

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 08/30/11

**RFP NUMBER: CSP903612
INDEX NUMBER: DMH037**

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

Contract Repackaging Tablets/Capsules into Blister Cards

* Reason for Addendum: This Addendum is issued to advise of change in the Table 1 - Mandatory Proposal Requirements, as indicated herein.

Attached is Page 13 to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached.

PROPOSAL DUE DATE: September 23, 2011 by 1:00 p.m.

**OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

MANDATORY REQUIREMENTS. The following Table 1 contains items that are considered minimum requirements for this RFP.

Determining the Offeror’s ability to meet the minimum requirements is the first step of the DAS evaluation process. The Offeror must demonstrate, to DAS, it meets all minimum requirements listed in the Mandatory Requirements section (Table 1). The Offeror’s response to the minimum requirements must be clearly labeled “Mandatory Requirements” and collectively contained in Tab 1 of the Offeror’s Proposal in the “Cover Letter and Mandatory Requirements” section. (Refer to Attachment Two of the RFP document for additional instructions.)

DAS will evaluate Tab 1, alone, to determine whether the Proposal meets all Mandatory Requirements. If the information contained in Tab 1 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS and DAS will not evaluate any other portion of the Proposal.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
The Offeror must provide a copy(ies) of all current licenses, registrations, and certifications (within Ohio and Offeror’s state). *		
The Offeror holds a valid Ohio Terminal Distributor of Dangerous Drugs License or a valid Ohio Wholesale Distributor of Dangerous Drugs license. *		

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

PROPOSAL EVALUATION CRITERIA. If the Offeror provides sufficient information to DAS, in Tab 1, of its proposal, demonstrating it meets the Mandatory Requirements, 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	450 Points
Proposal Cost	450 Points
Total	900 Points

* Denotes change (Addendum 1)