

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 08/28/13

RFP NUMBER: CSP906014
INDEX NUMBER: DEV010

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Development Services Agency, is requesting proposals for: Contractor Evaluation Services for Ohio Third Frontier Industrial Research and Development Center Program and Technology Asset Grant Program.

Attached are page(s) 7 and 8 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 specify the limitations of the pages allowed for the Scope of Work and the format of the Proposal for each Program and to include a mandatory requirement to indicate capabilities to submit a Proposal.

PROPOSAL DUE DATE:
OPENING LOCATION:

September 13, 2013 by 1:00 PM
Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

- A. Participate in bidders' conference or equivalent forums conducted for prospective applicants;
- B. Maintain communications with Development;
- C. Prepare high-quality presentation and written-handout materials to be used at Ohio Third Frontier Commission or other meetings;
- D. Participate in Ohio Third Frontier Commission or other meetings to present proposal evaluation methodology, results and funding recommendations as requested by Development;
- E. Conduct debriefings for applicants with non-funded proposals;
- F. At the direction of Development, provide other technical services in addition to the Application Evaluation Services.

1.4.2 QUALIFICATIONS Qualified Offerors have the staff with the expertise and experience to perform the services. The description must include how the Offeror meets the qualifications.

- A. Offeror must provide a general description of the company's background, nature of business activities, and experience related to the program addressed to substantiate the qualifications to provide the requested services.
- B. The Project Manager and all key personnel should be identified and their role in the project fully explained.
- C. Describe the qualifications of the team, both organizational experience and individuals who will be assigned to the project in terms of subject matter expertise relative to the Industrial Research and Development Center Program and/or Technology Asset Grant Program and experience conducting reviews and proposal evaluations. It is expected that the staff will have advanced degrees in technical disciplines, venture capitalists and financiers, entrepreneurs specializing in tech-based start-up companies, familiar with technology transfer, technology incubation, and technology acceleration; the areas in the evaluation that are distinct to these programs.
- D. Explain the key personnel access to additional subject matter and business expertise, including specific individuals and/or organizations, and the staff's ability to involve those experts in the proposal review process.

* 1.4.3 PROPOSAL REQUIREMENTS In no more than seven (7) pages for the Industrial Research and Development Center Program, and no more than ten (10) pages for the Technology Asset Grant Program, Offeror is to format its Proposal(s) within the following order and content. Offerors must provide documentation with the response that reflects the depth of knowledge, experience, and resources necessary to complete a project such as this addressing each of the items listed in the Scope of Work, Deliverables and Qualifications. Offeror may submit up to two proposals, one for IRDCP and/or one for TAG.

- A. Provide a general description of the company's background, nature of business activities, and experience related to the program being addressed and substantiating the company's qualifications to provide the requested services.
- B. The Proposer's work plan should respond to each evaluation factor and describe or demonstrate the following:
 - 1. The methodology that will be used and how that methodology will allow the personnel to arrive at a highly qualified and insightful technical evaluation of proposals received in response to Program RFPs issued by Development.
 - 2. Briefly discuss the management plan, including the steps involved in the reviews, how the reviewers will be selected and assigned, and how quality control will be achieved. Describe the process for managing the reviews and how problems will be resolved, if encountered, to ensure deadlines are met.
 - 3. For each deliverable, the Offeror must specify what the timeline for starting and completing each activity is estimated to be.
 - 4. The Offeror should explain the amount of time each designated Project Manager and Key Personnel identified will be dedicated to this program, % of FTE.
 - 5. Describe the applicant's access to additional subject matter and business expertise, including specific individuals and/or organizations, and the applicant's ability to involve those experts in the proposal review process.

1.4.4 SAMPLE REPORT(S) The Offeror will submit a minimum of one (1) sample of a project final report with the Proposal as the Offeror's writing sample for this type of project.

1.5 CONFIDENTIAL INFORMATION The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS Link to Web site for Instructions is available in Section 5.1.

* To include a limitation of the number of pages for each Program allowed for in the Scope of Work and the format of the Proposal(s).

1.8 **REQUIRED REVIEW** Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and seven (7) copies for a total of eight (8) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 **EVALUATION OF PROPOSALS**

2.1 **MANDATORY REQUIREMENTS** The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

* 2.2 **TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

Mandatory Requirements	Accept	Reject
The Offeror must demonstrate, in its Proposal, it has prior experience in reviewing and evaluating competitive technology-based proposals with both technical and business plans. The Offeror must provide detailed information to prove the specific experience and how it compares to this Work.		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.3 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals 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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1250 Points
Proposal Cost	400 Points
Presentations, Interviews, Demonstrations (if applicable)	125 Points
Total	1775 Points

* To add a mandatory requirement to indicate capabilities to submit a Proposal.