways into a local HMG-HV program; including the Contractor will put the selected pathway(s) into practice with all newly-enrolled families after August 1, 2013, completing the pathways with families, and collecting in in the Contractor's data system and reporting the data to ODH on pathway completion.
- C. Conduct a cost analysis to determine how much the actual costs of coordination, planning, and implementation are for the pilot study and report at two points: October 1, 2013 and March 1, 2014.

- D. Participate in three (3) one-day meetings with ODH to discuss participation in the pilot study, including, but not limited to data sharing strategies, coordination strategies, teaching and training needs identified, and lessons learned on or about: October 16, 2013, February 19, 2014, and June 18, 2014. All Travel, hosting and/or sponsoring meetings must be in accordance with the Ohio Office of Budget and Management (OBM) as stated in ORC 126.31(D) and referenced policy and rules. Offeror is to include a detailed cost breakdown of any of these expenses to include, but is not limited to, travel, lodging, meals and labor rates, if applicable. This detail is to be included with the Cost Summary Page of the Proposal.
- E. Produce and deliver to ODH an electronic draft of the final report by January 15, 2014 for review and approval by ODH. The final report is due by June 30, 2014, electronic submission acceptable, that includes all quantitative and qualitative summary of the participation in the pilot study, including the coordination barriers and employed strategies (successful and unsuccessful) to implementation of community pathways into a local HMG-HV program.

1.4.2 **MINIMUM QUALIFICATIONS:** Qualified Offerors are agencies or organizations who currently operate a Community HUB in Ohio. The description must include how the Offeror meets the qualifications.

The Offeror shall identify and describe all subcontractors to be used, if any. Subcontracting must be approved by ODH.

The Offeror shall identify by name, title and the qualifications of key project personnel and their responsibilities to the project, including resumes and completion of Forms 5.2 located in the links attached for the experience, education and references. The Offeror shall include the amount of time that lead and key project personnel will be expected to work on the project. A description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason. Identification of any anticipating difficulties in meeting the project specifications and a description of proposed solutions to these difficulties should be explained.

The Offeror shall include a list of three (3) references in the past five (5) years, by previous customers or funders of the Offeror's services in performing similar projects at the State and/or Federal levels. Offeror should include company name, contact, phone number and email address, at a minimum. References will be contacted to verify the types of work performed, the quality, value, and duration of the work performed, and whether the reference would either engage the Offeror for additional work or would recommend to others.

1.4.3 **PROPOSAL REQUIREMENTS** Offerors must provide documentation with the response that reflects the depth of knowledge, programmatic experience, and resources necessary to complete a project such as this addressing each of the items listed in the Scope of Work, Deliverables and Qualifications.

- A. The proposal shall include a description of the Offeror's experience and expertise conducting similar projects. The description must include how the Offeror meets the requirements and includes success stories as an example of the Offeror's capacity.
- B. The Offeror will provide a detailed Work Plan with a description of how all the requirements specific to this project will be implemented, addressing each item. All the tasks must be clearly identified and discussed; and address and specify the deliverables including the timeframe.
- C. Offerors must include documentation of the financial stability of the Offeror in order to demonstrate the financial capacity to complete the project.

1.4.4 **SAMPLE REPORT(S):**

- A. The Offeror will submit a minimum of one (1) sample of a project final report with the Proposal as the Offeror's writing sample for this type of project.

1.4.5 **WORK PLAN:** Offerors must submit a work plan which identifies the activities they will do and key personnel they will utilize to meet each deliverable. Moreover, for each deliverable, the Offeror must specify what the timeline for starting and completing each activity is estimated to be.

1.4.6 **CONTRACTOR RESPONSIBILITIES:** The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

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 four (4) copies for a total of five (5) 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. Offeror must briefly, but clearly and concisely introduce and explain their organization and how they are qualified to provide this service in accordance with the instructions and forms defined in Section 5.0, Links. The number of pages should be kept to a minimum and avoid inclusion of any glossy advertising, which may not be applicable to the RFP.

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. Demonstrates Offeror currently operates a Community HUB in Ohio, by providing a letter of support from the authors of the Community Pathways concept, Dr. Mark or Dr. Sarah Redding.		

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	1008 Points
Proposal Cost	252 Points
Total Maximum Allowable Points	1260 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
<b>Offeror Profile</b>			
1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete all areas of Form 5.2.1)	10		
2. The Offeror demonstrates it has sufficient resources to meet the requirement and deadlines.	8		
3.			
<b>Offeror Prior Projects</b>			
1. Similar scope and size (3 previous similar projects) in the past five (5) years. (not including ODH) Form 5.2.4	5		
2. The Offeror has documented experience working with state and/or federal clients	5		
3. The Offeror has documented experience working with Help Me Grow and Home Visiting Program(s), or a program similar in nature.	5		
<b>Staffing Plan (Offeror must submit Offeror's Candidate forms 5.2.5, 5.2.6 for key positions to demonstrate minimum qualifications are met)</b>			
1. Lead and Key Staff Qualifications	10		
2. Lead and Key Staff Formal Education	3		
3. Lead and Key Staff Experience	10		
4. References provided of services performed in similar projects.	10		
5.			
<b>Scope of Work (Work Plan must include the following)</b>			
1. Methodologies proposed for collecting data and analysis; best practices and measurement instruments	8		
2. Proposed implementation plan of action	10		
3. Demonstrates understanding of Project	8		
4. Timeline detail proposed with activities, meetings to meet timeframe	5		
5. Proposed Work Plan fits the needs and objectives	10		
6. Discussion of any anticipated difficulties and method to overcome same.	1		
7. Proposed sample final report as a sample of the Offeror's writing similar to this project.	4		

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.

- 2.9 PRESENTATIONS AND INTERVIEWS (OPTIONAL) DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.



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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 their portion of the Work must be represented as the firm, fixed price.

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.

3.4 BILL TO ADDRESS

Ohio Department of Health  
BCDSHN, Attention: Wendy Grove  
246 N. High Street, 5<sup>th</sup> floor  
Columbus, OH 43215

CSP903114

Title: Assessing the Compatibility of Community HUBs and Ohio Help Me Grow Visiting Program

UNSPSC CATEGORY CODE: 80101500

OFFEROR: \_\_\_\_\_

Description	Cost
1. Determine which of the fourteen (14) community pathways will be implemented into a local Help Me Grow-Home Visiting Program (HMG-HV).	\$
2. The Contractor will implement the desired pathways into a local HMG-HV program; including putting the selected pathway(s) into practice with all newly-enrolled families after August 1, 2013, completing the pathways with families, and collecting data in the Contractor's database system and reporting the data to ODH on pathway completion.	\$
3. Conduct a cost analysis to determine how much the actual costs of coordination, planning, and implementation are for the pilot study and report at two points: October 1, 2013 and March 1, 2014.	\$
4. Participate in three (3) one-day meetings with ODH to discuss participation in the pilot study, including, but not limited to data sharing strategies, coordination strategies, teaching and training needs identified, and lessons learned on or about: October 16, 2013, February 19, 2014, and June 18, 2014. Include travel, lodging, and other expenses required for a minimum of one individual named as the Grant Manager. Offeror must include detailed breakdown of the expenses in a separate table below.	\$
5. Produce and deliver to ODH an electronic draft of the final report due by January 15, 2014. The final report is due by June 30, 2014, electronic submission acceptable. The reports include all quantitative and qualitative summary of the participation in the pilot study, including the coordination barriers and employed strategies (successful and unsuccessful) to implementation of community pathways into a local HMG-HV program	\$
TOTAL (includes all costs to perform the Work)	\$

COST SUMMARY (CONT'D)

All Offerors who seek to be considered for a contract award must submit the Cost Summary Form 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.

Offeror is to include a detailed cost breakdown of any of the expenses to include, but is not limited to, travel, lodging, meals, and other expenses (explained), if applicable. This detail is to be included with the Cost Summary Page of the Proposal, for a minimum of one individual named as the Grant Manager for the Contractor. These costs must be in compliance with the state of Ohio Office of Budget Management (OBM) travel regulations. These costs are to be included in quote for item 4 above and the total to perform the Work and will not be reimbursed separately.

Travel	Lodging	Meals	Other (explain)	Total

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. A Contract may be awarded to one (1) or up to four (4) responsive and responsible Offerors.

DAS expects the Contractor(s) 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(s), the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractors' accepted Proposal(s) and written authorized addenda to the Contractors' Proposal(s). 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/RFP%20Instructions/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	<a href="http://eodreporting.oit.ohio.gov/searchEODReporting.aspx">http://eodreporting.oit.ohio.gov/searchEODReporting.aspx</a>
Office of Budget and Management	<a href="http://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.aspx</a>
Ohio Business Gateway	<a href="http://business.ohio.gov/">http://business.ohio.gov/</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>

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](mailto: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.