

OHIO DEPARTMENT OF HEALTH

Development and Administration of the General X-Ray Machine Operator Examination

Request for Proposals (RFP)
RFP Number: Prev-31018

Notice: This RFP is not an offer or a contract. Contractor's written response to this RFP offering shall be considered as a formal offer to provide the services requested in this RFP.

Proposals received after the due date and time will not be evaluated.

Ohio Department of Health
Division of Prevention
246 North High Street
Columbus, Ohio 43215

Release Date: September 20, 2011
Response Due Date: December 29, 2011

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1. Minimum Content Specifications for the Examination of General X-ray Machine Operators

1. Introduction

The Ohio Department of Health (ODH) is seeking proposals from qualified agencies or organizations to develop and administer an examination for the general x-ray machine operator discipline. If a suitable offer is made in response to this RFP, ODH 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 ODH will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE). ODH is committed to making more state contracts, services, benefits and opportunities available to small socially and economically disadvantaged Ohio businesses. EDGE is a contract assistance program designed to assist such businesses by facilitating access to state government contracts and business services for businesses certified in the program. For more information regarding EDGE and EDGE certification requirements, including a list of certified EDGE firms, please visit the DAS Equal Opportunity Division Web site at: <http://das.ohio.gov/Eod/Edge/Index.htm>. Additional information is also available at the DAS Office of Procurement Services Web site at: <http://www.ohio.gov/procure>.

2. Project Background

In accordance with Ohio Revised Code Section 4773.02, the Ohio Department of Health (ODH) issues licenses to individuals who perform radiologic procedures on human beings for diagnostic, medical, or therapeutic purposes in the state of Ohio. Individuals must be licensed in four specialized disciplines: general x-ray machine operator, radiography, nuclear medicine technology, and radiation therapy technology. This request for proposal is for the development and administration of an examination for only the general x-ray machine operator discipline which is required to be provided to all applicants at least once a month. A general x-ray machine operator is defined under 4773.01 as "an individual who performs standard, diagnostic radiologic procedures; whose performance of radiologic procedures is limited to specific body sites; and who does not to any significant degree, determine the site or dosage of radiation to which a patient is exposed." Furthermore, "standard, diagnostic radiologic procedures" means utilizing radiation-generating equipment for one or more of the following procedures limited to the licensed practitioner's scope of practice: chest and abdomen; extremity; skull and sinus; spine; podiatric radiography; or bone densitometry to include positioning the patient and setting the exposure parameters according to established technique charts. Standard, diagnostic radiologic procedures do not include, unless otherwise specified in Chapter 3701-72 of the Ohio Administrative Code (OAC), the following procedures: mobile or portable; mammography; computed tomography; tomography; fluoroscopy; cinefluoroscopy; the use of contrast material; or interventional procedures".

To obtain the radiologic license(s), the applicant must complete a course of study from an educational program accredited by ODH, complete one or more of the competency-based clinical training modules identified in paragraph (F) of rule 3701-72-04 of the OAC, and pass an examination to ensure the competency of such individuals in the safe usage of radiation on human beings. It is not intended as a challenge to existing certification programs, but rather to ensure that consistent and adequate qualifications exist for each discipline.

3. Contract Award, Negotiations and Duration

Contingent upon the availability of funds and approval by the Director of Health, one contract will be awarded. The resultant contract(s) shall be in effect from approximately July 1, 2012 through June 30, 2013. The anticipated project period for this requirement is July 1, 2012 or upon execution by both parties, whichever is later through June 30, 2014. However, state contracts may not extend beyond a biennium and the term of this project extends beyond the current biennium and therefore the contract will terminate on the last day of the current biennium. At that time, ODH may renew the contract or extend the contract under the same or similar terms and add additional funding, if necessary. The operating biennium expires June 30th of each odd-numbered calendar year.

ODH shall have the right to extend or renew the resultant contract(s) for three additional one year periods (up to 5 years total).

The successful Contractor will be required to contract with ODH to perform the work and deliver the deliverables as set forth in a contract substantially similar to the sample in Attachment A-1.

ODH may, but is not required to, initiate negotiations with the potential successful Contractor. The potential successful Contractor shall negotiate in good faith.

4. Qualifications of the Contractors

- 4.1 Qualified Contractors are agencies or organizations with at least 10 years of experience in the field of radiology (or be able to obtain the expertise from elsewhere)
- 4.2 Contractors must have 5 years experience in administering examinations.
- 4.3 Contractors must be in compliance with Executive Order 2011-12K for the work that the Contractor is proposing to do under this RFP.
- 4.4 Contractors are not qualified if they are subject to a finding for recovery under section 9.24 of the O.R.C. except if they have taken the appropriate remedial steps

required under section 9.24 of the O.R.C. or otherwise qualifies under that section.

4.5 Contractors are not qualified if they are debarred or suspended from entering into state of Ohio contracts pursuant to section 125.25 of the O.R.C.

5. Project Scope of Work and Deliverables

The successful Contractor shall perform all of the following activities for which there is an executed contract in consultation with, and with the approval of the ODH Contract Manager:

5.1 Examination Development

5.1.1 The successful bidder shall utilize subject matter experts in developing the general x-ray machine operator examination to reflect the curriculum referenced in Attachment B. The successful bidder is responsible for any financial reimbursement to the selected subject matter experts.

5.1.2 The successful bidder shall describe and monitor the validity and reliability of the examination.

5.1.3 The successful bidder shall describe and monitor the examination development process used to develop, select, and review the examination items/procedures. This includes pre-testing and pilot testing of items/procedures, as well as any ongoing monitoring activities.

5.1.4 The successful bidder shall describe and monitor the statistical parameters used to construct each element of the examination, in order to insure psychometric soundness. Should psychometric analyses conducted prior to or following pretesting indicate insufficient reliability for valid individual scores, the successful bidder must revise the examination(s) to accomplish that goal to the satisfaction of ODH.

5.1.5 The successful bidder shall describe and monitor the number of examination items needed for each component of the exam to assure psychometric soundness while minimizing time, resources, and administrative efforts.

5.1.6 The successful bidder shall have computer capability to maintain an item pool for easy access, retrieval, and scrambling of examination items. There must be a system for maintaining and monitoring the use, re-use, and non-use of all test items, including the number of versions of the test to be used.

5.1.7 The general x-ray machine operator examination will measure the competency of the individual to provide standard, diagnostic radiologic procedures, and shall be consistent with the curriculum referenced in Attachment B. The examination

will be written for a reading comprehension level appropriate for the discipline's education and experience requirements. The examination will include at least 60 items. A maximum of 1.5 hours will be allocated for candidates to complete the examination consisting of 60 items.

- 5.1.8 The successful bidder shall develop and implement procedures to assure quality control, confidentiality, legal defensibility and security of all examination questions, examinations and materials during all stages of examination development, administration and delivery to and from examination sites.
- 5.1.9 Ownership of all data, material and documentation including the examination and examination questions originated and prepared for the State pursuant to this contract shall rest with the successful bidder.
- 5.1.10 ODH shall have a royalty free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the information (excluding the examination) and data the successful bidder is required to report to ODH under this contract. It is understood that in the event that another contractor is selected in a future competitive selection process, the successful bidder will cooperate in good faith in the transition to the new contractor.
- 5.1.11 The successful bidder shall cooperate and work with ODH in responding to legal issues that arise concerning the validity of the examination or testing process including if necessary having staff available to testify as a part of a judicial proceeding.
- 5.1.12 The successful bidder shall follow the content specifications for the development of the general x-ray machine operator examination to include the major content categories and number of test questions addressed in Attachment B.
- 5.1.13 The successful bidder shall have no conflict of interest in the development and administration of the examination.

5.2 **Registration**

Candidates must apply to the successful bidder on an original examination registration form, prescribed by the Director of ODH, for determination of the eligibility for the examination. An applicant shall not be admitted to an examination without written verification, on a form prescribed by the Director of ODH, granting that he or she is eligible to take the examination. The successful bidder shall be responsible for notifying each candidate of their eligibility status.

5.3. Examination Date and Site

- 5.3.1 The successful bidder shall give the examination the second Monday of each month. If the second Monday is a holiday, the examination shall be given on the next succeeding Monday that is not a holiday.
- 5.3.2 The successful bidder shall be responsible for selecting and establishing appropriate examination sites in Columbus, Ohio.
- 5.3.3 The examination site shall provide suitable accommodations and will be free from distractions that would affect the candidates' ability to perform optimally on the examination.
- 5.3.4 A sufficient number of examination versions shall be administered to deter cheating or other fraudulent activities.
- 5.3.5 The examination site shall be designated as a non-smoking area and shall be accessible to the physically challenged.
- 5.3.6 The examination site shall be approved by ODH prior to use by the successful bidder. Changes in examination location must be approved by ODH prior to implementation.
- 5.3.7 The examination site may be visited by ODH to observe procedures, identify potential problems, and monitor examination administration procedures.

5.4. Examination Administration Protocol

- 5.4.1 The successful bidder shall arrange for personnel to administer the examination to candidates. All personnel will be trained and experienced in examination administration. There will be sufficient personnel at each examination site to register candidates, administer the examination, and monitor closely the candidates in order to maintain security. At a minimum, there shall be a ratio of proctors to candidates of not less than one (1) proctor to twenty-five (25) candidates. All personnel will be trained to ensure that the examination procedure utilized in each examination site is consistent to assure a uniform examination standard operating procedure.
- 5.4.2 The successful bidder agrees to examine only eligible candidates who meet the general x-ray machine operator educational requirements in accordance with Chapter 3701-72 of the OAC. This includes assuring that if a candidate does not make application for the examination or pass the examination within a one year period of completing a didactic educational program; the successful bidder

shall have means to notify the candidate that s/he must retake the didactic educational program prior to retesting.

- 5.4.3 The successful bidder shall develop and implement methods to verify the identity of individual test-takers, confirm test-taker eligibility and to provide proof of attendance for test-takers at each examination site.
- 5.4.4 The successful bidder shall be responsible for collecting all examination fees from the applicants. The examination fees will be in strict accordance with the cost per candidate stated by the successful bidder in response to the request for quote.
- 5.4.5 The successful bidder shall describe the measures to protect and maintain the integrity of the security of the examination, including the development of procedures for the handling of both late comers and excusing from examination room (e.g., rest room use).
- 5.4.6 There shall be at least one proctor assigned to each examination room. The proctor must not leave the room at any time during the examination administration.
- 5.4.7 The successful bidder shall describe and monitor the testing methods (e.g., written, computer, etc.) used to administer the examinations. In the event that computers are used to administer the examination, describe the procedures and technical support staff necessary to restore the system to its full operational capacity, or an alternative method to assure the examination is administered that day.
- 5.4.8 The successful bidder shall describe and monitor the scoring methods and process of transmitting examination scores to ODH. The successful bidder shall also monitor the ongoing maintenance of all candidate test scores and records.
- 5.4.9. Examination results shall be forwarded to ODH no later than ten business days following the administration of the examination. Transfer of data will be in the following order and sequence: last name, first name, middle initial; last four (4) digits of the social security number; examination date; version; and score.
- 5.4.10 The successful bidder shall provide the official examination score to each applicant.
- 5.4.11 The successful bidder shall administer any and all questionnaires or surveys to examination candidates at the completion of the examination period for exclusive use by ODH and as requested by ODH.
- 5.4.12 An examination shall be re-administered to a candidate at no additional charge if the candidates' examination failure may be due to problems arising at the

examination site (e.g., malfunction of examination equipment, continuous noise disturbance, or any other severe disruption).

5.4.13 The general x-ray machine operator examination shall be available at a frequency to meet the demand and in no instance shall be less than once a month. Depending upon examination demand, this schedule may be modified upon ODH approval.

5.4.14 The successful bidder shall work with ODH to establish and implement procedures for testing candidates with special needs, as necessary.

5.4.15 The successful bidder is responsible for maintaining the security and confidentiality of examination materials before, during and after examination administration.

5.4.16 The successful bidder shall establish a standard operating procedure for candidates caught cheating on an examination.

5.4.17 Candidates shall not be provided the exact examination version they had previously taken and failed.

5.5 **Quality Control/Quality Assurance**

5.5.1 The successful bidder shall score all examination responses and ensure a mechanism for quality control/quality assurance of examination materials.

5.5.2 The successful bidder shall collect sufficient data about each examination and candidate to allow for the generation and assignment of a unique identifier for each examination date and time and for each candidate tested.

5.5.3 The successful bidder shall maintain data bases to perform statistical analyses that contain information by examination site and/or by type of examination. The data bases will include but not be limited to, the examinee registered to take the exam, the number of examinees who passed and failed the name of the general x-ray machine operator educational program each examinee attended, and the pass/fail rate for each educational program. The successful bidder will provide status reports and communicate with ODH to arrange data base needs.

5.5.4 All materials distributed to candidates and ODH will be free of errors.

5.5.5 The data quality control/quality assurance system developed by the successful bidder shall include range checks and internal consistency checks on all examination data.

5.5.6 All errors, inconsistencies, or outliers in the successful bidder's examination data bases shall be noted and corrected or verified by the successful bidder. The

data bases will be used to generate routine examination reports and summaries for the exclusive use of ODH.

5.5.7 The successful bidder shall establish a system for verifying data entered.

5.5.8 The successful bidder shall provide complete file descriptions of all examination data bases.

5.6 **Statistics**

5.6.1 The successful bidder shall generate and provide to ODH quarterly statistical summaries on the general x-ray machine operator examination and include, but not be limited to, reliability determinations, mean score, median score, variance of scores, standard deviation of scores, and range of examination scores.

5.7 **Examination Committee**

5.7.1 If the examination pass/fail rate does not achieve ODH standards, the successful bidder shall agree to allow the ODH examination committee to review the examination questions.

6. **Proposal Format**

All contractors shall submit a proposal directly responsive to the terms and conditions of this RFP. If a contractor chooses to submit an alternative proposal, the contractor must, at the same time, submit a proposal directly responsive hereto for any alternative proposal to even be considered. Such alternative proposal shall clearly identify why the acceptance of the proposal would be advantageous to ODH. Any deviations from the terms and conditions of the solicitation, as well as the comparative advantage to ODH shall be clearly identified and explicitly defined. ODH reserves the right to amend the solicitation to allow all contractors an opportunity to submit revised proposals based on the revised requirements. Proposals shall be submitted with an original with three copies and an electronic version in Microsoft Word format. Proposals shall contain the sections listed in 6.2 through 6.6 below separated by tabbed and labeled dividers.

6.1 Addenda to the RFP.

6.1.1 If ODH decides to revise this RFP before the proposal due date, addenda will be announced on the Ohio Gateway Web site. When an addendum to this RFP is necessary, ODH may extend the proposal due date through an announcement on the Ohio Gateway Web site. Addendum announcements may be provided any time before 5:00 p.m. on the day before the proposal is due. It is the responsibility of each prospective contractor to check for announcements and other current information regarding the RFP.

6.1.2 After the submission of proposals, addenda will be distributed only to those contractors whose submissions are under active consideration. When ODH makes an addendum to the RFP after proposals have been submitted, ODH will permit contractors to withdraw their proposals. This withdrawal option will allow any contractor to remove its proposal from active consideration should the contractor feel that the addendum changes the nature of the transaction so much that the contractor's proposal is no longer in its interests. Alternatively, ODH may allow contractors that have proposals under active consideration to modify their proposals in response to the addendum.

6.1.3 If, however, ODH makes an addendum after the proposal due date, ODH will tell all contractors whose proposals are under active consideration whether they have the option to modify their proposals in response to the addendum. Any time ODH amends the RFP after the proposal due date, a contractor will have the option to withdraw its proposal even if ODH permits modifications to the proposals. If the contractors are allowed to modify their proposals, ODH may limit the nature and scope of the modifications. Unless otherwise stated in ODH's notice, modifications and withdrawals must be made in writing and must be submitted within 10 business days after the addendum is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to ODH at the address and in the same manner required for the submission of the original proposals. Any modification that is broader in scope than ODH has authorized may be rejected and treated as a withdrawal of the contractor's proposal

6.2 **Cover letter.**

All proposals must be submitted with a cover letter which includes bidders name, address and federal tax identification number, name and title of Project Manager or contact person, telephone and fax numbers and e-mail address, amount of total bid and RFP number. The letter must include a summary describing the bidder's approach to the project and provide ODH with a broad understanding of the entire proposal.

6.3 **Technical Proposal.**

6.3.1 The technical proposal shall describe in detail how the bidder will successfully complete the project tasks. All the tasks outlined in Section 5.0, Project Scope of Work and Deliverables, must be clearly identified and discussed. Responses should address and specify the exact section number as described in this document. For example, bidders should specify section number 5.1.0 when discussing Examination Development proposals.

6.3.2 The bidder will include in the proposal position descriptions and curriculum vitae of all personnel who will carry out the work required under the contract.

The bidder should also attach a list of references who can be contacted and who have engaged the testing service to develop and/or administer similar types of competency examinations.

- 6.3.3 Bidders are cautioned that failure to submit at the appropriate level of detail the information required in the sections detailed below, will result in a determination that the bidder's proposal is non-responsive. Such a determination may result in ineligibility for contract award. If a requirement can be exceeded by the contractor, the proposal should state the degree to which the requirement will be exceeded and how this will be accomplished. If a requirement cannot be fully met, the contractor must state the reasons and must provide alternatives that include compatible equipment that can accomplish all the requirements specified.

Proposals should be prepared simply and economically, providing a straightforward, concise, yet complete description of the contractor's capabilities to satisfy the contract. Emphasis should be on completeness and on specificity and clarity of content.

Proposals should documentation demonstrating how the bidder meets the minimum requirement of section 4.0.

6.5 Cost Proposal

- 6.5.1 The bidder should prepare the cost proposal assuming that all of the costs to develop and administer the examination in Ohio will be fully financed through the fees charged to the candidates who take the examination. It is estimated that about 650 exams will be administered annually.
- 6.5.2 The bidder shall bid the fixed fee to be charged to the candidates who take the examination.

6.6 Other submissions

- 6.6.1 The contractor shall include a statement that it does not take exception to the terms of the proposed contract. (Attachment A). If the contractor does take an exception, any exceptions must be included in the contractor's proposal. Note: Taking exception to the terms of the contract or RFP may be grounds for eliminating the contractor from consideration for award of a contract.
- 6.6.2 W 9 Form, Vendor Information Form and Standard Affirmation and Disclosure Form. The Offeror must complete Federal Form W 9, Request for Taxpayer Identification Number and Certification Form, the Vendor Information Form (OBM-5657) and the Standard Affirmation and Disclosure Form in their entirety. At least one (1) original of each form (signed in blue ink) must be submitted in the "original" copy of the Proposal. All other

copies of the Proposal may contain duplicates of these completed forms. If a subsidiary company is involved, Offerors must have an original W-9 and OBM-5657 for both the parent and subsidiary companies. These documents and directions can be found on the OBM Web site under the heading “Vendor Forms” at <http://www.ohiosharedservices.ohio.gov/Vendors.aspx>

The form requires either a Standard Industrial Classification (SIC) code or a North American Industry Classification System (NAICS) code. These codes can be found at: http://www.osha.gov/pls/imis/sic_manual.html for the SIC codes or <http://www.census.gov/eos/www/naics/> for the NAICS codes. Offeror shall follow instructions to determine the proper code.

- 6.6.3 The Contractor must complete the Ohio Department of Health’s Contractor Federal Funding Accountability and Transparency Act (FFATA) Reporting Form which is attached as Attachment A6 in accordance with the instructions included with the form.

7. Evaluation of Proposals

7.1 Initial Review:

The ODH procurement representative will review all proposals for their compliance with format requirements and completeness. The procurement representative normally rejects any incomplete or incorrectly formatted proposal, although he or she may waive any defects or allow a contractor to submit a correction. Any proposal that is not received by the due date will not be evaluated.

7.2 Committee Review of the Proposals:

The evaluation committee will evaluate each proposal that the procurement representative has determined is timely, complete and properly formatted. The evaluation will be according to the criteria contained in the RFP.

7.3 Proposal Evaluation Criteria:

In the proposal evaluation phase, the evaluation committee will rate the proposal submitted in response to the RFP based on the following criteria and weight assigned to each criterion. If the Contractor meets the mandatory requirements in section 7.4, Mandatory Requirements, the Contractor’s proposal will be included in the next part of the evaluation, i.e., Technical Criterion.

Any proposal that does not meet the mandatory requirements of the RFP will not be considered. All other proposals will be evaluated and scored according to the requirements of the evaluation criteria outlined below. In

order to be considered for the project, each proposal must receive at least 60% of the total points available under the technical scoring component. Total technical points available are 500.

Each proposal that meets the 60% or better standard in regard to technical score i.e. at least receives 300 points will move forward to have price calculated into their overall score. The proposal that is considered the best value or most advantageous to the State/ODH will be awarded the contract.

7.4 Mandatory Requirements

The Contractor has met the mandatory requirements stated under Section 4. “Qualifications of the Contractor”: Yes or No

Evaluation Committee must document how Contractor meets or does not meet the mandatory requirement.

7.5 Scoring

| | |
|---|-------------------|
| Completeness and Understanding of Project | 100 points |
| Previous Testing Service Experience | 200 points |
| Quality of the Technical Proposal | 500 points |
| Project Personnel | 200 points |
| Cost Proposal | <u>400 points</u> |
| Total Possible Points | 1400 pts. |

The cost proposal will be ranked by the selection committee. Four hundred (400) points will be awarded to the bid with the lowest acceptable total price per candidate. Points for other bids will be awarded using the following formula:

$$Z = \frac{X \times 400}{N}$$

X = lowest total price per candidate bid by any potential contractor being scored

N = total price per candidate bid by the potential contractor being scored

Z = assigned points for cost proposal of potential contractor being scored

| | |
|-----------------------|--|
| Total Technical Score | |
|-----------------------|--|

| | |
|-------------------------------------|--|
| Bid amount supported and best price | |
| Total score | |

The preference designated in the Buy Ohio Guidelines as codified in Ohio Administrative Code section 123:5-1-06 will apply to the evaluation of proposals under this RFP.

Based on the evaluation committee's evaluation of the proposals and cost, a recommendation of selection will be sent to the Director of the Ohio Department of Health. The Director will make a selection and his decision is final.

7.6 Clarifications & Corrections.

During the evaluation process, ODH may request clarifications from any potential Contractor under active consideration and may give any Contractor the opportunity to correct defects in its Proposal if ODH believes doing so does not result in an unfair advantage for the Contractor and it is in ODH's best interests. Any clarification response that is broader in scope than what ODH has requested may result in the Contractor's proposal being disqualified.

8. Submission of Proposals

8.1 To be considered, an original and three copies of the proposal must be submitted no later than 4:00 p.m. on December 29, 2011. No FAX proposals will be accepted. Proposals may be mailed or delivered to:

Ohio Department of Health
Office of Financial Affairs
Attention: Paul Maragos
246 North High Street, 4th Floor
Columbus, Ohio 43215

8.2 From the issuance date of this RFP, until a contract is awarded to a contractor, there shall be no communications concerning the RFP between any contractor who expects to submit a proposal and any employee of ODH involved in the issuing of the RFP, or other state employee who is in any way involved in the ODH project. The only exception to this prohibition is communications provided through the submission of written questions per section 8.3 below and, if required, communications in a contractor interview.

8.3 If a Contractor finds any perceived conflict, error, omission or discrepancy in the RFP documents, the Contractor shall submit a written request for interpretation. Questions can be submitted using the Ohio Department of Administrative Services (DAS) website where the RFP is located. All questions must be submitted by 4:00 pm on November 15, 2011. Answers to the questions will be

posted to the DAS website: <http://procure.ohio.gov/proc/searchProcOpps.asp> by November 21, 2011. In order to submit and see responses to questions, you need to search for the procurement number for this item, which is DOH-Prev-31018. Telephone inquiries will not be accepted.

9. Protest Procedure
 - 9.1 Any potential, or actual, contractor objecting to an award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines.
 - 9.2 A protest may be filed by a prospective or actual contractor objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 9.2.1 The name, address, and telephone number of the protestor;
 - 9.2.2 The name and number of the RFP being protested;
 - 9.2.3 A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 9.2.4 A request for a ruling by ODH;
 - 9.2.5. A statement as to the form of relief requested from ODH; and
 - 9.2.6 Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
 - 9.3 A protest shall be considered timely by ODH, if ODH's Office of General Counsel received it, within the following periods:
 - 9.3.1 A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 4:00 p.m. the closing date for receipt of proposals, which is December 29, 2011.
 - 9.3.2 If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 pm of the tenth (10th) business day after the announcement of intent to award.
 - 9.4 An untimely protest may be considered by ODH if ODH determines that the protest raises issues significant to ODH's procurement system. An untimely

protest is one received by ODH's Office of General Counsel after the time period set forth in paragraph 2 sections 9.3.1 and 9.3.2 of this section.

9.5 All protests must be filed with the following:

Chief Legal Counsel
Ohio Department of Health
246 North High Street, 7th floor
Columbus, Ohio 43215

9.6 When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODH determines that a delay will severely disadvantage ODH. The contractor(s) who would have been awarded the contract shall be notified of the receipt of the protest.

9.7. ODH shall issue written decisions on all timely protests and shall notify any contractor who filed an untimely protest as to whether or not the protest will be considered.

10. Certifications

10.1 Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA). The Offeror being awarded this Contract must be registered with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov> to file for DMA pre-certification; if you are not already registered you must:

a. Register with the Ohio Business Gateway (OBG) at:

<http://obg.ohio.gov>

b. Review the Terrorist Exclusion List at:

http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf

c. Complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form at:

<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

Submit a hardcopy of this completed form with your RFP response. You must then return to the OBG and complete the form for online submission under "Electronic Filing." It is important that you submit the DMA form online at OBG and in hardcopy with the Proposal.

Failure to complete the certification may result in the Offeror being deemed not responsive and/or may invalidate any Contract award. If not submitted with the

proposal response, the Offeror will have seven (7) calendar days, after notification, to submit the form.

- 10.2 Affirmative Action. Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

Copies of approved Affirmative Action plans shall be supplied by the Offeror as part of its Proposal or inclusion of an attestation to the fact that the Offeror has completed the process and is pending approval by the EOD office.

- 10.3 Executive Order 2010-09S

- 10.3.1 The Contractor shall affirm as a condition of award of a contract that it has read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of the resultant contract, and shall perform no services required under that contract outside of the United States.

The Contractor also as a condition of award of a contract affirm, understand, and agree to immediately notify the ODH of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under the resultant contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

11. Other Conditions

- 11.1 ODH is under no obligation to pay any costs incurred in the preparation of proposal submissions.

- 11.2 ODH reserves the right to reject, in whole or in part, any and all proposals where ODH, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of ODH or the state.

- 11.3 ODH reserves the right to reject any and all proposals where the offeror takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.

- 11.4 ODH may cancel and/or re-issue the RFP, in whole or in part, when the services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP, or pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of ODH, or it is determined that award of a contract would not be in the best interests of ODH and/or the State.
- 11.5 ODH reserves the right to waive minor defects and to provide contractors with the opportunity to correct material defects when no prejudice to the rights of other contractors or the public will result. Contractors shall be afforded fair and equal treatment regarding any clarification and/or correction.
- 11.6 ODH reserves the right to amend or withdraw the RFP any time prior to the award of a contract. The contractor may withdraw a response/proposal to the RFP any time prior to the award of a contract.
- 11.7 All products which result from the proposed contractual agreement will be the sole property of ODH.
- 11.8 All proposals will be considered firm and in the event a contract ensues as a result of this RFP, the contractor selected will be required to fulfill the contractual obligations at the amount quoted in the contractor's cost proposal.
- 11.9 Pursuant to section 149.43 of the Ohio Revised Code (O.R.C.), the proposal may be considered a public record and be released upon request, but not before the closing and evaluation of bids pursuant to section 125.071(C) of the O.R.C. Any requests by Contractor for nondisclosure of confidential or proprietary information or trade secrets or assertions by Contractor that information in its proposal, or the entire proposal, is confidential, proprietary or a trade secret shall be examined by ODH to determine the validity of the request or assertion. Contractor requests or assertions must be in writing. If the parties do not agree, the Contractor shall be informed in writing by ODH regarding what portions of the proposal shall be disclosed. Contractor may withdraw its proposal at any time prior to award of a contract. The RFP and all proposals, documents and other information, unless confidential, proprietary or a trade secret, concerning the RFP process shall be open to public inspection upon award of a contract.
- 11.10 ODH may, from time to time as it deems appropriate, communicate specific instructions and requests to the successful contractor or contractors concerning the performance of the work described in the RFP and/or the contract. Upon such notice and within ten (10) days after receipt of instructions, the successful contractor shall comply with such instructions and fulfill such requests to the satisfaction of ODH. It is expressly understood by ODH and the successful contractor that these instructions and requests are for the sole purpose of ensuring satisfactory completion of the work described in the RFP and/or the contract.

They are not intended to amend or alter the RFP and/or contract or any part thereof.

- 11.11 The state reserves the right not to award a contract under this RFP. The state reserves the right to award only one or multiple contracts under this RFP.

12 – Attachments

ATTACHMENT A-1 SAMPLE CONTRACT

PERSONAL SERVICE CONTRACT BY AND BETWEEN THE OHIO DEPARTMENT OF HEALTH AND [NAME OF CONTRACTOR]

PREAMBLE

The Ohio Department of Health (hereinafter referred to as "ODH"), whose address is 246 North High Street, Columbus, Ohio 43215, and the [Name of contractor] (hereinafter referred to as the "CONTRACTOR"), whose address is [Contractor's address], hereby enter into this contract. For the purposes of this contract, the term "party" means ODH and the CONTRACTOR respectively and "parties" means ODH and CONTRACTOR collectively.

This contract is funded in whole or in part by a grant awarded by [Granting Agency] under the [TBD] grant, grant award number [TBD], and CFDA number [TBD]. This contract requires the CONTRACTOR to provide products and/or services that are funded in whole or in part under said grant.

ODH and the CONTRACTOR, in consideration of the mutual promises expressed below and intending to be legally bound, agree to the following provisions.

ARTICLE I Scope of Work and Deliverables

- A. The CONTRACTOR shall provide the services and perform the work as specified in the following:
 - 1. Report to ODH's contract manager, [TBD], the Ohio Department of Health, 246 North High Street, Columbus, Ohio 43215 (Telephone Number (614) [TBD]; FAX Number (614) [TBD]; Email: [TBD]).
 - 2. Scope of Work
 - a. The CONTRACTOR shall [work to be done by Contractor].
 - 3. Deliverables

- a. The CONTRACTOR shall deliver [items to be delivered to ODH].

- B. The CONTRACTOR shall furnish its own support staff and services as necessary for the satisfactory performance of the work described in ARTICLE I, Section A, above. Unless otherwise specified in this contract, ODH will not provide any staff, services, or material to the CONTRACTOR for the purpose of assisting the CONTRACTOR in the performance of this contract.

- C. ODH may, from time to time as it deems appropriate, communicate specific instructions and requests to the CONTRACTOR concerning the performance of the work described in this contract. Upon such notice and within ten (10) days after receipt of instructions, the CONTRACTOR shall comply with such instructions and fulfill such requests to the satisfaction of ODH. It is expressly understood by the parties that these instructions and requests are for the sole purpose of ensuring satisfactory completion of the work described in this contract. They are not intended to amend or alter this contract or any part thereof. All such instructions and requests shall be communicated to the CONTRACTOR by the ODH contract manager.

- D. The CONTRACTOR shall consult with the ODH contract manager as necessary to assure mutual understanding of the work to be performed and the satisfactory completion thereof.

ARTICLE II
Time of Performance

- A. This contract shall be in effect from [TBD] or upon execution by both parties, whichever is later, through [TBD], unless this contract is suspended or terminated pursuant to ARTICLE XI prior to the termination date.

- B. It is expressly understood by both ODH and the CONTRACTOR that this contract shall not be valid and enforceable until the Director of the Office of Budget and Management certifies, pursuant to section 126.07 of the Ohio Revised Code (O.R.C.), that there is a balance in the appropriation not already encumbered to pay obligations resulting from this contract.

- C. The CONTRACTOR shall neither perform work nor submit an invoice for payment for work performed under this contract for any time period prior to receipt of written notification from the ODH contract manager that the requirements of section 126.07 and, if applicable, section 127.16 of the O.R.C. have been met.

- D. The CONTRACTOR shall neither perform work nor submit an invoice for payment for work performed under this contract for any time period after the termination date set forth in ARTICLE II, Section A, above.

ARTICLE III
Compensation for Services

- A. In consideration of the services provided pursuant to ARTICLE I of this contract, ODH agrees to pay a fixed price for the services rendered under this contract of \$[Maximum Compensation]. It is expressly understood by ODH and the CONTRACTOR that the fixed price of this contract includes the cost of services, travel and miscellaneous expenses. The CONTRACTOR shall monitor the work under this contract and shall not accept an assignment under the contract if it will cause or is reasonably likely to cause the total amount paid under the contract for the contract period specified in ARTICLE II to exceed the maximum allowable compensation for services. The CONTRACTOR hereby waives the interest provisions of section 126.30 of the O.R.C.
- B. ODH shall not separately reimburse CONTRACTOR for expenses related to travel beyond what is included in the fixed price.
- C. The CONTRACTOR shall invoice ODH for services the CONTRACTOR provides. An itemized statement listing the services provided, the dates services were provided, and the amount of payment due shall accompany the invoice. Invoices shall be sent to ODH, ATTN: Accounts Payable, P.O. Box 118, Columbus, Ohio 43216-0118. ODH will reimburse the CONTRACTOR within forty five (45) days of receipt of a valid invoice for the amount of payment due. ODH shall return any invalid or incomplete invoice to the CONTRACTOR within fifteen (15) days after ODH receives the invoice. An explanation will accompany the invoice that states the reason for return and any information needed to correct the invoice. Final invoices for services provided under this contract shall be submitted by the CONTRACTOR no later than thirty (30) days following the termination of the contract.
- D. Subject to the provisions of sections 126.07 and 131.33 of the O.R.C., which shall at all times govern this contract, ODH represents that:
 - 1. It intends to maintain this agreement for the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period; and
 - 2. It will use its best effort to obtain the appropriation of any necessary funds during the term of this agreement.

However, it is understood by the CONTRACTOR that the availability of funds is contingent on appropriations made by the Ohio General Assembly and, if applicable, the federal funding source. If the Ohio General Assembly or the federal funding source fails at any time to continue funding ODH for the payments due hereunder, this agreement is terminated as of the date funding expires without further obligation of ODH or the State of Ohio.

E. ODH will not compensate the CONTRACTOR for any work performed prior to receipt of written notification from the ODH contract manager that the requirements of section 126.07 and, if applicable, section 127.16 of the O.R.C. have been met as set forth in ARTICLE II, Sections B and C. ODH will not compensate the CONTRACTOR for any work performed after the termination date set forth in ARTICLE II, Section A.

ARTICLE IV Independent Contractor

- A. No agency, employment, joint venture or partnership has been or will be created between the parties hereto pursuant to the terms and conditions of this agreement. Inasmuch as ODH is interested in the CONTRACTOR's end product, ODH does not control the manner in which the CONTRACTOR performs this contract. ODH is not liable for the workers' compensation or unemployment compensation payments required by Chapters 4123 and 4141 of the O.R.C., respectively. In addition, the CONTRACTOR assumes responsibility for tax liabilities that result from compensation paid to the CONTRACTOR by ODH. ODH will report any payment made under this contract to the Internal Revenue Service on Form 1099.
- B. No provision contained in this contract shall be construed as entitling the CONTRACTOR to participate in hospital plans, medical plans, sick leave benefits, vacation, and other benefits available to employees of ODH or to become a member of the Public Employees Retirement System (Chapter 145. of the O.R.C.).

ARTICLE V Conflict of Interest and Ethics Laws

- A. The CONTRACTOR hereby covenants that neither the CONTRACTOR nor any officer, member or employee of the CONTRACTOR has any interest, personal or otherwise, direct or indirect, which is incompatible or in conflict with or would compromise in any manner or degree with the discharge and fulfillment of his or her functions and responsibilities under this contract.
- B. Neither the CONTRACTOR nor any officer, member or employee of the CONTRACTOR shall, prior to the completion of such work and payment for such work, acquire any interest, personal or otherwise, direct or indirect, which is incompatible or in conflict with or would compromise in any manner or degree with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of such work.
- C. The CONTRACTOR shall not promise or give to any ODH employee anything of value that is of such a character as to manifest a substantial and improper influence upon the employee with respect to his or her duties. The CONTRACTOR shall not solicit an ODH employee to violate any ODH rule or policy relating to the conduct of contracting parties or to violate sections 102.03, 102.04 or 2921.42 of the O.R.C.

- D. The CONTRACTOR hereby covenants that the CONTRACTOR and any officer, member or employee of the CONTRACTOR are in compliance with section 102.04 of the O.R.C. and that if the CONTRACTOR is required to file a statement pursuant to section 102.04(D) (2) of the O.R.C., such statement has been filed with the ODH General Counsel in addition to any other required filings.
- E. The CONTRACTOR hereby certifies compliance with the executive agency lobbying requirements of sections 121.60 to 121.69 of the O.R.C.
- F. The CONTRACTOR hereby certifies and affirms that, as applicable to the CONTRACTOR, no party listed in Division (I) or (J) of section 3517.13 of the O.R.C. or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions in excess of \$1,000.00 to the Governor or to his campaign committees. If it is determined that the CONTRACTOR's certification of this requirement is false or misleading, notwithstanding any criminal or civil liabilities imposed by law, the CONTRACTOR shall return to ODH all monies paid to the CONTRACTOR under this contract. The provisions of this section shall survive the expiration or termination of this contract.

ARTICLE VI
Equal Employment Opportunity

- A. In carrying out this agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, disability, national origin, ancestry, veteran status, or any other factor specified in section 125.111 of the O.R.C., in the Civil Rights Act of 1964, as amended, or in section 504 of the Rehabilitation Act of 1973, as amended, and in any subsequent legislation pertaining to civil rights.
- B. The CONTRACTOR shall incorporate the foregoing requirements of ARTICLE VI, Section A in all of its contracts for performance of any of the work prescribed herein, and shall require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.
- C. The CONTRACTOR hereby certifies that the CONTRACTOR has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons and shall file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity Office of the Ohio Department of Administrative Services.

ARTICLE VII
“Sweatshop Free” Certification

The CONTRACTOR hereby certifies that all facilities used for the production of the supplies or performance of services offered in this contract are in compliance with

applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the CONTRACTOR in furnishing the supplies or services pursuant to this contract. If it is determined that the CONTRACTOR's certification of this requirement is false or misleading, then the CONTRACTOR understands that it shall be grounds for the termination of this contract and may result in the loss of other contracts or grants with the State of Ohio.

ARTICLE VIII Records, Documents and Information

All records, documents, writings or other information produced or used by the CONTRACTOR in the performance of this contract shall be treated according to the following terms:

- A. All ODH information which, under the laws of the State of Ohio, is classified as public or private will be treated as such by CONTRACTOR. Where there is a question as to whether information is public or private, ODH shall make the final determination. The CONTRACTOR shall not use any information, systems, or records made available to it for any purpose other than to fulfill the contractual duties specified herein. The CONTRACTOR agrees to be bound by the same standards of confidentiality that apply to the employees of ODH and the State of Ohio. The terms of this section shall be included in any subcontracts executed by the CONTRACTOR for work under this contract.

- B. All proprietary information of the CONTRACTOR shall be held to be strictly confidential by ODH. Proprietary information is information which, if made public, would put the CONTRACTOR at a disadvantage in the market place and trade of which the CONTRACTOR is a part. The CONTRACTOR is responsible for notifying ODH of the nature of the information prior to its release to ODH. ODH reserves the right to require reasonable evidence of the CONTRACTOR's assertion of the proprietary nature of any information to be provided.

- C. All records relating to costs, work performed and supporting documentation for invoices submitted to ODH by the CONTRACTOR shall be retained and made available by the CONTRACTOR for audit by the State of Ohio (including, but not limited to, ODH, the Auditor of the State of Ohio, the Inspector General or duly authorized law enforcement officials) and agencies of the United States government for a minimum of three years after payment for work performed under this contract. If an audit, litigation, or other action is initiated during this time period, the CONTRACTOR shall retain such records until the action is concluded and all issues resolved or the three years end, whichever is later.

ARTICLE IX Rights in Deliverables, Data and Copyrights

The Deliverables provided by the CONTRACTOR under ARTICLE I and any item produced under this contract, including any documents, data, photographs and negatives, electronic reports, records, software, source code, or other media, shall become the property of ODH which shall have an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. The CONTRACTOR shall not obtain copyright, patent, or other proprietary protection for the Deliverables. The CONTRACTOR shall not include in any Deliverable any copyrighted matter, unless the copyright owner gives prior written approval to use such copyrighted matter.

ARTICLE X Disclosure of Personal Health Information

- A. CONTRACTOR hereby agrees that the information provided or made available by ODH shall not be used or disclosed other than as permitted or required by the contract or as required by law. CONTRACTOR will establish and maintain appropriate safeguards to prevent any use or disclosure of the information, other than as provided for by this contract. CONTRACTOR shall comply with 45 C.F.R.1 § 64.504(e)(2)(ii). CONTRACTOR shall immediately report to ODH any discovery of use or disclosure of information not provided for or allowed by the contract.

- B. CONTRACTOR hereby agrees that anytime information is provided or made available to any subcontractor or agent, CONTRACTOR must enter into a subcontract with the subcontractor or agent that contains the same terms, conditions, and restrictions on the use and disclosure of information as contained in this contract. CONTRACTOR must obtain ODH approval prior to entering into such agreements. Further, CONTRACTOR agrees to make available and provide right of access to an individual of their protected health information when that protected health information is obtained in the performance of CONTRACTOR's obligations under this contract.

ARTICLE XI Suspension and Termination

- A. ODH may suspend or terminate this contract for any reason thirty (30) days after delivery of written notice to the CONTRACTOR. ODH may suspend or terminate this contract immediately after delivery of written notice to the CONTRACTOR if ODH:
 - 1. Discovers any illegal conduct on the part of the CONTRACTOR;
 - 2. Discovers a violation of ARTICLE V or ARTICLE XVII;
 - 3. Is subject to a loss of funding as set forth in ARTICLE III, Section D;
 - 4. Discovers a petition in bankruptcy or similar proceeding has been filed by or against the CONTRACTOR. If at any time during the contractual period a

bankruptcy or similar proceeding has been filed by or against the CONTRACTOR, the CONTRACTOR shall immediately notify ODH of the filing; or

5. Discovers that CONTRACTOR or any of its subcontractors has performed any services under this contract outside the United States and is not in compliance with ARTICLE XV of this contract.
- B. The CONTRACTOR, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this contract, suspend or terminate any subcontracts relating to such suspended or terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report, as of the date of receipt of notice of suspension or termination describing the status of all work under this contract, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as ODH may require.
 - C. In the event of suspension or termination under this Article, the CONTRACTOR shall be entitled to compensation, upon submission of a proper invoice, for the work performed prior to receipt of notice of termination or suspension, which shall be calculated by ODH based on the rate set forth in ARTICLE III, less any funds previously paid by or on behalf of ODH. In the case of services for which the CONTRACTOR charges a flat rate, compensation shall be based on a reasonable percentage of the total services performed, as determined by ODH, less any funds previously paid by or on behalf of ODH. ODH shall not be liable for any further claims, and the claims submitted by the CONTRACTOR shall not exceed the total amount of compensation allowed by this contract.

ARTICLE XII Breach or Default

- A. Upon breach or default by the CONTRACTOR of any of the provisions, obligations or duties embodied in this contract, ODH may exercise all administrative, contractual, equitable or legal remedies available, without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and ODH retains the right to exercise all remedies hereinabove mentioned.
- B. If ODH or the CONTRACTOR fails to perform an obligation or obligations under this contract and thereafter such failure is waived by the other party, such waiver shall be limited to the particular failure so waived and shall not be deemed to waive other failures hereunder. Waiver by ODH shall not be effective unless it is in writing and signed by the ODH contract manager.
- C. This Article is subject to the provisions of ARTICLE XV, Section B with regard to circumstances dealing with offshore outsourcing.

ARTICLE XIII
Amendments

This writing constitutes the entire agreement between the parties with respect to all matters herein. This contract may be amended only by a writing signed by both parties. However, it is agreed by the parties that any amendments to laws or regulations cited herein will result in the correlative modification of this contract, without the necessity for executing written amendments. Any written amendments to this contract shall be prospective in nature. When a new or different term or condition is added, additional consideration is not necessary to bind the parties.

ARTICLE XIV
Limitation of Liability

- A. The CONTRACTOR holds ODH harmless from any and all liability, suits, losses, judgments, damages, or any other demands arising out of the actions or omissions of the CONTRACTOR while performing this contract.
- B. ODH's liability for damages, whether in contract or in tort, shall not exceed the total amount of compensation payable to the CONTRACTOR under ARTICLE III or the amount of direct damages incurred by the CONTRACTOR, whichever is less. The CONTRACTOR's sole and exclusive remedies for ODH's failure to perform under the contract shall be as set forth in this article. In no event shall ODH be liable for any indirect or consequential damages, including loss of profit, even if ODH knew or should have known of the possibility of such damages.
- C. Neither party is responsible to the other party for nonperformance or delay in performance of the terms of the contract due to acts of God, wars, riots, strikes, or other causes beyond the control of the parties.

ARTICLE XV
Offshore Outsourcing

- A. The CONTRACTOR affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this contract, and shall perform no services required under this contract outside of the United States. The Executive Order is provided as an attachment and also is available at the following website: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The CONTRACTOR also affirms, understands, and agrees to immediately notify the State (ODH) of any change or shift in the location(s) of services performed by the CONTRACTOR or its subcontractors under this contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

- B. Termination, Sanction, Damages

1. If CONTRACTOR or any of its subcontractors perform services under this contract outside of the United States, the performance of such services shall be treated as a material breach of the contract. The State (ODH) is not obligated to pay and shall not pay for such services. If CONTRACTOR or any of its subcontractors perform any such services, CONTRACTOR shall immediately return to the State (ODH) all funds paid for those services. The State (ODH) may also recover from the CONTRACTOR all costs associated with any corrective action the State (ODH) may undertake, including but not limited to an audit or a risk analysis, as a result of the CONTRACTOR performing services outside the United States.
2. The State (ODH) may, at any time after the breach, terminate the contract, upon written notice to the CONTRACTOR. The State (ODH) may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the contract and costs associated with the acquisition of substitute services from a third party.
3. If the State (ODH) determines that actual and direct damages are uncertain or difficult to ascertain, the State (ODH) in its sole discretion may recover a payment of liquidated damages in the amount of 1% of the value of the contract.
4. The State (ODH), in its sole discretion, may provide written notice to CONTRACTOR of a breach and permit the CONTRACTOR to cure the breach. Such cure period shall be no longer than 14 calendar days. During the cure period, the State (ODH) may buy substitute services from a third party and recover from the CONTRACTOR any costs associated with acquiring those substitute services.
5. Notwithstanding the State (ODH) permitting a period of time to cure the breach or the CONTRACTOR's cure of the breach, the State (ODH) does not waive any of its rights and remedies provided the State (ODH) in this contract, including but not limited to recovery of funds paid for services the CONTRACTOR performed outside of the United States, costs associated with corrective action, or liquidated damages.

ARTICLE XVI Assignment

The CONTRACTOR will not assign any of its rights nor delegate any of its duties and responsibilities under this contract without prior written consent of ODH. Any assignment or delegation not consented to may be deemed void by the ODH.

ARTICLE XVII Drug Free Workplace

The CONTRACTOR shall comply with all applicable state and federal rules, regulations and statutes pertaining to a drug free workplace. The CONTRACTOR shall make a good

faith effort to ensure that all employees of the CONTRACTOR do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way while working on state, county, or municipal property.

ARTICLE XVIII Good Standing

- A. CONTRACTOR affirmatively represents and warrants to ODH that it is not subject to a finding for recovery under section 9.24 of the O.R.C. or that it has taken the appropriate remedial steps required under section 9.24 of the O.R.C. or otherwise qualifies under that section. CONTRACTOR further affirmatively represents and warrants to ODH that it is not debarred or suspended from entering into state of Ohio contracts pursuant to section 125.25 of the O.R.C. and is not subject to exclusion, disqualification or ineligibility as defined in 2 Code of Federal Regulations (C.F.R.) §180.110. CONTRACTOR agrees that if this representation and warranty is deemed false, the contract will be void ab initio as between the parties to this contract, and any funds paid by ODH hereunder shall be immediately repaid to ODH, or an action for recovery may be immediately commenced by ODH for the recovery of said funds.
- B. The CONTRACTOR certifies that the CONTRACTOR is not federally debarred from participating in government contracts funded by federal money as described in 2 C.F.R. §180.220. If at any time during the contractual period the CONTRACTOR is federally debarred from participating in government contracts funded by federal money, for whatever reason, the CONTRACTOR shall immediately notify ODH of the debarment.
- C. The CONTRACTOR certifies that all approvals, licenses or other qualifications necessary to conduct business in Ohio have been obtained and are operative. If at any time during the contractual period the CONTRACTOR becomes disqualified from conducting business in Ohio, for whatever reason, the CONTRACTOR shall immediately notify ODH of the disqualification.

ARTICLE XIX Insurance

CONTRACTOR will provide the following insurance at its own expense:

- A. Workers' Compensation insurance, as required by Ohio law or the laws of any other state where work under this contract will be done. CONTRACTOR will also maintain employer's liability insurance.
- B. Personal injury, bodily injury, and property damage liability insurance, including automobile coverage, with personal injury and bodily injury coverage.

ARTICLE XX
Compliance with O.R.C. § 2909.33 (C)

Check One Box:

- The CONTRACTOR certifies that the CONTRACTOR does not receive funding in the aggregate amount greater than \$100,000.00 annually from the state of Ohio, any instrumentality of the state of Ohio, and any political subdivision of the state of Ohio.

-OR-

- The CONTRACTOR certifies that the CONTRACTOR is currently in compliance with section 2909.33(C) of the O.R.C. in that the CONTRACTOR has not and does not provide material assistance to any organization listed on the United States Department of State terrorist exclusion list or any such similar lists referenced in section 2909.33(C) of the O.R.C. “Material assistance” or “material support or resources” means currency, payment instruments, other financial securities, funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation, or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials. The CONTRACTOR further certifies that that the CONTRACTOR is not, nor has been, a member of any organization referenced above and that the CONTRACTOR shall notify ODH in any change of status regarding this certification. CONTRACTOR agrees that if this representation and warranty is deemed false, the contract will be void ab initio as between the parties to this contract and any funds paid to the CONTRACTOR shall be immediately repaid to ODH or an action for recovery may be immediately commenced by ODH for the recovery of said funds.

ARTICLE XXI
Construction

This agreement shall be governed, construed and enforced in accordance with the laws of the State of Ohio. Further, the Ohio courts shall have jurisdiction over the subject matter and the parties hereto in connection with disputes concerning validity and enforcement of this agreement. Should any portion of this contract be found unenforceable by operation of statute or by administrative or judicial decision, the enforceability of the balance of this contract shall not be affected thereby, provided that the absence of the unenforceable provision does not render the performance of the remainder of the contract impossible.

IN WITNESS WHEREOF, the parties, by signing below, indicate their agreement to the above.

Date

Authorized Representative, Title
[Name of contractor]

Date

[ODH Director, Director]
Ohio Department of Health

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

| | | |
|---|--|---|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name, if different from above | |
| | Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | City, state, and ZIP code | |
| | List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| |
|--------------------------------|
| Social security number |
| or |
| Employer identification number |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|--|--|
| Interest and dividend payments | All exempt payees except for 9 |
| Broker transactions | Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker |
| Barter exchange transactions and patronage dividends | Exempt payees 1 through 5 |
| Payments over \$600 required to be reported and direct sales over \$5,000 ¹ | Generally, exempt payees 1 through 7 |

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|---|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) | The actual owner of the account or, if combined funds, the first individual on the account ¹ |
| 3. Custodian account of a minor (Uniform Gift to Minors Act) | The minor ² |
| 4. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 5. Sole proprietorship or disregarded entity owned by an individual | The owner ³ |
| For this type of account: | Give name and EIN of: |
| 6. Disregarded entity not owned by an individual | The owner |
| 7. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 8. Corporate or LLC electing corporate status on Form 8832 | The corporation |
| 9. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 10. Partnership or multi-member LLC | The partnership |
| 11. A broker or registered nominee | The broker or nominee |
| 12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



VENDOR INFORMATION FORM

All applicable parts of the form must be completed by the vendor and returned to Ohio Shared Services signed.

SECTION 1 – PLEASE SPECIFY TYPE OF ACTION

- NEW (W-9 OR W-8ECI FORM ATTACHED) ADDITIONAL ADDRESS (PROVIDE COPY OF INVOICE OR LETTER)
 CHANGE OF ADDRESS (PROVIDE ADDRESS TO BE REPLACED IN THE COMMENTS BOX ON NEXT PAGE)
 CHANGE OF TIN (NEW W-9 AND LETTER OF EXPLANATION OF CHANGE ATTACHED)
 CHANGE OF NAME (NEW W-9 AND LETTER OF EXPLANATION OF CHANGE ATTACHED)
 CHANGE OF PAYTERMS CHANGE OF CONTACT CHANGE OF PO DISPATCH METHOD

SECTION 2 – PLEASE PROVIDE VENDOR INFORMATION

LEGAL BUSINESS NAME: (MUST MATCH W-9 OR W-8ECI FORM)

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)

TAXPAYER ID # (TIN):

BUSINESS ENTITY: NOTE: IF SOLE PROPRIETOR, THE INDIVIDUAL'S NAME MUST APPEAR IN LEGAL BUSINESS NAME

CORPORATION PARTNERSHIP SOLE PROPRIETOR
 NON PROFIT INDIVIDUAL
 OTHER (PLEASE EXPLAIN)

INDUSTRY CLASSIFICATION:

STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE

SECTION 3 – PLEASE PROVIDE COMPLETE ADDRESS

| | |
|----------------------|----------------------|
| ADDRESS: | COUNTY: |
| <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| CITY: | STATE: | ZIP CODE: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

SECTION 4 – REMIT TO ADDRESS (IF DIFFERENT THAN ABOVE)

ADDRESS:

CITY:

STATE:

ZIP CODE:

SECTION 5 – CONTACT INFORMATION AND PERSON TO RECEIVE PURCHASE ORDER

NAME:

WEB SITE:

PHONE:

FAX:

E-MAIL:

SECTION 6 – IS YOUR BUSINESS CURRENTLY CERTIFIED AS? (PLEASE CHECK)
 MBE (MINORITY BUSINESS ENTERPRISE)
 EDGE (ENCOURAGING DIVERSITY, GROWTH, & EQUITY)
 N/A
SECTION 7 – PAYMENT TERMS (PLEASE CHECK ONE, OTHERWISE NET 30 WILL BE APPLIED BY DEFAULT)
 2/10 NET 30

 NET 30

 NET 45

 NET 60

 NET 90
SECTION 8 – PURCHASE ORDER DISTRIBUTION-OTHER THAN USPS MAIL (INPUT E-MAIL ADDRESS OR FAX # BELOW)

E-MAIL:

FAX:

SECTION 9 – PLEASE SIGN & DATE

SIGNATURE:

DATE:

SECTION 10 – AGENCY CONTACT INFORMATION

AGENCY NAME:

PHONE NUMBER:

E-MAIL:

COMMENTS:

SUBMIT FORM TO:

Mail: Ohio Shared Services
4310 E. Fifth Ave. Columbus, OH 43219

Fax number: (614) 485-1039

E-mail: vendor@ohio.gov

QUESTIONS? PLEASE CONTACT:

Phone: 1 (877) OHIO - SS1 (1-877-644-6771)
1 (614) 338-4781

E-mail: vendor@ohio.gov



JOHN R. KASICH
GOVERNOR
STATE OF OHIO

Executive Order 2011-12K

Governing the Expenditure of Public Funds for Offshore Services

WHEREAS, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

WHEREAS, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

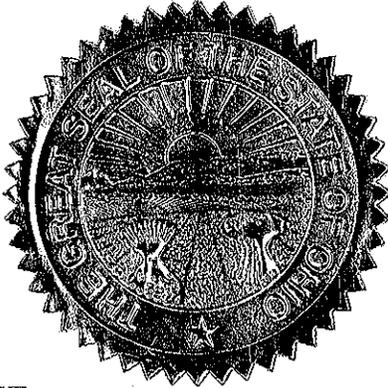
WHEREAS, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

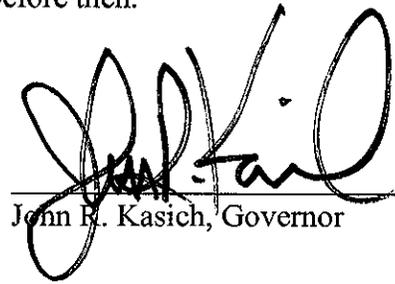
NOW THEREFORE, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
 - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
 - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
 - 1. Affirm that they understand and will abide by the requirements of this Order.
 - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
 - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
 - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
 - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
 - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
 - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
 - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.





John R. Kasich, Governor

ATTEST:

Jon Husted, Secretary of State

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

Executive Order 2011-12K

Governing the Expenditure of Public Funds for Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work.

This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

Attachment A-6 Instructions

Guidance regarding the completion of Attachment A-6, the Ohio Department of Health's Contractor Federal Funding Accountability and Transparency Act (FFATA) Reporting Form.

The Ohio Department of Health (ODH) is required to report all contracts of federal funds that are greater than \$25,000. Contractors are subject to this requirement and these organizations are required to report certain information describing the agency and (under certain circumstances) the compensation of the five highest compensated officials. Attachment B is designed to capture this information to allow ODH to comply with FFATA reporting requirements. This information will be made available to the public via <http://www.usaspending.gov/>

Below please find the instructions for completing Attachment A-6.

- 1) Attachment B form must be submitted for each award of \$25,000 supported by federal funds. Furthermore, a new form must be submitted if there is a change in any of the form's data fields.
- 2) All of the data entry fields have size and format limitations. These limitations have been established by the U.S. Office of Management and Budget (OMB). These limitations, by field, are contained in the two columns on the right side of the sheet.
 - a) In the fields designated as "character", only alphabetic data should be entered.
 - b) In the fields designated as "numeric", only numbers should be entered. Please do not enter other symbols (e.g. \$ or dashes for telephone numbers).
 - c) In the fields designated as "Free text entry", any combination of alpha, numeric, and symbols may be used.
- 3) Each field contains brief entry instructions.
- 4) The applicant is to complete all fields except those designated to be "Completed by ODH."
- 5) Lines #1, 2 and 13 require the entry of DUNS number information. All ODH contractors are urged to apply for a DUNS number and those subject to the FFATA reporting requirements are required to have a DUNS number . The following links may be used, respectively, to request a DUNS number and to register in the CCR system.

<http://www.dnb.com/us/duns update/>.

<https://www.uscontractorregistration.com/>

- 6) The compensation of the agency's five highest compensated officials must be reported if:
 - a) 80% or at least \$250,000 of the agency's revenue in its' previous fiscal year came from federal contracts or grants; and,
 - b) The public does not have access to the compensation of the senior executives via section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a),78o(d) or section 6104 of the IRS Code of 1986. Below are the links to the SEC and IRS code sections.

http://www.law.cornell.edu/uscode/html/uscode15/usc_sup_01_15_10_2B.html

http://www.law.cornell.edu/uscode/html/uscode26/usc_sec_26_00006104----000-.html

- 7) Failure to complete and submit the attachment with the application will result in the disapproval.

Prepared 2/16/11

Attachment A-6
Ohio Department of Health Contractor
Federal Funding Accountability and Transparency Act (FFATA) Reporting Form

Submission Date ____/____/____

Contractor Data

| | | |
|----|--|------------------|
| 1 | DUNS # | |
| 2 | DUNS # plus 4 | |
| 3 | Name | |
| 4 | DBA Name | |
| 5 | Address - Street # 1 | |
| 6 | Address - Street # 2 | |
| 7 | Address - Street # 3 | |
| 8 | City | |
| 9 | State | |
| 10 | County (select from list of Ohio counties) | |
| 11 | Zip plus 4 | |
| 12 | Congressional District | |
| 13 | Contractor - Parent DUNS # | |
| 14 | Amount of Contract | Completed by ODH |
| 15 | Contract Obligation/Action Date (i.e., date the NOA and/or Contract is signed/approved) | Completed by ODH |
| 16 | CFDA and Program Title | Completed by ODH |
| 17 | Federal Agency Name | Completed by ODH |
| 18 | Principal Place of Performance (PPP)- City (or County if as a whole) | |
| 19 | PPP - State | |
| 20 | PPP - County | |
| 21 | PPP - Zip + 4 | |
| 22 | PPP - Congressional District | |
| 23 | Contract # (i.e., the project ID for sub-grants) | |
| 24 | Q1. In organization's previous FY did it receive (1) 80% from federal contracts; and (2) \$25,000,000 or more from federal contracts? If yes, please see Q2. | |
| 25 | Q2. Does the public have access to compensation of senior executives via the section 6104 of the IRS Code of 1986? If "yes", then the project is not required to report the compensation information. If "no" please enter the compensation information. | |
| 26 | 1 of 5 highest compensated officials - Name | |
| 27 | 1 of 5 highest compensated officials - Amount | |
| 28 | 2 of 5 highest compensated officials - Name | |
| 29 | 2 of 5 highest compensated officials - Amount | |
| 30 | 3 of 5 highest compensated officials - Name | |
| 31 | 3 of 5 highest compensated officials - Amount | |
| 32 | 4 of 5 highest compensated officials - Name | |
| 33 | 4 of 5 highest compensated officials - Amount | |
| 34 | 5 of 5 highest compensated officials - Name | |
| 35 | 5 of 5 highest compensated officials - Amount | |
| 36 | Project Description | Completed by ODH |
| 37 | Agency Director/President | |

Attachment A-6
Ohio Department of Health Contractor
Federal Funding Accountability and Transparency Act (FFATA) Reporting Form

Submission Date ____/____/____

Contractor Data

| | | |
|----|--|------------------|
| 38 | Agency Program/Project Director | |
| 39 | Agency Phone Number | |
| 40 | Program Source/Treasury Account Symbol | Completed by ODH |
| 41 | Parent Agency CCR # | |

Complete section below if Agency is not in the State of Ohio

| | | |
|----|---|--|
| 42 | If 'Other' County Selected, name of county outside of Ohio | |
| 43 | If 'Out of State' Congressional District Selected, provide State and Congressional District | |
| 44 | If 'Out of State' PPP - County | |
| 45 | If 'Out of State' PPP - Congressional District | |

ATTACHMENT T-1

Minimum Content Specifications for the Examination of General X-ray Machine Operators

| Content Category | Number of Items |
|--|-----------------|
| I. Radiation Physics | 10 |
| II. Radiographic Techniques | 10 |
| III. Darkroom Processing and Film Handling | 10 |
| IV. Radiation Health Safety and Protection | 10 |
| V. Radiation Biology | 10 |
| VI. Digital Image Receptors | 10 |
| Total | 60 |

I. Radiation Physics

- A. Units of Measurement
 - 1. rad (gray)
 - 2. rem (seivert)
 - 3. roentgen (C/kg)
- B. Source of Ionizing Radiation
 - 1. Natural source
 - 2. Man-made source
- C. The Atoms
- D. Electromagnetic (EM) Radiation
 - 1. Electromagnetic Spectrum
 - 2. Inverse Square Law
- E. X-ray Emission
 - 1. X-ray quantity
 - 2. X-ray quality
- F. X-ray Interaction with Matter
 - 1. Compton Effect
 - 2. Photo-electric Effect

II. Radiographic Technique

- A. Selection of Technical Factors
 - 1. mAs
 - 2. kVp
 - 3. Distance

- 4. Exposure time
- B. Technique Charts
 - 1. Purpose
 - 2. Type
- C. Image Quality Factors
 - 1. Radiographic density
 - 2. Radiographic contrast
 - 3. Image detail
 - 4. Distortion
- D. Patient Factors
 - 1. Thickness of part
 - 2. Body composition

III. Darkroom Processing and Film Handling

- A. Type of Film
 - 1. Screen film
- B. Handling and Storage of Film
 - 1. Artifacts
 - 2. Heat and humidity
 - 3. Light
 - 4. Radiation
 - 5. Shelf life
 - 6. Fog
- C. Processing of the Latent Image
 - 1. Concept of sequence of events in processing
 - 2. Processing time

IV. Radiation Health Safety and Protection

- A. Monitoring of Patient and Radiation Worker
 - 1. ALARA
 - 2. Dose equivalent limit
 - Occupational
 - Non-occupational
 - 3. Personnel monitoring devices
 - 4. Units of measurement
- B. Basic Methods of Radiation Protection
 - 1. Time
 - 2. Distance

3. Shielding

C. Minimizing Patient Exposure

1. Shielding
2. Beam restriction
3. Filtration
4. Exposure factors
5. Repeat examinations

V. **Radiation Biology**

- A. Somatic effects
- B. Genetic effects

VI. **Digital Image Receptors**

A. Digital Basics

1. Analog signal vs. digital signal
2. Matrix- pixels, pixel size, matrix size and spatial resolution
3. Line pairs/mm selection and resolution
4. The Digital Imaging and Communications in Medicine (DICOM) standard- definition and relative importance

B. Digital Image Acquisition Technologies: Computed Radiography

1. Overview of CR (photostimulable phosphor) PSP imaging plates
2. PSP plate latent image formation and reading

C. Digital Image Acquisition Technologies: Cassetteless

1. Indirect DR
2. Direct DR

D. Display Qualities

1. Window level
2. Window width

E. Exposure Index

1. Definition
2. Ethical and regulatory responsibility

F. Practical Considerations- Differences between Digital and Film