

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 02/27/2013

RFP NUMBER: CSP900614
INDEX NUMBER: JFS001

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Office of Medical Assistance is requesting proposals for:

Home and Community Based Services Provider Oversight

Attached are pages 16 and 17 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum: This addendum is issued to amend the text on pages 16 and 17.

PROPOSAL DUE DATE:
OPENING LOCATION:

March 29, 2013
Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

DAS will evaluate Tab 1, alone, to determine whether the Proposal meets the minimum mandatory proposal requirement. If the information contained in Tab 1 does not clearly meet the minimum mandatory proposal requirement, the Proposal may be disqualified by DAS and DAS may not evaluate any other portion of the Proposal.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENT

Mandatory Requirement
<p>1. Offerors must have a minimum of five (5) years of experience serving the disability community in the past ten (10) years.</p> <p>In addition the Contractor shall have: Five (5) years case management experience managing home and community based services programs in the past ten (10) years OR five (5) years provider oversight experience in home and community based services programs in the past ten (10) years.</p> <p>Case management services are comprehensive services comprised of a variety of specific tasks and activities. It is defined in greater detail in Part Six, Scope of Work.</p>

If the State receives no Proposals meeting this minimum mandatory proposal requirement, the State may elect to cancel this RFP.

4.3 PROPOSAL EVALUATION CRITERIA. If the Offeror provides sufficient information to DAS, in Table 1, of its Proposal, demonstrating that it meets the minimum mandatory proposal requirement, the Offeror's Proposal will be included in the next part of the evaluation process which involves the scoring of the Proposal Technical Requirements, followed by the scoring of the Cost Proposals. In the Proposal evaluation phase, DAS rates the Proposals submitted in response to this RFP based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	510 Points
Proposal Cost	490 Points
Total	1000 Points

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

Does Not Meet	Weak	Weak to Meets	Meets	Meets to Strong	Strong
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points

DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

1. Does Not Meet (0 pts.): Response does not comply significantly with requirements or is not provided.
2. Weak (1 pt.): Response was poor related to meeting the requirements.
3. Weak to Meets (2 pts.): Response indicates the requirements will not be completely met or at a level that will be below average.
4. Meets (3 pts.): Response generally meets the requirements.
5. Meets to Strong (4 pts.): Response indicates the requirements will be exceeded.
6. Strong (5 pts.): Response significantly exceeds requirements in ways that provide tangible benefits of at least one enhancing feature.

4.4 INITIAL QUALIFYING CRITERIA.

1. Phase I Review. In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. Any "no" for the listed Phase I. criteria may eliminate a proposal from further consideration.
 - a. Was the proposal received by the deadline as specified?
 - b. Did the Offeror submit one (1) original technical and cost proposal, completed and signed in blue ink, and eight (8) copies for a total of nine (9) technical and cost proposal packages?
 - c. Did the Offeror include all requirements in a cover letter as described in Attachment One (B) (1)?
 - d. Did the Offeror include all information required for certification as described in Attachment One (B) (2)?
 - e. Did the Offeror include two (2) originally signed, blue ink copies of the included Contract, Attachment Two as described in Attachment One (B) (3)?
 - f. Did the Offeror include Attachment Four with a minimum of three (3) references for organizations and/or clients for whom the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work?
 - g. Did the Offeror include a statement indicating whether the Offeror or any people that may work on the Project through the Offeror have a possible conflict of interest and, if so, the nature of that conflict as described in Attachment One (B) (10)?
 - h. Did the Offeror include a list of assumptions that were made in preparing the proposal as described in Attachment One (B) (11)?
 - i. Did the Offeror include proof of insurance as described in General Terms & Conditions (Part Eight)?
 - j. Did the Offeror include a letter of commitment from a bonding company that will be equal to at least 3% of the total amount of the Contract?
 - k. Did the Offeror include an address to which payments to the Offeror will be sent?
 - l. Did the Offeror include Attachment Six, Offeror Performance Form?
 - m. Did the Offeror include a completed Federal Form W-9, Request for Taxpayer Identification Number and Certification Form and the Contractor Information Form (OBM-5657) in their entirety?
 - n. Did the Offeror include copies of approved Affirmative Action plans or an attestation to the fact that the Offeror has completed the process and is pending approval by the Equal Opportunity Department?
 - o. Did the Offeror complete the Contractor/SubContractor Affirmation and Disclosure form (Attachment Seven)?
 - p. Did the Offeror submit the Cost Summary Form (Attachment Eight)?
 - q. Did the Offeror submit Attachment Three A with all required information as described in Attachment One (B) (4) (a)?
 - r. Did the Offeror submit its most recent financial statements and described their financial stability?
 - s. Did the Offeror provide evidence that it has completed an external quality review by an external quality review organization (EQRO).