

REQUEST FOR PROPOSALS
ADDENDUM # 1

ISSUED: JULY 24, 2009

RFP NUMBER: CSP903010
INDEX NUMBER: DOH010
UNSPSC CODE: 86000000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health, is requesting proposals for:

Rape Prevention Education Statewide Evaluator

Reason for Addendum: This Addendum is issued to notify Offerors of a change on page 17 of the RFP. Please remove the page from the RFP and replace with the attached page.

PROPOSAL DUE DATE: August 19, 2009 at 1:00 p.m.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
4200 Surface Rd.
Columbus, OH 43228-1395

C. Deliverables

- *1. During Phase One, the Contractor shall deliver to ODH two (2) written activity reports, one each month, detailing the progress of the project and technical assistance provided. The initial activity report shall be due to ODH thirty (30) days after execution of the contract. It should include an initial assessment of the program evaluation needs of the ODH SADVPP and a plan for the remaining month of Phase One.

The final activity report shall be due to ODH sixty (60) days after execution of the contract and shall include a program evaluation plan for the ODH SADVPP and the local agencies assessed as reported in the mid-contract report and an expanded plan for proposed activities for Phase Two based on the results during Phase One.

2. The successful bidder shall deliver to ODH two (2) expenditure reports: one mid-contract report which is due to ODH forty-five (45) days after execution of the contract and one final report which is due to ODH within fourteen (14) days after the end of the contract period.

CONTRACTOR RESPONSIBILITIES.

The Contractor shall furnish its own support staff as necessary for the satisfactory performance of the Work described above. Unless otherwise specified in the contract, ODH will not provide any staff, services, or material to the Contractor for the purpose of assisting the Contractor in the performance of the contract.

The Contractor shall consult with the ODH Project Manager as necessary to assure mutual understanding of the Work to be performed and the satisfactory completion thereof.

MEETING ATTENDANCE AND REPORTING REQUIREMENTS

The Contractor's project management approach must adhere to the following Project meeting and reporting requirements:

1. A pre-performance meeting may be required to select the reporting format, review performance requirements and method of reporting.
2. The successful Offeror may be required to attend meetings during the course of this Contract.
3. ODH may require information and/or data be provided at different frequencies of time based on the Work being performed and the schedule of performance.
4. Interim progress reports are required as requested by ODH.
5. Immediate Reporting – The project manager or his or her designee must immediately report any certified Project Team staffing changes to the Agency Project Representative (See: Attachment Three: Part Two: Replacement Personnel).

TIME FRAMES, TIME OF PERFORMANCE.

The Contract shall be in effect from the date of award, or upon receipt of an approved Purchase Order by ODH, whichever is later, through October 31, 2010. It is expressly understood by both parties that the Contract shall not be valid and enforceable until the Director of the Office of Budget and Management certifies that there is a balance in the appropriation not already encumbered to pay existing obligations.

The Contractor shall neither perform work nor submit an invoice for payment for work performed under the Contract for any time period prior to receipt of purchase order.

The Contractor shall neither perform work nor submit an invoice for payment for work performed under the Contract for any time after the termination date set forth above.

*Indicates change 7/24/09.