

REQUEST FOR PROPOSALS

RFP NUMBER: **EDUD201107900**

DATE ISSUED: **April 11, 2011**

ELIGIBILITY: **Open to All Providers**

The State of Ohio Department of Education is requesting Price Quotesfor:

TITLE: Monitoring of Testing Sites/Test Irregularity Investigator for the State of Ohio
GED Office

INQUIRY PERIOD BEGINS: Apr 12, 2011

INQUIRY PERIOD ENDS: April 22, 2011

PROPOSAL DUE DATE: April 29, 2011 5:00 PM

PROPOSAL OPENING DATE: May 2, 2011

ESTIMATED AWARD DATE: May 20, 2011

Section 1: Background

The State of Ohio GED Office has in the past experienced test irregularities in which a Testing Center must close until further investigation allows the center to re-open.

Section 2: Objectives

The contractor will agree to investigate violations of test security provisions related to the departments statewide GED testing programs. This role will involve securing written statements, gathering and protecting evidence, presenting evidence to the Department's legal advisors, and testifying on behalf of the Department at administrative hearings. Upon completion of each investigation, the contractor will provide written documentation of findings.

At the conclusion of the investigation, the contractor will also include a Invoice detailing: Contractor name, OAKS Vendor ID, Dates, times worked, locations visited, total hours, hourly rate and amount due.

Section 3: Overview of the Scope of Work

The contractor will provide investigation services for violations of test security infractions for the Biennium period of July 1, 2011 through June 30, 2012 and July 1, 2012 through June 30, 2013.

Section 4: Contractor Qualifications

The contractor must have a security level clearance to enter Ohio prisons and jails. The contractor must have a proven knowledge in the legal and security requirements of investigating test security violations. The contractor must have proven knowledge and experience as a Law Enforcement Officer.

Section 5: Special Work Information

The contractor will be responsible for all traveling expenses and/or transportation charges incurred.

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: Sandra Phipps

Email Address: sandra.phipps@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: Sandra Phipps

**Address: Ohio Department of Education
Office of Assessment - GED Office
25 South Front Street, Mail Stop 106
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.