



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: SEARCH SERVICES FOR STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

CONTRACT NUMBER: CSP903113

EFFECTIVE DATES: 10/19/12 TO 06/30/13

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903113 that opened on September 21, 2012. 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 Education 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:

Therese Gallego, CPPB
therese.gallego@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

COST SUMMARY FORM

Search Services for the State Superintendent of Public Instruction
 CSP903113

UNSPSC CATEGORY CODE: 80111700, 93141800
 OAKS ITEM NUMBER: 23365

Description	Cost
Base Fee	\$ 32,000.00

All costs must be in U.S. Dollars.
 The State will not be responsible for any costs not identified.

The above base fee is inclusive of all services. The only hourly rates that would apply would be for requests above and beyond this proposal and would be at the following rates:

Consultant: \$100.00/hr.
 Administrative Asst.: \$25.00/hr.

ESTIMATED EXPENSES

Travel
 Airfares..... 2,500.00
 Ground transportation (billed at \$0.555 per mile)475.00
 Hotel (if needed for stakeholder meetings)625.00
 Meals150.00
 Car Rental300.00
 Travel Subtotal.....4,050.00

Telephone: (Candidate reminder calls, screening interviews, reference interviews, semi-finalist notification, finalist Notifications, screening committee conference calls, etc.)..... 1,000.00

Faxing:125.00

Postage: (Mailing applications, follow-up for materials still needed, letters after the search for all completed files, semi-finalist and finalist, and search team materials mailed for candidate pre-screening interview.) 250.00

Copies: (All materials copied for the search to the department of education, pre-screening materials to associates, letters to candidate, etc) (\$.17 per copy).....1,100.00

Shipping: (Federal Express to the department of education, materials to search coordinator, candidate information after the candidates have been selected from the screening process)..... 350.00

Advertising (Publication Posting):3,500.00

Estimated Expense Total: 10,375.00

Candidate Interview Expenses for 5 candidates..... 7,500.00

The actual number of candidates interviewed shall be determined by the State Board of Education. Estimate provided is based on five (5) 5 candidates, at \$1,500 per candidate; however, this is dependent on the candidate's geographic location.

All expenses are estimates, based on past experiences. The Ohio Department of Education will be billed for only the actual expenses incurred.

If the board is dissatisfied with the new superintendent within two years from the date of employment of the superintendent and if either party dissolves that relationship by resignation or termination within a two year period of the initial employment, the firm of Ray and Associates, Inc. will conduct a new superintendent search at no cost to the department, except for expenses.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

205770
Ray and Associates, Inc.
4403 First Avenue SE, Suite 407
Cedar Rapids, IA 52402

BID CONTRACT NO.: CSP903113-1

TERMS: Net 30

CONTRACTOR'S CONTACT:

Gary Ray

Office: (319) 393-3115
Fax: (319) 393-4931
E-Mail: glr@rayassoc.com

Dr. Bill Adams

Cell: (609) 471-4046
E-Mail: doca1336@gmail.com

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	07/01/13	Notification of non-renewal.