



REQUEST FOR PROPOSAL

RFP NUMBER: CSP906914
INDEX NUMBER: DOH071
UNSPSC CATEGORY: 84111600

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

TITLE: HRSA NATIONAL MONITORING STANDARDS CONSULTANT FOR HIV CARE SERVICES

OBJECTIVE: The Ohio Department of Health (ODH) is seeking proposals from qualified individuals, agencies, or organizations to perform professional auditing services of select ODH sub-grantee agencies for 501(c)(3) entities receiving federal Ryan White Part B dollars, passed through ODH and in compliance with fiscal monitoring standards from the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services.

RFP ISSUED: September 17 2013
INQUIRY PERIOD BEGINS: September 17 2013
INQUIRY PERIOD ENDS: September 30, 2013 at 8:00 AM
PROPOSAL DUE DATE: October 7, 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
GAPP:	Grants Administration Policy and Procedure
GAU:	Grants Administration Unit
HRSA:	Health Resources and Services Administration
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
RW:	Ryan White (Part B)
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, Division of Prevention and Health Promotion, Bureau of HIV/AIDS, STD and TB (the Agency), is soliciting competitive sealed proposals (Proposals) for HRSA National Monitoring Standards for HIV Care Services. 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, 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 HRSA-funded Ryan White Part B program is designed to provide services to eligible individuals living with HIV to ensure they are able to receive appropriate medical care and supportive assistance. These services are provided centrally by ODH in some instances (e.g.; the Ohio HIV Drug Assistance Program) and, in other instances, are provided regionally throughout Ohio by AIDS service organizations (ASOs). The HIV Care Services Section administrators want to ensure that all aspects of program services provided centrally and regionally are at a level commensurate with HRSA's national monitoring standards.

The successful Offeror will provide technical assistant to HIV Care Services, as directed by the ODH HIV Care Services Administrator or designee (ODH HCS Administrator), of the Ryan White Part B program in Ohio to ensure compliance with the Health Services and Resources Administration (HRSA) National Monitoring Standards. The Offeror will prepare timely reports to permit Section administrators to assess the overall fiscal health of each sub-grantee agency. The sub-grantee agencies and providers to be monitored are located across the state of Ohio.

OMB Circular A-133, §400(d)(3), as promulgated by 45 CFR, requires a pass-through entity (ODH) to "monitor the activities of sub-recipients as necessary to ensure that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.

1.4 SCOPE OF WORK For the period on or about October, 2013 through June 30, 2014, the successful Contractor will provide technical assistance to HIV Care Services and conduct on-site technical assistance monitoring visits of identified sub-grantee and selected provider entities in order to develop and test one or more formats(s) for assessing training, and monitoring said entities on compliance with National Monitoring Standards..

A. The federal Ryan White (RW) year runs from April 1st of each year to March 31st of the following year. The State fiscal year runs from July 1st of each year to June 30th of the following year. Each Ryan White year is commonly referred to by a numeric designation that bespeaks the number of years ODH has received the federal grant funds.

B. Technical assistance monitoring visits with HIV Care Services, sub-grantees and providers will be conducted in a way designed to obtain reasonable assurance concerning the grantee's (i.e.; HIV Care Services), sub-grantees' and providers' compliance with pertinent federal rules and regulations per the National Monitoring Standards (NMS). The design to be used will be identified by the Offeror within the Application to conduct the specified Scope of Work.

- 1) Ensure that all program and fiscal staff with monitoring responsibilities have updated NMS and supporting materials.
- 2) Review current monitoring systems, procedures, and tools of HIV Care Services to ensure the NMS already being met. Provide technical assistance where changes or improvements may be needed.
- 3) Review legal, contracts, procurement, finance and other ODH entities that have Ryan White HIV/AIDS Program responsibilities to ensure they are familiar with NMS and have monitoring system, procedures, and tools in place to ensure the NMS are being met. Provide technical assistance where changes or improvements may be needed.
- 4) Based on the approaches specified in the NMS, determine if the implementation of grantee, sub-grantee and provider responsibilities are in compliance with the NMS. Provide technical assistance where changes or improvements may be needed to ensure compliance.
- 5) Review Requests for Proposals (RFPs) and contract language to ensure they specify services to be provided and data collected and reported in accordance with Ryan White HIV/AIDS Program requirements and NMS.
- 6) Ensure the NMS are integrated into HCS contracting and monitoring efforts. Provide technical assistance as to what is needed to refine those efforts to meet the NMS – changes to RFPs, contracts, monitoring tools, site visit schedules and scope, etc., as needed.
- 7) Provide technical assistance meetings with sub-grantees and providers to review the NMS and clarify compliance issues as necessary.
- 8) Assess how easily sub-grantees and providers are able to access the NMS. Provide technical assistance as to how to increase accessibility of the NMS to sub-grantees and providers and how to increase awareness of sub-grantee and provider responsibilities in compliance with the NMS.
- 9) Prepare a fully detailed report along with technical assistance as to any needed changes in HIV Care Services' sub-grantee and provider monitoring and oversight policies, procedures and monitoring tools, and in HIV Care Services' fiscal and program management and reporting. Develop and test one or more formats for HIV Care Services to provide ongoing assessment, training, and monitoring of sub-grantee and provider compliance with the NMS.
- 10) ODH will provide the successful Offeror with copies of all documents that are pertinent to a review and the provision of technical assistance in the comprehensive implementation of the National Monitoring Standards. These documents include, but are not limited to, the following:
 - a) The most recent funding proposals prepared by ODH and submitted to HRSA related to Ryan White Part B Program.
 - b) Copies of the most recent program and financial reports submitted to HRSA to satisfy Ryan White Part B program reporting requirements.
 - c) Copies of any relevant procedures or tools that are used in program implementation and oversight used to ensure the NMS are met.
 - d) Copies of current active agreements between ODH and the providers of medical, dental, and mental health services.
 - e) The original and any subsequent request for proposals (RFPs) prepared by ODH related to the Ryan White Part B program sub-grantee agencies.
 - f) The original and any subsequent proposals submitted by Ryan White Part B program sub-grantee agencies.
 - g) Copies of relevant performance reports submitted quarterly by each sub-grantee to ODH regarding the programmatic status of each grant. These program performance reports provide an indication of how the sub-grantee is accomplishing program goals and outlines barriers to goals that are not obtainable.
 - h) Copies of Monthly Expenditure Reports that applicable sub-grantees submit to ODH will be provided to the successful Offeror. These expenditure reports, along with general and payroll ledgers are submitted by the 10th of each month to ODH. These fiscal reports show the actual amount of funds expended to date. All sub-grantee agencies of this program are funded on a reimbursement basis. All grant payments are made through electronic funds transfer (EFT) via the Ohio Administrative Knowledge System (OAKS). The fourth (4th) monthly payment to sub-grantee entities of this project is depended upon satisfaction of or response to special conditions (i.e.; specific terms the sub-grantee must meet in order to receive funding from ODH). It is the responsibility of the ODH Grants Service Unit Processing Team and Program Unit Consultants to ensure required special conditions are responded to or satisfied by each sub-grantee. If a sub-grantee does not submit a response describing how special conditions, if any, will be satisfied, future monthly payments will be withheld until they do so. The ODH Grants Services Unit (GSU) maintains a document entitled the Grants Administration Policy and Procedure (GAPP) Manual a copy of which is available at this Web site: <http://www.odh.ohio.gov/pdf/gapmanual/gapmanual.pdf>.
 - i) Copies of Quarterly Expense Reports that applicable sub-grantees submit to ODH will be provided to the successful Contractor. These reports serve to ensure that costs and activities are allowable by the program.

- j) Final Expense Reports (FERs) reflect the total expenditures for the fiscal year. These reports must be completed and submitted within 45 days after the end of the budget period as outlined in the specific request for proposal (RFP) to which each agency responded in order to receive funding. The information in this report is to reflect a summary of final expenses by category (e.g.; personnel, other direct costs, equipment, and contracts) as well as line item detail of each category. As part of the FER, an inventory of any equipment purchased with current grant funds must be tagged as property of ODH for inventory control. The successful Offeror will verify the presence of on-site inventory and appropriate inventory control measures in place.
 - k) In addition to the above documents in possession of ODH, the successful Offeror may also be required to access documents maintained on-site at the sub-grantee agencies and provider locations.
- C. Reporting; the successful Offeror will provide the ODH HCS Administrator with a single comprehensive report based on findings. This report shall respond to items 1-9 under 1.4 (B) above.
- D. Communication:
- 1) The successful Offeror shall correspond with the ODH HCS Administrator at a minimum of once per week in regard to assignments and related progress.
 - 2) The successful Offeror shall be responsible for responding to inquiries from ODH HIV Care Services within three (3) business days of receipt of inquiry.
 - 3) A draft report shall be due to ODH HIV Care Services by April 30, 2014. This draft report will be reviewed by internal ODH personnel to ensure that sub-grantee shortcomings are not inappropriately identified based on additional information known to the agency. Electronic transmission of MS Word documents will satisfy this requirement.
 - 4) A completed report may be submitted to HIV Care Services in advance of the June 1, 2014 due date. A completed report will be a printed, hard copy document along with a PDF file of the electronic version of the document.
 - 5) The successful Offeror shall respond to phone and email inquiries from sub-grantee agencies regarding the technical assistance process and will provide a weekly summary to ODH HCS Administrator regarding these inquiries.

1.4.1 DELIVERABLES

- A. Within thirty (30) days of execution of the agreement between the parties, Offeror shall provide a written report to the ODH HCS Administrator for findings based on the consultation with HIV Care Services and any sub-grantees and providers. (See C. Reporting, above).
- B. Technical assistance monitoring visits with HIV Care Services, sub-grantees and providers will be conducted
- C. Ensure all program and fiscal staff with monitoring responsibilities have updated NMS and materials
- D. Review current monitoring systems, procedures, and tools of HIV Care services; provide technical assistance
- E. Review legal, contracts, procurement, finance and other ODH entities that have Ryan White HIV/AIDS Program responsibilities; provide technical assistance
- F. Determine if implementation of grantee, sub-grantee and provider responsibilities are in compliance with NMS
- G. Review Requests for Proposals and contract language
- H. Ensure NMS are integrated into HCS contracting and monitoring efforts; provide technical assistance
- I. Provide technical assistance meetings with sub-grantees and providers to review NMS and clarify compliance
- J. Assess if sub-grantees and providers are able to access the NMS; provide technical assistance
- K. Verify the presence of on-site inventory and appropriate inventory control measures in place as property of ODH
- L. Access documents maintained on-site at the sub-grantee agency and provider locations.
- M. Maintain correspondence and communications with the ODH HCS Administrator, as well as responding to inquiries from ODH HIV Care Services for technical assistance process and providing summaries to ODH HCS Administrator.
- N. Provide all the required reports by the due dates indicated.

1.4.2 QUALIFICATIONS

- A. The Offeror has a minimum of five (5) years of experience working as a Consultant for HRSA on Ryan White Part B Programs (Mandatory Requirement).
- B. The Offeror demonstrates extensive knowledge and application of the National Monitoring Standards.
- C. The Offeror demonstrates the capacity to develop one or more formats for assessing, training, and monitoring sub-grantees and providers on compliance with the National Monitoring Standards and to field test the format(s) to the satisfaction of HIV Care Services across the state of Ohio in the course of a seven (7) month period.
- D. The Offeror demonstrates the capacity to prepare and submit a draft report including any associated findings and recommendations by the deadline of April 30, 2014.
- E. The Offeror demonstrates the capacity to prepare and complete a final report of any associated findings and recommendations by the deadline of June 1, 2014.

- 1.4.3 HEALTH INSURANCE PORTABILITY & ACCESSIBILITY ACT (HIPAA) REQUIREMENTS. As a condition of receiving a contract from the State, the Contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and 164.504 (e) [relating to privacy] and 164.308 and 164.314 [relating to security] regarding disclosure and safeguarding of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, as amended by the American Recovery and Reinvestment Act of 2009.
- 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
The Offeror has a minimum of five (5) years of experience working as a Consultant for HRSA on Ryan White Part B Programs.		

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	95 Points
Total	500 Points

DOES NOT MEET 0 POINTS	WEAK 1 POINT	MODERATE 2 POINTS	MEETS 3 POINTS	STRONG 4 POINTS	GREATLY EXCEEDS 5 POINTS
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The Evaluation Committee will rank the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together to calculate the Offeror's total technical score.

Does Not Meet (0) – Proposal does not comply substantially with requirements.

Weak (1) – Response was poor related to meeting the objectives.

Moderate (2) - Proposal meets most requirements, and any weaknesses or deviations from requirements are minor, acceptable and may be readily corrected or minimized in terms of material impact.

Meets (3) – Proposal generally meets the objectives (or expectations).

Strong (4) – Proposal exceeds objectives (or expectations) in ways that are beneficial to the State and meets objectives (or expectations) and contains at least one enhancing feature that provides some benefit to the State. Weaknesses are minor and are more than offset by the enhancing feature.

Greatly Exceeds (5) – Proposal 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 5)	Extended Score
Offeror Profile (General Instructions – as completed in form 5.2.3)			
1. Company history, years of relevant experience, minimum of 5 years of experience working as a Consultant for HRSA on Ryan White Part B Programs	8		
2. Number of years in business, number of employees, financial stability	4		
3. Experience working with HRSA National Monitoring Standards	8		
4. Capacity to do the Work, demonstrates capacity to develop and field test formats for technical assistance visits and to prepare and complete reports within specific deadlines.	5		
Offeror Prior Projects (completed in forms 5.2.4)			
1. Similar scope and size, projects in providing technical assistance on the HRSA National Monitoring Standards	5		
2. Public Sector clients (state, city or federal)	4		
3. Relevant experience within past five years	4		
Staffing Plan (as completed in forms 5.2.5 and 5.2.6)			
1. Staff Qualifications demonstrates experience in consultation projects of similar scope; possess sufficient number of qualified staff to be assigned to this work.	5		
2. Formal Education, Bachelor's degree minimum.	4		
3. Experience working with government agencies/programs/sub-grantees/providers that receive Ryan White Program funding.	5		
4. References, applicability to this scope of work.	4		
Scope of Work (Work Plan)			
1. Methodologies proposed that align with HRSA funding, the federal Ryan White Part B Program, and National Monitoring Standards applicable to ODH and the U.S. Department of Health & Human Services.	5		
2. Plan of Action – Proposed work plan must detail how this work will be accomplished in the timeframe required to include the assessment to respond to the objectives.	4		
3. Demonstrates understanding of Project – Work Plan clearly indicates an understanding of the objectives, verifying compliance and providing reports as designated.	4		
4. Timeline proposed – Confirms the deadlines for communications, documentation, and reports will be met	4		
5. Solution – Offeror provides a proposed, detailed plan description of how all the requirements specific to this project will be implemented, including each item in the Scope of Work and Deliverables.	4		
6. Sample Report(s) to demonstrate capability to perform consultation and prepare a comprehensive report.	4		

Total Technical Score: _____

- 2.6 PRESENTATIONS AND INTERVIEWS 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 during the week of June 5, 2013, to be held in Columbus, Ohio at the vendor's expense, if applicable.

Presentations, Interviews, Demonstrations (if applicable)	Weight	Rating (0 to 5)	Extended Score
1. Oral Presentation	50		

Total Presentation 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.

- 2.7 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: _____

- 2.8 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.

- 2.9 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.



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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 the entire 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
PO Box 118
Columbus, OH 43216

TITLE: HRSA NATIONAL MONITORING STANDARDS CONSULTANT FOR HIV CARE SERVICES
CSP906914
UNSPSC CATEGORY CODE: 84111600
BUDGET: Unknown
OFFEROR : _____

Description	Cost
Offeror will provide a proposed Cost Summary to include the total price to complete the Work as described in this RFP, no other costs will be paid. The Offeror must specify in the cost summary response the work plan and monthly billing structure for work as completed. Invoices must be in arrears and will not be paid in advance of completion of the tasks.	\$

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/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	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

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.