



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: INSTRUCTIONAL DESIGN AND DELIVERY SERVICES FOR PEOPLESOFT HCM

CONTRACT NUMBER: CSP901213

EFFECTIVE DATES: 07/27/12 TO 06/30/13

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP901213 that opened on 06/29/12. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Administrative Services as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

Questions regarding this and/or the Services Contract may be directed to:

Patrick Means, CPPB  
patrick.means@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

[www.ohio.gov/procure](http://www.ohio.gov/procure)

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS.

CherryRoad Technologies and the Ohio Department of Administrative Services agreed to delivery of 20-25 job aids for a cost of \$67,500.00

\*DAS/HRD and CherryRoad Technologies agreed to increase the number of training hours for the project and to decrease the number of aids for the project. The total cost for the project will not change.

\*Indicates a change in deliverables.

Cost Summary

Instructional Design and Delivery Services

CSP901213

UNSPSC Category Code: 86000000, 80101511, 86101810  
 OAKS Item Code: 22703

Type of Training	Module	Topic	Estimated Delivery Run Time	Actual delivery time	Cost
<b>Instructor-Led</b>	ePerformance	Administrative Functions for Core Users (300 core users)	4-8 hours	4-8 (no change)	\$47,564
*	ePerformance	Administrative Functions for Core Users (Additional Classes)	24 hours (3 eight-hour classes)		\$9,600
<b>eLearning</b>	ePerformance (offered post-rollout)	General Overview of ePerformance (for 55000 learners)	<10 minutes	50 minutes	\$36,508
		Using ePerformance for Self-Evaluation (55000 learners)	<20 minutes	60 minutes	\$32,971
		Using ePerformance for Third Party Input (55000 learners)	<15 minutes	30 minutes	\$32,971
		Using ePerformance for Performance Management-refresher course ( 7000 supervisors) (This should be broken into 4 sections @ <=10 minutes each. (Purpose, Competencies, Goals & Objectives, and Workflow)).	<40 minutes	110 minutes	\$16,642

\* Indicates new cost summary table with additional classes added.

Type of Training	Module	Topic	Estimated Delivery Run Time	Actual delivery time	Cost
<b>Train the Trainer (create and conduct)</b>	ePerformance (offered pre-rollout)	Two separate materials packets, but taught in one session offered two or three times for 35-50 people: Performance Management Tool for Everyone	4-8 hours	3 hrs	\$40,000
	ePerformance	Performance Management Tool for Everyone (Additional Classes)	12 Hours (3 four-hour classes)		\$4,800
		Performance Management Tool for Supervisors		(no change)	\$45,104
		Performance Management Tool for Supervisors (Additional Classes)	24 Hours (3 eight-hour classes)		\$9,600
Job Aides			20-25 job aids	Reduced to 14-19	\$49,459
*Item Number 24477 Travel Expense for Additional Classes/Trainers					\$1,400
<b>Total</b>					<b>\$326,619</b>

**OFFEROR'S "NOT TO EXCEED COSTS"**

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

\*Indicates new OAKS Item Number for Travel Expense for Additional Classes/Trainers.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP901213-1 (07/27/12)

203432  
CherryRoad Technologies  
301 Gibraltar Drive, Suite 2C  
Morris Plains, NJ 07950

TERMS: Net 30

CONTRACTOR'S CONTACT:

Mr. Michael Hemme  
E-mail: mhemme@cherryroad.com

Office: 312-402-7196  
Fax: 937-402-7808

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
6	04/08/13	To add an OAKS Item Number for Travel Expense for Additional Classes/Trainers.
5	06/30/13	To notify that the contract will expire on June 30, 2013.
4	03/01/13	To provide additional classroom training and transportation costs for trainers.
3	01/31/13	To notify of a revision of the contract cost summary to reflect changes requested by DAS HRD fiscal section.
2	01/16/13	To change the contract cost summary to reflect changes requested by DAS HRD.
1	11/09/12	DAS/HRD and CherryRoad Technologies agreed to increase the number of training hours for the project and to decrease the number of aids for the project. The total cost for the project will not change.