

REQUEST FOR PROPOSALS

RFP NUMBER: EDUD201103000

DATE ISSUED: FEB 4, 2011

ELIGIBILITY: MBE (Minority Business Enterprise) Only

The State of Ohio Department of Education is requesting Proposals for:

TITLE: Ohio Economic-Education Summit Coordinator

INQUIRY PERIOD BEGINS: Feb 7, 2011

INQUIRY PERIOD ENDS: Feb 18, 2011

PROPOSAL DUE DATE: March 1, 2011 5:00 PM

PROPOSAL OPENING DATE: March 4, 2011

ESTIMATED AWARD DATE: March 21, 2011

Section 1: Background

This is an annual summit of Career-Technical Education Partnerships. Important to this Summit is Ohio's Perkins IV plan that supports academic and technical integration, secondary and postsecondary linkages, serving disadvantaged youth, business and industry involvement and preparation of all students for high-skill and high-demand occupations.

Section 2: Objectives:

1. To coordinate Ohio Economic-Education Summit planning meetings with an identified group of stakeholders and provide regular communications with this planning team.
2. To meet and/or communicate with ODE identified leadership on every aspect of the planning of the Summit. Contractor will be expected to work several days a week/month at the Ohio Department of Education.
3. To assist in the identification of and communication with all potential speakers.
4. To provide all aspects of the Summit program including planning, time line for deliverables with continual follow-up with deadlines, speaker contact, facility arrangements, preparation of program, and delivery of Summit evaluation report and recommendations for future Summits.
5. To recommend and collaborate with Summit partners on the design and execution of the Summit.

Section 3: Overview of the Scope of Work:

1. Develop a conference structure for a two-day Economic Education Summit in both 2012 and 2013 for approximately 600 participants by providing research on current educational and workforce development issues, creating and conducting any required needs assessments and provide a summary report that identifies needs.
2. Manage, coordinate and summarize all stakeholder and partner communications and meetings, related to planning, development and execution of the summit.
3. Develop a summit program including the identification, recruitment and retention of a keynote and breakout speakers and presenters; provide presenter program information in the format provided by the contract manager; assist in the design and development of print ready summit program and all related publication and promotional materials; maintain summit database and data entry. Assist with the creation of a CTE leadership presentations and any technology applications.
4. Execute the summit in month of February 2012 and the month to be determined in 2013, including summit planning meetings and management of required follow-up activities including a detailed task list with established timeline and goals; keep ODE identified leadership current on every aspect of the planning of the summit, including agendas, summit program, identification of barriers and recommended solutions; work with committee of partners on the design and preparation of space, including room selection and set up, program creation and distribution, summit materials development and delivery, scheduling of keynote speakers and related letters, agreements, planning sheets, audio-visual requests, hotel arrangements, after hours events, exhibitions & sponsor invitations, breakout sessions and speakers, signage, display area, materials collection from speakers for print for the summit, summit check-in area, and coordination of audio-visual equipment with provider at the summit. Follow agency policy and process as provided by contract manager. Provide ideas for creative approaches to communications and programming, and assist with the implementation of strategies and products to enhance the summit.
5. Collect, analyze, and evaluate data from 2012 and 2013 summits and create and deliver a report detailing program success and areas for potential growth. Create a post summit summary report based on an evaluation tool designed for summit theme and presenters that utilizes both quantitative and qualitative data. Coordinate a post-summit discussion for the planning partners and team. Use data collected from 2012 summit to develop a report with details, contacts, recommendations for the planning and execution of the 2013 Summit.
6. Recruit statewide summit participation of community, government and business and industry leaders. Recruit participation of universities, two year degree programs, adult programs, trade schools and other related apprenticeship programs to showcase their postsecondary opportunities.

Section 4: Contractor Qualifications

1. **Successful experience with workforce development conference planning, including adherence to deadlines, and successful execution;**
2. **Successful experience in development of a conference evaluation instrument and report;**
3. **Demonstrated knowledge of CTE and workforce development, including future trends;**
4. **Ability to research trends and best practices and apply these to the conceptualization of a statewide Summit;**
5. **Ability to work with multiple, senior leadership partners in the development of a statewide meeting;**
6. **Demonstrated attention to details and effective communication skills adapted to multiple partners;**
7. **Technology and writing skills suitable for developing required conference flyers, media, etc.**
8. **Demonstrated ability to multi-task and track activities;**
9. **Ability to explain complicated material clearly and concisely;**
10. **Demonstrated quality customer service tactics; and**
11. **References from customers for whom the contractor has performed projects of similar size and scope.**

Section 5: Special Work Information

Will require bi-monthly meetings; special meetings with partners; physical presence at conference planning site and during conference

Section 6: Inquiry

All questions regarding this RFP/RFQ should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information.

Section 7: Submission Information

Proposals must reference the RFP/RFQ number above and should be submitted:
Either by email to:

Name: Pat Huston

Email Address: pat.huston@ode.state.oh.us

Please also email a copy to:

Name: Amadu Sankoh, Agency Procurement Officer

Email Address: Amadu.sankoh@ode.state.oh.us

OR by Regular mail to:

Name: Pat Huston

Address: Ohio Department of Education
Office of Career-Technical Education
25 South Front Street, Mail Stop 605
Columbus, Ohio 43215

Please also mail a copy to:
Amadu Sankoh, Agency Procurement Officer
25 South Front Street, Mail Stop G
Columbus, OH 43215

Do Not Write Below this Line – Vendor Guidance Only

Proposal Format (For Vendor Response)

Signed Cover Letter (Required – as acceptance of all the terms of this RFP/RFQ)

Work Plan (Required – Must Reference RFP/RFQ Number on cover page)

Cost Summary (Required – Specify pricing for each deliverable per Work Plan)

Offeror Profile: (Optional, unless specifically required)

Staffing Plan for Work Plan in 3(A): (Optional, unless specifically required)

Standard Affirmation and Disclosure Form (Required)

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of **Executive Order 2010-09S** issued by Ohio Governor Ted Strickland. 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 Executive Order is attached and is available at the following website: <http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

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 Sub-contractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(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)

(Name)

(Address, City, State, Zip)

OTHER IMPORTANT INFORMATION FOR VENDORS:

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP/RFQ, fails to comply with the procedure for participating in the RFP/RFQ process, or the offeror's Proposal fails to meet any requirement of this RFP/RFQ. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP/RFQ.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP/RFQ that was gathered through a source different from the inquiry process described in this RFP/RFQ.

The State will not be liable for any costs incurred by any offeror in responding to this RFP/RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract for the work. The State may also cancel this RFP/RFQ and contract for the work through some other process or by issuing another RFP/RFQ.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State of Ohio has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under ORC 9.24, prior to the award of any contract arising out of this RFP/RFQ, without notifying the Agency of such finding.

The successful offeror(s) will be required to enter into a contract with the Ohio Department of Education upon reaching agreement on terms and conditions for such contract prior to providing any services to the Department. The provisions of such contract are not valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. The Department is not obligated to pay for services performed prior to such OBM certification.

All proposals and other materials submitted will become the property of the State and may be returned only at the option of the State. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after a contract has been awarded. The State will retain all proposals, or copies of the proposals, as part of the contract file for at least three years. After the retention period, the State may return, destroy, or otherwise dispose of the proposals or copies of the same.