

## REQUEST FOR PROPOSALS

RFP NUMBER: 0A1091  
DATE ISSUED: May 15, 2012

The State of Ohio, through the Department of Administrative Services, Information Technology Procurement Services, for the Ohio Department of Public Safety (the "State") is requesting proposals for:

### Safe ID Source Document Imaging System (SDIS) Project

INQUIRY PERIOD BEGINS: May 15, 2012  
INQUIRY PERIOD ENDS: June 6, 2012  
OPENING DATE: June 13, 2012  
OPENING TIME: 1:00 P.M.  
OPENING LOCATION: Department of Administrative Services  
I.T. Procurement Services  
Bid Room  
4200 Surface Road  
Columbus, Ohio 43228

**PRE-PROPOSAL CONFERENCE DATE:** May 30, 2012 at 1:00 p.m.  
The Shipley Building  
Training Room T3-8  
1970 West Broad Street  
Columbus, Ohio 43223

This RFP consists of five parts and ten (10) attachments, totaling 89 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

## PART ONE: EXECUTIVE SUMMARY

**Purpose.** This is a Request for Competitive Sealed Proposals ("RFP") under Sections 125.071 <http://codes.ohio.gov/orc/125.071> and 125.18 <http://codes.ohio.gov/orc/125.18> of the Ohio Revised Code (the "Revised Code") and Section 123:5-1-8 <http://codes.ohio.gov/oac/123%3A5-1-08> of the Ohio Administrative Code (the "Administrative Code"). The Ohio Department of Public Safety ("ODPS") has asked the Department of Administrative Services ("DAS") to solicit competitive sealed proposals ("Proposals") for a Source Document Imaging System ("SDIS") that supports the ODPS/Ohio Bureau of Motor Vehicles ("OBMV") 195 Deputy Registrar and the CSC ("DR") locations in each of Ohio's 88 counties for source document scanning, and this RFP is the result of that request. For DR/County locations refer to: [http://bmv.ohio.gov/county\\_lst.stm](http://bmv.ohio.gov/county_lst.stm)

If a suitable offer is made in response to this RFP, the State of Ohio (the "State"), through the DAS may enter into a contract (the "Contract") to have the selected offeror (the "Contractor") perform all or part of the Project. This RFP provides details on what is required to submit a Proposal for the Project, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the work. While these dates are subject to change, prospective offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date until June 30, 2013. The State may renew this Contract for up to two (2) biennia and one (1) additional year subject to and contingent on the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. Any such renewal of all or part of the Contract also is subject to the satisfactory performance of the Contractor and the needs of the ODPS.

The State may reject any Proposal if the offeror fails to meet a deadline in the submission or evaluation phases of the selection process or objects to the dates for performance of the Project or the terms and conditions in this RFP.

**Minority Business Enterprise (MBE).** The State of Ohio is committed to making more state contracts, services, benefits and opportunities available to minority business owners. The State of Ohio's Minority Business Enterprise (MBE) program is designed to assist minority businesses in obtaining state government contracts through a set aside procurement program for goods and services. "Minority Business Enterprise" means an individual, partnership, corporation or joint venture of any kind that is owned and controlled by U. S. Citizens and residents of Ohio, who are and have held themselves out as members of the following socially and economically disadvantaged groups: Blacks, American Indians, Hispanics and Asians. For more information regarding MBE and MBE certification requirements, including a list of certified MBE firms, please visit the DAS Equal Opportunity Division Web site at: <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx>. Additional information is also available at the DAS Office of Procurement Services Web site at: <http://www.ohio.gov/procure>.

**Encouraging Diversity, Growth and Equity (EDGE).** The State of Ohio is committed to making more state contracts, services, benefits and opportunities available to small socially and economically disadvantaged Ohio businesses. EDGE is a contract assistance program designed to assist such businesses by facilitating access to state government contracts and business services for businesses certified in the program. For more information regarding EDGE and EDGE certification requirements, including a list of certified EDGE firms, please visit the DAS Equal Opportunity Division Web site at: <http://das.ohio.gov/Eod/Edge/Index.htm>. Additional information is also available at the DAS Office of Procurement Services Web site at: <http://www.ohio.gov/procure>.

To foster the commitment described in the two sections above, the State included in the evaluation criteria of this RFP, a provision that measures the level at which an offeror subcontracts with a business or businesses certified pursuant to ORC 123.151 (MBE) or 123.152 (EDGE). Refer to the Second Table in Part Four: Evaluation of Proposals.

**Background.** The ODPS is a governmental agency in the Executive Branch of State Government. The ODPS administers motor vehicle and transportation related laws for the continued benefit of all citizens of the State. Specifically, through the OBMV, the ODPS administers Motor Vehicle Titling and Licensing Laws (<http://codes.ohio.gov/orc/4503>) Driver Licensing Laws (<http://codes.ohio.gov/orc/4507>). Transportation Safety Laws, and other motor vehicle-related laws and regulations as directed by the ORC, as amended.

To meet its daily mission of providing transportation services to customers in Ohio, the OBMV employs approximately five hundred (500) full and part-time employees. Employees and Contractors provide services via one (1) Customer Service Center ("CSC") and 195 DR offices dispersed throughout the State, and the ODPS Central Headquarters which is located in Columbus, Ohio.

The OBMV provides a multitude of services to private citizens, transportation entities, courts, law enforcement agencies, insurance companies, and related transportation clients. The most commonly provided OBMV services include the provision of driver testing and licensing, vehicle registration and titling, credentialing of commercial motor carriers and the oversight of related transportation safety and information management programs.

Due to the nature of the OBMV business processes, the type of work performed by the agency requires substantial use of automated systems. It is imperative that the agency operates its programs and facilities in an efficient and economical manner, incorporating into its operation those technological developments that will enhance the delivery of services to the OBMV various transportation clients.

**Current Document Handling.** Every year, millions of source documents are handled by the CSC and 195 DR locations as part of daily customer contact related to the issuance of driver's license (DL) and Identification (ID) cards. Source documents are handled throughout the course of transaction processing in order to determine and verify or authenticate identification, address, and lawful status (legal presence). These source documents are not photocopied, stored electronically or retained by any other means. The documents are viewed, manually authenticated, and verified by a CSC representative or qualified personnel at one (1) of the 195 DR locations. The documents are then returned to the customer currently being handled at the counter.

Source documents are manually authenticated and verified, e.g., birth certificates, social security cards, utility bills, and immigration documents. All source documents vary in size and color, and are not larger than eight and one half inches long x seventeen inches wide (8 ½" L X 17" W).

**Business Problem.** The REAL ID Act of 2005 enacted May 11, 2005 was an Act of Congress, that stemmed from the 9/11 Commission findings, that modified U.S. Federal Laws pertaining to security, authentication, and issuance procedures standards for the State driver's licenses (DL) and identification (ID) cards (DL/ID), as well as various immigration issues pertaining to terrorism.

Refer to: [http://www.dhs.gov/files/laws/gc\\_1172765386179.shtm](http://www.dhs.gov/files/laws/gc_1172765386179.shtm)

Also refer to [http://bmv.ohio.gov/Safe\\_ID\\_FAQs.pdf](http://bmv.ohio.gov/Safe_ID_FAQs.pdf)

The law set forth certain requirements for State DL/ID cards to be accepted by the Federal Government for "official purposes", as defined by the Secretary of Homeland Security (HLS). The Secretary of HLS has defined "official purposes" as presenting State DL/ID cards for boarding commercially operated airline flights and entering federal buildings and nuclear power plants.

One (1) of the requirements set forth by the Safe ID Act is the retention of a digital image of source documents presented during the application for a State DL/ID. For the purpose of this project, source documents are defined as documents presented by an applicant when applying for a DL/ID at a CSC or DR location.

As noted above, to become compliant, digital images of the source documents must be retained. As a result, there is a need to implement a SDIS at the OBMV that would be used by the Customer Service Center (CSC) and the 195 DR offices throughout the State. For the purpose of this project, source

documents are defined as documents presented by an applicant when applying for a DL/ID at a CSC or DR location.

This RFP is limited to the source document imaging and storage of those images. It does not include any other components of Real ID. Furthermore, there is no need to alter the stored documents, electronically pull any information from the source documents or refine the stored documents.

**Objectives.** The State has the following objectives it wants this Project to fulfill, and it will be the Contractor's obligation to ensure the Project meets the following objectives.

In order to enhance the security, integrity, and maintain efficiency of the current DL/ID issuance process, and to adhere to the SAFE ID Act of 2005 requirements, the ODPS/OBMV intends to implement a document imaging solution for source documents presented at the time of application.

For the purpose of this Project, 'time of application' is defined as the transaction at the CSC or a local DR location where a customer applies for a DL/ID card in person. This document imaging solution will:

- Enable the collection of digital images of source documents of varying sizes at the time of application at the CSC and DR locations. There is an average of three (3) to five (5) source documents per DL/ID application. In addition to a cover sheet provided by the ODPS/OBMV.
- Provide authorized OBMV employees or Contractors with a fast, easy, and efficient method of scanning source documents.
- Provide the ability for the source document image(s) to be viewed at the DR location through a web browser using a Contractor-created control within a maximum of ten (10) seconds from being scanned.
- Interface with the existing ODPS system Business Application Services System (BASS) to facilitate and simplify the document image retrieval. The BASS is the system that is utilized for DL/ID issuance throughout the State.
- Allow the scanning hardware provided by the Contractor, to be directly connected and operated from a Windows Embedded Standard (WES) 7 Thin Client with the identified specifications and pre-loaded software listed within this RFP.
- Allow the scanning software provided by the Contractor, to be utilized from a WES 7 Thin Client with the identified specifications and pre-loaded software listed within this RFP.
- Complete implementation and obtain State acceptance of the SDIS by December 31, 2012.

**Overview of the Project's Scope of Work.** The scope of work for the Project is provided in Attachment Two: Part One of this RFP. This section only gives a summary of that work. If there is any inconsistency between this summary and the attachment's description of the work, the attachment will govern.

The Contractor will provide hardware, software and services that include project management, systems analysis and design, development, testing, training, implementation, stabilization; support and maintenance of the SDIS project.

In order to enhance the security, integrity, and maintain efficiency of the current DL/ID issuance process, and to adhere to the SAFE ID Act of 2005 requirements, ODPS/OBMV intends to implement a document imaging solution for source documents presented at time of application. For the purpose of this project 'time of application' is defined as the transaction at the CSC or a local DR location where a customer applies for a driver license or identification card. This solution will:

- Enable the collection of digital images of source documents of varying sizes at the time of application at the CSC and DR locations. There is an average of three (3) to five (5) source documents that are to be imaged for every DL/ID application. In addition to a cover sheet provided by ODPS/OBMV.
- Provide authorized OBMV employees or contractors with a fast and easy method of scanning source documents.
- Interface with the existing ODPS/ BASS where necessary, to facilitate and simplify the document image retrieval. For the purpose of this project, document retrieval will not often be required. The only requirement for document retrieval once the DL/ID transaction has been completed at the counter is for law enforcement investigative purposes.
- Offeror solution must provide a Contractor created web control which provides the user the ability to retrieve the all scanned image(s) for an individual customer via Internet Explorer version 8 or higher within ten (10) seconds of being scanned.
- Allow the scanning hardware provided by the Contractor, to be directly connected and operated from a WES 7 Thin Client with the identified specifications and pre-loaded software listed within this RFP.

**Calendar of Events.** The schedule for the RFP process and Project is given below. The State may change this schedule at any time. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Website's question and answer area for this RFP. The Website announcement will be followed by an amendment to this RFP, also available through the State Procurement Website. After the Proposal due date and before the award of the Contract, the State will make schedule changes through the RFP amendment process. Additionally, the State will make changes in the Project schedule after the Contract award through the change order provisions in the General Terms and Conditions Attachment to this RFP. It is each prospective offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract.

**Dates:**

Firm Dates

|                               |                            |
|-------------------------------|----------------------------|
| RFP Issued:                   | May 15, 2012               |
| Inquiry Period Begins:        | May 15, 2012               |
| Pre-Proposal Conference Date: | May 30, 2012 at 1:00 p.m.  |
| Inquiry Period Ends:          | June 6, 2012 at 8:00 a.m.  |
| Proposal Due Date:            | June 13, 2012 at 1:00 p.m. |

Estimated Dates

|             |               |
|-------------|---------------|
| Award Date: | July 16, 2012 |
|-------------|---------------|

Estimated Project Dates

|                      |               |
|----------------------|---------------|
| Project Work Begins: | July 23, 2102 |
|----------------------|---------------|

There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

## PART TWO: STRUCTURE OF THIS RFP

**Organization.** This RFP is organized into five parts and has ten (10) attachments. The parts and attachments are listed below. There also are nine (9) supplements to this RFP listed below.

### Parts:

- Part 1 Executive Summary
- Part 2 Structure of this RFP
- Part 3 General Instructions
- Part 4 Evaluation of Proposals
- Part 5 Award of the Contract

### Attachments:

- Attachment One Evaluation Criteria
- Attachment Two Project Requirements and Special Provisions
- Attachment Three Requirements for Proposals
- Attachment Four General Terms and Conditions
- Attachment Five Sample Contract
- Attachment Six Sample Milestone/Deliverable Submittal Form
- Attachment Seven Offeror Certification Form
- Attachment Eight Offeror Profile Summary
- Attachment Nine Personnel Profile Summary
- Attachment Ten Cost Summary

### Supplements:

- Supplement One SQL Standards
- Supplement Two C# Standards
- Supplement Three #2011-12K Executive Order/Form
- Supplement Four ODPS Information Technology Standards
- Supplement Five State of Ohio IT Policies
- Supplement Six ODPS Facility Access Request (Non-State Employee)
- Supplement Seven Proposed Safe DL/ID Issuance Procedure
- Supplement Eight ODPS/DL/ID Volumes
- Supplement Nine Proposed SAFE/ID Installation Schedule

### PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about how to respond to this RFP. All responses must be complete and in the prescribed format.

**Contacts.** The following person will represent the State during the RFP process:

Procurement Representative:

Valerie Piccininni  
IT Procurement Analyst  
Department of Administrative Services  
I.T. Procurement Services  
4200 Surface Road  
Columbus, Ohio 43228

During the performance of the Project, a State representative (the "Project Representative") will represent the ODPS and be the primary contact for the Project. The State will designate the Project Representative in writing after the Contract award.

**Inquiries.** Offerors may make inquiries regarding this RFP anytime during the inquiry period listed in the Calendar of Events. To make an inquiry, offerors must use the following process:

- Access the State Procurement Website at <http://procure.ohio.gov/>;
- From the Navigation Bar on the left, select "Find It Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the RFP number found on the first page of this RFP (the RFP number begins with zero followed by the letter "A");
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
  - First and last name of the prospective offeror's representative who is responsible for the inquiry,
  - Name of the prospective offeror,
  - Representative's business phone number, and
  - Representative's email address;
- Type the inquiry in the space provided including:
  - A reference to the relevant part of this RFP,
  - The heading for the provision under question, and
  - The page number of the RFP where the provision can be found; and
- Click the "Submit" button.

An offeror submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The offeror will not receive a personalized response to the question nor notification when the State has answered the question.

Offerors may view inquiries and responses on the State's Procurement Website by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

The State usually responds to all inquiries within three business days of receipt, excluding weekends and State holidays. However, the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

The State does not consider questions asked during the inquiry period through the inquiry process as exceptions to the terms and conditions of this RFP.

**Pre-Proposal Conference.** The State will hold a Pre-Proposal Conference on May 30, 2012 at 1:00 p.m., in Training Room T3-8, of the ODPS Headquarters, the Shipley Building, 1970 West Broad Street, Columbus, Ohio 43223. The purpose of this conference is to discuss the RFP and the Project with prospective offerors and to allow them to ask questions arising from their initial review of this RFP.

Attendance at the Pre-Proposal Conference is not a prerequisite to submitting a Proposal.

Offerors intending to participate in the Pre-Proposal Conference must register via FAX (614-387-0891) or email ([purchasinginquiries@dps.state.oh.us](mailto:purchasinginquiries@dps.state.oh.us)) through Kathleen McCarthy. The fax or email must be sent to Kathleen McCarthy's attention and include the attendees' names, company, phone number and e-mail address of principal contact. An offeror's participation in the Pre-Proposal Conference must be registered no later than May 24, 2012 at 5:00 p.m. The State may not issue visitation passes to visitors whose names do not appear on the Pre-Proposal Conference list and may not admit such visitors to the facility. Visitors must have a valid driver's license or other valid government-issued photo ID to enter the facility. The State will not allow alternate dates and times for the Pre-Proposal Conference.

**Amendments to the RFP.** If the State revises this RFP before the Proposals are due, it will announce any amendments on the State Procurement Website.

Offerors may view amendments by using the "Find It Fast" function of the State's Procurement Webpage (described in the Inquiries Section above) and then clicking on the amendment number to display the amendment.

When an amendment to this RFP is necessary, the State may extend the Proposal due date through an announcement on the State Procurement Website. The State may issue amendment announcements any time before 5:00 p.m. on the day before Proposals are due, and it is each prospective offeror's responsibility to check for announcements and other current information regarding this RFP.

After the Proposal due date, the State will distribute amendments only to those offerors whose Proposals are under active consideration. When the State amends the RFP after the due date for Proposals, the State will permit offerors to withdraw their Proposals within five (5) business days after the amendment is issued. This withdrawal option will allow any offeror to remove its Proposal from active consideration should the offeror feel that the amendment changes the nature of the transaction so much that the offeror's Proposal is no longer in its interest. Alternatively, the State may allow offerors that have Proposals under active consideration to modify their Proposals in response to the amendment.

If the State allows offerors to modify their Proposals in response to an amendment, the State may limit the nature and scope of the modifications. Unless otherwise provided in the State's notice, offerors must make any modifications or withdrawals in writing and submit them to the State within five (5) business days after the amendment is issued at the address and in the same manner required for the submission of the original Proposals. If this RFP provides for a negotiation phase, this submission procedure will not apply to changes negotiated during that phase. The State may reject any modification that is broader in scope than the State has authorized in the announcement of the amendment and treat it as a withdrawal of the offeror's Proposal.

**Proposal Submittal.** Each offeror must submit a technical section and a cost section as part of its total Proposal before the opening time on the Proposal due date. The offeror must submit the technical section as a separate package from the cost section of its Proposal, and each section must be submitted in its own separate, opaque package. The package with the technical section of the Proposal must be sealed and contain one (1) originally signed technical section and eight (8) copies of the technical section, and the package with the cost section also must be sealed and contain two (2) complete copies of the cost section of the Proposal. Further, the offeror must mark the outside of each package with either "**Safe**

**ID Source Document Imaging System (SDIS) Project RFP#0A1091 – Technical Proposal” or “Safe ID Source Document Imaging System (SDIS) Project RFP#0A1091 – Cost Summary,” as appropriate.**

Included in each sealed package, the offeror also must provide an electronic copy of everything contained within the package on CD-ROM in Microsoft Office, Microsoft Project, and Adobe Acrobat format, as appropriate. If there is a discrepancy between the hard copy and the electronic copy of the Proposal, the hard copy will control, and the State will base its evaluation of the offeror’s Proposal on the hard copy.

Proposals are due no later than 1:00 p.m. on the Proposal due date. Proposals submitted by email, fax or other electronic means are not acceptable, and the State may reject them. Offerors must submit their Proposals to:

Department of Administrative Services  
I.T. Procurement Services  
Attn: Bid Room  
4200 Surface Road  
Columbus, Ohio 43228

The State may reject any Proposals or unsolicited modifications it receives after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors also must allow for potential delays due to increased security. The Bid Room accepts packages between the hours of 7:30 A.M. to 5:00 P.M. Monday through Friday, excluding State Holidays. No deliveries will be accepted before or after these hours without prior arrangements. Offerors must allow sufficient time since the State may reject late Proposals regardless of the cause for the delay.

Each offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered or withdrawn, except as allowed by this RFP.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source other than the inquiry process described in the RFP.

Revised Code Section 9.24 prohibits the State from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery (a "Finding"), if the Finding is unresolved at the time of the award. This also applies to renewals of contracts. By submitting a Proposal, the offeror warrants that it is not subject to an unresolved Finding under Section 9.24 at the time of its submission. The offeror also warrants that it will notify the Department of Administrative Services in writing immediately upon becoming subject to such an unresolved Finding after submitting its Proposal and before the award of a Contract under this RFP. Should the State select the offeror’s Proposal for award of a Contract, this warranty of immediate written notice will apply during the term of the Contract, including any renewals or extensions. Further, the State may treat any unresolved Finding against the Contractor that prevents a renewal of the Contract as a breach, in accordance with the provisions of Attachment Four, General Terms and Conditions.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP, includes unacceptable assumptions or conditions in its Proposal, fails to comply with the procedure for participating in the RFP process, or fails to meet any requirement of this RFP. The State also may reject any Proposal that it believes is not in its interest to accept and may decide not to award a contract to any or all of the offerors responding to this RFP.

Offerors may not prepare or modify their Proposals on State premises.

All Proposals and other material that offerors submit will become the property of the State and may be returned only at the State's option. Offerors should not include any confidential information in a Proposal

or other material submitted as part of the evaluation process. All Proposals will be open to the public after the State has awarded the Contract.

The State will retain all Proposals, or a copy of them, as part of the Contract file for at least three (3) years. After the three (3) year retention period, the State may return, destroy, or otherwise dispose of the Proposals and any copies of them.

**Waiver of Defects.** The State may waive any defects in any Proposal or in the submission process followed by an offeror, but the State will only do so if it believes that it is in the State's interests and will not cause any material unfairness to other offerors.

**Multiple or Alternate Proposals.** The State will not accept multiple Proposals from a single offeror or any alternative solutions or options to the requirements of this RFP. Additionally, any offeror that disregards a requirement in this RFP simply by proposing an alternative to it will have submitted a defective Proposal that the State may reject. Further, any offeror that submits multiple Proposals may have all its Proposals rejected.

**Changes to Proposals.** The State will allow modifications or withdrawals of Proposals only if the State receives them before the Proposal due date. No modifications or withdrawals will be permitted after the due date, except as authorized by this RFP.

**Proposal Instructions.** Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in the applicable attachments to this RFP. The requirements for a Proposal's contents and formatting are contained in the attachments to this RFP. The State wants clear and concise Proposals, but offerors must answer questions completely and meet all the RFP's requirements.

The State is not liable for any costs an offeror incurs in responding to this RFP or from participating in the evaluation process, regardless of whether the State awards the Contract through this process, decides not to go forward with the Project, cancels this RFP for any reason, or contracts for the Project through some other process or through another RFP.

**Location of Data.** Unless the State agrees otherwise in writing, the selected offeror and its subcontractors must do all work related to the Project and keep all State data at the location(s) disclosed in the offeror's Proposal. If Attachment Two contains any restrictions on where the work may be done or where any State data may be kept, the State may reject any Proposal that proposes to do any work or make State data available outside of those geographic restrictions.

## PART FOUR: EVALUATION OF PROPOSALS

**Disclosure of Proposal Contents.** The State will seek to open the Proposals in a manner that avoids disclosing their contents. The State also will seek to keep the contents of all Proposals confidential until the Contract is awarded, but the State will prepare a registry of Proposals that contains the name of each offeror. The public may inspect that registry after the State opens the Proposals.

**Rejection of Proposals.** The State may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, objects to the terms or conditions of this RFP, or that the State determines is excessive in price or otherwise not in the State's interest to accept. In addition, the State may cancel this RFP, reject all the Proposals, and seek to do the Project through a new RFP or other means.

**Evaluation of Proposals Generally.** The evaluation process may consist of up to six distinct phases:

1. Initial review;
2. Technical evaluation;
3. Evaluation of costs;
4. Requests for more information;
5. Determination of responsibility; and
6. Contract Negotiations.

The State may decide whether phases four and six are necessary, and the State may rearrange the order in which it proceeds with the phases. The State also may add or remove sub-phases to any phase at any time, if the State believes doing so will improve the evaluation process.

**Clarifications and Corrections.** During the evaluation process, in the State's sole discretion, it may request clarifications from any offeror under active consideration and may give any offeror the opportunity to correct defects in its Proposal, if the State believes doing so would not result in an unfair advantage for the offeror, and it is in the State's interest. The State may reject any clarification that is non-responsive or broader in scope than what the State requested. If the State does so, or if the offeror fails to respond to the request for clarification, the State then may request a corrected clarification, consider the offeror's Proposal without the clarification, or disqualify the offeror's Proposal.

Corrections and clarifications must be completed off State premises.

**Initial Review.** The State will review all Proposals for their format and completeness. The State normally rejects incomplete or incorrectly formatted Proposals, though it may waive any defects or allow an offeror to submit a correction, if the State believes doing so would not result in an unfair advantage for the offeror and it is in the State's interest. Further, if the Auditor of State does not certify a Proposal due to lateness, the State will not open it. After the initial review, the State will forward all timely, complete, and properly formatted Proposals to an evaluation team, which the Procurement Representative will lead.

**Technical Evaluation.** The State will evaluate each Proposal that it has determined is timely, complete, and properly formatted. The evaluation will be scored according to the requirements and criteria identified in this RFP, including the requirements in Attachment One. Other attachments to this RFP may further refine these requirements, and the State has a right to break these requirements into components and weight any components of a requirement according to their perceived importance.

The State also may have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with experience that relates to the work or to a criterion in the evaluation process. Additionally, the State may seek reviews from end users of the Project or the advice or evaluations of various State personnel that have subject matter expertise or an interest in the Project. The State may adopt or reject any recommendations it receives from such reviews and evaluations or give them such weight as the State believes is appropriate.

During the technical evaluation, the State will calculate a point total for each Proposal that it evaluates. At the sole discretion of the State, it may reject any Proposal receiving a significant number of zeros for sections in the technical portions of the evaluation. The State may select those offerors submitting the highest rated Proposals for the next phase. The number of Proposals that advance to the next phase will be within the State's discretion, but regardless of the number of Proposals selected, they always will be the highest rated Proposals from this phase.

At any time during this phase, in the State's sole discretion, it may ask an offeror to correct, revise, or clarify any portions of its Proposal.

The State will document all major decisions and make these a part of the Contract file, along with the evaluation results for each Proposal considered.

**Requirements.** Attachment One provides requirements and criteria the State will use to evaluate the Proposals, including any mandatory requirements. If the offeror's Proposal meets all the mandatory requirements, the offeror's Proposal may be included in the next phase of the evaluation, which will consider other requirements and criteria described in a table in Attachment One.

In the case of any requirements for a team of people the offeror is proposing, the offeror must submit a team to do the work on the Project that collectively meets all the team requirements. However, the experience of multiple candidates may not be combined to meet a single requirement. Further, previous experience of the candidate submitted for a Project Manager position may not be used to meet any other team member requirements. Each candidate proposed for the Project team must meet at least one (1) of the requirements.

This RFP asks for responses and submissions from offerors, most of which represent components of the requirements in Attachment One. While each requirement represents only a part of the total basis for a decision to award the Contract to an offeror, a failure by an offeror to make a required submission or meet a mandatory requirement normally will result in a rejection of that offeror's Proposal. The value assigned to each requirement is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that the State received. It is not a basis for determining the importance of meeting that requirement.

If the State does not receive any Proposal that meets all the mandatory requirements, the State may cancel this RFP. Alternatively, if the State believes it is in its interests, the State may continue to consider the highest-ranking Proposals despite their failure to meet all the mandatory requirements. In doing this, the State may consider one (1) or more of the highest-ranking Proposals. The State may not consider any lower-ranking Proposals unless all Proposals ranked above it are also considered, except as provided below.

In any case where no Proposal meets all the mandatory requirements, it may be that an upper ranking Proposal contains a failure to meet a mandatory requirement that the State believes is critical to the success of the RFP's objectives. When this is so, the State may reject that Proposal and consider lower ranking Proposals. Before doing so, the State may notify the offeror of the situation and allow the offeror an opportunity to cure its failure to meet that mandatory requirement.

If the offeror cures its failure to meet a mandatory requirement that the State has deemed critical to the success of the RFP's objectives, the State may continue to consider the offeror's Proposal. However, if the offeror is unwilling or unable to cure the failure, its Proposal may be rejected. The State then may continue to consider the other remaining Proposals, including, if the State so chooses, Proposals that ranked lower than the rejected Proposal.

**Cost Evaluation.** Once the technical merits of the Proposals are considered, the State may consider the costs of one (1) or more of the highest-ranking Proposals. It is within the State's discretion to wait until after any interviews, presentations, and demonstrations to evaluate costs. Also, before evaluating the technical merits of the Proposals, the State may do an initial review of costs to determine if any Proposals

should be rejected because of excessive cost. Further, the State may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

The State may select one (1) or more of the Proposals for further consideration in the next phase of the evaluation process based on the price performance formula contained in Attachment One. The Proposal(s) selected for consideration in the next phase always will be the highest-ranking Proposal(s) based on this analysis. That is, the State may not move a lower-ranking Proposal to the next phase unless all Proposals that rank above it also are moved to the next phase, excluding any Proposals that the State disqualifies because of excessive cost or other irregularities.

If the State finds that it should give one or more of the highest-ranking Proposals further consideration, the State may move the selected Proposals to the next phase. The State alternatively may choose to bypass any or all subsequent phases and make an award based solely on its scoring of the preceding phases, subject only to its review of the highest-ranking offeror's responsibility, as described below.

**Requests for More Information.** The State may require some offerors to interview, make a presentation about their Proposals, or demonstrate their products or services. If the presentations, demonstrations, or interviews are held as part of the technical evaluation phase, all offerors that have Proposals under evaluation may participate. Alternatively, if the presentations, demonstrations, or interviews are held after the technical evaluation, the State normally will limit them to one or more of the highest ranking offerors. The State normally will limit such presentations, demonstrations, and interviews to areas in which it seeks further information from the highest ranking offeror or offerors. Typically, these discussions provide an offeror with an opportunity to do one or more of the following:

- Clarify its Proposal and ensure a mutual understanding of the Proposal's content;
- Show the features and functions of its proposed hardware, software, or solution; and
- Demonstrate the professionalism, qualifications, skills, and work knowledge of its proposed candidates.

The State will schedule the presentations, demonstrations, and interviews at its convenience and discretion. The State will determine the scope and format of any such presentations, demonstrations, and interviews and may record them. If the State moves more than one offeror to this phase, the scope and format of these presentations, demonstrations, and interviews may vary from one offeror to the next, depending on the particular issues or concerns the State may have with each offeror's Proposal.

The State normally will not rank interviews, demonstrations, and presentations. Rather, if the State conducts the interviews, demonstrations, or presentations as part of the technical evaluation, the State may use the information it gathers during this process in evaluating the technical merits of the Proposals. If the State holds the demonstrations, presentations, or interviews only for one or more of the top-ranking offerors after the evaluation phase, the State may decide to revise its existing Proposal evaluations based on the results of this process.

**Determination of Responsibility.** The State may review the background of one or more of the highest-ranking offerors and its or their key team members and subcontractors to ensure their responsibility. For purposes of this RFP, a key team member is a person that an offeror identifies by name in its Proposal as a member of its proposed team. The State will not award the Contract to an offeror that it determines is not responsible or that has proposed candidates or subcontractors to work on the Project that are not responsible. The State's determination of an offeror's responsibility may include the following factors: experience of the offeror and its key team members and subcontractors, its and their past conduct on previous contracts, past performance on previous contracts, ability to execute this Contract properly, and management skill. The State may make this determination of responsibility based on the offeror's Proposal, reference evaluations, a review of the offeror's financial ability, and any other information the State requests or determines is relevant.

Some of the factors used in determining an offeror's responsibility, such as reference checks, may also be used in the technical evaluation of Proposals in phase two of the evaluation process. In evaluating

those factors in phase two, the weight the State assigns to them, if any, for purposes of the technical evaluation will not preclude the State from rejecting a Proposal based on a determination that an offeror is not responsible. For example, if the offeror's financial ability is adequate, the value, if any, assigned to the offeror's relative financial ability in relation to other offerors in the technical evaluation phase may or may not be significant, depending on the nature of the Project. If the State believes the offeror's financial ability is inadequate, the State may reject the offeror's Proposal despite its other merits.

The State may make a responsibility determination at any time during the evaluation process, but it typically will do so only once it has evaluated the technical merits and costs of the Proposals. The State always will review the responsibility of an offeror selected for an award before making the award, if it has not already done so earlier in the evaluation process. If the State determines that the offeror selected for award is not responsible, the State then may go down the line of remaining offerors, according to rank, and determine responsibility with the next highest-ranking offeror.

**Reference Checks.** As part of the State's determination of an offeror's responsibility, the State may conduct reference checks to verify and validate the offeror's and its proposed candidates' and subcontractors' past performance. Reference checks that indicate poor or failed performance by the offeror or a proposed candidate or subcontractor may be cause for rejection of the offeror's Proposal. Additionally, the State may reject an offeror's Proposal as non-responsive if the offeror fails to provide requested reference contact information.

The State may consider the quality of an offeror's and its candidates' and subcontractors' references as part of the technical evaluation phase, as well as in the State's determination of the offeror's responsibility. The State also may consider the information it receives from the references in weighing any requirement contained in the technical evaluation phase, if that information is relevant to the requirement. In checking an offeror's or any of its proposed candidates' or subcontractors' references, the State will seek information that relates to the offeror's previous contract performance. This may include performance with other governmental entities, as well as any other information the State deems important for the successful operation and management of the Project and a positive working relationship between the State and the offeror. In doing this, the State may check references other than those provided in the offeror's Proposal. The State also may use information from other sources, such as third-party reporting agencies.

**Financial Ability.** Part of State's determination of an offeror's responsibility may include the offeror's financial ability to perform the Contract. This RFP may expressly require the submission of audited financial statements from all offerors in their Proposals, but if this RFP does not make this an express requirement, the State still may insist that an offeror submit audited financial statements for up to the past three years, if the State is concerned that an offeror may not have the financial ability to carry out the Contract. Also, the State may consider financial information other than the information that this RFP requires as part of the offeror's Proposal, such as credit reports from third-party reporting agencies.

**Contract Negotiations.** The final phase of the evaluation process may be contract negotiations. It is entirely within the discretion of the State whether to permit negotiations. An offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal, and any Proposal that is contingent on the State negotiating with the offeror may be rejected. The State is free to limit negotiations to particular aspects of any Proposal or the RFP, to limit the offerors with whom the State negotiates, and to dispense with negotiations entirely. If negotiations are held, they will be scheduled at the convenience of the State, and the selected offeror or offerors must negotiate in good faith.

The State may limit negotiations to specific aspects of the RFP or the offeror's Proposal. Should the evaluation result in a top-ranked Proposal, the State may limit negotiations to only that offeror and not hold negotiations with any lower-ranking offeror. If negotiations are unsuccessful with the top-ranked offeror, the State then may go down the line of remaining offerors, according to rank, and negotiate with the next highest-ranking offeror. Lower-ranking offerors do not have a right to participate in negotiations conducted in such a manner.

If the State decides to negotiate simultaneously with more than one offeror, or decides that negotiations with the top-ranked offeror are not satisfactory and therefore negotiates with one or more of the lower-ranking offerors, the State then will determine if an adjustment in the ranking of the offerors with which it held negotiations is appropriate based on the negotiations. The Contract award, if any, then will be based on the final ranking of offerors, as adjusted.

Auction techniques that reveal one offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the offeror as described below.

Following negotiations, the State may set a date and time for the offeror(s) with which the State conducted negotiations to submit a best and final Proposal. If negotiations were limited and all changes were reduced to signed writings during negotiations, the State need not require a best and final Proposal.

If best and final Proposals are required, they may be submitted only once, unless the State determines that it is in the State's interest to conduct additional negotiations. In such cases, the State may require another submission of best and final Proposals. Otherwise, discussion of or changes in the best and final Proposals will not be allowed. If an offeror does not submit a best and final Proposal, the State will treat that offeror's previous Proposal as its best and final Proposal.

The State usually will not rank negotiations and normally will hold them only to correct deficiencies in or enhance the value of the highest-ranked offeror's Proposal.

From the opening of the Proposals to the award of the Contract, everyone evaluating Proposals on behalf of the State will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. The State also will seek to keep this information away from other offerors, and the State may not tell one offeror about the contents of another offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any offeror that seeks to gain access to the contents of another offeror's Proposal may be disqualified from further consideration.

Negotiated changes will be reduced to writing and become a part of the Contract file, which will be available for public inspection after award of the Contract or cancellation of the RFP, provided the State does not plan to reissue the RFP. If the State plans to reissue the RFP, the Contract file will not be available until the subsequent RFP process is completed. Unless the State agrees otherwise in writing, the offeror must draft and sign the written changes and submit them to the State within five business days. If the State accepts the changes, the State will give the offeror written notice of the State's acceptance, and the negotiated changes to the successful offer will become a part of the Contract.

**Failure to Negotiate.** If an offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the State may terminate negotiations with that offeror, remove the offeror's Proposal from further consideration, and seek such other remedies as may be available in law or in equity.

## PART FIVE: AWARD OF THE CONTRACT

**Contract Award.** The State plans to award the Contract based on the schedule in the RFP, if the State decides the Project is in its best interest and has not changed the award date.

Under Ohio's anti-terrorism legislation, effective April 14, 2006, the selected offeror must complete a Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization to certify that the offeror has not provided material assistance to any terrorist organization listed on the Terrorist Exclusion List. The form and the Terrorist Exclusion List are available on the Ohio Homeland Security Website. The form must be submitted with the offeror's Proposal. If an offeror answers yes or fails to answer any question on the form, the State may not award the Contract to that offeror. The offeror may request the ODPS to review such a denial of an award. More information concerning this law is available at: <http://www.homelandsecurity.ohio.gov>.

Included with this RFP, as Attachment Five, is a sample of the Contract for the RFP. The State will issue two (2) originals of the Contract to the Contractor proposed for award. The offeror must sign and return the two (2) originals to the Procurement Representative. The Contract will bind the State only when the State's duly authorized representative signs all copies and returns one to the Contractor with an award letter, the State issues a purchase order, and all other prerequisites identified in the Contract have occurred.

The Contractor must begin work within fifteen (15) business days after the State issues a purchase order under the Contract. If the State awards a Contract pursuant to this RFP, and the Contractor is unable or unwilling to begin the work within the time specified above, the State may cancel the Contract, effective immediately on notice to the Contractor. The State then may return to the evaluation process under this RFP and resume the process without giving further consideration to the originally selected Proposal. The State also may seek such other remedies as may be available to the State in law or in equity for the selected offeror's failure to perform under the Contract.

**Contract.** If this RFP results in a Contract award, the Contract will consist of this RFP, including all attachments, written amendments to this RFP, the Contractor's accepted Proposal, and written, authorized amendments to the Contractor's Proposal. It also will include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is included as a one (1) page attachment to this RFP, but it incorporates all the documents identified above. The general terms and conditions for the Contract are contained in Attachment Four to this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract (Attachment Five) in its final form;
2. This RFP, as amended;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO 2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, change orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract. To be binding on the State, a duly authorized representative of the Department of Administrative Services must sign any change order or amendment to the Contract.

**ATTACHMENT ONE: EVALUATION CRITERIA**

**Mandatory Requirements.** The first table lists this RFP's mandatory requirements. If the offeror's Proposal meets all the mandatory requirements, the offeror's Proposal may be included in the next part of the technical evaluation phase described in the "Scored Requirements" table.

| <b>MANDATORY OFFEROR REQUIREMENTS</b>   | <b>Reject</b> | <b>Accept</b> |
|---|---------------|---------------|
| <p>At least three (3) projects of similar size and scope, which the offeror has implemented, that require the same or similar training and experience within the past five (5) years. Offeror must describe how the projects are similar in size and scope and note any unusual characteristics of the project effort.</p>  |               |               |
| <p>At least one (1) project involving a hardware provision and installation and imaging implementation similar to the requirements in this RFP, which the offeror has completed within the past three (3) years. The implementation project must have used the proposed methodology and included the installation or replacement of an imaging system with at least one hundred (100) locations with scanning workstations and peripherals.</p> |               |               |

| SCORED CRITERIA   | WEIGHT | DOES NOT MEET | MEETS | EXCEEDS |
|---|--------|---------------|-------|---------|
| <b>OFFEROR REQUIREMENTS (15% OF TOTAL WEIGHT)</b>   |        |               |       |         |
| At least three (3) projects of similar size and scope, which the offeror has implemented, that require the same or similar training and experience within the past five (5) years. Offeror must describe how the projects are similar in size and scope and note any unusual characteristics of the project effort.   | 1      | Reject        | 30    | 75      |
| At least one (1) project involving a hardware provision and installation and imaging implementation similar to the requirements in this RFP, which the offeror has completed within the past three (3) years. The implementation project must have used the proposed methodology and included the installation or replacement of an imaging system with at least one hundred (100) locations with scanning workstations and peripherals.  | 1      | Reject        | 30    | 75      |
| <b>PROJECT MANAGER REQUIREMENTS (5% OF TOTAL WEIGHT)</b>  |        |               |       |         |
| Experience as a Project Manager from project initiation through completion on at least one (1) imaging system implementation project that included roll-out to more than one hundred (100) geographically dispersed installation sites.<br><i>*Note: List experience involving imaging hardware and imaging system implementation that is geographically dispersed where the deployment included at least one hundred (100) sites – include technical information concerning the imaging system hardware environment implemented. Describe how problems were resolved, relative to the geographically dispersed installation sites. Also describe how multiple sites were implemented concurrently.</i> | 1      | 0             | 10    | 30      |
| A minimum of twenty-four (24) months full-time experience as a Project Manager in the last sixty (60) months.   | 1      | 0             | 5     | 15      |
| <b>CERTIFICATION REQUIREMENTS/PROJECT MANAGER</b>   |        |               |       |         |
| Project Management Institute (PMI) certification as a PMP.  | 1      | 0             | 5     | 10      |

| SCORED CRITERIA   | WEIGHT | DOES NOT MEET | MEETS |
|---|--------|---------------|-------|
| <b>PROPOSED SOLUTION PLAN (65% OF TOTAL WEIGHT)</b>   |        |               |       |
| <b>Incoming</b>   |        |               |       |
| ➤ Scan a variety of paper sizes ranging from two inches wide x three inches long ( 2" W x 3" L) to eight and one half inches wide x fourteen inches long (8 ½" W x14" L). | 1      | 0             | 50    |
| ➤ Automatic center-pull document feeder with manual feeding capability.   | 1      | 0             | 50    |
| ➤ Scan a variety of paper colors.   | 1      | 0             | 50    |
| ➤ Automatic center pull document feeder with manual feeding capability.   | 1      | 0             | 50    |
| ➤ Ten (10) second scanning or less for average of four (4) to six (6) documents per customer.   | 1      | 0             | 50    |
| ➤ Have a daily duty cycle of over one thousand (1,000) images per day.  | 1      | 0             | 50    |
| ➤ Scanning solution must have the ability to compress the storage size of the documents to under 200K at 150 dots per square inch (dpi).                                  | 1      | 0             | 50    |
| <b>Document Indexing</b>  |        |               |       |
| ➤ Provide necessary tags for indexing.  | 1      | 0             | 50    |
| <b>Technical Requirements</b>   |        |               |       |
| ➤ Solution architecture.  | 1      | 0             | 50    |
| ➤ Utilizes standard TWAIN software protocol.  | 1      | 0             | 50    |
| ➤ Have an optical scan resolution of no less than six hundred (600) dots per inch (dpi) and up to four thousand eight hundred (4,800) dpi.                                | 1      | 0             | 50    |
| ➤ Application does not use screen scraping.<br>All communications to other systems are programmatic.  | 1      | 0             | 50    |

| <b>Desirable Requirements</b>  |               |                      |              |
|--|---------------|----------------------|--------------|
| ➤ Scan both sides simultaneously (duplex).   | 1             | 0                    | 15           |
| <b>SCORED CRITERIA</b>   | <b>WEIGHT</b> | <b>DOES NOT MEET</b> | <b>MEETS</b> |
| ➤ Automatic suppression of blank sides.  | 1             | 0                    | 15           |
| ➤ Advanced features.   | 1             | 0                    | 15           |
| <b>DEPLOYMENT PLAN (5% OF TOTAL WEIGHT)</b>  |               |                      |              |
| ➤ Work plan minimizes disruption to the ODPS staff in Central Headquarters.  | 1             | 0                    | 10           |
| ➤ Plan aligns with the ODPS' timeline for Alpha, Beta and Pilot stages.  | 1             | 0                    | 20           |
| <b>• Field Site Deployment Plan</b>  |               |                      |              |
| ➤ Work plan minimizes disruption to the DR offices.  | 1             | 0                    | 10           |
| ➤ Plan aligns with the ODPS' Proposed Installation Schedule. (SUPPLEMENT NINE).  | 1             | 0                    | 10           |
| <b>PROJECT PLAN (5% OF TOTAL WEIGHT)</b>   |               |                      |              |
| ➤ Completeness of the Project Plan.  | 1             | 0                    | 50           |
| <b>DOCUMENTATION AND TRAINING (5% OF TOTAL WEIGHT)</b>   |               |                      |              |
| ➤ Plan to provide documentation for the ODPS Central Headquarters IT staff, Operational staff, and Administrative staff. | 1             | 0                    | 25           |
| ➤ Plan to provide training for the ODPS and the DR IT staff, Operational staff, and the Administrative staff.            | 1             | 0                    | 25           |

**Scored Criteria.** In the technical evaluation phase, the State will rate the technical merits of the Proposals based on the following requirements and the weight assigned to each requirement: Points for the following evaluation criteria: Minority Business Enterprise (MBE)/Encouraging Diversity, Growth and Equity (EDGE) will be awarded according to the percentage of the Work detailed in this RFP that an offeror subcontracts with a business or businesses certified pursuant to ORC 123.151 (MBE) or 123.152 (EDGE). Points will be allocated according to the percentage subcontracted as follows: 0 – 0.99% = 0 points; 1.00 – 1.99% = 1 point; 2.00 – 2.99% = 2 points; 3.00 – 3.99% = 3 points; 4.00 – 4.99% = 4 points; and 5% or above = 5 points.

However, in the event of ties or significant differences in the quality and content of the proposals, the evaluation committee reserves the right to rate the proposals accordingly.

| <b>Minority Business Enterprise (MBE)/Encouraging Diversity, Growth and Equity (EDGE)</b>   |   |                     |                     |                     |                     |                    |
|---|---|---------------------|---------------------|---------------------|---------------------|--------------------|
| <b>Scored Criteria</b>  | <b>% of the Work in this RFP subcontracted to an MBE/EDGE</b> |                     |                     |                     |                     |                    |
|   | <b>0 – 0.99%</b>  | <b>1.00 – 1.99%</b> | <b>2.00 – 2.99%</b> | <b>3.00 – 3.99%</b> | <b>4.00 – 4.99%</b> | <b>5% or above</b> |
| An offeror that subcontracts a portion of the Work detailed in this RFP with a business(es) certified pursuant to ORC 123.151 (MBE) or 123.152 (EDGE) will be allocated points according to the percentage (described at the right) so subcontracted. | 0 points  | 1 point             | 2 points            | 3 points            | 4 points            | 5 points           |

**Price Performance Formula.** The evaluation team will rate the Proposals that meet the Mandatory Requirements based on the following criteria and respective weights.

| <b>Criteria</b>    | <b>Percentage</b> |
|--------------------|-------------------|
| Technical Proposal | 60%               |
| Cost Summary       | 40%               |

To ensure the scoring ratio is maintained, the State will use the following formulas to adjust the points awarded to each offeror.

The offeror with the highest point total for the Technical Proposal will receive 600 points. The remaining offerors will receive a percentage of the maximum points available based upon the following formula:

$$\text{Technical Proposal Points} = (\text{Offeror's Technical Proposal Points} / \text{Highest Number of Technical Proposal Points Obtained}) \times 600$$

The offeror with the lowest proposed Not-To-Exceed Fixed Price will receive 400 points. The remaining offerors will receive a percentage of the maximum cost points available based upon the following formula:

$$\text{Cost Summary Points} = (\text{Lowest Not-To-Exceed Fixed Price} / \text{Offeror's Not-To-Exceed Fixed Price}) \times 400$$

Total Points Score: The total points score is calculated using the following formula:

$$\text{Total Points} = \text{Technical Proposal Points} + \text{Cost Summary Points}$$

## **ATTACHMENT TWO: PROJECT REQUIREMENTS AND SPECIAL PROVISIONS**

### **PART ONE: PROJECT REQUIREMENTS**

This attachment describes the Project and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"). Additionally, it gives a detailed description of the Project's schedule.

**Scope of Work.** The State seeks to acquire a SDIS that supports the ODPS/OBMV the CSC, and the 195 DR branches throughout Ohio's 88 counties for source document scanning. For locations and hours of operation refer to: [http://bmv.ohio.gov/county\\_lst.stm](http://bmv.ohio.gov/county_lst.stm).

If the solution requires the Contractor to provide any other software components, the cost of the software must be included in the Contractor's proposed cost. The software licenses procured must be licensed to the ODPS upon Final Acceptance.

At the conclusion of this project, it is anticipated that there will be approximately 425 source document scanners throughout the CSC and the 195 DR offices, processing approximately 10,000 DL/ID's per day, which adds approximately 40,000 images per day. There is an average of four (4) to six (6) source documents that are to be imaged for every DL/ID application

The State will provide oversight for the entire Project, but the Contractor must provide overall project management for the tasks under this Contract, which will include the day-to-day management of its staff. The Contractor also must assist the State with coordinating assignments for the State staff working on the Project. The Contractor must provide all administrative support for its staff and activities. Throughout the Project, the Contractor must employ ongoing project management techniques to ensure a comprehensive Project Plan is developed, executed, monitored, reported on, and consistently maintained.

The Contractor must provide one (1) full-time Project Manager throughout the Project lifecycle.

The Contractor must employ the proposed Project Manager as a regular, full-time employee from the Proposal Contract Award through system acceptance of the SDIS. The Contractor Project Manager will report to the ODPS Project Manager during the entire project lifecycle.

The ODPS will provide staff, as it deems appropriate, to perform Project monitoring, participate in quality assurance and configuration management tasks, participate in development tasks and participate in Project reviews. The ODPS' technical staff is expected to assume increasing support roles throughout the Project phases and will assume full maintenance responsibility of the completed Project following the warranty period and any optional maintenance and support periods.

**Requirements.** The Contractor must deliver a source document imaging solution, which includes all hardware, software (with the exception of the ODPS provided hardware and software), and custom Contractor-created controls necessary to provide the functionality as described in this Request for Proposal document including, but not limited to:

- Scanning hardware and software shall be directly connected and operated from the ODPS provided WYSE Z90D7 Thin Client with the identified specifications and pre-loaded software:

- **Specifications:**

- WYSE Z90D7 Thin Client
  - Dual core AMD G-T56N 1.6 GHz Processor with AMD Radeon™ HD 6310 Graphics
  - 8gb Flash "Hard Drive"
  - Approximately 5gb is currently being used for pre-loaded software
  - 4gb RAM
  - 4 USB 2.0 ports (2 front/2 back)

- 2 USB 3.0 ports (back)
- Display Port and DVI-I
- 10/100/1000 Gigabit Ethernet
- 2 Serial Ports
- 1 Parallel Port
- 1 PS/2 Port
- Audio In and Out Ports

○ **Pre-loaded Software:**

- All software is 32 bit
- Trend Micro OfficeScan 10.5
- McAfee Agent 4.6.0
- McAfee DLP Agent 9.1.100.1
- Datacard Print Driver Version 2.0.58.d15
- Card Printer Security Option (PrinterSecurity.exe Version 1.0)
- PrintKey 2000 version 5.10
- IBM OLE for Retail Point of sale version 1.5.0.21 (RS 232 SureMark Print Driver)
- L1ID Printer Control version 1.0.0.8
- L1ID Signature Pad control version 1.0.1.0
- L1ID Camera Control (Visaage Image Control) version 1.1.7.1
- Adobe Flash Player 11.1.102.55
- HP Universal Printing PS Driver version 61.115.01.10527
- Adobe Reader 10
- Sentinel Protection Installer 7.5.0
- Operating System: Windows Embedded Standard 7
- .NET Framework 1.0 – 3.5
- Microsoft Internet Explorer 9

**SDIS – Incoming Documents.**

The Contractor's solution must provide the ability to:

- Scan a variety of paper source documents of different sizes and colors. Must support local scanning of over 1000 images per day at each DR location.
- Scan paper source documents through an automatic document feeder. Documents may be mixed sizes, none smaller than 2" W X 3" L and none larger than 8 ½" W X 14" L.
- Scan paper source documents with flatbed capability. Documents may be mixed sizes, none smaller than 2" W X 3" L, and none larger than 8 ½" W X 14" L.
- Scan a variety of paper colors.
- Automatic center-pull document feeder with manual feeding capability.
- Ten (10) second scanning or less for average of four (4) to six (6) documents per customer.
- Have a daily duty cycle of over 1,000 images per day.
- Provide scanned documents in color output.
- Enable the collection of digital images of source documents of varying sizes at the time of application at the CSC and DR locations. There is an average of four (4) to six (6) source documents per DL/ID application.
- Scanning solution must have the ability to compress the storage size of the documents to under 200K at 150 dots per square inch (dpi).
- Provide the ability for the source document image(s) to be viewed at the DR location through a web browser using a Contractor-created control within a maximum of ten (10) seconds from being scanned.

**Desirable Requirements:**

The Contractor's solution should provide the ability to:

- Scan both sides simultaneously (duplex).
- Automatic suppression of blank sides.

**SDIS – Document Indexing:**

The ODPS and the Contractor will be jointly responsible for designing a method to index the source document images. It will be the responsibility of the Contractor to provide the necessary tags during the scanning process to allow the documents to be indexed.

**SDIS – Electronic Storage:**

As part of the SDIS solution, the ODPS will provide the capability of electronically storing all files and images brought into the SDIS. Upon scanning, the documents will be stored electronically at a central location chosen by the ODPS. (Note: The location will either be the State of Ohio Computing Center (SOCC) located at 1320 Arthur East Adams Drive, Columbus, OH 43221 or the ODPS Dale Shipley Building located at 1970 West Broad Street, Columbus, OH 43223.)

**SDIS – Document Retrieval:**

The required SDIS solution must be a user-friendly solution for document retrieval at the CSC or DR location. The proposed solution must minimally include the ability to:

- Provide a Contractor created web control which provides the user the ability to retrieve the image(s) via Internet Explorer version 8 or higher within ten (10) seconds of being scanned.

Note: Bandwidth at each DR location is provided via a single T-1 connection (1.5Mbps).

**SDIS – Technical Requirements:**

- Application does not use screen scraping. All communications to other systems are programmatic.

| <b>SCANNER<br/>MINIMUM REQUIREMENTS</b>  |   |
|--|---|
| <b>Scanner Type:</b>                     | Flatbed, Automatic Document Feeder (ADF)  |
| <b>Scan Resolution:</b>                  | Optical, Minimum of 600 dpi; up to 4,800 dpi                                      |
| <b>Color Scan:</b>                       | Yes   |
| <b>Feeder:</b>                           | Center pull   |
| <b>Daily Duty Cycle:</b>                 | Up to 1,000 pages per day   |
| <b>Bit Depth:</b>                        | 48-bit  |
| <b>ADF Capacity:</b>                     | Standard, 50 sheets   |
| <b>ADF Speed:</b>                        | Up to 25 pages per minute (ppm) scan to file 5.5 images per minute (ipm) (duplex) |
| <b>ADF Feed:</b>                         | Straight through paper pass   |
| <b>Scan Size, Maximum (Flatbed):</b>     | 8 ½" W x 14" L  |
| <b>Scan Size, Maximum ADF:</b>           | 8 ½" W x 14" L  |
| <b>Scan Size, Minimal ADF, Imperial:</b> | 2" W x 3" L   |
| <b>Scan File Format:</b>                 | BMP, JPEG, GIF, TIFF, PNG, PCX, PDF, PDF searchable, RTF, TXT                     |
| <b>Connectivity:</b>                     | Standard1 Hi-Speed USB 2.0 TBD JP   |
| <b>Software Protocol:</b>                | TWAIN   |

**NOTE:** SDIS Advanced Features. The Contractor must describe any features of the equipment and/or solution not defined within the RFP.

**Contractor Responsibilities and Deliverables.** The Contractor must meet all RFP requirements and complete all Project Phases, Tasks, Milestones, and Deliverables, as defined in the Contract and provided for in the Project Plan.

## **Task 1 – Project Management**

**Kick Off Meeting.** The Contractor and the ODPS staff will conduct a kick off meeting within five (5) working days prior to Project commencement.

**Meeting Attendance and Reporting Requirements.** The Contractor's Project Management approach must adhere to the following Project meeting and reporting requirements:

- **Immediate Reporting.** The Project Manager or a designee must immediately report any Project staffing changes to the Project Representative. (See Attachment Four: Part Two: Replacement Personnel).
- **Participate in weekly conference call Status Meetings.** The Project Manager or designee and other Project team members, must participate in weekly status meetings with the Project Representative and other members of the Project teams deemed necessary to discuss Project issues. These weekly meetings must follow an agreed upon agenda, and must allow the Contractor and the State to discuss any issues that concern them.
- **Participate in ad hoc meetings as required by the ODPS.** Location to be determined by the State.

**Provide Weekly Status Reports.** The Contractor must provide written status reports to the Project Representative at least one (1) full business day before each weekly conference call status meetings. At a minimum, weekly status reports must contain the items identified below:

- Updated Gantt chart, along with a copy of the corresponding Project Plan files (i.e. Microsoft (MS) Project, on electronic media acceptable to the State.
- Status of currently planned tasks, specifically identifying tasks not on schedule and a resolution plan to return to the planned schedule; issues encountered, proposed resolutions and actual resolutions; the results of any tests. The following items must also be included:
  - A Problem Tracking Report must be attached;
  - Anticipated tasks to be completed in the next week;
  - Task and Deliverable status, with percentage of completion and time ahead or behind schedule for tasks and milestones; and
  - Proposed changes to the Project work breakdown structure and Project schedule.
  - At a minimum, weekly status reports must contain the following:
    - A risk analysis of actual and perceived problems;
    - Testing status and test results; and
    - Strategic changes to the Project Plan.

The Contractor must develop these plans from information that the State's Project personnel provide. These State personnel have varying percentages of their time to devote to this Project, and the Contractor must consider their time commitments to the Project in creating the Project schedule and when obtaining information from State staff to create the above plans. State's project personnel will be named after award.

The Contractor's proposed format and level of detail for the status report is subject to the State's approval.

- **Update Project Schedule.** The Project schedule submitted with the Contractor's Proposal must be updated and submitted in electronic form, CD-ROM, and paper form to the ODPS Project Manager for approval within seven (7) calendar days of the work start date. The revised Project schedule will become the Contractor's baseline plan to fulfill the Contract. The Contractor must use MS Project as the automated Project Management tool for the maintenance and presentation of the Project schedule during the Project.

The Project schedule must be formally updated in conjunction with the weekly reporting requirements throughout the Project.

- **Change Control Process.** The Contractor must work with the ODPS to provide a change control process within the Change Management Plan. Change control is the formal process for identifying the impact of any change or correction that modifies scope, deliverables, timeframes, or resource allocations, and determining the disposition of the requested change or correction:
  - Legislative Changes in State and Federal legislation;
  - Changes in the ODPS business processes or policies;
  - New business requirements; and
  - Change in time of delivery.

The Contractor must follow an ODPS approved Change Control Process:

- Spans the entire Project life cycle;
- Incorporates a formal change order process that:
  - Provides a clear scope of what is included and excluded from each change order request;
  - Delineates the system downtime required to implement any change(s), if appropriate;
  - Requires the successful completion of regression testing before the implementation of the change;
  - Incorporates multiple levels of priority for change orders (e.g., critical, must-have, desired, etc.); and
  - Supports the change control process by estimating impacts, investigating solutions, identifying alternatives, inputting appropriate information into Project tracking tools, participating in the decision-making process, and implementing the agreed upon solution.

### **Contractor Deliverables**

The Deliverables to be produced by the Contractor for the Project Management Section must include the following:

- Updated Project Schedule Plan;
- Change Management Plan; and
- Weekly Status Reports.

## **Task 2 – Systems Analysis and Design**

**System Design Specification Document (SDSD).** The SDSD must contain all of the information needed to develop the scanning solution being requested by the ODPS.

At a minimum, the SDSD must contain the following information:

- Project scope;
- System design description;
- Component and process design;
- Any user displays or outputs;
- System files, if any; and
- System development schedule.

### **Contractor Deliverables**

The Deliverables to be produced by the Contractor for the System Analysis and Design Task must include the following:

- System Design Specification Document (SDSD);

## **Task 3 – Development**

The development and testing of functionality required to meet the requirements identified in this RFP occurs during this task. All software must be coded and unit-tested by the Contractor, and system documentation must be produced in a format approved by the ODPS.

### **Contractor Deliverables**

The Deliverables to be produced by the Contractor for the Development Task must include the following:

- Application Topology Document;
- Unit Testing Results Document;
- End User Documentation;
- Software Configuration Management Documentation;
- System Administration Manual;
- Operations Documentation; and
- System Documentation.

## **Task 4 – Testing**

The Contractor shall provide a proposed written test plan. The plan shall include, but not be limited to, all necessary criteria and tests which will be performed to ensure that the SDIS solution as a whole, and all components thereof, satisfy the requirements included in the Contract, a description of all phases of testing, provisions for the documentation of testing results, problem detection, and corrective measures taken to permanently address problems, and a description of the resources, including the ODPS and Contractor staffing, necessary to conduct testing.

Notwithstanding the foregoing, the ODPS shall have the sole discretion to determine the test plan, including all details contained therein, that will ultimately be used in the determination of whether the SDIS solution, and all components thereof, satisfy the requirements agreed to in this RFP. There will be three (3) test phases as defined below:

- **Alpha Test Phase.**

The Alpha Test Phase will at minimum test the following:

- General system testing during system development at the ODPS Central Headquarters;
- The scanning hardware and any software must be directly connected and operated from a WYSE Z90D7 thin client with the identified specifications and pre-loaded software (see Attachment Two – Requirements);
- The ability for the scanned document images to be retrieved by the operator within a web browser via a contractor-created web control within ten (10) seconds after scanning;
- In collaboration with the State, must demonstrate problem free interfaces with the BASS application where necessary;
- Performs successfully in accordance with all the mandatory requirements specified in the Contract;
- Performs successfully in accordance with all manufacturer's and Contractor's technical and user specifications;
- The ODPS reserves the right to conduct measurements of the performance specifications at any time during this phase; and
- A complete system test must be accomplished to ensure proper hardware and software installation, configuration, and image scanning and retrieval.

This will be referred to as an 'Alpha' test which will be required to be completed prior to CSC or DR installations occurring.

- **Beta Test Phase.**

The Beta Test Phase will at minimum test the following:

- General system testing during system development at the ODPS Central Headquarters;
- The scanning hardware and any software must be directly connected and operated from a WYSE Z90D7 thin client with the identified specifications and pre-loaded software (see Attachment Two – Requirements);
- The ability for the scanned document images to be retrieved by the operator within a web browser via a contractor-created web control within ten (10) seconds after scanning;
- In collaboration with the State, must demonstrate problem-free interfaces with the BASS application where necessary;
- Performs successfully in accordance with all manufacturer's and Contractor's technical and user specifications; the ODPS reserves the right to conduct measurements of the performance specifications at any time during this phase; and
- A complete system test must be accomplished to ensure proper hardware and software installation, configuration, and image scanning and retrieval.

This will be referred to as a 'Beta' test which will be required to be completed prior to CSC or further DR installations occurring.

This Beta test will occur at a single DR location using non-production documents.

Unless otherwise specified by the ODPS, the Beta Test Phase must begin within 60 calendar days from the date of Contract execution.

## **Contractor Deliverables**

The Deliverables to be produced by the Contractor for the testing activities include the following:

- Test Plans. The Contractor must develop test plans which show valid links from UAT all the way back to each functional requirement;
- Identify the inputs to the test, the steps in the testing process, and the expected results;

- Identify any software tools used during testing;
- Include proposed test metrics for progress reports that must be issued at intervals approved by the ODPS;
- Provide detailed descriptions of the test environments, methods, workflow, and training required;
- Describe the defect identification, tracking and resolution processes to be executed during the tests;
- Include test scripts and test cases thoroughly test the functionality of the system and address all data scenarios that the system will process;
- Include a mapping of every test scenario to every element in the requirements traceability matrix;
- Include a description of how the testing effort will be managed, including strategies for dealing with delays in the testing effort, high volume of defects, back-up plan, back-up personnel, and related issues;
- Describe the approach for updating documentation based on test results;
- Describe procedures for notifying the ODPS of problems discovered in testing, testing progress, adherence to the test schedule; and
- Include an approach for organizing and presenting test results for the ODPS' review.

**Test Results Document.** The Contractor must document the results of all unit testing in a Unit Test Results Document. The Contractor will provide the results of unit testing to the ODPS Project Manager. The results must document errors and applicable fixes.

- **Load/Stress Test/Documentation.** The Contractor performs this test to document that the SDIS will function within the normal work day of the ODPS/DR. The Contractor must conduct load/stress testing to evaluate how the system performs under maximum stress conditions and to determine the maximum capacity within specified performance levels. The results of the load test may also result in re-work and system tuning if the processing schedule negatively impacts the ODPS' ability to work a normal business day. The successful completion of load/stress testing as determined by the ODPS is one of the testing prerequisites for progression to user acceptance testing.

**User Acceptance Testing (UAT) Plan.** In addition to the requirements described in the test plans section above, the Contractor must work with the ODPS to develop a UAT plan. The plan must include at a minimum the following:

- Define the approach, scope, and criteria for UAT;
- Documentation of UAT procedures, timelines, and processes, which include test metrics for progress reports that must be issued at intervals approved by the ODPS;
- Identify the inputs to the test, the steps in the testing process, and the expected results;
- Identify any software tools used during UAT;
- Include test scripts and test cases that thoroughly test the functionality of the system and address all data scenarios that the system will process;
- Include a mapping of every test scenario to every element in the requirements traceability matrix;
- Approach to training the ODPS staff responsible for the UAT;
- Describe how the development of the test scenarios ensure all subsystems/interfaces and functions of the SDIS are accounted for and evaluated;
- Describe how the acceptance testing process is tracked and monitored to ensure all testing and re-testing have been satisfactorily completed;
- Describe the defect identification, tracking and resolution processes to be executed during UAT;
- Describe the approach for updating documentation based on test results;
- Describe procedures for notifying the Contractor of problems discovered during UAT; and
- Include an approach for organizing and presenting test results for the ODPS' review.

**User Acceptance Testing (UAT) Defect Tracking Report.** The Contractor must report metrics from the UAT. The UAT Defect Tracking Report must:

- Capture or assign a unique identification (ID) for each acceptance test script, case and scenario;
- Store scripts, cases and scenarios and UAT results by the SDIS business function (subsystem);
- Cross-reference to requirements covered by each test script, case and scenario;

Define and report UAT status by:

- Number of UAT scripts, cases and scenarios identified for the business process and sub-business process;
- Number of scripts, cases and scenarios ready for testing;
- Number of scripts, cases and scenarios released for UAT;
- Number of UAT scripts, cases and scenarios that have passed;
- Number of UAT scripts, cases and scenarios that have failed;
- Number of defects identified by severity;
- Number of test cases under further research after initial results;
- Number of UAT scripts, cases and scenarios passed and signed off by the ODPS as completed and number of UAT scenarios that failed;
- Number of UAT scripts, cases and scenarios to be retested;
- Number of remaining test scripts, cases and scenarios to be tested/retested; and
- Define what Percentage (%) of scripts, cases and scenarios complete.

In addition, the Contractor must work with the ODPS staff to analyze UAT results and to identify any corrections needed and must make those corrections.

## **Task 5 – Pre-deployment (Pilot) Implementation**

**Pre-deployment (Pilot) Installation Phase.** A Pre-deployment Installation Pilot will be conducted in five (5) ODPS selected DR offices (2 scanners each), each within a 50 mile radius of Columbus, OH, and the CSC (4 scanners). A Beta test will occur at a single DR location (2 scanners), to be determined, using non-production documents. The Pre-deployment Installation Pilot will utilize production documents.

- The Pre-deployment Installation Phase will begin upon receipt of written notice and documentation from the Contractor that delivery and installation of the SDIS has been completed and a system audit and successful ODPS Testing (Alpha testing) was performed at the ODPS Central Headquarters and a successful DR testing (Beta Testing) demonstrating that the system meets the design/performance capabilities stipulated by the Contract;
- The Pre-deployment Installation Phase must successfully demonstrate all requirements of this Contract for up to ten (10) consecutive calendar days. The Pre-deployment Installation Phase is not intended to be a full integration system test. The primary purposes of this period are to demonstrate that the Contractor can successfully deploy the system in a small, medium, and large field office environment, and to prepare for the statewide field rollout;
- The scanning hardware and any software must be directly connected and operated from a WYSE Z90D7 thin client with the identified specifications and pre-loaded software (see Attachment Two – Requirements); and
- The ability for the scanned document images to be retrieved by the operator within a web browser via a contractor-created web control within ten (10) seconds after scanning.

The Pre-deployment Installation Phase will include, but not be limited to confirming, to the ODPS' satisfaction, that the SDIS:

- Performs successfully in accordance with all the mandatory requirements specified in the Contract (see Attachment Two – Requirements).
- Performs successfully in accordance with all manufacturer's and Contractor's technical and user specifications; the ODPS reserves the right to conduct measurements of the performance specifications at any time during this period.
- Operates effectively and efficiently, without equipment, component or software failures, for a sustained period of up to ten (10) consecutive business days, during which the Contractor-supplied components of the system perform at an effective level of at least 99.9%.
- In collaboration with the State, must demonstrate problem-free interfaces with the BASS application where necessary. Performs successfully in accordance with the mandatory requirement for a Contractor-created web control to facilitate the retrieval of scanned images at the time an applicant applies for a DL/ID.
- The Contractor must, in order to successfully complete the Pre-deployment Installation Phase, demonstrate its ability to provide adequate service and maintenance of the SDIS, throughout the entire Pre-deployment Installation Phase.
- If the SDIS does not, in the sole judgment of the ODPS, perform or operate in accordance with the criteria set forth in this Contract, for ten (10) consecutive business days, the Pre-deployment Installation Phase may continue, at the ODPS' sole discretion, on a day-to-day basis until the SDIS meets all such criteria for ten (10) consecutive business days.

After the successful Pre-deployment Installation Phase, the ODPS' Project Manager will sign-off on each location and the Contractor may commence implementation of the remaining 195 sites.

### **Contractor Deliverables**

The Deliverables to be produced by the Contractor for the Pilot Implementation include the following:

- Pilot Implementation Plan; and
- Pilot Results Document.

### **Task 6 – Training**

The Contractor must provide training for the ODPS and the DR support personnel specific to security, operation and maintenance of the imaging hardware and application software. The ODPS will provide a training program and plan for use by the business unit functional team, system administrators, the DR locations and the help desk personnel to prepare for the SDIS.

#### **ODPS Central Headquarters and Site Training Requirements.**

The ODPS Central Headquarters site training must include overall operation and support of the proposed solution. The ODPS Central Headquarters site training is required to address three (3) levels of staff as follows:

- **Level One. The ODPS Central Headquarters.** Two (2) DR support help desks, Deputy Technical Services (DTS) and License Control, must receive sufficient system management and operations training to provide daily operational proficiency and technical troubleshooting proficiency.

The ODPS will require multiple training sessions as there will be up to eighty (80) ODPS staff requiring this level of training.

The Contractor must schedule the training sessions to be available to the ODPS staff no earlier than twenty (20) business days prior to statewide implementation.

Training shall include, but not be limited to, the following:

- An overview of the system hardware and software architecture and connectivity;
  - Processing trouble tickets;
  - Troubleshooting and monitoring;
  - Preventive Maintenance tasks; and
  - The SDIS Centralized System Operation.
- **Level Two. The ODPS IT Technical System Support Staff Training for as many as 20 individuals.** The ODPS requires a technical training and transition plan for the ODPS/IT staff. The transition plan must include comprehensive detail to ensure that the ODPS/IT staff is fully capable of supporting the new SDIS and software.

The timeframe for training must correlate to the project implementation to enable a seamless transition to the ODPS/IT staff. Technical training shall include, but not be limited to:

- Routine management tasks Centralized Electronic Document Imaging System (EDIS) management and maintenance;
  - System customization and adding system enhancements;
  - Troubleshooting and monitoring; and
  - The SDIS operation, as well as an overview of the system hardware and software architecture and connectivity, hardware component and system installation, hardware and software problem diagnosis and resolution, and software distribution.
- **Level Three. DR Office Training Requirements.** When the Contractor's staff is scheduled to be on site to install and configure each DR office location, the Contractor will also be required to provide, at a minimum, two (2) hours of on-site end user training for that DR office staff. The Contractor, in collaboration with the ODPS, must conduct training in order to ensure the DR and CSC employees are trained to handle imaging functions specific to the DR office functions.

During the two (2) hour training, the Contractor must instruct and demonstrate how to operate and monitor the imaging hardware and software. This training is to include powering the equipment on and off, operating, cleaning and maintaining the scanning units and utilizing the scanning application. This training must be completed at each DR office after the scanning hardware and software has been implemented and testing is successfully completed but before the system is placed into production.

The Contractor must provide training materials containing documentation of scanning functions and operations covered in the training session. Two (2) copies of this documentation must be provided to each DR site, and five (5) copies to the ODPS Central Headquarters office.

Prior to training, the Contractor must complete a mock training presentation to the ODPS staff for approval. The State requires a detailed operational training and transition plan for the DR's. The DR office personnel must receive sufficient scanning and maintenance training including all detail as to any and all operator care and preventative maintenance required to ensure they perform daily operational functions and are fully capable of operating the field components of the SDIS. The transition plan must include comprehensive detail to ensure that the DR office personnel are fully trained to use the hardware and software at their location.

The training shall include, but not be limited to:

- Scanning system management and maintenance;
- Troubleshooting and problem diagnosis;
- Training shall occur during the DR office's normal business hours. (Hours of operation coincide with Help Desk hours (Monday – Friday 7:00 A.M. - 6:30 P.M. and Saturday 8:00 A.M.. – 2:00 P.M.); and
- The Contractor must provide staff (fully knowledgeable with the operation of the system) to perform training and system monitoring for up to four (4) hours on the first full day of operation.

### **Contractor Deliverables**

Deliverables to be produced by the Contractor include the following:

- Training Plan;
- Training Materials;
- Training Report, and
- Help Desk Procedures Manual.

### **Task 7 – Deployment**

The ODPS has provided a proposed installation schedule (Supplement Nine), which requires installation to two (2) DR agencies per district per day. The OBMV has five (5) districts.

The Contractor must provide the appropriate level of staff on-site during the installation period to include:

- Staff fully knowledgeable with the operation of the system to perform on-site training;
- System monitoring for the first full day of operation of each field location; and
- Support staff on-site to resolve installation and operational problems that may arise.

The Contractor must provide a field site deployment plan that fully describes the Contractor's methodology, objectives, approach, methods, tools, techniques, and specific work steps for installing the new technology in each DR location and the ODPS Central Headquarters.

The Contractor must supply a toll free phone number to a single point of contact for when technical services are required.

The implementation plan should address how the Contractor intends to complete the installations with minimal office impact and how this can be done in the time window specified in this RFP. The implementation plan should also address how the Contractor will mitigate the risks with the Project implementation.

### **The ODPS On-site Delivery, Installation, Disposal and Inventory Requirements.**

The following items will be provided to the selected offeror by the ODPS, Information Technology Office (ITO), Assistant Chief, or designated alternate:

- Fixed asset tag numbers and stickers to apply to the scanners upon installation; and
- The ODPS will ensure cooperation is obtained with the DR and the CSC sites to meet the installation schedule.

The Contractor must log all asset information into a Microsoft Excel spreadsheet prior to the physical installation and provide both this electronic version and a paper version the day of the installation complete with asset tag information described below.

All of the following information must be recorded in a site log and provided to the Mr. Jeff Shadburn, Chief, ODPS Inventory Management Office (IMO), 1970 W. Broad Street, Road, Columbus, OH 43223, (614) 466-2890:

- Model Number;
- Serial Number;
- Asset Description;
- Location; and
- Asset Identification (ID) Number.

The above referenced site logs will be the property of the State, one (1) copy will be left on-site with the DR's designee, one (1) copy will be provided to the ODPS ITO PM point of contact, and one (1) copy will be sent to the ODPS IMO.

Remove and dispose from the DR locations all packing, boxes, etc., used in the shipping and installation of the hardware and software involved in this Project.

All site locations must be left in a clean and neat state after installation is complete, and before the Contractor's work is accepted. Any cabling must be neat, labeled and orderly.

The Contractor must agree to provide expedited delivery service, if necessary, to maintain the implementation schedule or to replace defective equipment at no additional cost to the ODPS.

### **Contractor Deliverables**

Deliverables to be produced by the Contractor include the following:

- Provide, install, setup, configure, and test the new Hardware and Software at the ODPS Central Headquarters and at DR locations;
- Ship all products F.O.B. destination and provide free inside delivery to the specified location supplied by the ODPS Project Management Representative (PMR);
- Coordinate delivery dates and times with the ODPS PMR. It is the Contractor's responsibility to respond with a firm delivery date subject to approval from the ODPS PMR;
- Perform required work at each DR site during the location's working hours without interrupting the normal course of business. The State will facilitate reasonable Contractor access to each DR site; and
- Provide and install all other Hardware and Software needed for a successful implementation, including all components and cables needed to connect the equipment to the DR office's thin client(s). The Contractor is not responsible for the office build-out infrastructure (electrical outlets, hubs, switches, routers).

**The State reserves the right to relocate any Hardware acquired under the Contract.**

### **SDIS – Defective System Component Replacement.**

The ODPS reserves the right to request a replacement of any SDIS or system component, at ODPS' sole discretion, if any SDIS component remains inoperable.

The ODPS reserves the right to request a replacement of any SDIS or system component that has more than three (3) service calls placed within any consecutive thirty (30) day period. This will be exercised by the ODPS when the State determines that maintenance service is not resolving an ongoing, repetitive problem.

If the Contractor fails to meet any Performance Level requirements, the ODPS may require a replacement of any SDIS or system component and/or may avail itself of the remedies for default, breach, and/or liquidated damages. If a replacement is requested by the ODPS, such replacement with same product as proposed in the offeror's response, must be installed and operational within four (4) working hours following the request for replacement, at no additional cost to the ODPS.

### **Contractor Deliverables**

Deliverables to be produced by the Contractor include the following:

- Replacing defective components.

### **Task 8 – Transition**

The Contractor must execute the agreed upon SDIS system transition plan, which will help address system transition to the DR business user staff, ODPS' IT Technical and Development staff, Operational staff, and the Administrative staff.

### **Contractor Deliverables**

Deliverables to be produced by the Contractor include the following:

- The Contractor must provide toll free phone support to the ODPS Help Desk and technical staff during normal ODPS business hours for the duration of the Contract. Support must begin upon Contract award.

### **Task 9– Maintenance and Support Tasks**

Before the initiation of this effort, the Contractor must provide a maintenance and support plan. The maintenance and support plan must contain at a minimum:

- Hardware and software updates.
- Quarterly, remedial and preventative maintenance.

### **Contractor Deliverables**

Deliverables to be produced by the Contractor for the maintenance and enhancement section include the following:

- Maintenance and Support Plan;
- Updated SDIS Documentation.

### **The ODPS' Responsibilities**

**State Roles and Responsibilities.** The following State personnel will be available as needed during the Project:

**State Project Manager.** The ODPS Project Manager will provide State project management oversight of the SDIS ensuring implementation is completed as designed and in accordance with

approved work plan. The ODPS Project Manager will be the single point of contact for contractual and Project related matters.

**Subject Matter Experts (SMEs).** State SMEs will participate in implementation related tasks (e.g., requirements review, designs, configuration, and UAT).

**Performance Testing.** Attachment Four: Part Five describes the procedure and criteria for testing. The SDIS must be designed and implemented to meet a system availability standard of 99.9% during the OBMV's normal hours of operation (Hours of operation coincide with Help Desk hours (Monday – Friday 7:00 A.M. - 6:30 P.M. and Saturday 8:00 A.M. – 2:00 P.M.)

The performance test will be done in cooperation with the Contractor, the DR's staff, and the ODPS to ensure the installation at each DR site is complete and fully operational. A statewide performance test will also be done to ensure the total installation is complete and fully operational.

Attachment Four: Part Five describes the procedure and criteria for testing.

**Work Hours and Conditions.**

This Project requires that all work be accomplished in a manner that provides minimal interruption to the DR's business. The branch office locations and hours are available at the following Web site: [http://bmv.ohio.gov/county\\_lst.stm](http://bmv.ohio.gov/county_lst.stm)

## **PART TWO: SPECIAL PROVISIONS**

**Submittal of Deliverables.** The Contractor must perform its tasks in a timely and professional manner that produces Deliverables that fully meet the Contract's requirements. The Contractor must complete its work in steps that will result in Deliverables associated with those steps, and the Contractor must provide the required Deliverables no later than the due dates proposed in the RFP or included in the Contractor's Project Plan as approved by the State. At the time of delivery of a written Deliverable, the Contractor must submit an original and one copy of each Deliverable, plus an electronic copy. The Contractor must provide the electronic copy in a file format acceptable to the Project Representative. Also, with each Deliverable, the Contractor must submit a Deliverable Submittal Form signed by the Project Manager. (See Attachment Six of the RFP.)

By submitting a Deliverable, the Contractor represents that, to the best of its knowledge, it has performed the associated tasks in a manner that meets the Contract's requirements.

The Contractor must provide all Deliverables to the Project Representative, who will review (or delegate review of) the materials or documents within a reasonable time after receipt, as specified in the Project Plan.

If the State determines that a Deliverable is not in compliance, the Project Representative will note the reason for non-compliance on the Deliverable Submittal Form and send the form to the Project Manager. At no expense to the State, the Contractor then must bring the Deliverable into conformance and re-submit it to the Project Representative within ten (10) business days.

If the State agrees the Deliverable is compliant, the Project Representative will indicate that by signing the Deliverable Submittal Form and returning a copy of it to the Contractor. In addition, if the Project Representative or designee determines that the State should make a payment associated with the Deliverable, the Project Representative will indicate that the payment should be made on the Deliverable Submittal Form.

The State form authorizing payment (Attachment Six) and the payment itself do not indicate that the State has accepted the Deliverables associated with the payment. The State's acceptance of the Deliverables that are part of developing the Project is conditioned on a successful performance test upon completion of the Project.

Status reports are not subject to a review and approval process.

**The Contractor's Fee Structure.** The Contract award will be for a not-to-exceed fixed price, payable in accordance with the schedule below:

A Pre-deployment Installation Pilot will be conducted in five (5) ODPS selected DR offices (2 scanners each), each within a 50 mile radius of Columbus, OH, and the CSC (4 scanners). A Beta test will occur at a single DR location (2 scanners), to be determined, using non-production documents. The Pre-deployment Installation Pilot will utilize production documents.

At the successful conclusion of the Pre-Deployment Pilot, the Contractor will be reimbursed in full for the 16 scanners that have been installed, tested, and accepted.

After installation and successful testing of the scanners at each of the remaining DR Agencies (2 scanners each), the Contractor will be reimbursed 100% of the cost of the scanners.

The Contractor must drop ship or deliver scanners at the time of installation. Scanners may be stored in a secure location as designated by the DR agency staff. The Contractor will be responsible for verifying the serial number of each scanner and recording the ODPS supplied inventory tag number. A record of this information must be provided to the ODPS Asset Management Chief in Excel format.

**Hold-Back**

Each invoice submitted prior to Final Acceptance of this project shall be reduced by, and shall clearly designate, a ten percent (10%) hold-back credit. Following the date of Final Acceptance, the Contractor shall submit a final invoice for the total amount accumulated for all hold-back credits.

Upon receipt of a signed Deliverable/Milestone Submittal Form (Attachment Six) indicating the State agrees that the Deliverable identified in the work breakdown structure is compliant or that the Contractor has met an applicable milestone and payment should be made, the Contractor may submit an invoice for that Deliverable or milestone, according to the payment schedule identified above.

The Contractor may submit monthly invoices for DR offices completing the defined acceptance criteria within the same month as the invoice is dated.

Payment for purchase of hardware and software will be made upon Final Acceptance as defined in this RFP.

The Contractor's federal tax identification number and Purchase Order number shall appear on all invoices and work sheets. The provisions of Ohio Revised 126.30 shall also apply to any contract between the parties.

All invoices shall be rendered monthly after deliverables have been accepted. All Products and Services covered by the invoice have been accepted. No invoice may include any costs other than those identified in the pricing schedule or an executed order by the ODPS referencing this Contract. Invoices shall provide at a minimum:

- Type and description of the Product or Service
- Serial number, if any
- Charge for each item
- This Contract Number or Order Number
- Contractor's Federal Identification Number (FIN)

**Reimbursable Expenses**

None

**Bill to Address**

Ohio Department of Public Safety  
ATTN: Fiscal Services  
PO Box 16520  
Columbus, OH 43216-6520

**Background Check**

Upon Contract award, the Contractor and all staff involved in the Project must undergo a complete and thorough background check, at ODPS' expense. This will include previous work addresses for the last ten (10) years excluding high school. An extensive investigation will be conducted by the ODPS prior to the assignment of the Contractor's staff to the installation sites.

**Criteria for personnel record checks.** Background checks will be performed to determine if current or potential employees, of the Contractor, have any types of convictions in the following areas:

1. Any record of violence, domestic or otherwise;
2. Drug-related convictions;
3. Theft;
4. Other offenses deemed at risk to the facility or its population.

Those employees and potential employees of the Contractor and subcontractor(s) with felony convictions or other criminal records, unless specifically approved by the ODPS, will not be permitted to be employed on this Project.

## ATTACHMENT THREE: REQUIREMENTS FOR PROPOSALS

**Proposal Format.** Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment, whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply may be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following:

- Vendor Information Form (OBM-5657)
- Subcontractor Letters
- Offeror Certification Form
- Offeror Description
- Offeror Profile Summary Forms
- Personnel Profile Summaries
- Proposed System Solution
- Staffing Plan
- Project Manager
- Time Commitment
- Assumptions
- Project Plan
- Support Requirements
- Component Requirements
- Commercial Materials
- Warranty for Commercial Materials
- Conflict of Interest Statement
- Proof of Insurance
- Payment Address
- Legal Notice Address
- W-9 Form
- Declaration Regarding Terrorist Organizations
- Standard Affirmation and Disclosure Form (EO 2011-12K)
- Cost Summary (must be separately sealed)

**Vendor Information Form.** The offeror must submit a signed and completed Vendor Information Form (OBM-5657) for itself and for each subcontractor the offeror plans to use under the Contract. The form is available at <http://obm.ohio.gov/MiscPages/Forms/default.aspx>.

**Subcontractor Letters.** For each proposed subcontractor, the offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:

1. The subcontractor's legal status, federal tax identification number, D-U-N-S number, and principal place of business address;
2. The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A description of the work the subcontractor will do;
4. A commitment to do the work if the offeror is selected; and

5. A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.

**Offeror Certification Form.** The offeror must complete Attachment Seven, Offeror Certification Form.

**Offeror Description.** Each Proposal must include a description of the offeror's capability, capacity, and experience in the industry. The description should include the date the offeror was established, its leadership, number of employees, number of employees the offeror will engage in tasks directly related to the Project, and any other background information that will help the State gauge the ability of the offeror to fulfill the obligations of the Contract.

**Offeror Profile Summary Forms.** This RFP includes an Offeror Profile Summary Form as an attachment. The offeror must use this form and fill it out completely to provide the required information.

**The Offeror Profile Summary Form contained in this document has been customized for the applicable offeror requirements. (Refer to Attachment Eight.) Each page of the form may contain minor variations. If an offeror elects to duplicate the form electronically, the offeror must carefully review each page of the form to ensure that it has been copied accurately. Failure to duplicate the form exactly may lead to the rejection of the offeror's Proposal.**

Each offeror must meet all the mandatory requirements in the RFP. If an offeror does not meet all the mandatory requirements, the State may reject the offeror's Proposal as non-responsive.

The various sections of the Offeror Profile Summary Forms are described below:

- a) **Mandatory Experience and Qualifications.** The offeror must complete this section to demonstrate that it has the experience needed to meet the RFP's mandatory requirements. (Refer to Attachment Eight.) For each reference, the offeror must provide the following information:
  - **Contact Information.** The offeror must provide a client contact name, title, phone number, email address, company name, and mailing address. The offeror also must include the same information for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide this information or providing information that is inaccurate or out of date may result in the State not including the reference in the evaluation process or rejecting the offeror's Proposal. The contact information given must be for a person within the client's organization and not a co-worker or a contact within the offeror's organization, subsidiaries, partnerships, etc.
  - **Project Name.** The offeror must provide the name of the project where it obtained the mandatory experience.
  - **Dates of Experience.** The offeror must complete this area with a beginning month and year and an ending month and year to show the length of time the offeror performed the work, not just the length of time the offeror was engaged by the reference.
  - **Description of the Related Service Provided.** The State will not assume that, since the experience requirement is provided at the top of the page, all descriptions on that page relate to that requirement. The offeror must reiterate the experience being described, including the capacity in which the work was performed and the role of the offeror on the Project. It is the offeror's responsibility to customize the description to clearly substantiate the qualification.
  - **Description of how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables and to achieve this Project's milestones.**

The offeror must list each project experience separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

- b) **Required Experience and Qualifications.** The offeror must complete this section to demonstrate that it meets the requirements for experience. For each reference, the offeror must

provide the information in the same manner as described above under item a, Mandatory Experience and Qualifications.

**THE OFFEROR MAY NOT USE THE EXPERIENCE OR QUALIFICATIONS OF A SUBCONTRACTOR TO MEET ANY OF THE ABOVE MANDATORY QUALIFICATIONS OR EXPERIENCE. THESE MUST BE FULFILLED EXCLUSIVELY THROUGH THE QUALIFICATIONS AND EXPERIENCE OF THE OFFEROR. If the offeror seeks to meet any of the other qualifications and experience through a subcontractor, the offeror must identify the subcontractor by name in the appropriate part of the Offeror Profile Summary Form, in Attachment Eight to this RFP, for each reference.**

**Personnel Profile Summaries.** Each Proposal must include a profile for each key member of the proposed work team. This RFP includes Personnel Profile Summary Forms as Attachment Nine, and the offeror must use these forms and fill them out completely for each reference.

**The Personnel Profile Summary Forms contained in this RFP have been customized for the applicable candidate requirements. Each page of the forms may contain minor variations. If an offeror elects to duplicate the forms electronically, the offeror must carefully review each form to ensure that it has been copied accurately. Failure to duplicate the forms exactly may lead to the rejection of the offeror's Proposal.**

The offeror must propose a Project team that collectively meets all the requirements in this RFP, as demonstrated through the Personnel Profile Summary Forms. Each team member may have mandatory requirements listed in this RFP that the team member must individually meet. The offeror must name all candidates proposed, and each must meet the technical experience for the candidate's position.

The State will not consider a candidate's overlapping months of experience toward meeting the experience requirements in this RFP. Therefore, for each requirement for a key position, the Personnel Profile Summary Forms for the candidate must demonstrate that the candidate meets the requirement through a work experience that does not overlap in time with any other work experience used to meet the same requirement for the position.

The offeror must demonstrate that all candidate requirements have been met by using the Personnel Profile Summary Forms. The various sections of the forms are described below:

- a) Candidate References. If the offeror provides less than three projects, the offeror must explain why. The State may reject the Proposal if less than three projects are given for a candidate.
- b) Education and Training. The offeror must use this section to list the education and training of the proposed candidate and demonstrate, in detail, the proposed candidate's ability to properly perform under the Contract. The offeror must show how the candidate's education and training relates to the requirements of the RFP.
- c) Mandatory Experience and Qualifications.

The offeror must complete this section to show how a candidate meets the mandatory experience requirements, if any are applicable to that candidate. If any candidate does not meet the mandatory requirements for the position the candidate is proposed to fill, the offeror's Proposal may be rejected as non-responsive.

For each reference, the offeror must provide the following information:

- Candidate's Name.
- Contact Information. The offeror must completely fill out the client contact name, title, phone number, email address, company name, and mailing address. The offeror must include the same information for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide this information may result in the State not including the reference experience in the evaluation process. It also may be a basis for rejecting the Proposal as

non-responsive. The offeror must give contact information for a person in the client's organization and not a co-worker or a contact in the offeror's organization, subsidiaries, partnerships, etc.

- Dates of Experience. The offeror must complete this section with a beginning month and year and an ending month and year to show the length of time a candidate performed the technical experience being described, not just the length of time the candidate worked for the company.
- Description of the Related Service Provided. The State will not assume that, since the technical requirement is provided at the top of the page, all descriptions on that page relate to that requirement. The offeror must reiterate the technical experience being described, including the capacity in which the candidate gained the experience and the role of the candidate in the project as it relates to this Project. It is the Contractor's responsibility to customize the description to clearly substantiate the candidate's qualification.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

d) Required Experience and Qualifications. The offeror must complete this section to show how its candidate meets the experience requirements. (Refer to Attachment Nine.) For each reference, the following information must be provided:

- Candidate's Name.
- Contact Information. The client contact name, title, phone number, email address, company name, and mailing address must be completely filled out. The same information must be included for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide requested contact information may result in the State not including the experience in the evaluation process or rejecting the offeror's Proposal. The contact information given must be for a person within the client's organization and not a co-worker or a contact within the offeror's organization, subsidiaries, partnerships etc.
- Dates of Experience. The offeror must complete this section with a beginning month and year and an ending month and year to show the length of time the candidate performed the technical experience being described, not just the length of time the candidate worked for the company.
- Description of the Related Service Provided. The State does not assume that, since the technical requirement is provided at the top of the page, all descriptions on that page relate to that requirement. Offerors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the project as it relates to this Project. It is the Offeror's responsibility to customize the description to clearly substantiate the candidate's qualification.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

**Proposed System Solution.** The offeror must describe in detail how its proposed solution meets the functional and technical requirements described in this RFP. The offeror may not simply state that the proposed solution will meet or exceed the specified requirements. Instead, the offeror must provide a written narrative that shows that the offeror understands the functionality and the technical requirements of this RFP and how the offeror's proposed solution meets those requirements.

The offeror must provide a detailed description of the following items as described in the Scope of Work:

- Incoming Documents;
- Document Indexing;
- Technical Requirements;

- Electronic Storage;
- Document Retrieval and
- Advanced Features.

The offeror must also address the following deliverables:

- Task 1 Project Management;
- Task 2 Systems Analysis and Design;
- Task 3 Development;
- Task 4 Testing;
- Task 5 Pre-Deployment (Pilot) Implementation;
- Task 6 Training;
- Task 7 Deployment;
- Task 8 Transition; and
- Task 9 Maintenance and Support Tasks.

**Staffing Plan.** The offeror must provide a staffing plan that identifies all the personnel by position that the offeror proposes and that are required to do the Project. The staffing plan must show each individual's responsibilities on the Project. The State also requires a staffing plan that matches the proposed Project key personnel and qualifications to the activities and tasks that will be completed on the Project. In addition, the plan must have the following information:

- A matrix matching each team member to the staffing requirements in this RFP;
- A contingency plan that shows the ability to add more staff if needed to ensure meeting the Project's due date(s); and
- The number of people onsite at the State location at any given time to allow the State to plan for the appropriate workspace.

**Project Manager.** The Offeror must provide one (1) full-time Project Manager throughout the Project lifecycle. The Contractor must employ the proposed Project Manager as a regular, full-time employee from the Proposal Contract Award through system acceptance of the SDIS. The Contractor Project Manager will report to the ODPS Project Manager during the entire project lifecycle.

**Time Commitment.** The offeror must submit a statement and a chart that clearly indicate the time commitment of the proposed Project Manager and the offeror's proposed team members for this Project. The offeror also must include a statement indicating to what extent, if any, the Project Manager may work on other projects during the term of the Contract. The State may reject any Proposal that commits the proposed Project Manager or any proposed key Project personnel to other projects during the term of the Project, if the State believes that any such commitment may be detrimental to the offeror's performance.

**Assumptions.** The offeror must list all the assumptions the offeror made in preparing the Proposal. If any assumption is unacceptable to the State, the State may reject the Proposal. No assumptions may be included regarding negotiation, terms and conditions, or requirements.

**Project Plan.** The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to get the Project done properly. The offeror must submit a Project Plan that the offeror will use to create a consistent and coherent management plan for the Project. The Project Plan must include detail sufficient to give the State an understanding of how the offeror's knowledge and approach will:

- Manage the Project;
- Guide Project execution;
- Document planning assumptions and decisions;
- Facilitate communication among stakeholders;

- Define key management review as to content, scope, and schedule; and
- Provide a baseline for progress measurement and Project control.

At a minimum, the offeror's Project Plan must include the following:

- Description of the Project management approach;
- Scope statement that includes the Project objectives and the Project Deliverables and milestones;
- Work breakdown structure as a baseline scope document that includes Project elements. The work breakdown structure must show the elements at a level of detail that demonstrates the offeror's understanding of the effort required to do the work. The work breakdown structure also must have increasingly descending levels of detailed definition added as the Project continues. The Project elements must include, at a minimum, scope definition, requirements gathering, design, development, conversion, testing, benchmarking, implementation, training, and transition, as applicable;
- Detailed Project schedule for all Project Deliverables and milestones. The offeror must provide the Project schedule as a Microsoft Project Gantt chart, showing all major Project tasks on a week-by-week schedule to serve as the basis for managing the Project. The schedule must clearly demonstrate how the Project will become fully operational by the delivery date. The offeror must give dates for when all Deliverables and milestones will be completed and start and finish dates for tasks. The offeror also must identify and describe all risk factors associated with the forecasted milestone schedule;
- Assignment and respective names of responsibility for each Deliverable within the work breakdown structure to the level at which control will be exercised;
- Performance measurement baselines for technical scope and schedule;
- Major milestones and target date(s) for each milestone that are consistent with this RFP's dates;
- Key or required staff and their expected effort;
- High-level subsidiary Project management plans:
  - Integration management;
  - Scope management;
  - Schedule management;
  - Cost management;
  - Quality management;
  - Staffing management;
  - Communications management, and
  - Risk management (including constraints and assumptions, planned responses and contingencies).
- Description of the offeror's proposed organization(s) and management structure responsible for fulfilling the Contract's requirements;
- Definition of the review processes for each milestone and Deliverable (e.g. mandatory design review) and a description of how the parties will conduct communication and status review;
- Description of the Project issue resolution process; and
- If the offeror chooses to use subcontractors, this part of the offeror's Proposal must describe its approach to managing its subcontractors effectively.

**Support Requirements.** The offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the offeror must address the following:

- Nature and extent of State support required in terms of staff roles, percentage of time available, and so on;
- Assistance from State staff and the experience and qualification levels required; and
- Other support requirements.

The State may not be able or willing to provide the additional support the offeror lists in this part of its Proposal. The offeror therefore must indicate whether its request for additional support is a requirement

for its performance. If any part of the list is a requirement, the State may reject the offeror's Proposal, if the State is unwilling or unable to meet the requirements.

**Component Requirements.** The offeror must identify all proposed equipment or other items the State will need, both during the Project and afterwards for ongoing operations, that are not otherwise specified in this RFP or as part of the offeror's proposed solution.

The requirements and specifications in this RFP are minimum Project requirements. The offeror may include features, equipment, or other elements in excess of the minimum but must clearly identify them as such. All elements of the proposed solution must meet the mandatory technical requirements for the Project. If any element of the proposed solution does not meet the minimum requirements, the offeror's Proposal may be rejected as non-responsive.

**Commercial Materials.** The offeror must list any commercial and proprietary materials that the offeror will deliver that are easily copied (e.g., off-the-shelf software) and in which the State will have less than full ownership ("Commercial Materials"). Generally, these will be from third parties and readily available in the open market, and they may not come into existence as a consequence of the work under the Contract. The offeror need not list patented parts of equipment, since they are not readily copied. If the offeror expects the State to sign a license for the Commercial Material, the offeror must include the license agreement as an attachment. If the State finds any provisions of the license agreement objectionable and cannot or does not negotiate an acceptable solution with the third party, regardless of the reason and in the State's sole discretion, then the offeror's Proposal may be rejected. If the State is not going to sign a license, but there will be limits on the State's use of the Commercial Materials different from the standard license in the General Terms and Conditions, then the offeror must detail the unique scope of license here. Unless otherwise provided in this RFP, use of Commercial Materials may be a basis for rejection of the offeror's Proposal, if the State, in its sole discretion, believes that such is not appropriate or desirable for the Project. Any deviation from the standard license, warranty, and other terms in Attachment Four also may result in a rejection of the offeror's Proposal.

**Warranty for Commercial Materials.** If the offeror proposes a Deliverable that contains Commercial Software with warranty terms that differ from the warranty terms in Attachment Four, then the scope of warranty must be detailed here. This is required even if the State will not be expected to sign a license for the Deliverable. Any deviation from the standard warranty in Attachment Four may result in a rejection of the offeror's Proposal.

**Conflict of Interest Statement.** Each Proposal must include a statement indicating whether the offeror or any people that may work on or benefit from the Project through the offeror have a possible conflict of interest (e.g., employed by the State of Ohio, etc.) and, if so, the nature of that conflict. The State may reject a Proposal in which an actual or apparent conflict is disclosed. The State also may terminate the Contract if it discovers any actual or apparent conflict of interest that the offeror did not disclose in its Proposal.

**Proof of Insurance.** The offeror must provide the certificate of insurance in the form that Attachment Four requires. The policy may be written on an occurrence or claims made basis.

**Payment Address.** The offeror must give the address to which the State should send payments under the Contract.

**Legal Notice Address.** The offeror must give the name, title, and address to which the State should send legal notices under the Contract.

**W-9 Form.** The offeror must complete the attached W-9 form in its entirety. The offeror must submit at least one originally signed W-9. All other copies of a Proposal may contain copies of the W-9. The offeror must indicate on the outside of the binder which Proposal contains the originally signed W-9.

**Declaration Regarding Terrorist Organizations.** The offeror must complete a Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization in its entirety. The offeror must submit at least one originally signed copy of this form, which should be included with the offeror's originally signed Proposal. All other copies of the offeror's Proposal may contain copies of this form. The form is available at: <http://www.homelandsecurity.ohio.gov>.

**Standard Affirmation and Disclosure Form (EO 2011-12K).** The offeror must complete and sign the Affirmation and Disclosure Form (Supplement Three) as part of its Proposal.

**Cost Summary.** This RFP includes a Cost Summary Form provided as an attachment. Offerors may not reformat this form. Each offeror must complete the Cost Summary Form in the exact format provided, since the State may reject any Proposal with a reformatted Cost Summary Form or that is not separately sealed. (See: Part Three: General Instructions, Proposal Submittal.)

The Cost Summary Form must not include exceptions, additional terms and conditions, or assumptions.

The offeror's total cost for the entire Project must be represented as the not-to-exceed fixed price.

**The State will not be liable for or pay any Project costs that the offeror does not identify in its Proposal.**

## ATTACHMENT FOUR: GENERAL TERMS AND CONDITIONS

### PART ONE: PERFORMANCE AND PAYMENT

**Statement of Work.** The RFP and the Contractor's Proposal (collectively, the "RFP Documents") are a part of this Contract and describe the work (the "Project") the Contractor will do and any materials the Contractor will deliver (the "Deliverables") under this Contract. The Contractor must do the Project in a professional, timely, and efficient manner and will provide the Deliverables in a proper fashion. The Contractor also must furnish its own support staff necessary for the satisfactory performance of the Project.

The Contractor will consult with the appropriate State representatives and others necessary to ensure a thorough understanding of the Project and satisfactory performance. The State may give instructions to or make requests of the Contractor relating to the Project, and the Contractor will comply with those instructions and fulfill those requests in a timely and professional manner. Those instructions and requests will be for the sole purpose of ensuring satisfactory completion of the Project and will not amend or alter the scope of the Project.

**Term.** Unless this Contract is terminated or expires without renewal, it will remain in effect until the Project is completed to the satisfaction of the State, including all optional renewal periods for maintenance or continuing commitments, and the Contractor is paid. However, the current General Assembly cannot commit a future General Assembly to an expenditure. Therefore, this Contract will automatically expire at the end of each biennium, the first of which is June 30, 2013. The State may renew this Contract in the next biennium by issuing written notice to the Contractor of the decision to do so. This expiration and renewal procedure also will apply to the end of any subsequent biennium during which the Project continues, including all optional renewal periods. Termination or expiration of this Contract will not limit the Contractor's continuing obligations with respect to Deliverables that the State paid for before termination or limit the State's rights in such.

The State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails to continue funding for the payments and other obligations due as part of this Contract, the State's obligations under this Contract will terminate as of the date that the funding expires without further obligation of the State.

The Project has a completion date that is identified in the RFP Documents. The RFP Documents also may have several dates for the delivery of Deliverables or reaching certain milestones in the Project. The Contractor must make those deliveries, meet those milestones, and complete the Project within the times the RFP Documents require. If the Contractor does not meet those dates, the Contractor will be in default, and the State may terminate this Contract under the termination provision contained below.

The State also may have certain obligations to meet. Those obligations, if any, are also listed in the RFP Documents. If the State agrees that the Contractor's failure to meet the delivery, milestone, or completion dates in the RFP Documents is due to the State's failure to meet its own obligations in a timely fashion, then the Contractor will not be in default, and the delivery, milestone, and completion dates affected by the State's failure to perform will be extended by the same amount of time as the State's delay. The Contractor may not rely on this provision unless the Contractor has in good faith exerted reasonable management skill to avoid an extension and has given the State meaningful written notice of the State's failure to meet its obligations within five business days of the Contractor's realization that the State's delay may impact the Project. The Contractor must deliver any such notice to both the Project Representative and Procurement Representative and title the notice as a "Notice of State Delay." The notice must identify any delay in detail, as well as the impact the delay has or will have on the Project. Unless the State decides, in its sole and exclusive judgment, that an equitable adjustment in the Contractor's Fee is warranted in the case of an extended delay, an extension of the Contractor's time to perform will be the Contractor's exclusive remedy for the State's delay. Should the State determine that an equitable adjustment in the Contractor's Fee is warranted, the equitable adjustment will be handled as

a Change Order under the Changes Section of this Contract, and the extension of time and equitable adjustment will be the exclusive remedies of the Contractor for the State's delay.

The State seeks a complete Project, and the Contractor must provide any incidental items omitted in the RFP Documents as part of the Contractor's not-to-exceed fixed price. The Contractor also must fully identify, describe, and document all systems that are delivered as a part of the Project. Unless expressly excluded in the RFP, all hardware, software, supplies, and other required components (such as documentation, conversion, training, and maintenance) necessary for the Project to be complete and useful to the State are included in the Project and the not-to-exceed fixed price.

**Compensation.** In consideration of the Contractor's promises and satisfactory performance, the State will pay the Contractor the amount(s) identified in the RFP Documents (the "Fee"), plus any other expenses identified as reimbursable in the RFP Documents. In no event, however, will payments under this Contract exceed the "not-to-exceed" amount in the RFP Documents without the prior written approval of the State and, when required, the Ohio Controlling Board and any other source of funding. The Contractor's right to the Fee is contingent on the complete and satisfactory performance of the Project or, in the case of milestone payments or periodic payments of an hourly, daily, weekly, monthly, or annual rate, all relevant parts of the Project tied to the applicable milestone or period. Payment of the Fee also is contingent on the Contractor delivering a proper invoice and any other documents the RFP Documents require. An invoice must comply with the State's then current policies regarding invoices and their submission. The State will notify the Contractor in writing within 15 business days after it receives a defective invoice of any defect and provide the information necessary to correct the defect.

The Contractor must send all invoices under this Contract to the "bill to" address in the RFP Documents or in the applicable purchase order.

The State will pay the Contractor interest on any late payment, as provided in Section 126.30 of the Ohio Revised Code (the "Revised Code"). If the State disputes a payment for anything covered by an invoice, within 15 business days after receipt of that invoice, the State will notify the Contractor, in writing, stating the grounds for the dispute. The State then may deduct the disputed amount from its payment as a nonexclusive remedy. If the Contractor has committed a material breach, in the sole opinion of the State, the State also may withhold payment otherwise due to the Contractor. Both parties will attempt to resolve any claims of material breach or payment disputes through discussions among the Project Manager, the Contractor's Project executive, the Project Representative, and the State Contract Management Administrator. The State will consult with the Contractor as early as reasonably possible about the nature of the claim or dispute and the amount of payment affected. When the Contractor has resolved the matter to the State's satisfaction, the State will pay the disputed amount within 30 business days after the matter is resolved. The State has no obligation to make any disputed payments until the matter is resolved, and the Contractor must continue its performance under this Contract pending resolution of the dispute or claim.

If the State has already paid the Contractor on an invoice but later disputes the amount covered by the invoice, and if the Contractor fails to correct the problem within 30 calendar days after written notice, the Contractor must reimburse the State for that amount at the end of the 30 calendar days as a nonexclusive remedy for the State. On written request from the Contractor, the State will provide reasonable assistance in determining the nature of the problem by giving the Contractor reasonable access to the State's facilities and any information the State has regarding the problem.

If the RFP Documents provide for any retainage, the State will withhold from each invoice paid the percentage specified in the RFP Documents as retainage. The State will pay the retainage only after the State has accepted the Project, and then only in accordance with the payment schedule specified in the RFP Documents. The State will withhold all amounts under this section arising from claims or disputes in addition to any retainage specified in the RFP Documents.

**Reimbursable Expenses.** The State will pay all reimbursable expenses identified in the RFP Documents, if any, in accordance with the terms in the RFP Documents and, where applicable, Section

126.31 of the Revised Code. The Contractor must assume all expenses that it incurs in the performance of this Contract that are not identified as reimbursable in the RFP Documents.

In making any reimbursable expenditure, the Contractor always must comply with the more restrictive of its own, then current internal policies for making such expenditures or the State's then current policies. All reimbursable travel will require the advance written approval of the State's Project Representative. The Contractor must bill all reimbursable expenses monthly, and the State will reimburse the Contractor for them within 30 business days of receiving the Contractor's invoice.

**Right of Offset.** The State may set off the amount of any Ohio tax liability or other obligation of the Contractor or its subsidiaries to the State, including any amounts the Contractor owes to the State under this or other contracts, against any payments due from the State to the Contractor under this or any other contracts with the State.

**Certification of Funds.** None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance, until all the following conditions have been met:

- (a) All statutory provisions under the Revised Code, including Section 126.07, have been met;
- (b) All necessary funds are made available by the appropriate State entities;
- (c) If required, the Controlling Board of Ohio approves this Contract; and
- (d) If the State is relying on federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds are available.

**Employment Taxes.** All people furnished by the Contractor (the "Contractor Personnel") are employees or subcontractors of the Contractor, and none are or will be deemed employees or contractors of the State. No Contractor Personnel will be entitled to participate in, claim benefits under, or become an "eligible employee" for purposes of any employee benefit plan of the State by reason of any work done under this Contract. The Contractor will pay all federal, state, local, and other applicable payroll taxes and make the required contributions, withholdings, and deductions imposed or assessed under any provision of any law and measured by wages, salaries, or other remuneration paid by or which may be due from the Contractor to the Contractor Personnel. The Contractor will indemnify, defend (with the consent and approval of the Ohio Attorney General), and hold the State harmless from and against all claims, losses, liability, demands, fines, and expense (including court costs, defense costs, and redeemable attorney fees) arising out of or relating to such taxes, withholdings, deductions, and contributions with respect to the Contractor Personnel. The Contractor's indemnity and defense obligations also apply to any claim or assertion of tax liability made by or on behalf of any Contractor Personnel or governmental agency on the basis that any Contractor Personnel are employees or contractors of the State, that the State is the "joint employer" or "co-employer" of any Contractor Personnel, or that any Contractor Personnel are entitled to any employee benefit offered only to eligible regular fulltime or regular part-time employees of the State.

**Sales, Use, Excise, and Property Taxes.** The State is exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Contractor in connection with the Project, such will be the sole and exclusive responsibility of the Contractor. Further, the Contractor will pay such taxes, together with any interest and penalties not disputed with the appropriate taxing authority, whether they are imposed at the time the services are rendered or a later time.

## **PART TWO: PROJECT AND CONTRACT ADMINISTRATION**

**Related Contracts.** The Contractor warrants that the Contractor has not and will not enter into any contracts without written approval of the State to perform substantially identical services for the State, such that the Project duplicates the work done or to be done under the other contracts.

**Other Contractors.** The State may hold other contracts for additional or related work, including among others independent verification and validation (IV&V) work for this Project. The Contractor must fully cooperate with all other contractors and State employees and coordinate its work with such other

contractors and State employees as may be required for the smooth and efficient operation of all related or additional work. The Contractor may not act in any way that may unreasonably interfere with the work of any other contractors or the State's employees. Further, the Contractor must fully cooperate with any IV&V contractor assigned to this Project. Such cooperation includes expeditiously providing the IV&V contractor with full and complete access to all Project work product, records, materials, personnel, meetings, and correspondence as the IV&V contractor may request. Additionally, the Contractor must include the obligations of this provision in all its contracts with its subcontractors that work on this Project.

**Subcontracting.** The Contractor may not enter into subcontracts related to the Project after award without written approval from the State. Nevertheless, the Contractor will not need the State's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Project. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the RFP Documents.

The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold the State harmless for and will indemnify the State against any such claims.

The Contractor assumes responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, the Contractor will be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. Further, the Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement also must pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide an exclusion for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor must indemnify the State for the damage.

**Record Keeping.** The Contractor must keep all financial records in accordance with generally accepted accounting principles consistently applied. The Contractor also must file documentation to support each action under this Contract in a manner allowing the documentation to be readily located. Additionally, the Contractor must keep all Project-related records and documents at its principal place of business or at its office where the work was performed.

**Audits.** During the term of this Contract and for three years after the payment of the Contractor's Fee, on reasonable notice, and during customary business hours, the State may audit the Contractor's records and other materials that relate to the Project. This audit right also applies to the State's duly authorized representatives and any person or organization providing financial support for the Project.

**Insurance.** The Contractor must provide the following insurance coverage at its own expense throughout the term of this Contract:

- (a) Workers' compensation insurance, as required by Ohio law, and, if some of the Project will be done outside Ohio, the laws of the appropriate state(s) where work on the Project will be done. The Contractor also must maintain employer's liability insurance with at least a \$1,000,000.00 limit.

- (b) Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, and property damage. The defense cost must be outside of the policy limits. Such policy must designate the State of Ohio as an additional insured, as its interest may appear. The policy also must be endorsed to include a blanket waiver of subrogation. At a minimum, the limits of the insurance must be:

\$ 2,000,000 General Aggregate  
\$ 2,000,000 Products/Completed Operations Aggregate  
\$ 1,000,000 Per Occurrence Limit  
\$ 1,000,000 Personal and Advertising Injury Limit  
\$ 100,000 Fire Legal Liability  
\$ 10,000 Medical Payments

The policy must be endorsed to provide the State with 30-days prior written notice of cancellation or material change to the policy. And the Contractor's Commercial General Liability must be primary over any other insurance coverage.

- (c) Commercial Automobile Liability insurance with a combined single limit of \$500,000.
- (d) Professional Liability insurance covering all staff with a minimum limit of \$1,000,000 per incident and \$3,000,000 aggregate. If the Contractor's policy is written on a "claims made" basis, the Contractor must provide the State with proof of continuous coverage at the time the policy is renewed. If for any reason the policy expires, or coverage is terminated, the Contractor must purchase and maintain "tail" coverage through the applicable statute of limitations.

The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an "A-" rating by A.M. Best.

**Replacement Personnel.** If the RFP Documents contain the names of specific people who will work on the Project, then the quality and professional credentials of those people were material factors in the State's decision to enter into this Contract. Therefore, the Contractor must use all commercially reasonable efforts to ensure the continued availability of those people. Also, the Contractor may not remove those people from the Project without the prior written consent of the State, except as provided below.

The Contractor may remove a person listed in the RFP Documents from the Project, if doing so is necessary for legal or disciplinary reasons. However, the Contractor must make a reasonable effort to give the State 30 calendar days' prior, written notice of the removal.

If the Contractor removes a person listed in the RFP Documents from the Project for any reason other than those specified above, the State may assess liquidated damages in the amount of \$1,500.00 for every day between the date on which the individual was removed and the date that this Contract is terminated or the individual's qualified replacement, selected in accordance with the process identified in this section, starts performing on the Project. The State also may provide the Contractor with written notice of its default under this section, which the Contractor must cure within 30 days. Should the Contractor fail to cure its default within the 30 day cure period, this Contract will terminate immediately for cause, and the State will be entitled to damages in accordance with the Suspension and Termination Section of this Contract due to the termination. Should the State assess liquidated damages or otherwise be entitled to damages under this provision, it may offset these damages from any Fees due under this Contract.

The Contractor must have qualified replacement people available to replace any people listed in the RFP Documents by name or identified as a key individual on the Project. When the removal of a listed person is permitted under this Section, or if a person becomes unavailable, the Contractor must submit the

resumes for two replacement people to the State for each person removed or who otherwise becomes unavailable. The Contractor must submit the two resumes, along with such other information as the State may reasonably request, within five business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.

The State will select one of the two proposed replacements or will reject both of them within ten business days after the Contractor has submitted the proposed replacements to the State. The State may reject the proposed replacements for any legal reason. Should the State reject both replacement candidates due to their failure to meet the minimum qualifications identified in the RFP Documents, or should the Contractor fail to provide the notice required under this Section or fail to provide two qualified replacement candidates for each removed or unavailable person, the Contractor will be in default and the cure period for default specified elsewhere in this Contract will not apply. In any such case, the State will have the following options:

- (a) The State may assess liquidated damages in the amount of \$1,500.00 for every day between the date on which the Contractor failed to provide the applicable notice, failed to provide the two replacement candidates, or the date the State rejected all candidates for cause and the date on which the Contractor affects a cure or the Contract expires without renewal or is terminated.
- (b) The State may terminate this Contract immediately for cause and without any cure period.

Should the State exercise its option under item (a) above, it nevertheless will be entitled anytime thereafter to exercise its option under item (b) above. Additionally, should the State terminate this Contract under this provision, it will be entitled to damages in accordance with the Suspension and Termination Section of this Contract due to the termination. Should the State assess liquidated damages or otherwise be entitled to damages under this provision, it may offset these damages from any Fees due under this Contract.

The State may determine that the proposed replacement candidates meet the minimum qualifications of this Contract and still substantially reduce the value the State perceived it would receive through the effort of the original individual(s) the Contractor proposed and on whose credentials the State decided to enter into this Contract. Therefore, the State will have the right to reject any candidate that the State determines may provide it with diminished value.

Should the State reject both proposed candidates for any legal reason other than their failure to meet the minimum qualifications identified in the RFP Documents, the State may terminate this Contract for its convenience.

The State has an interest in providing a healthy and safe environment for its employees and guests at its facilities. The State also has an interest in ensuring that its operations are carried out in an efficient, professional, legal, and secure manner. Therefore, the State will have the right to require the Contractor to remove any individual involved in the Project, if the State determines that any such individual has or may interfere with the State's interests identified above. In such a case, the request for removal will be treated as a case in which an individual providing services under this Contract has become unavailable, and the Contractor must follow the procedures identified above for replacing unavailable people. This provision also applies to people that the Contractor's subcontractors engage, if they are listed by name or as a key person in the RFP Documents.

**Suspension and Termination.** The State may terminate this Contract if the Contractor defaults in meeting its obligations under this Contract and fails to cure its default within the time allowed by this Contract, or if a petition in bankruptcy (or similar proceeding) has been filed by or against the Contractor. The State also may terminate this Contract if the Contractor violates any law or regulation in doing the Project, or if it appears to the State that the Contractor's performance is substantially endangered through no fault of the State. In any such case, the termination will be for cause, and the State's rights and remedies will be those identified below for termination for cause.

On written notice, the Contractor will have 30 calendar days to cure any breach of its obligations under this Contract, provided the breach is curable. If the Contractor fails to cure the breach within 30 calendar days after written notice, or if the breach is not one that is curable, the State will have the right to terminate this Contract immediately on notice to the Contractor. The State also may terminate this Contract in the case of breaches that are cured within 30 calendar days but are persistent. "Persistent" in this context means that the State has notified the Contractor in writing of the Contractor's failure to meet any of its obligations three times. After the third notice, the State may terminate this Contract on written notice to the Contractor without a cure period if the Contractor again fails to meet any obligation. The three notices do not have to relate to the same obligation or type of failure. Some provisions of this Contract may provide for a shorter cure period than 30 calendar days or for no cure period at all, and those provisions will prevail over this one. If a particular section does not state what the cure period will be, this provision will govern.

The State also may terminate this Contract for its convenience and without cause or if the Ohio General Assembly fails to appropriate funds for any part of the Project. If a third party is providing funding for the Project, the State also may terminate this Contract should that third party fail to release any Project funds. The RFP Documents normally identify any third party source of funds for the Project, but an absence of such in the RFP Documents will not diminish the State's rights under this section.

The notice of termination, whether for cause or without cause, will be effective as soon as the Contractor receives it. Upon receipt of the notice of termination, the Contractor must immediately cease all work on the Project and take all steps necessary to minimize any costs the Contractor will incur related to this Contract. The Contractor also must immediately prepare a report and deliver it to the State. The report must be all-inclusive and must detail the work completed at the date of termination, the percentage of the Project's completion, any costs incurred in doing the Project to that date, and any Deliverables completed or partially completed but not delivered to the State at the time of termination. The Contractor also must deliver all the completed and partially completed Deliverables to the State with its report. However, if the State determines that delivery in that manner would not be in its interest, then the State will designate a suitable alternative form of delivery, which the Contractor must honor.

If the State terminates this Contract for cause, it will be entitled to cover for the Project by using another Contractor on such commercially reasonable terms as the State and the covering contractor may agree. The Contractor will be liable to the State for all costs related to covering for the Project to the extent that such costs, when combined with payments already made to the Contractor for the Project before termination, exceed the costs that the State would have incurred under this Contract. The Contractor also will be liable for any other direct damages resulting from its breach of this Contract or other action leading to termination for cause.

If the termination is for the convenience of the State, the Contractor will be entitled to compensation for any work on the Project that the Contractor has performed before the termination. Such compensation will be the Contractor's exclusive remedy in the case of termination for convenience and will be available to the Contractor only once the Contractor has submitted a proper invoice for such, with the invoice reflecting the amount that the State determines it owes to the Contractor. The State will make that determination based on the lesser of the percentage of the Project completed or the hours of work performed in relation to the estimated total hours required to perform the entire Project.

The State will have the option of suspending rather than terminating the Project, if the State believes that doing so would better serve its interests. In the event of a suspension for the convenience of the State, the Contractor will be entitled to receive payment for the work performed before the suspension. In the case of suspension of the Project rather than termination for cause, the Contractor will not be entitled to any compensation for any work performed. If the State reinstates the Project after suspension for cause, rather than terminating this Contract after the suspension, the Contractor may be entitled to compensation for work performed before the suspension, less any damage to the State resulting from the Contractor's breach of this Contract or other fault. Any amount due for work before or after the suspension for cause will be offset by any damage to the State from the default or other event giving rise to the suspension.

In the case of a suspension for the State's convenience, the State will calculate the amount of compensation due to the Contractor for work performed before the suspension in the same manner as provided in this section for termination for the State's convenience. The Contractor will not be entitled to compensation for any other costs associated with a suspension for the State's convenience, and the State will make no payment under this provision to the Contractor until the Contractor submits a proper invoice. If the State decides to allow the work to continue rather than terminating this Contract after the suspension, the State will not be required to make any payment to the Contractor other than those payments specified in this Contract and in accordance with the payment schedule specified in this Contract for properly completed work.

Any notice of suspension, whether with or without cause, will be effective immediately on the Contractor's receipt of the notice. The Contractor will prepare a report concerning the Project just as is required by this Section in the case of termination. After suspension of the Project, the Contractor may not perform any work without the consent of the State and may resume work only on written notice from the State to do so. In any case of suspension, the State retains its right to terminate this Contract rather than to continue the suspension or resume the Project. If the suspension is for the convenience of the State, then termination of the Contract will be a termination for convenience. If the suspension is with cause, the termination will also be for cause.

The State may not suspend the Project for its convenience more than twice during the term of this Contract, and any suspension for the State's convenience may not continue for more than 30 calendar days. If the Contractor does not receive notice to resume or terminate the Project within the 30-day suspension, then this Contract will terminate automatically for the State's convenience at the end of the 30 calendar day period.

Any default by the Contractor or one of its subcontractors will be treated as a default by the Contractor and all of its subcontractors. The Contractor will be solely responsible for satisfying any claims of its subcontractors for any suspension or termination and must indemnify the State for any liability to them. Notwithstanding the foregoing, each subcontractor must hold the State harmless for any damage caused to them from a suspension or termination. They must look solely to the Contractor for any compensation to which they may be entitled.

**Representatives.** The State's representative under this Contract will be the person identified in the RFP Documents or in a subsequent notice to the Contractor as the "Project Representative." The Project Representative will review all reports the Contractor makes in the performance of the Project, will conduct all liaison with the Contractor, and will accept or reject the Deliverables and the completed Project. The Project Representative may delegate his responsibilities for individual aspects of the Project to one or more managers, who may act as the Project Representative for those individual portions of the Project.

The Contractor's Project Manager under this Contract will be the person identified on the RFP Documents as the "Project Manager." The Project Manager will be the Contractor's liaison with the State under this Contract. The Project Manager also will conduct all Project meetings and prepare and submit to the Project Representative all reports, plans, and other materials that the RFP Documents require from the Contractor.

Either party, upon written notice to the other party, may designate another representative. However, the Contractor may not replace the Project Manager without the approval of the State if that person is identified in the RFP Documents by name or as a key individual on the Project.

**Work Responsibilities.** The State will be responsible for providing only those things, if any, expressly identified in the RFP Documents. If the State has agreed to provide facilities or equipment, the Contractor, by signing this Contract, warrants that the Contractor has either inspected the facilities and equipment or has voluntarily waived an inspection and will work with the equipment and facilities on an "as is" basis.

The Contractor must assume the lead in the areas of management, design, and development of the Project. The Contractor must coordinate the successful execution of the Project and direct all Project activities on a day-to-day basis, with the advice and consent of the Project Representative. The Contractor will be responsible for all communications regarding the progress of the Project and will discuss with the Project Representative any issues, recommendations, and decisions related to the Project.

If any part of the Project requires installation on the State's property, the State will provide the Contractor with reasonable access to the installation site for the installation and any site preparation that is needed. After the installation is complete, the Contractor must complete an installation letter and secure the signature of the Project Representative certifying that installation is complete and the Project, or applicable portion of it, is operational. The letter must describe the nature, date, and location of the installation, as well as the date the Project Representative certified the installation as complete and operational.

Unless otherwise provided in the RFP Documents, the Contractor is solely responsible for obtaining all official permits, approvals, licenses, certifications, and similar authorizations required by any local, state, or federal agency for the Project and maintaining them throughout the duration of this Contract.

**Changes.** The State may make reasonable changes within the general scope of the Project. The State will do so by issuing a written order under this Contract describing the nature of the change ("Change Order"). Additionally, if the State provides directions or makes requests of the Contractor without a change order, and the Contractor reasonably believes the directions or requests are outside the specifications for the Project, the Contractor may request a Change Order from the State. The parties will handle such changes as follows: The Contractor will provide pricing to the State. The State will execute a Change Order once it and the Contractor have agreed on the description of and specifications for the change, as well as any equitable adjustments that need to be made in the Contractor's Fee or the performance schedule for the work. Then within five business days after receiving the Change Order, the Contractor must sign it to signify agreement with it.

If a change causes an increase in the cost of, or the time required for, the performance of the Project, the Contractor must notify the State in writing and request an equitable adjustment in its Fee, the delivery schedule, or both before the Contractor signs the Change Order. If the Contractor claims an adjustment under this section in connection with a change to the Project not described in a written Change Order, the Contractor must notify the State in writing of the claim within five business days after the Contractor is notified of the change and before work on the change begins. Otherwise, the Contractor will have waived the claim. In no event will the State be responsible for any increase in the Fee or revision in any delivery schedule unless the State expressly ordered the relevant change in writing and the Contractor has complied with the requirements of this section. Provided the State has complied with the procedure for Change Orders in this section, nothing in this clause will excuse the Contractor from proceeding with performance of the Project, as changed.

Where an equitable adjustment to the Contractor's Fee is appropriate, the State and the Contractor may agree upon such an adjustment. If the State and the Contractor are unable to agree, either party may submit the dispute to the senior management of the Contractor and the senior management of the State's Department of Administrative Services for resolution. If within 30 calendar days following referral to senior management, the claim or dispute has not been resolved, the Contractor must submit its actual costs for materials needed for the change (or estimated amount if the precise amount of materials cannot be determined) and an estimate of the hours of labor required to do the work under the Change Order. The Contractor must break down the hours of labor by employee position, and provide the actual hourly pay rate for each employee involved in the change. The total amount of the equitable adjustment for the Change Order then will be made based on the actual cost of materials (or estimated materials) and actual rate for each person doing the labor (based on the estimated hours of work required to do the change). Labor rates will be increased by 25% to cover benefits and taxes. The equitable adjustment for the Change Order then will be set based on this amount, plus 15% to cover overhead and profit. This amount will be the not-to-exceed amount of the Change Order. If the change involves removing a

requirement from the Project or replacing one part of the Project with the change, the State will get a credit for the work no longer required under the original scope of the Project. The credit will be calculated in the same manner as the Contractor's Fee for the change, and the not-to-exceed amount will be reduced by this credit.

The Contractor is responsible for coordinating changes with its subcontractors and adjusting their compensation and performance schedule. The State will not pay any subcontractor for the Change Order. If a subcontractor will perform any work under a Change Order, that work must be included in the Contractor's not-to-exceed amount and calculated in the same manner as the Contractor's equitable adjustment for the portion of the work the Contractor will perform. The Contractor will not receive an overhead percentage for any work a subcontractor will do under a Change Order.

If the RFP Documents provide for the retainage of a portion of the Contractor's Fee, all equitable adjustments for Change Orders also will be subject to the same retainage, which the State will pay only on completion and acceptance of the Project, as provided in the RFP Documents.

**Excusable Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delayed party must notify the other promptly of any material delay in performance and must specify in writing the proposed revised performance date as soon as practicable after notice of delay. In the event of any such excusable delay, the date of performance or of delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party also must describe the cause of the delay and what steps it is taking to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the delayed party has not taken commercially reasonable steps to mitigate or avoid the delay. Things that are controllable by the Contractor's subcontractors will be considered controllable by the Contractor, except for third-party manufacturers supplying commercial items and over whom the Contractor has no legal control.

**Independent Status of the Contractor.** The parties are independent of one another, and the Contractor's Personnel may act only in the capacity of representatives of the Contractor and not as representatives of the State. Further, the Contractor's Personnel will not be deemed for any purpose to be employees, representatives, or agents of the State. The Contractor assumes full responsibility for the actions of the Contractor's Personnel while they are performing under this Contract and will be solely responsible for paying the Contractor's Personnel (including withholding, and paying income taxes and social security, workers' compensation, disability benefits and the like). The Contractor may not commit, and is not authorized to commit, the State in any manner. The Contractor's subcontractors will be considered the agents of the Contractor for purposes of this Contract.

**Publicity.** The Contractor may not advertise or publicize that it is doing business with the State or use this Contract or the Contractor's relationship with the State as a marketing or sales tool, unless the State agrees otherwise in writing.

### **PART THREE: OWNERSHIP AND HANDLING OF INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION**

**Confidentiality.** The State may disclose to the Contractor written material or oral or other information that the State treats as confidential ("Confidential Information"). Title to the Confidential Information and all related materials and documentation the State delivers to the Contractor will remain with the State. The Contractor must treat such Confidential Information as secret, if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interest of the public, other contractors, potential contractors with the State, or individuals or organizations about whom the State keeps information. By way of example, information must be treated as confidential if it includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, trade secrets, data, business records, or marketing information. By way of further example, the Contractor also must treat as confidential materials such as police and investigative records, files containing personal information about

individuals or employees of the State, such as personnel records, tax records, and so on, court and administrative records related to pending actions, any material to which an attorney-client, physician-patient, or similar privilege may apply, and any documents or records excluded by Ohio law from public records disclosure requirements.

The Contractor may not disclose any Confidential Information to third parties and must use it solely to do the Project. The Contractor must restrict circulation of Confidential Information within its organization and then only to people in the Contractor's organization that have a need to know the Confidential Information to do the Project. The Contractor will be liable for the disclosure of such information, whether the disclosure is intentional, negligent, or accidental, unless otherwise provided below.

The Contractor's obligation to maintain the confidentiality of the Confidential Information will not apply where such: (1) was already in the Contractor's possession before disclosure by the State, and such was received by the Contractor without obligation of confidence; (2) is independently developed by the Contractor; (3) except as provided in the next paragraph, is or becomes publicly available without breach of this Contract; (4) is rightfully received by the Contractor from a third party without an obligation of confidence; (5) is disclosed by the Contractor with the written consent of the State; or (6) is released in accordance with a valid order of a court or governmental agency, provided that the Contractor (a) notifies the State of such order immediately upon receipt of the order and (b) makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production. The Contractor must return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Contract.

Information that may be available publicly through other sources about people that is personal in nature, such as medical records, addresses, phone numbers, social security numbers, and similar things are nevertheless sensitive in nature and may not be disclosed or used in any manner except as expressly authorized in this Contract. Therefore, item (3) in the preceding paragraph does not apply, and the Contractor must treat such information as Confidential Information whether it is available elsewhere or not.

The Contractor may disclose Confidential Information to its subcontractors on a need-to-know basis, but the Contractor first must obligate them to the requirements of this section.

**Confidentiality Agreements.** When the Contractor performs services under this Contract that require the Contractor's and its subcontractors' personnel to access facilities, data, or systems that the State in its sole discretion deems sensitive, the State may require the Contractor's and its subcontractors' personnel with such access to sign an individual confidential agreement and policy acknowledgements, and have a background check performed before accessing those facilities, data, or systems. Each State agency, board, and commission may require a different confidentiality agreement or acknowledgement, and the Contractor's and its subcontractors' personnel may be required to sign a different confidentiality agreement or acknowledgement for each agency. The Contractor must immediately replace any of its or its subcontractors' personnel who refuse to sign a required confidentiality agreement or acknowledgment or have a background check performed.

**Ownership of Deliverables.** Except for any Commercial Material described in the next section, the State owns all Deliverables that the Contractor supplies under this Contract, including any software modifications, and documentation, with all rights, title, and interest in all intellectual property that come into existence through the Contractor's custom work being assigned to the State. Additionally, the Contractor waives any author rights and similar retained interests in custom-developed material. The Contractor must provide the State with all assistance reasonably needed to vest such rights of ownership in the State.

**License in Commercial Material.** As used in this section, "Commercial Material" means anything that the Contractor or a third party has developed at private expense, is commercially available in the marketplace, subject to intellectual property rights, and readily copied through duplication on magnetic

media, paper, or other media. Examples include written reports, books, pictures, videos, movies, computer programs, and computer source code and documentation.

Any Commercial Material that the Contractor intends to deliver as a Deliverable must have the scope of the license granted in such material disclosed in the RFP Documents or as an attachment referenced in the RFP Documents, if that scope of license is different from the scope of license contained in this section for Commercial Materials.

Except for Commercial Material that is software ("Commercial Software"), if the Commercial Material is copyrighted and published material, then the State will have the rights permitted under the federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material is patented, then the State will have the rights permitted under the federal patent laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material consists of trade secrets, then the State will treat the material as confidential. In this regard, the State will assume all obligations with respect to the Commercial Material that the Contractor assumes under the Confidentiality section of this Contract with respect to the State's Confidential Information. Otherwise, the State will have the same rights and duties permitted under the federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor, whether or not the material is copyrighted when delivered to the State.

For Commercial Software, the State will have the rights in items (1) through (6) of this section with respect to the software. The State will not use any Commercial Software except as provided in the six items below or as expressly stated otherwise in this Contract. The Commercial Software may be:

- (1) Used or copied for use in or with the computer or computers for which it was acquired, including use at any State installation to which such computer or computers may be transferred;
- (2) Used or copied for use in or with a backup computer for disaster recovery and disaster recovery testing purposes or if any computer for which it was acquired is inoperative;
- (3) Reproduced for safekeeping (archives) or backup purposes;
- (4) Modified, adapted, or combined with other computer software, but the modified, combined, or adapted portions of the derivative software incorporating any of the Commercial Software will be subject to same restrictions set forth in this Contract;
- (5) Disclosed to and reproduced for use on behalf of the State by support service contractors or their subcontractors, subject to the same restrictions set forth in this Contract; and
- (6) Used or copied for use in or transferred to a replacement computer.

Commercial Software delivered under this Contract is licensed to the State without disclosure restrictions unless it is clearly marked as confidential or secret. The State will treat any Commercial Software that is marked as confidential or secret as Confidential Information to the extent that such is actually the case.

#### **PART FOUR: REPRESENTATIONS, WARRANTIES, AND LIABILITIES**

**General Warranties.** The Contractor warrants that the recommendations, guidance, and performance of the Contractor under this Contract will: (1) be in accordance with sound professional standards and the requirements of this Contract and without any material defects; and (2) unless otherwise provided in the RFP Documents, be the work solely of the Contractor. The Contractor also warrants that: (1) no Deliverable will infringe on the intellectual property rights of any third party; and (2) the Contractor's work and the Deliverables resulting from that work will be merchantable and fit for the particular purposes described in the RFP Documents.

Additionally, with respect to the Contractor's activities under this Contract, the Contractor warrants that: (1) the Contractor has the right to enter into this Contract; (2) the Contractor has not entered into any

other contracts or employment relationships that restrict the Contractor's ability to perform the contemplated services; (3) the Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control; (4) the Contractor has good and marketable title to any goods delivered under this Contract and in which title passes to the State; (5) the Contractor has the right and ability to grant the license granted in any Deliverable in which title does not pass to the State; and (6) the Contractor is not subject to any unresolved findings of the Auditor of State under Revised Code Section 9.24 and will not become subject to an unresolved finding that prevents the extension or renewal of this Contract.

The warranties regarding material defects, merchantability, and fitness are one-year warranties. All other warranties will be continuing warranties. If any portion of the Project fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor must correct such failure with all due speed or must refund the amount of the compensation paid for such portion of the Project. The Contractor also must indemnify the State for any direct damages and claims by third parties based on a breach of these warranties. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim is based on the modification or misuse. The State will give the Contractor notice of any such claim as soon as reasonably practicable. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor must do one of the following things: (1) modify the Deliverable so that it is no longer infringing; (2) replace the Deliverable with an equivalent or better item; (3) acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract; or (4) remove the Deliverable and refund the amount the State paid for the Deliverable and the amount of any other Deliverable or item that requires the availability of the infringing Deliverable for it to be useful to the State.

**Software Warranty.** If this Contract involves software as a Deliverable, then, on acceptance and for 12 months after the date of acceptance of any Deliverable that includes software, the Contractor warrants as to all software developed under this Contract that: (a) the software will operate on the computer(s) for which the software is intended in the manner described in the relevant software documentation, the Contractor's Proposal, and the RFP Documents; (b) the software will be free of any material defects; (c) the Contractor will deliver and maintain relevant and complete software documentation, commentary, and source code; and (d) the source code language used to code the software is readily available in the commercial market, widely used and accepted for the type of programming involved, and support programming in the language is reasonably available in the open market; and (e) the software and all maintenance will be provided in a professional, timely, and efficient manner.

For Commercial Software licensed from a third party that is incorporated into a Deliverable, the Contractor represents and warrants that it has done one of the following things: (a) obtained the right from the third-party licensor to commit to the warranties and maintenance obligations in this Section; (b) obtained a binding commitment from the licensor to make those warranties and maintenance obligations directly to the State; or (c) fully disclosed in the RFP Documents any discrepancies between the requirements of this section and the commitment the third-party licensor has made.

In addition, for Commercial Software that is incorporated into a Deliverable, the Contractor will: (a) maintain or cause the third-party licensor to maintain the Commercial Software so that it operates in the manner described in the RFP Documents (or any attachment referenced in the RFP Documents) and relevant Commercial Software documentation; (b) supply technical bulletins and updated user guides; (c) supply the State with updates, improvements, enhancements, and modifications to the Commercial Software and documentation and, if available, the commentary and the source code; (d) correct or replace the Commercial Software and/or remedy any material programming error that is attributable to the Contractor or the third-party licensee; (e) maintain or cause the third-party licensor to maintain the Commercial Software and documentation to reflect changes in the subject matter the Commercial Software deals with; (f) maintain or obtain a commitment from the third-party licensor to maintain the Commercial Software so that it will properly operate in conjunction with changes in the operating environment in which it is designed to operate.

For purposes of the warranties and the delivery requirements in this Contract, software documentation means well written, readily understood, clear, and concise instructions for the software's users as well as a system administrator. The software documentation will provide the users of the software with meaningful instructions on how to take full advantage of all of the capabilities designed for end users. It also means installation and system administration documentation for a system administrator to allow proper control, configuration, and management of the software. Source code means the uncompiled operating instructions for the software. However, the Contractor will not be obligated to provide source code for Commercial Software unless it is readily available from the licensor. The source code must be provided in the language in which it was written and will include commentary that will allow a competent programmer proficient in the source language to readily interpret the source code and understand the purpose of all routines and subroutines contained within the source code.

**Equipment Warranty.** If any electrical equipment, mechanical device, computer hardware, telecommunications hardware, or other type of physical machinery ("Equipment") will be a part of any Deliverable, the following warranties apply. The Contractor warrants that the Equipment fully complies with all government environmental and safety standards applicable to the Equipment. The Contractor also warrants for one year from the acceptance date of the Equipment that the Equipment will perform substantially in accordance with specifications described in the RFP Documents, the user manuals, technical materials, and related writings published by the manufacturer for the Equipment. The foregoing warranties will not apply to Equipment that is modified or damaged after title passes to the State.

The Contractor must notify the State in writing immediately upon the discovery of any breach of the warranties given above.

The Contractor must do the following if any Equipment does not meet the above warranties:

- (a) Cause the Equipment to perform as required, or, if that is not commercially practicable, then;
- (b) Grant the State a refund equal to the amount the State paid for the Equipment or, if such has not been individually priced, the manufacturer's suggested retail price for the Equipment.

Except where the Contractor's breach of a warranty makes it not possible for the State to do so, the State will return the affected Equipment to the Contractor in the case of a refund under the previous paragraph.

**GENERAL EXCLUSION OF WARRANTIES. THE CONTRACTOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OTHER THAN THOSE EXPRESS WARRANTIES CONTAINED IN THIS CONTRACT.**

**Indemnity for Property Damage and Bodily Injury.** The Contractor must indemnify the State for all liability and expense resulting from bodily injury to any person (including injury resulting in death) and damage to tangible or real property arising out of the performance of this Contract, provided that such bodily injury or property damage is due to the negligence or other tortious conduct of the Contractor, its employees, agents, or subcontractors. The Contractor will not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of the State, its employees, other contractors, or agents.

**Limitation of Liability.** Neither party will be liable for any indirect, incidental, or consequential loss or damage of the other party, including but not limited to lost profits, even if the parties have been advised, knew, or should have known of the possibility of such damages. Additionally, neither party will be liable to the other for direct or other damages in excess of two times the not-to-exceed fixed price of this Contract. The limitations in this paragraph do not apply to any obligation of the Contractor to indemnify the State against claims made against it or for damages to the State caused by the Contractor's negligence or other tortious conduct.

## **PART FIVE: ACCEPTANCE AND MAINTENANCE**

**Standards of Performance and Acceptance.** There will be a period for performance testing (Performance Period) of the completed Project. During the Performance Period, the State, with the assistance of the Contractor, will perform acceptance testing. The Performance Period will last up to 90 calendar days, during which time the Project must meet the standard of performance required by the RFP Documents for 30 consecutive calendar days and perform all functions at an effectiveness level of at least 99.9%, for 30 consecutive calendar days, while operating in full production mode. Hardware acceptance is dependent upon a 30 day successful standard of performance as defined herein. Note: The Performance Period will not commence prior to the installation of the Scanner units and the submission of the Warranty documentation.

Other factors involved in determining the level of effectiveness include:

- The effectiveness level is computed by dividing the sum of the uptime by the number of working hours. The number of working hours is defined as the total number of hours for the period during which the hardware was scheduled to be available to the user (8:00 A.M. to 5:00P.M. Monday through Saturday, excluding State holidays).
- "Uptime" means the total hours, rounded to the nearest quarter hour, during which all components of the Project are operational and all functions of the Project are available to its users.
- Downtime is that period of time when any part of the Project is inoperable due to failure.
- During a period of downtime, the State may use operable parts of the Project, including hardware, when such action does not interfere with repair of the inoperable parts.
- Downtime will start from the time the State notifies the Contractor's designated representative of the inoperable Project until the Project is returned to proper operating condition (rounded to the nearest quarter hour).
- Uptime and downtime will be measured in hours and quarter hours.

The performance criteria in the RFP Documents will be supplemented with the relevant user manuals, technical materials, and related writings, to the extent that the specifications in those writings supplement and refine rather than contradict the performance criteria in the RFP Documents. The Performance Period will end when the Project solution, including hardware, has met the standard of performance for a period of 30 consecutive days by operating in conformance with the manufacturer's technical specifications (as set forth in the manufacturer's operations manual for hardware ordered or as quoted in any RFP response) and in conformance with this RFP at an effectiveness level of 99.9% or more for 99% of the installation sites. Upon acceptance of the Project hardware, all installation sites must maintain an effectiveness level of 99.9% or more for the duration of the contract.

Acceptance of the Project depends on a successful completion of the Performance Period defined in this section and the RFP Documents. This section applies to the Project, and any part of it, as well as replacements or substitutes for the Project after completion of a successful performance period.

If the Project does not meet the standard of performance during the initial performance period, the State will give the Contractor details about the problems in a timely manner in the form of the OBMV designed error logs. Until the Contractor demonstrably corrects all outstanding problems, the second performance period will not start, and the State will not accept the Project (or part thereof). The second performance test will continue on a day-by-day basis until the standard of performance is met for a total of 30 consecutive calendar days or until the 90-day Performance Period has ended without meeting the standard of performance.

If the Project or hardware fails to meet the standard of performance after 90 calendar days from the start of the Performance Period, the Contractor will be in default. The Contractor will have ten (10) working days to remedy such a default. Such a default will only be remedied when the State agrees that a successful Performance Period has been completed. In addition to all the other rights and remedies conferred to the

State under the contract, the State reserves the right to request replacement hardware or a service related remedy in order to provide applicable hardware or programming services for web control.

The Project may have components that can be tested for acceptance individually. If that is so, there may be acceptance criteria listed on the RFP Documents for each part of the Project that will be independently tested and accepted. However, unless the RFP Documents expressly provide otherwise, the failure of any independently tested component to meet its acceptance criteria will give the State the right to reject the entire Project. Alternatively, if the State determines that it is in the State's interest to reject only the part of the Project that was independently and unsuccessfully tested, it may do so. If the State chooses this option, the State will be entitled to a refund or credit toward the Contractor's Fee equal to the cost of acquiring a replacement for the rejected component.

Charges for all quarterly maintenance (remedial and preventive) shall begin to accrue only after Final Acceptance and the end of the warranty period by the ODPS and shall be limited to the annual costs set forth in the pricing schedule. The annual costs for maintenance for the initial year may be prorated on a monthly basis to coincide with the State's fiscal year.

Contractor shall provide pricing for post-warranty maintenance assuming an initial maintenance term of two years and then three (3) additional one (1) year maintenance periods which may or may not be agreed to by the ODPS in its sole discretion.

The Project will not be accepted until the performance period is complete.

Should it be necessary, the State may delay the start of the performance period, but the delay will not exceed 30 consecutive calendar days after the scheduled date for implementation of the Project. Such a delay will not be considered a suspension of work under the Suspension and Termination section of this Contract.

**Passage of Title.** Title to any Deliverable will pass to the State only on acceptance of the Deliverable. All risk of loss, regardless of the cause, will remain with the Contractor until title to the Deliverable passes to the State.

## **PART SIX: CONSTRUCTION**

**Entire Document.** This Contract is the entire agreement between the parties with respect to its subject matter and supersedes any previous statements or agreements, whether oral or written.

**Binding Effect.** This Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.

**Amendments – Waiver.** No change to any provision of this Contract will be effective unless it is in writing and signed by both parties. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective, and either party may at any later time demand strict performance.

**Severability.** If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity.

**Construction.** This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

**Headings.** The headings used herein are for the sole sake of convenience and may not be used to interpret any section.

**Notices.** For any notice under this Contract to be effective, it must be made in writing and sent to the address of the appropriate contact provided elsewhere in the Contract, unless such party has notified the other party, in accordance with the provisions of this section, of a new mailing address. This notice requirement will not apply to any notices that this Contract expressly authorized to be made orally.

**Continuing Obligations.** The terms of this Contract will survive the termination or expiration of the time for completion of Project and the time for meeting any final payment of compensation, except where such creates an absurdity.

**Time.** Unless otherwise expressly provided, any reference in this document to a number of days for an action or event to occur means calendar days, and any reference to a time of the day, such as 5:00 p.m., is a reference to the local time in Columbus, Ohio.

## **PART SEVEN: LAW AND COURTS**

**Compliance with Law.** The Contractor must comply with all applicable federal, state, and local laws while performing under this Contract.

**Drug-Free Workplace.** The Contractor must comply with all applicable state and federal laws regarding keeping a drug-free workplace. The Contractor must make a good faith effort to ensure that all the Contractor's Personnel, while working on state property, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

**Conflicts of Interest.** None of the Contractor's Personnel may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor may not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the Project to acquire an interest in anything or any entity under the Contractor's control, if such an interest would conflict with that official's or employee's duties. The Contractor must disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. The Contractor also must take steps to ensure that such a person does not participate in any action affecting the work under this Contract. However, this will not apply when the State has determined, in light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

**Ohio Ethics Law and Limits on Political Contributions.** The Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio ethics laws. The Contractor also certifies that all applicable parties listed in Ohio Revised Code Section 3517.13 are in full compliance with Ohio Revised Code Section 3517.13.

**Security & Safety Rules.** When using or possessing State data or accessing State networks and systems, the Contractor must comply with all applicable State rules, policies, and regulations regarding data security and integrity. And when on any property owned or controlled by the State, the Contractor must comply with all security and safety rules, regulations, and policies applicable to people on those premises.

**Unresolved Finding for Recovery.** If the Contractor was subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on the date the parties sign this Contract, the Contract is void. Further, if the Contractor is subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on any date on which the parties renew or extend this Contract, the renewal or extension will be void.

**Equal Employment Opportunity.** The Contractor will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the Department of Administrative Services Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Ohio Business Gateway at: <http://business.ohio.gov/efiling/>.

**Injunctive Relief.** Nothing in this Contract is intended to limit the State's right to injunctive relief, if such is necessary to protect its interests or to keep it whole.

**Assignment.** The Contractor may not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of the State. The State is not obligated to provide its consent to any proposed assignment.

**Governing the Expenditure of Public Funds on Offshore Services (EO 2011-12K).** The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

The Contractor agrees to complete the attached Executive Order 2011-12K Affirmation and Disclosure Form which is incorporated and becomes a part of this Agreement.

**Governing Law.** This Contract will be governed by the laws of Ohio, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

**ATTACHMENT FIVE  
SAMPLE CONTRACT**

**A CONTRACT BETWEEN  
THE DEPARTMENT OF ADMINISTRATIVE SERVICES  
ON BEHALF OF THE OHIO DEPARTMENT OF PUBLIC SAFETY  
AND**

\_\_\_\_\_  
(CONTRACTOR)

**THIS CONTRACT, which results from RFP 0A1091, entitled Safe ID Source Document Imaging System**, is between the State of Ohio, through the Department of Administrative Services, on behalf of the Ohio Department of Public Safety, and \_\_\_\_\_ (the "Contractor").

This Contract consists of the referenced RFP, including all attachments and supplements, written amendments to the RFP, the Contractor's Proposal, and written, authorized amendments to the Contractor's Proposal. It also includes any materials incorporated by reference in the above documents and any purchase orders and Change Orders issued under the Contract. The form of the Contract is this one page document, which incorporates by reference all the documents identified above. The General Terms and Conditions for the Contract are contained in another attachment to the RFP. If there are conflicting provisions among the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract (Attachment Five) in its final form;
2. This RFP, as amended;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO 2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, Change Orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

This Contract has an effective date of the later of \_\_\_\_\_, 2012, or the occurrence of all conditions precedent specified in the General Terms and Conditions.

**TO SHOW THEIR AGREEMENT**, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES

**SAMPLE - DO NOT FILL OUT**

By: \_\_\_\_\_

By: [Robert Blair](#)

Title: \_\_\_\_\_

Title: [DAS Director](#)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT SIX  
SAMPLE DELIVERABLE/MILESTONE SUBMITTAL FORM**

|   |  |
|---|--|
| <b>Client Name:</b>   | <b>[Insert Client Name]</b>  |
| <b>Project Name:</b>  | <b>[Insert Project Name]</b>   |
| <b>Contract Number:</b>   | <b>[Insert Contract Number]</b>  |
| <b>Deliverable To Be Reviewed or Milestone Attained:</b>                    | <b>[Insert Deliverable/Milestone Name and Work Breakdown Structure Task #]</b> |
| <b>Date Deliverable Submitted for Review or Milestone Achievement Date:</b> | <b>[Insert Applicable Date]</b>  |

The **[insert Deliverable/milestone name]** Deliverable/milestone is complete. This Deliverable/milestone has been completed/attained by **[insert Corporate name]** in accordance with the requirements specified in the RFP and Project Plan. Please obtain signatures below indicating the compliance of **[insert Deliverable/milestone name]**. Please obtain all signatures within **XX** calendar days of the Submitted or Achievement Date, above, **[insert date XX calendar days from submitted date]**.

Please contact \_\_\_\_\_ at **XXX-XXX** with any questions.

Sincerely,

**[Insert Company Name]**  
**[Insert Project Name] Project Manager**

\_\_\_\_\_  
**Printed Name**  
**Contractor Project Manager**  
{Same as person signing above}

|  |
|--|
| <p><b>COMPLIANT:</b><br/> <b>Deliverable Payment Authorized:</b>    Yes _____ No _____ N/A _____</p> <p>_____</p> <p><b>Signature of State Project Representative/Date</b></p> |
|--|

|  |
|--|
| <p><b>NOT COMPLIANT:</b><br/> <b>Describe reason(s) for non-compliance:</b><br/>         (Continue on back if necessary)</p> <p>_____</p> <p><b>Signature of State Project Representative/ Date      Payment <u>Not</u> Authorized</b></p> |
|--|

**ATTACHMENT SEVEN  
OFFEROR CERTIFICATION FORM**

1. The offeror is not currently subject to an “unresolved” finding for recovery under Revised Code Section 9.24, and the offeror will notify the Procurement Representative any time it becomes subject to such a finding before the award of a Contract arising out of this RFP.
2. The offeror certifies that it will not and will not allow others to perform work for the State of Ohio outside the geographic limitations contained in Attachment Two or take data that belongs to the State of Ohio outside the geographic limitations contained in Attachment Two without express written authorization from the State.
3. The offeror certifies that its responses to the following statements are true and accurate. The offeror’s answers apply to the last seven years. Please indicate yes or no in each column.

| Yes/No | Description   |
|--------|---|
|        | The offeror has had a contract terminated for default or cause.   |
|        | The offeror has been assessed any penalties in excess of \$10,000.00, including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity).  |
|        | The offeror was the subject of any governmental action limiting the right of the offeror to do business with that entity or any other governmental entity.  |
|        | Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).  |
|        | The offeror, any officer of the offeror, or any owner of a 20% interest or greater in the offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding. |
|        | The offeror, any officer of the offeror, or any owner with a 20% interest or greater in the offeror has been convicted of a felony or is currently under indictment on any felony charge.   |

If the answer to any item above is affirmative, the offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter’s possible impact on the offeror’s performance under the Contract, and the best interest of the State.

4. The offeror certifies that neither it nor any of its people that may work on or benefit from the Contract through the offeror has a possible conflict of interest (e.g., employed by the State of Ohio, etc.) other than the conflicts identified immediately below:

**Potential Conflicts (by person or entity affected)**

|  |
|--|
|  |
|--|

(Attach an additional sheet if more space is need.)

The State may reject a Proposal in which an actual or apparent conflict is disclosed. And the State may cancel or terminate the Contract for cause if it discovers any actual or apparent conflict of interest that the offeror did not disclose in its Proposal.

5. The offeror certifies that all its and its subcontractors' personnel provided for the Project will have a valid I-9 form on file with the offeror or subcontractor, as appropriate, and will have presented valid employment authorization documents, if they are not United States citizens.
6. The offeror certifies that its regular, fulltime employees will perform at least 30% of the work on the Project.
7. The following is a complete list of all subcontractors, if any, that the offeror will use on the Project, if the State selects the offeror to do the work:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The offeror certifies that it has obtained and submitted a subcontractor letter, as required by Attachment Three, for each subcontractor it plans to use on the project.

8. The offeror certifies that that any MBE or EDGE program participants will provide necessary data to ensure program reporting and compliance.

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR MANDATORY REQUIREMENTS**

**MANDATORY REQUIREMENT:** At least three (3) projects of similar size and scope, which the offeror has implemented, that require the same or similar training and experience within the past five (5) years. Offeror must describe how the projects are similar in size and scope and note any unusual characteristics of the project effort.

|  |   |
|--|---|
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the Related Service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

|  |   |
|--|---|
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the Related Service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR MANDATORY REQUIREMENTS  
CONTINUED**

**MANDATORY REQUIREMENT:** At least three (3) projects of similar size and scope, which the offeror has implemented, that require the same or similar training and experience within the past five (5) years. Offeror must describe how the projects are similar in size and scope and note any unusual characteristics of the project effort.

|  |   |
|--|---|
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

|  |   |
|--|---|
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR MANDATORY REQUIREMENTS**

**MANDATORY REQUIREMENT:** At least one (1) project involving a hardware provision and installation and imaging implementation similar to the requirements in this RFP, which the offeror has completed within the past three (3) years. The implementation project must have used the proposed methodology and included the installation or replacement of an imaging system with at least one hundred (100) locations with scanning workstations and peripherals.

|  |   |
|--|---|
| <b>If the offeror is using a subcontractor to meet this requirement, insert the subcontractor name in the adjacent box:</b>  | <b>Subcontractor, if applicable</b>   |
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

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| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR MANDATORY REQUIREMENTS  
CONTINUED**

**MANDATORY REQUIREMENT:** At least one (1) project involving a hardware provision and installation and imaging implementation similar to the requirements in this RFP, which the offeror has completed within the past three (3) years. The implementation project must have used the proposed methodology and included the installation or replacement of an imaging system with at least one hundred (100) locations with scanning workstations and peripherals.

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| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
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| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR REQUIREMENTS**

**REQUIREMENT:** At least three (3) projects of similar size and scope, which the offeror has implemented, that require the same or similar training and experience within the past five (5) years. Offeror must describe how the projects are similar in size and scope and note any unusual characteristics of the project effort.

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| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

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|--|---|
| <b>If the offeror is using a subcontractor to meet this requirement, insert the subcontractor name in the adjacent box:</b>  | <b>Subcontractor, if applicable</b>   |
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
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| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR REQUIREMENTS  
CONTINUED**

**REQUIREMENT:** At least three (3) projects of similar size and scope, which the offeror has implemented, that require the same or similar training and experience within the past five (5) years. Offeror must describe how the projects are similar in size and scope and note any unusual characteristics of the project effort.

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| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR REQUIREMENTS**

**REQUIREMENT:** At least one (1) project involving a hardware provision and installation and imaging implementation similar to the requirements in this RFP, which the offeror has completed within the past three (3) years. The implementation project must have used the proposed methodology and included the installation or replacement of an imaging system with at least one hundred (100) locations with scanning workstations and peripherals.

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| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
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| <b>If the offeror is using a subcontractor to meet this requirement, insert the subcontractor name in the adjacent box:</b>  | <b>Subcontractor, if applicable</b>   |
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT EIGHT  
OFFEROR PROFILE SUMMARY**

**OFFEROR REQUIREMENTS  
CONTINUED**

**REQUIREMENT:** At least one (1) project involving a hardware provision and installation and imaging implementation similar to the requirements in this RFP, which the offeror has completed within the past three (3) years. The implementation project must have used the proposed methodology and included the installation or replacement of an imaging system with at least one hundred (100) locations with scanning workstations and peripherals.

|  |   |
|--|---|
| <b>If the offeror is using a subcontractor to meet this requirement, insert the subcontractor name in the adjacent box:</b>  | <b>Subcontractor, if applicable</b>   |
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

|  |   |
|--|---|
| <b>If the offeror is using a subcontractor to meet this requirement, insert the subcontractor name in the adjacent box:</b>  | <b>Subcontractor, if applicable</b>   |
| <b>Company Name:</b>   | <b>Contact Name:</b><br>(Indicate Primary or Alternate)<br><br><b>Contact Title:</b>                |
| <b>Company Address:</b>  | <b>Contact Phone Number:</b><br><br><b>Contact Email Address:</b>                                   |
| <b>Project Name:</b>   | <b>Beginning Date of Expr: / Ending Date of Expr:</b><br>Month/Year                      Month/Year |
| <b>List Related Service Provided:</b><br><br><b>Describe how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables or to achieve the milestones for this Project:</b> |   |

**ATTACHMENT NINE  
PERSONNEL PROFILE SUMMARY**

**CANDIDATE REFERENCES**

|                          |
|--------------------------|
| <b>Candidate's Name:</b> |
|--------------------------|

**References.** Provide three references for which the proposed candidate has successfully demonstrated meeting the requirements of the RFP on projects of similar size and scope in the past five years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and date (month and year) of employment must be given for each reference. These references must be able to attest to the candidate's specific qualifications.

The reference given should be a person within the client's organization and not a co-worker or a contact within the offerors organization.

If less than three references are provided, the offeror must explain why. The State may disqualify the Proposal if less than three references are given.

|   |   |  |  |
|---|---|--|--|
| <b>Client Company:</b>  | <b>Client Contact Name:</b>                         | <b>Client Contact Title:</b>                     |  |
| <b>Client Address:</b>  |   | <b>Client Contact Phone Number:</b>              |  |
| <b>Project Name:</b>  | <b>Beginning Date of Employment:<br/>Month/Year</b> | <b>Ending Date of Employment:<br/>Month/Year</b> |  |
| <b>Description of services provided that are in line with those to be provided as part of this Project:</b> |   |  |  |
| <b>Description of how client project size and complexity are similar to this Project:</b>                   |   |  |  |

**ATTACHMENT NINE  
PERSONNEL PROFILE SUMMARY  
CANDIDATE REFERENCES CONTINUED**

|                          |
|--------------------------|
| <b>Candidate's Name:</b> |
|--------------------------|

|   |   |  |
|---|---|--|
| <b>Client Company:</b>  | <b>Client Contact Name:</b>                         | <b>Client Contact Title:</b>                     |
| <b>Client Address:</b>  |   | <b>Client Contact Phone Number:</b>              |
| <b>Project Name:</b>  | <b>Beginning Date of Employment:<br/>Month/Year</b> | <b>Ending Date of Employment:<br/>Month/Year</b> |
| <b>Description of services provided that are in line with those to be provided as part of this Project:</b> |   |  |
| <b>Description of how client project size and complexity are similar to this Project:</b>                   |   |  |

|   |   |  |
|---|---|--|
| <b>Client Company:</b>  | <b>Client Contact Name:</b>                         | <b>Client Contact Title:</b>                     |
| <b>Client Address:</b>  |   | <b>Client Contact Phone Number:</b>              |
| <b>Project Name:</b>  | <b>Beginning Date of Employment:<br/>Month/Year</b> | <b>Ending Date of Employment:<br/>Month/Year</b> |
| <b>Description of services provided that are in line with those to be provided as part of this Project:</b> |   |  |
| <b>Description of how client project size and complexity are similar to this Project:</b>                   |   |  |

**ATTACHMENT NINE  
PERSONNEL PROFILE SUMMARY  
CANDIDATE EDUCATION AND TRAINING**

**Candidate's Name:**

**Education and Training.** This section must be completed to list the education and training of each proposed candidate and must demonstrate in detail the proposed candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFP.

| <b>EDUCATION AND TRAINING</b> | <b>MONTHS/<br/>YEARS</b> | <b>WHERE<br/>OBTAINED</b> | <b>DEGREE/MAJOR<br/>YEAR EARNED</b> |
|-------------------------------|--------------------------|---------------------------|-------------------------------------|
| <b>College</b>                |                          |                           |                                     |
| <b>Technical School</b>       |                          |                           |                                     |
| <b>Other Training</b>         |                          |                           |                                     |





**ATTACHMENT NINE  
PERSONNEL PROFILE SUMMARY**

**CANDIDATE REQUIREMENTS  
Project Manager**

|                          |
|--------------------------|
| <b>Candidate's Name:</b> |
|--------------------------|

**Requirement:** A minimum of twenty-four (24) months full-time experience as a Project Manager in the last sixty (60) months.

|   |   |  |  |
|---|---|--|--|
| <b>Company:</b>   | <b>Contact Name:</b><br><b>Primary or Alternate</b> | <b>Contact Title:</b>                      |  |
| <b>Address:</b>   |   | <b>Contact Phone Number:</b>               |  |
|   |   | <b>Email Address:</b>                      |  |
| <b>Project Name:</b>  | <b>Beginning Date of<br/>Expr: Month/Year</b>       | <b>Ending Date of<br/>Expr: Month/Year</b> |  |
| <b>Description of technical experience, capacity performed, and role related to services to be provided for this Project:</b> |   |  |  |
|   |   |  |  |

|   |   |  |  |
|---|---|--|--|
| <b>Company:</b>   | <b>Contact Name:</b><br><b>Primary or Alternate</b> | <b>Contact Title:</b>                      |  |
| <b>Address:</b>   |   | <b>Contact Phone Number:</b>               |  |
|   |   | <b>Email Address:</b>                      |  |
| <b>Project Name:</b>  | <b>Beginning Date of<br/>Expr: Month/Year</b>       | <b>Ending Date of<br/>Expr: Month/Year</b> |  |
| <b>Description of technical experience, capacity performed, and role related to services to be provided for this Project:</b> |   |  |  |
|   |   |  |  |

**ATTACHMENT NINE  
PERSONNEL PROFILE SUMMARY**

**CANDIDATE REQUIREMENTS  
Project Manager CONTINUED**

|                          |
|--------------------------|
| <b>Candidate's Name:</b> |
|--------------------------|

**Requirement:** A minimum of twenty-four (24) months full-time experience as a Project Manager in the last sixty (60) months.

|   |  |  |  |
|---|--|--|--|
| <b>Company:</b>   | <b>Contact Name:</b><br><br>Primary or Alternate | <b>Contact Title:</b>                      |  |
| <b>Address:</b>   |  | <b>Contact Phone Number:</b>               |  |
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| <b>Description of technical experience, capacity performed, and role related to services to be provided for this Project:</b> |  |  |  |
|   |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>Company:</b>   | <b>Contact Name:</b><br><br>Primary or Alternate | <b>Contact Title:</b>                      |  |
| <b>Address:</b>   |  | <b>Contact Phone Number:</b>               |  |
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| <b>Description of technical experience, capacity performed, and role related to services to be provided for this Project:</b> |  |  |  |
|   |  |  |  |

**ATTACHMENT TEN**

**COST SUMMARY**

Each invoice submitted prior to Final Acceptance of this project shall be reduced by, and shall clearly designate, a ten percent (10%) hold-back credit. Following the date of Final Acceptance, the Contractor shall submit a final invoice for the total amount accumulated for all hold-back credits.

| <b>Tasks and Deliverables</b>  | <b>Cost</b>            |
|--|------------------------|
| <b>SCANNERS <i>Installed per unit</i> \$ _____ each x four hundred twenty five (425)</b> | <b>\$</b>              |
| <b>Task 1 Project Management</b>   | <b>\$</b>              |
| <b>Task 2 System Analysis &amp; Design</b>   | <b>\$</b>              |
| <b>Task 3 Development</b>  | <b>\$</b>              |
| <b>Task 4 Testing</b>  | <b>\$</b>              |
| <b>Task 5 Pre-deployment (Pilot) Implementation</b>                                      | <b>\$</b>              |
| <b>Task 6 Training</b>   | <b>\$</b>              |
| <b>Task 7 Deployment</b>   | <b>\$</b>              |
| <b>Task 8 Transition</b>   | <b>\$</b>              |
| <b>Task 9 Maintenance &amp; Support</b>  | <b>See Table Below</b> |

| <b>Annual Maintenance and Support</b>   |                    |
|---|--------------------|
| <b>Year 1 Maintenance and Support</b>   | <b>\$ Included</b> |
| <b>Year 2 Maintenance and Support</b>   | <b>\$</b>          |
| <b>Year 3 Maintenance and Support</b>   | <b>\$</b>          |
| <b>Year 4 Maintenance and Support</b>   | <b>\$</b>          |
| <b>Year 5 Maintenance and Support</b>   | <b>\$</b>          |
| <b>Year 6 Maintenance and Support</b>   | <b>\$</b>          |
| <b>Total Not-to-Exceed Fixed Price (Cost of Scanners, Tasks 1-9, and Maintenance and Support)</b> | <b>\$</b>          |

Offeror must provide a cost for any additional scanners that may be purchased by the State.

|   |           |
|---|-----------|
| <b>Cost per Scanner- Post implementation:</b> | <b>\$</b> |
|---|-----------|

SUPPLEMENT ONE

ODPS/IT  
SQL STANDARDS



**OHIO DEPARTMENT  
OF PUBLIC SAFETY**  
EDUCATION • SERVICE • PROTECTION

# SQL Coding Standards

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## 1 Introduction

This document describes rules and recommendations for developing objects inside SQL Server using the Transact SQL Language. The goal is to define guidelines to enforce consistent style and formatting and help developers avoid common pitfalls and mistakes.

### 1.1 Scope

This document only applies to objects created inside SQL Server 2008. It does not cover SQL Server configuration.

### 1.2 Document Conventions

Much like the ensuing coding standards, this document requires standards in order to ensure clarity when stating the rules and guidelines. Certain conventions are used throughout this document to add emphasis.

Below are some of the common conventions used throughout this document.

#### Coloring & Emphasis:

|             |   |
|-------------|---|
| Blue        | Text colored blue indicates a SQL keyword.          |
| <b>Bold</b> | Text with additional emphasis to make it stand-out. |
| <token>     | Token is a required value                           |
| [token]     | Token is optional or conditional                    |

### 1.3 Terminology & Definitions

The following terminology is referenced throughout this document:

**PascalCasing** – The first character of each word is capitalized. Example: **FirstName**

**camelCasing** - The first character of each word is capitalized except the first one Example: **firstName**

**UPPERCASE** – All characters are uppercase. Use these identifiers only for abbreviations (eg: ADO) and for Transact SQL keywords (eg: SELECT Id FROM Table)

### 1.4 Valid Characters

Alphanumeric characters only – In every case only alphanumeric characters (and some situations underscore) are allowed

## 2 General Rules

The following rules should apply to *all* database objects.

- Clear and unambiguous naming.  
The name should provide as much information as possible about an object and provide an obvious connection to references in project documentation. Choice of names should typically consider a name space much larger than a project—preferably the enterprise. A name uniquely identifies a database object; its definition should be consistent wherever the object is used. What might seem clear in a narrow context may lose meaning outside of that context. Saving keystrokes should never be used as a criterion in selecting a name.
- Abbreviations should be avoided.  
Only when *length restrictions* apply should they be permitted. When used, abbreviations should follow the abbreviation rules specified below in the *Abbreviation Standards* section.
- Alphanumeric characters only – Do not use special characters; restrict names to alphanumeric characters
- PascalCase: Form names by using an initial capital as the delimiter between words, without embedded spaces or underscores (e.g., InvoiceDate).

### 2.1 Quick Summary

This section contains tables describing a high-level summary of the major standards covered in this document. These tables are not comprehensive, but give a quick glance at commonly referenced elements.

|                   | Caseing | Prefix | Suffix  | Alpha Numeric Characters | Notes   |
|-------------------|---------|--------|---------|--------------------------|---|
| Tables            | Pascal  |        |         | x                        | Use singular form: Eg User, not Users   |
| Linking Tables    | Pascal  |        | _Link   | x                        | Formed from the Tables they are linking, eg: A Table joining User and Group would be UserGroup_Link |
| Table Columns     | Pascal  |        |         | x                        |   |
| Primary Key       | Pascal  |        | _PK     | x                        | Use the table name as the base.   |
| Foreign Keys      | Pascal  |        | _FK[x]  | x                        | Use the table name as the base. [x] is an optional sequential number when more than one exists      |
| Index             | Pascal  |        | _IDX[x] | x                        | See above.  |
| XML Index         | Pascal  |        | _IDX[x] | x                        | See above   |
| XML Columns       | Pascal  |        |         | x                        | no underscores  |
| Constraints       | Pascal  |        | _CC[x]  | x                        |   |
| Default Value     | Pascal  |        | _DC[x]  | x                        |   |
| Views             | Pascal  | vw_    |         | x                        |   |
| Functions         | Pascal  | udf_   |         | x                        |   |
| Stored Procedures | Pascal  | usp_   |         | x                        |   |

## SQL Coding Standards

Triggers

Pascal Trg...

x

### 2.2 Script Files

- Always create a script file for an object.
- Only 1 object per file.
- All attributes, properties, permissions, etc... must be included in the script file.
- Script files must be managed in source control; either TFS or VSS.
- **AVOID** the use of SQL Server Management Studio's "Generate Script" feature to build your script files.

### 3 Naming Conventions

#### 3.1 Schema Names

- Use lowercase for schema names.

#### 3.2 Table Names

- Pascal Case
- Alpha-numeric
- Avoid underscore
- No Prefix
- Use the Singular Form eg: User, not Users

#### 3.3 Linking Table Names

- Linking Tables should be the name of the two tables it is joining, suffixed with \_Link. E.g. a joining table on User and Group would be UserGroup\_Link

#### 3.4 Column Names

- Pascal Case
- Alpha-numeric
- Avoid underscore
- No Prefix
- **USE** <tablename>ID as the name for the primary key column.

Format: [Qualifier]<Name>

**Qualifier:** *Optional*; Description, to clarify the meaning of the field. For example, if a product has two images, this would clarify the field, eg. FrontImage and RearImage

**Name:** *Required*; This is a database independent “datatype” descriptor which is used to classify the type of data. Below is a common list of standard classifiers. The exception to this is a Boolean. This should be Prefixed with “Is” as this more positively represents the meaning of the value. Eg. IsEnabled

| Classifier | Description                         | Suggested SQL Data Type |
|------------|-------------------------------------|-------------------------|
| Address    | Street or mailing address data      | varchar                 |
| Age        | Chronological age in years          | int                     |
| Average    | Average; consider a computed column | numeric                 |
| Amount     | Currency amount                     | money                   |
| Code       | Non Database Identifier             |                         |
| Count      |                                     | int                     |
| Data       | A field containing extensible data  | xml                     |
| Date       | Calendar date                       | smalldatetime           |
| Datetime   | Date including time                 | datetime                |
| Day        | Day of month (1 - 31)               | tinyint                 |

## SQL Coding Standards

|             |  |                             |
|-------------|--|-----------------------------|
| Description | Brief narrative description  | <code>varchar(MAX)</code>   |
| Duration    | Length of time, eg minutes   | <code>int</code>            |
| ID          | Unique Identifier for something  | <code>int</code>            |
| Image       | A graphic image, such as a bitmap  | <code>varbinary(MAX)</code> |
| Month       | Month of year  | <code>tinyint</code>        |
| Name        | Formal name  | <code>varchar</code>        |
| Number      |  |                             |
| Percent     | Number expressed as a percent  |                             |
| Quantity    | A number of things   | any numerical               |
| Rate        | Number expressed as a rate   | any numerical               |
| Ratio       | A proportion, or expression of relationship in quantity, size, amount, etc. between two things | any numerical               |
| Sequence    | A numeric order field  | <code>int</code>            |
| Text        | Freeform textual information   | <code>varchar(MAX)</code>   |
| Time        | Time of day  | <code>time</code>           |
| Title       | Formal name of something   | <code>varchar</code>        |
| Version     | Timestamp  | <code>timestamp</code>      |
| Weight      | Weight measurement   | any numerical               |
| XML         | A field containing xml data  | <code>xml</code>            |
| Year        | Calendar year  | <code>smallint</code>       |

### 3.5 Stored Procedure Names

- PascalCase
- Do NOT use special characters.
- Do NOT use stored procedure group numbers (ex. myProc;1).
- Do NOT use the sp\_ prefix as those are reserved for system stored procedures and SQL Server looks for them in the system database first.

Naming Format: <Prefix><Object><Action>[Qualifier]

Prefix : required; "usp\_"

Object: *Required*; usually the table or combinations of tables it is affecting.

Action: *Required*; eg Save, Load, Get, Set, SetSingle, Search, Delete

Qualifier: *Optional*; additional descriptive words which help to clarify the specific meaning of the stored procedure

Example Stored Procedure Names:

- usp\_AuthorSave
- usp\_AuthorLoad
- usp\_AuthorLoadByAuthorID
- usp\_AuthorLoadByName
- usp\_AdmissionsReport
- usp\_EmployeeContributionReportMain
- usp\_EmployeeContributionReportSub1
- usp\_EmployeeContributionReportSub2

## SQL Coding Standards

### 3.6 User Defined Functions (UDF) Names

- Use PascalCase
- Can NOT modify data

Naming Format: <Prefix><Object><Action>[Qualifier]

Prefix: *Required*; "udf\_"

Object: *Required*; usually the table or combinations of tables it is affecting.

Action: *Required*; eg Get, Search

Qualifier: *Optional*; additional descriptive words which help to clarify the specific meaning of the UDF

Example Function Names:

- udf\_AuthorGetID

### 3.7 Parameters - Stored Procedure/UDFs

- Use PascalCase  
Ex. @PageID

### 3.8 Variables - Stored Procedure/UDFs

- Use camelCase  
Ex. @pageID

### 3.9 Cursor Names

- Use PascalCase, except for prefix

Naming Format: <Prefix><Object>

Prefix: *Required*; "CURSOR\_"

Object: *Required*; usually the table being iterated over.

### 3.10 Updatable View Names

For Views which are updatable, act as if they are a table. This holds true for Updatable Partitioned Views.

- Use PascalCase, except for prefix

Naming Format: <Prefix><Object>[Qualifier]

Prefix: *Required*; "vw\_"

Object: *Required*; usually related to the table(s) affected by the view

Qualifier: *Optional*; additional descriptive words which help to clarify the purpose of the view.

### 3.11 Non Updatable View Names

For Views which provide a view on the data which makes them read only.

- Use PascalCase, except for prefix

Naming Format: <Prefix><Object>[Qualifier]

Prefix: *Required*; "vw\_"

## SQL Coding Standards

Object: *Required*; usually related to the table(s) affected by the view

Qualifier: *Optional*; additional descriptive words which help to clarify the purpose of the view.

### 3.12 Trigger Names

- Use PascalCase, except for prefix

Naming Format: <Prefix><Object><Timing> [Actions]

Prefix: *Required*; prefix with "trg\_"

Object: *Required*; usually the table being iterated over.

Timing: *Required*; After | Instead

Actions covered: *Optional*; composite key of actions:

DML Triggers - "Upd", "Ins", "Del"

DDL Triggers - "Cre", "Alt", "Drp", "Grnt", "Dny", "Rev", "UpdStat" **DBA ONLY**

LOGON Triggers - "Logon" **DBA ONLY**

Example Trigger Names:

- trg\_CustomerAfterInsUpdDe
- trg\_ProductInsteadDel
- trg\_AuthorAfterUpd

### 3.13 Index Names

Naming Format: <Object><Column List><Suffix>

Object: *Required*; usually the table being iterated over.

Column List: *Required*; list of columns in the index

Suffix: *Required*; "\_IDX"

Example Index Names:

- EmployeeBirthDate\_IDX
- EmployeeBirthDateHireDate\_IDX

### 3.14 Primary Key Names

Naming Format: <Object><Suffix>

Object: *Required*; usually the table being iterated over.

Suffix: *Required*; "\_PK"

Example Index Names:

- Employee\_PK

### 3.15 Foreign Key Names

Naming Format: <Object><Referenced><Suffix>

Object: *Required*; Source table name

Referenced: *Required*; referenced table name

Suffix: *Required*; "\_FK"

Example Index Names:

#### SQL Coding Standards

- EmployeeAddress\_FK
- SupervisorEmployee\_FK

#### 3.16 Default Value Constraint Names

Naming Format: <Object><Column><Suffix>

Object: *Required*; Table name

Column: *Required*; Column name

Suffix: *Required*; "\_DC"

Example default value names:

- EmployeeHireDate\_DC

#### 3.17 Check Constraint Names

Naming Format: <Object><Column><Suffix>

Object: *Required*; Table name

Column: *Required*; Column name

Suffix: *Required*; "\_CC"

Example check constraint names:

- EmployeeType\_CC

#### 3.18 Script File Names

Naming Format: <ScriptType>.<Schema>.<Object>.<ObjectType>.sql

ScriptType: *Required*; Create | Alter

Schema: *Required*; schema name

Object: *Required*; object name

ObjectType: *Required*; StoredProcedure | Table | View | UserDefinedType | Trigger | UserDefinedFunction

Example script file names:

- Create.reporting.ReportType.Table.sql

#### 3.19 Abbreviation Standards

Avoid abbreviations, unless absolutely necessary, due to length restrictions

## 4 Coding Style

### 4.1 Formatting

- Use **UPPERCASE** for all Transact SQL statements
- Use **lowercase** for all data types
- Use indentation. 4 spaces. Use it often.
- The usage of BEGIN... END is not optional.
- Use -- but never /\* ... \*/ except for test code
- Use inline-comments to explain assumptions, known issues, and algorithm insights.
- Do not use inline-comments to explain obvious code. Well written code is self documenting.

#### 4.1.1 Procedure header

The stored procedure header will provide information about the sp & how it works. The following elements are required:

```
=====
--Procedure
--Specifies the DB & procedure's name as defined by its CREATE statement.
--Purpose
--A description of its function.
--Author
--Who created the procedure.
--Version History
--      Date      Author      Description
=====
```

## 5 Language Usage

### 5.1 General

- Avoid the use of cursors where possible. Instead use a while loop.
- Avoid the use of triggers where possible.
- **ALWAYS** create views using the WITH SCHEMABINDING attribute.
- Use schemas to organize objects. Schemas are now organizational units that permissions can be applied to.<sup>1</sup>
- **NEVER** include a drop statement in any creation script.
- **NEVER** use SELECT \*
- **AVOID** using temporary tables and derived tables as it uses more disks I/O. Instead use CTE (Common Table Expression).
- **ALWAYS** create stored procedure in the same database as its relevant table(s) exists.
- **AVOID** using ntext, text and image data types in new development work. Use nvarchar(max), varchar(max) and varbinary(max) instead.
- Use Unicode datatypes, like nchar, nvarchar or ntext only if it is needed, as they use twice as much space as non-Unicode datatypes.
- **ALWAYS** use column list in INSERT statements. This will avoid problems when the table structure changes.
- **ALWAYS** access tables in the same order in all stored procedure and triggers consistently. This will help avoid deadlocks.
- Terminate statements with a semicolon.
- Only use the varchar datatype when you need to store a variable number of characters in the column. ex. varchar(1) is BAD. 1 is never a variable number. Use char(1) instead.
- **NEVER** use a numeric datatype for a column with data containing leading zeros.
- It is **PREFERRED** that all tables have a Primary Key field created on a non data specific column of type integer or bigint (size it appropriately). Column will have the identity property set starting at 1 incremented by 1 for new tables.

### 5.2 Schemas

- Always alias database objects using the schema name, even if this is the default [dbo] schema. This applies to both CREATE statements and when referencing objects in FROM, INSERT or UPDATE statements etc.

### 5.3 Primary and Foreign Key Constraints

- Always create primary key and foreign keys with the table constraint format

Example:

```
CREATE TABLE scheduling.StepDefinition
(
    StepPrimaryKey int NOT NULL IDENTITY ,
    JobPrimaryKey int NOT NULL ,
    Name varchar(50) NOT NULL ,
    SortOrder smallint NOT NULL ,
    CONSTRAINT StepDefiniton_PK PRIMARY KEY CLUSTERED
    ( StepPrimaryKey ) ,
    CONSTRAINT StepDefinition_FK1 FOREIGN KEY
```

<sup>1</sup> SQL Server 2008 only

## SQL Coding Standards

```
( JobPrimaryKey) REFERENCES scheduling.JobDefinition ( JobPrimaryKey )
```

### 5.4 ANSI join syntax

Use the more readable ANSI-Standard Join clauses instead of the old style joins. With ANSI joins the WHERE clause is used only for filtering data. With older style joins, the WHERE clause handles both the join condition and filtering data.

Example:

Old style join syntax: `TABLE`

```
SELECT a.au_id, t.title
FROM titles t, authors a, titleauthor ta
WHERE
a.au_id = ta.au_id AND
ta.title_id = t.title_id AND
t.title LIKE '%Computer%'
```

New ANSI join syntax: `TABLE`

```
SELECT a.au_id, t.title
FROM authors a
INNER JOIN titleauthor ta
ON a.au_id = ta.au_id
INNER JOIN titles t
ON ta.title_id = t.title_id
WHERE t.title LIKE '%Computer%'
```

### 5.5 NOCOUNT

Turning NOCOUNT on stops the message indicating the number of rows affected by a Transact-SQL statement from being returned as part of the results. Add to the beginning of all stored procedures to minimize network traffic. Be sure to turn off NOCOUNT before the last statement if the stored procedure returns a result set.

Example:

```
CREATE PROC dbo.usp_Test
AS
    SET NOCOUNT ON
...
    SET NOCOUNT OFF
    SELECT A,B,C...
GO
```

### 5.6 Audit Columns

Every table **SHOULD** have the following audit columns:

|         |             |          |                     |
|---------|-------------|----------|---------------------|
| AddUser | varchar(50) | NOT NULL | DEFAULT USER_NAME() |
| AddDate | datetime    | NOT NULL | DEFAULT GETDATE()   |
| ModUser | varchar(50) | NULL     |                     |
| ModDate | datetime    | NULL     |                     |

SUPPLEMENT TWO  
ODPS/IT  
C# CODING STANDARDS



# C# Coding Standards

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## 1 Introduction

This document describes rules and recommendations for developing applications and class libraries using the C# Language. The goal is to define guidelines to enforce consistent style and formatting and help developers avoid common pitfalls and mistakes.

Specifically, this document covers *Naming Conventions*, *Coding Style*, *Language Usage*, and *Object Model Design*.

### 1.1 Scope

This document only applies to the C# Language and the .NET Framework Common Type System(CTS) it implements. Although the C# language is implemented alongside the .NET Framework, this document does not address usage of .NET Framework class libraries. However, common patterns and problems related to C#'s usage of the .NET Framework are addressed in a limited fashion.

Even though standards for curly-braces (`{or}`) and white space (tabs vs. spaces) are always controversial, these topics are addressed here to ensure greater consistency and maintainability of source code.

### 1.2 Document Conventions

Much like the ensuing coding standards, this document requires standards in order to ensure clarity when stating the rules and guidelines. Certain conventions are used throughout this document to add emphasis.

Below are some of the common conventions used throughout this document.

Coloring & Emphasis:

- Blue** Text colored blue indicates a C# keyword or .NET type.
- Bold** Text with additional emphasis to make it stand-out.

Keywords:

- Always** Emphasizes this rule must be enforced.
- Never** Emphasizes this action must not happen.
- Do Not** Emphasizes this action must not happen.
- Avoid** Emphasizes that the action should be prevented, but some exceptions may exist
- Try** Emphasizes that the rule should be attempted whenever possible and appropriate.
- Example** Precedes text used to illustrate a rule or recommendation.
- Reason** Explains the thoughts and purpose behind a rule or recommendation.

### 1.3 Terminology & Definitions

The following terminology is referenced throughout this document:

**Access Modifier**

## C# Coding Standards

C# keywords **public**, **protected**, **internal**, and **private** declare the allowed code-accessibility of types and their members. Although default access modifiers vary, classes and most other members use the default of **private**. Notable exceptions are interfaces and enums which both default to **public**.

### Camel Case

A word with the first letter lowercase, and the first letter of each subsequent word-part capitalized.  
**Example:** `customerName`

### Common Type System

The .NET Framework common type system (CTS) defines how types are declared, used, and managed. All native C# types are based upon the CTS to ensure support for cross-language integration.

### Identifier

A developer defined token used to uniquely name a declared object or object instance.  
**Example:** `public class MyClassNameIdentifier { ... }`

### Magic Number

Any numeric literal used within an expression (or to initialize a variable) that does not have an obvious or well-known meaning. This usually excludes the integers 0 or 1 and any other numeric equivalent precision that evaluates as zero.

### Pascal Case

A word with the first letter capitalized, and the first letter of each subsequent word-part capitalized.  
**Example:** `CustomerName`

### Premature Generalization

As it applies to object model design; this is the act of creating abstractions within an object model not based upon concrete requirements or a known future need for the abstraction. In simplest terms: "Abstraction for the sake of Abstraction."

## 1.4 Quick Summary

This section contains tables describing a high-level summary of the major standards covered in this document. These tables are not comprehensive, but give a quick glance at commonly referenced elements.

### 1.4.1 Naming Conventions

"c" = camelCase  
"P" = PascalCase  
"\_" = Prefix with Underscore  
"x" = Not Applicable.

| Identifier      | Public | Protected | Internal | Private   | Notes   |
|-----------------|--------|-----------|----------|-----------|---|
| Project File    | P      | x         | x        | x         | Match Assembly & Namespace.                               |
| Source File     | P      | x         | x        | x         | Match contained class.                                    |
| Other Files     | P      | x         | x        | x         | Apply where possible.                                     |
| Namespace       | P      | x         | x        | x         | Partial Project/Assembly match.                           |
| Class or Struct | P      | P         | P        | P         | Add suffix of subclass.                                   |
| Interface       | P      | P         | P        | P         | Prefix with a capital <b>I</b> .                          |
| Generic Class   | P      | P         | P        | P         | Use <b>T</b> or <b>K</b> as Type identifier.              |
| Method          | P      | P         | P        | P         | Use a Verb or Verb-Object pair.                           |
| Property        | P      | P         | P        | P         | Do not prefix with <b>Get</b> or <b>Set</b> .             |
| Field           | P      | P         | P        | <b>_c</b> | Only use Private fields.<br><b>No Hungarian Notation!</b> |

4 | Page

### C# Coding Standards

|                 | P | P | P | _c |  |
|-----------------|---|---|---|----|--|
| Constant        | P | P | P | _c |  |
| Static Field    | P | P | P | _c | Only use Private fields.                     |
| Enum            | P | P | P | P  | Options are also PascaCase.                  |
| Delegate        | P | P | P | P  |  |
| Event           | P | P | P | P  |  |
| Inline Variable | x | x | x | c  | Avoid single-character and enumerated names. |
| Parameter       | x | x | x | c  |  |

### 1.4.2 Coding Style

| Code         | Style   |
|--------------|---|
| Source Files | One Namespace per file and one class per file.        |
| Curly Braces | On new line. Always use braces when optional.         |
| Indentation  | Use tabs with size of 4.                              |
| Comments     | Use // or /// but not /* ... */ and do not flowerbox. |
| Variables    | One variable per declaration.                         |

### 1.4.3 Language Usage

| Code                           | Style  |
|--------------------------------|--|
| <b>Native Data Types</b>       | Use built-in C# native data types vs .NET CTS types.<br>(Use <code>int</code> NOT <code>Int32</code> )   |
| <b>Enums</b>                   | Avoid changing default type.   |
| <b>Generics</b>                | Prefer Generic Types over standard or strong-typed classes.  |
| <b>Properties</b>              | Never prefix with <code>Get</code> or <code>Set</code> .   |
| <b>Methods</b>                 | Use a maximum of 7 parameters.   |
| <b>base and this</b>           | Use only in constructors or within an override.  |
| <b>Ternary conditions</b>      | Avoid complex conditions.  |
| <b>foreach statements</b>      | Do not modify enumerated items within a <code>foreach</code> statement.  |
| <b>Conditionals</b>            | Avoid evaluating Boolean conditions against <code>true</code> or <code>false</code> .<br>No embedded assignment.<br>Avoid embedded method invocation.  |
| <b>Exceptions</b>              | Do not use exceptions for flow control.<br>Use <code>throw</code> ; not <code>throw e</code> ; when re-throwing.<br>Only catch what you can handle.<br>Use validation to avoid exceptions.<br>Derive from <code>Exception</code> not <code>ApplicationException</code> . |
| <b>Events</b>                  | Always check for null before invoking.   |
| <b>Locking</b>                 | Use <code>lock()</code> not <code>Monitor.Enter()</code> .<br>Do not lock on an object type or <code>"this"</code> .<br>Do lock on private objects.  |
| <b>Dispose() &amp; Close()</b> | Always invoke them if offered, declare where needed.   |
| <b>Finalizers</b>              | Avoid.<br>Use the C# Destructors.<br>Do not create <code>Finalize()</code> method.   |
| <b>AssemblyVersion</b>         | Increment manually.  |
| <b>ComVisibleAttribute</b>     | Set to <code>false</code> for all assemblies.  |

## 2 Naming Conventions

Consistency is the key to maintainable code. This statement is most true for naming your projects, source files, and identifiers including Fields, Variables, Properties, Methods, Parameters, Classes, Interfaces, and Namespaces.

### 2.1 General Guidelines

1. Always use Camel Case or Pascal Case names.
2. Avoid ALL CAPS and all lowercase names. Single lowercase words or letters are acceptable.
3. Do not create declarations of the same type (namespace, class, method, property, field, or parameter) and access modifier (**protected**, **public**, **private**, **internal**) that vary only by capitalization.
4. Do not use names that begin with a numeric character.
5. Do add numeric suffixes to identifier names.
6. Always choose meaningful and specific names.
7. Always err on the side of verbosity not terseness.
8. Variables and Properties should describe an entity not the type or size.
9. Do not use Hungarian Notation with the exception of naming Controls.

`// Bad!`  
**Example:** `strName` or `iCount`

10. Avoid using abbreviations unless the full name is excessive.
11. Avoid abbreviations longer than 5 characters.
12. Any Abbreviations must be widely known and accepted.
13. Use uppercase for two-letter abbreviations, and Pascal Case for longer abbreviations.
14. Do not use C# reserved words as names.
15. Avoid naming conflicts with existing .NET Framework namespaces, or types.

16. Avoid adding redundant or meaningless prefixes and suffixes to identifiers  
**Example:**

```
// Bad!  
public enum ColorsEnum {...}  
public class cvehicle {...}  
public struct RectangleStruct {...}
```

17. Do not include the parent class name within a property name.  
**Example:** `Customer.Name` NOT `Customer.CustomerName`
18. Try to prefix Boolean variables and properties with "Can", "Is" or "Has".
19. Append computational qualifiers to variable names like `Average`, `Count`, `Sum`, `Min`, and `Max` where appropriate.
20. When defining a root namespace, use a Department and Division, or Application Name as the root. If the application crosses Division boundaries, use Admin as a default.

**Example:**  
`ODPS.BMV.StringUtilities`  
`ODPS.HMSWeb`  
`ODPS.BMV.VR`  
`ODPS.BMV.DL`

### 2.2 Name Usage & Syntax

| Identifier   | Naming Convention   |
|--------------|---|
| Project File | Pascal Case.<br>Always match Assembly Name & Root Namespace.<br><br><b>Example:</b><br><code>ODPS.Admin.Notepad.csproj</code> -> <code>ODPS.Admin.Notepad.dll</code> -> <code>namespace ODPS.Admin.Notepad</code> |

### C# Coding Standards

|   |  |
|---|--|
| <b>Source File</b>                                | <p>Pascal Case.<br/>Always match Class name and file name.</p> <p>Avoid including more than one <code>Class</code>, <code>Enum</code> (global), or <code>Delegate</code> (global) per file. Use a descriptive file name when containing multiple <code>Class</code>, <code>Enum</code>, or <code>Delegates</code>.</p> <p><b>Example:</b><br/>MyClass.cs =&gt; <code>public class MyClass</code><br/><code>{...}</code></p>  |
| <b>Resource or Embedded File</b>                  | <p>Try to use Pascal Case.</p> <p>Use a name describing the file contents.</p>   |
| <b>Namespace</b>                                  | <p>Pascal Case.<br/>Try to partially match <code>Project/Assembly</code> Name.</p> <p><b>Example:</b><br/><code>namespace ODPS.Admin.FileCleanser</code><br/><code>{...}</code></p>  |
| <b>Class or Struct</b>                            | <p>Pascal Case.<br/>Use a noun or noun phrase for class name.<br/>Add an appropriate class-suffix when sub-classing another type when possible.</p> <p><b>Examples:</b><br/><code>private class MyClass</code><br/><code>{...}</code><br/><code>internal class SpecializedAttribute : Attribute</code><br/><code>{...}</code><br/><code>public class CustomerCollection : CollectionBase</code><br/><code>{...}</code><br/><code>public class CustomEventArgs : EventArgs</code><br/><code>{...}</code><br/><code>private struct ApplicationSettings</code><br/><code>{...}</code></p> |
| <b>Interface</b>                                  | <p>Pascal Case.<br/>Always prefix interface name with capital "I".</p> <p><b>Example:</b><br/><code>interface Icustomer</code><br/><code>{...}</code></p>  |
| <b>Generic Class &amp; Generic Parameter Type</b> | <p>Always use a single capital letter, such as T or K.</p> <p><b>Example:</b><br/><code>public class FifoStack&lt;T&gt;</code><br/><code>{</code><br/><code>  public void Push(&lt;T&gt; obj)</code><br/><code>  {...}</code><br/><br/><code>  public &lt;T&gt; Pop()</code><br/><code>  {...}</code><br/><code>}</code></p>   |

C# Coding Standards

|  |  |
|--|--|
| <b>Method</b>                                    | <p>Pascal Case.<br/>Try to use a <b>Verb</b> or <b>Verb-Object</b> pair.</p> <p><b>Example:</b> <code>public void Execute() {...}</code><br/><code>private string GetAssemblyVersion(Assembly target) {...}</code></p>   |
| <b>Property</b>                                  | <p>Pascal Case.<br/>Property name should represent the entity it returns. Never prefix property names with "Get" or "Set".</p> <p><b>Example:</b><br/><code>public string Name</code><br/>{<br/>  <code>get{...}</code><br/>  <code>set{...}</code><br/>}</p>      |
| <b>Field</b><br>(Public, Protected, or Internal) | <p>Pascal Case.<br/>Avoid using non-private Fields!<br/>Use Properties instead.</p> <p><b>Example:</b><br/><code>public string Name;</code><br/><code>protected IList InnerList;</code></p>  |
| <b>Field (Private)</b>                           | <p>Camel Case and prefix with a single underscore (_) character.</p> <p><b>Example:</b><br/><code>private string _name;</code></p>   |
| <b>Constant or Static Field</b>                  | <p>Treat like a Field.<br/>Choose appropriate Field access-modifier above.</p>   |
| <b>Enum</b>                                      | <p>Pascal Case (both the Type and the Options).<br/>Add the <code>FlagsAttribute</code> to bit-mask multiple options.</p> <p><b>Example:</b><br/><code>public enum CustomerTypes</code><br/>{<br/>  <code>Consumer,</code><br/>  <code>Commercial</code><br/>}</p> |
| <b>Delegate or Event</b>                         | <p>Treat as a Field.<br/>Choose appropriate Field access-modifier above.</p> <p><b>Example:</b><br/><code>public event EventHandler LoadPlugin;</code></p>   |
| <b>Variable (inline)</b>                         | <p>Camel Case.<br/>Avoid using single characters like "x" or "y" except in FOR loops.<br/>Avoid enumerating variable names like <code>text1</code>, <code>text2</code>, <code>text3</code> etc.</p>  |

C# Coding Standards

|                  |  |               |
|------------------|--|---------------|
| <b>Parameter</b> | Camel Case.<br><br><b>Example:</b><br><pre>public void Execute(string commandText, int iterations) {...}</pre> |               |
| <b>Controls</b>  | <b>Control</b>   | <b>Prefix</b> |
|                  | Label  | lbl           |
|                  | TextBox  | txt           |
|                  | DataGrid   | dg            |
|                  | Button   | btr           |
|                  | ImageButton  | imb           |
|                  | GridView   | gv            |
|                  | Hyperlink  | hkl           |
|                  | DropDownList   | ddl           |
|                  | ListBox  | lst           |
|                  | DataList   | dfl           |
|                  | Repeater   | rep           |
|                  | Checkbox   | chk           |
|                  | CheckBoxList   | cbl           |
|                  | RadioButton  | rdo           |
|                  | RadioButtonList  | rbl           |
|                  | Image  | img           |
|                  | Panel  | pnl           |
|                  | PlaceHolder  | phd           |
|                  | Table  | tbl           |
|                  | Validators   | val           |
|                  |  |               |
|                  |  |               |
|                  |  |               |
|                  |  |               |

### 3 Coding Style

Coding style causes the most inconsistency and controversy between developers. Each developer has a preference, and rarely are two the same. However, consistent layout, format, and organization are key to creating maintainable code. The following sections describe the preferred way to implement C# source code in order to create readable, clear, and consistent code that is easy to understand and maintain.

#### 3.1 Formatting

1. Never declare more than 1 namespace per file.
2. Avoid putting multiple classes in a single file.
3. Always place curly braces { and } on a new line.
4. Always use curly braces { and } in conditional statements.
5. Always use a Tab & Indention size of 4.
6. Declare each variable independently – not in the same statement.
7. Place namespace "using" statements together at the top of file. Group .NET namespaces above custom namespaces.
8. Group internal class implementation by type in the following order:
  - a Member variables.
  - b Constructors & Finalizers.
  - c Nested Enums, Structs, and Classes.
  - d Properties
  - e Methods
9. Sequence declarations within type groups based upon access modifier and visibility:
  - a Public
  - b Protected
  - c Internal
  - d Private
10. Segregate interface Implementation by using #region statements.
11. Append folder-name to namespace for source files within sub-folders.
12. Recursively indent all code blocks contained within braces.
13. Use white space (CR/LF, Tabs, etc) liberally to separate and organize code.
14. Only declare related **attribute** declarations on a single line, otherwise stack each attribute as a separate declaration.

**Example:**

```
// Bad!
[Attribute1, Attribute2, Attribute3]
public class MyClass
{...}

// Good!
[Attribute1, RelatedAttribute2]
[Attribute3]
[Attribute4]
public class MyClass
{...}
```

15. Place Assembly scope **attribute** declarations on a separate line.
16. Place Type scope **attribute** declarations on a separate line.
17. Place Method scope **attribute** declarations on a separate line.
18. Place Member scope **attribute** declarations on a separate line.
19. Place Parameter **attribute** declarations inline with the parameter.
20. If in doubt, always err on the side of clarity and consistency.

## C# Coding Standards

### 3.2 Code Commenting

1. All comments should be written in the same language, be grammatically correct, and contain appropriate punctuation.
2. Use `//` or `///` but never `/* ... */`
3. Do not "flowerbox" comment blocks.

**Example:**

```
// *****  
// Comment block  
// *****
```

4. Use inline-comments to explain assumptions, known issues, and algorithm insights.
5. Do not use inline-comments to explain obvious code. Well written code is self documenting.
6. Only use comments for bad code to say "fix this code" – otherwise remove, or rewrite the code!
7. Include comments using Task-List keyword flags to allow comment-filtering.

**Example:**

```
// TODO: Place Database Code Here  
// UNDONE: Removed P\Invoke Call due to errors  
// HACK: Temporary fix until able to refactor
```

8. Always apply C# comment-blocks (`///`) to `public`, `protected`, and `internal` declarations.
9. Only use C# comment-blocks for documenting the API.
10. Always include `<summary>` comments. Include `<param>`, `<return>`, and `<exception>` comment sections where applicable.
11. Include `<see cref=""/>` and `<seealso cref=""/>` where possible.
12. Indent comments to the same level of indentation as the code you are documenting.
13. Always add `CDATA` tags to comments containing code and other embedded markup in order to avoid encoding issues.

**Example:**

```
/// <example>  
/// Add the following key to the "appSettings" section of your config:  
/// <code><![CDATA[  
/// <configuration>  
/// <appSettings>  
/// <add key="mySetting" value="myvalue"/>  
/// </appSettings>  
/// </configuration>  
/// ]]></code>  
/// </example>
```

## 4 Language Usage

### 4.1 General

1. Do not omit access modifiers. Explicitly declare all identifiers with the appropriate access modifier instead of allowing the default.

**Example:**

```
// Bad!
void WriteEvent(string message)
{...}

// Good!
private void WriteEvent(string message)
{...}
```

2. Do not use the default ("1.0.\*") versioning scheme. Increment the `AssemblyVersionAttribute` value manually.
3. Set the `comVisibleAttribute` to `false` for all assemblies.
4. Only selectively enable the `ComVisibleAttribute` for individual classes when needed.

**Example:**

```
[assembly: ComVisible(false)]

[ComVisible(true)]
public MyClass
{...}
```

5. Consider factoring classes containing `unsafe` code blocks into a separate assembly.
6. Avoid mutual references between assemblies.

### 4.2 Variables & Types

1. Do not initialize variables unnecessarily.

**Example:**

```
namespace ODPS.Admin.Sample
{
    // GOOD
    class SomeWork
    {
        internal void DoSomeWork()
        {
            bool hasPendingChanges;
            Database schedulingDB;

            try
            {
                schedulingDB = DatabaseFactory.CreateDatabase("Scheduling");
                //do some database work here
            }
            catch (Exception ex)
            {...}
        }
    }
}
```

## C# Coding Standards

```
//BAD
class SomeOtherWork
{
    internal void DoSomeWork()
    {
        bool hasPendingChanges = false; //unnecessary
        Database schedulingDB =
        DatabaseFactory.CreateDatabase("Scheduling"); //exceptions not caught in
        try..catch block

        try
        {
            //do some database work here
        }
        catch (Exception ex)
        {...}
    }
}
```

2. Always choose the simplest data type, list, or object required.
3. Always use the built-in C# data type aliases, not the .NET common type system (CTS).

### Example:

```
short NOT System.Int16
int NOT System.Int32
long NOT System.Int64
string NOT System.String
```

4. Only declare member variables as `private`. Use properties to provide access to them with `public`, `protected`, or `internal` access modifiers.
5. Try to use `int` for any non-fractional numeric values that will fit the `int` datatype - even variables for non-negative numbers.
6. Only use `long` for variables potentially containing values too large for an `int`.
7. Try to use `double` for fractional numbers to ensure decimal precision in calculations.
8. Only use `float` for fractional numbers that will not fit `double` or `decimal`.
9. Avoid using `float` unless you fully understand the implications upon any calculations.
10. Try to use `decimal` when fractional numbers must be rounded to a fixed precision for calculations. Typically this will involve money.
11. Avoid using `sbyte`, `short`, `uint`, and `ulong` unless it is for interop (P/Invoke) with native libraries.
12. Avoid specifying the type for an `enum` - use the default of `int` unless you have an explicit need for `long` (very uncommon).
13. Avoid using inline numeric literals (magic numbers). Instead, use a `Constant` or `Enum`.
14. Avoid declaring string literals inline. Instead use Resources, Constants, Configuration Files, Registry or other data sources.
15. Declare `readonly` or `static readonly` variables instead of constants for complex types.
16. Only declare `constants` for simple types.
17. Avoid direct casts. Instead, use the "as" operator and check for `null`.

### Example:

```
object dataObject = LoadData();
DataSet ds = dataObject as DataSet;

if(ds != null)
{...}
```

18. Always prefer C# Generic collection types over standard or strong-typed collections.
19. Always explicitly initialize arrays of reference types using a `for` loop.
20. Avoid boxing and unboxing value types.

## C# Coding Standards

### Example:

```
int count = 1;
object refCount = count; // Implicitly boxed.
int newCount = (int)refCount; // Explicitly unboxed.
```

21. Floating point values should include at least one digit before the decimal place and one after.  
**Example:** totalPercent = 0.05;
22. Try to use the "@" prefix for string literals instead of escaped strings.
23. Prefer `String.Format()` or `StringBuilder` over string concatenation.
24. Never concatenate strings inside a loop.
25. Do not compare strings to `String.Empty` or "" to check for empty strings. Instead, compare by using `String.Length == 0`.
26. Avoid hidden string allocations within a loop. Use `String.Compare()` for case-sensitive  
**Example:** *(ToLower() creates a temp string)*

```
// Bad!
int id = -1;
string name = "First Last";

for(int i=0; i < customerList.Count; i++)
{
    if(customerList[i].Name.ToLower() == name)
    {
        id = customerList[i].ID;
    }
}

// Good!
int id = -1;
string name = "First Last";

for(int i=0; i < customerList.Count; i++)
{
    // The "ignoreCase = true" argument performs a
    // case-insensitive compare without new allocation.
    if(String.Compare(customerList[i].Name, name, true) == 0)
    {
        id = customerList[i].ID;
    }
}
```

## 4.3 Flow Control

1. Avoid invoking methods within a conditional expression.
2. Avoid creating recursive methods. Use loops or nested loops instead.
3. Avoid using `foreach` to iterate over immutable value-type collections. E.g. String arrays.
4. Do not modify enumerated items within a `foreach` statement.
5. Use the **ternary** conditional operator only for trivial conditions. Avoid complex or compound ternary operations.  
**Example:** int result = isValid ? 9 : 4;
6. Avoid evaluating Boolean conditions against `true` or `false`.  
**Example:**

```
// Bad!
if (isValid == true)
{...}

// Good!
if (isValid)
{...}
```

7. Avoid assignment within conditional statements.  
**Example:** if((i=2)==2) {...}

## C# Coding Standards

8. Avoid compound conditional expressions – use Boolean variables to split parts into multiple manageable expressions.

**Example:**

```
// Bad!
if (((value > _highScore) && (value != _highScore)) && (value < _maxScore))
{...}

// Good!
isHighScore = (value >= _highScore);
isTiedHigh = (value == _highScore);
isValid = (value < _maxValue);

if ((isHighScore && ! isTiedHigh) && isValid)
{...}
```

9. Avoid explicit Boolean tests in conditionals.

**Example:**

```
// Bad!
if(IsValid == true)
{...};

// Good!
if(IsValid)
{...}
```

10. Only use `switch/case` statements for simple operations with parallel conditional logic.
11. Prefer nested `if/else` over `switch/case` for short conditional sequences and complex conditions.
12. Prefer polymorphism over `switch/case` to encapsulate and delegate complex operations.

## 4.4 Exceptions

1. Do not use `try/catch` blocks for flow-control.
2. Only `catch` exceptions that you can handle.
3. Never declare an empty `catch` block.
4. Avoid nesting a `try/catch` within a `catch` block.
5. Always catch the most derived exception via exception filters.
6. Order exception filters from most to least derived exception type.
7. Avoid re-throwing an exception. Allow it to bubble-up instead.
8. If re-throwing an exception, preserve the original call stack by omitting the exception argument from the `throw` statement.

**Example:**

```
// Bad!
catch(Exception ex)
{
    Log(ex);
    throw ex;
}

// Good!
catch(Exception ex)
{
    Log(ex);
    throw;
}
```

9. Only use the `finally` block to release resources from a `try` statement.
10. Always use validation to avoid exceptions.

**Example:**

## C# Coding Standards

```
// Bad!
try
{
    conn.Close();
}
catch(Exception ex)
{
    // handle exception if already closed!
}

// Good!
if(conn.State != ConnectionState.Closed)
{
    conn.Close();
}
```

11. Always set the `innerException` property on thrown exceptions so the exception chain & call stack are maintained.
12. Avoid defining custom exception classes. Use existing exception classes instead.
13. When a custom exception is required:
  - a. Always derive from `Exception` not `ApplicationException`.
  - b. Always suffix exception class names with the word "Exception".
  - c. Always add the `SerializableAttribute` to exception classes.
  - d. Always implement the standard "Exception Constructor Pattern":

```
public MyCustomException ();
public MyCustomException (string message);
public MyCustomException (string message, Exception innerException);
```
  - e. Always implement the deserialization constructor:

```
protected MyCustomException(SerializationInfo info, StreamingContext context);
```
14. Always set the appropriate `HResult` value on custom exception classes.  
(Note: the `ApplicationException` `HResult` = -2146232832)
15. When defining custom exception classes that contain additional properties:
  - a. Always override the `Message` property, `ToString()` method and the `implicit operator string` to include custom property values.
  - b. Always modify the deserialization constructor to retrieve custom property values.
  - c. Always override the `GetObjectData(...)` method to add custom properties to the serialization collection.

**Example:**

```
public override void GetObjectData(SerializationInfo info,
                                   StreamingContext context)
{
    base.GetObjectData (info, context);
    info.AddValue("MyValue", _myValue);
}
```

## 4.5 Events, Delegates, & Threading

1. Always check Event & Delegate instances for `null` before invoking.
2. Use the default `EventHandler` and `EventArgs` for most simple events.
3. Always derive a custom `EventArgs` class to provide additional data.
4. Use the existing `CancelEventArgs` class to allow the event subscriber to control events.
5. Always use the "lock" keyword instead of the `Monitor` type.
6. Only lock on a private or private static object.  
**Example:** `lock(myVariable);`
7. Avoid locking on a Type.  
**Example:** `lock(typeof(MyClass));`
8. Avoid locking on the current object instance.

## C# Coding Standards

**Example:** `lock(this);`

### 4.6 Object Composition

1. Always declare types explicitly within a namespace. Do not use the default "{global}" namespace.
2. Avoid overuse of the `public` access modifier. Typically fewer than 10% of your types and members will be part of a public API, unless you are writing a class library.
3. Consider using `internal` or `private` access modifiers for types and members unless you intend to support them as part of a public API.
4. Never use the `protected` access modifier within `sealed` classes unless overriding a `protected` member of an inherited type.
5. Avoid declaring methods with more than 5 parameters. Consider refactoring this code.
6. Try to replace large parameter-sets (> than 5 parameters) with one or more `class` or `struct` parameters – especially when used in multiple method signatures.
7. Do not use the "new" keyword on method and property declarations to hide members of a derived type.
8. Only use the "base" keyword when invoking a base class constructor or base implementation within an override.
9. Consider using method overloading instead of the `params` attribute (but be careful not to break CLS Compliance of your API's).
10. Always validate an enumeration variable or parameter value before consuming it. They may contain any value that the underlying Enum type (default `int`) supports.

**Example:**

```
public void Test(BookCategory cat)
{
    if (Enum.IsDefined(typeof(BookCategory), cat))
    {...}
}
```

11. Consider overriding `Equals()` on a `struct`.
12. Always override the `Equality Operator (==)` when overriding the `Equals()` method.
13. Always override the `String Implicit Operator` when overriding the `Tostring()` method.
14. Always call `close()` or `Dispose()` on classes that offer it.
15. Wrap instantiation of `IDisposable` objects with a "using" statement to ensure that `Dispose()` is automatically called.

**Example:**

```
using(SqlConnection cn = new SqlConnection(_connectionString))
{...}
```

16. Always implement the `IDisposable` interface & pattern on classes referencing external resources.

**Example:** *(shown with optional Finalizer)*

```
public void Dispose()
{
    Dispose(true);
    GC.SuppressFinalize(this);
}

protected virtual void Dispose(bool disposing)
{
    if (disposing)
    {
        // Free other state (managed objects).
    }
    // Free your own state (unmanaged objects).
    // Set large fields to null.
}

// C# finalizer. (optional)
~Base()
```

#### C# Coding Standards

```
{  
    // Simply call Dispose(false).  
    Dispose (false);  
}
```

17. Avoid implementing a Finalizer.  
Never define a `Finalize()` method as a finalizer. Instead use the C# destructor syntax.

**Example**

```
// Good  
~MyClass {...}  
  
// Bad  
void Finalize(){...}
```

## C# Coding Standards

### 5 Object Model & API Design

1. Always prefer aggregation over inheritance.
2. Avoid "Premature Generalization". Create abstractions only when the intent is understood.
3. Do the simplest thing that works, then refactor when necessary.
4. Always make object-behavior transparent to API consumers.
5. Avoid unexpected side-effects when properties, methods, and constructors are invoked.
6. Always separate presentation layer from business logic.
7. Always prefer interfaces over abstract classes.
8. Try to include the design-pattern names such as "Bridge", "Adapter", or "Factory" as a suffix to class names where appropriate.
9. Only make members `virtual` if they are designed and tested for extensibility.
10. Refactor often!

---

C# Coding Standards

## 6 References

"MSDN: .NET Framework Programming in Visual Studio", Microsoft Corporation,  
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"MSDN: Design Guidelines for Class Library Developers", Microsoft Corporation, 2005,  
<http://msdn.microsoft.com/en-us/library/ms229042.aspx>

"C# Coding Standards", Lance Hunt, 2007,  
<http://weblogs.asp.net/lhunt/pages/CSharp-Coding-Standards-document.aspx>

**SUPPLEMENT THREE  
2011-12K EXECUTIVE ORDER/FORM**



**JOHN R. KASICH**  
GOVERNOR  
STATE OF OHIO

**Executive Order 2011-12K**

Governing the Expenditure  
of Public Funds for Offshore Services

**WHEREAS**, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

**WHEREAS**, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

**WHEREAS**, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

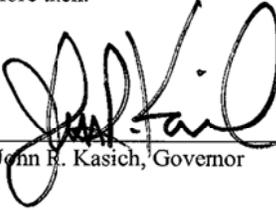
**NOW THEREFORE**, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
  - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
    - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
    - 1. Affirm that they understand and will abide by the requirements of this Order.
    - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
    - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
    - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
    - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
  - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
    - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
    - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
  - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
  - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
  - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
  - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.



  
\_\_\_\_\_  
John R. Kasich, Governor

ATTEST:

\_\_\_\_\_  
Jon Husted, Secretary of State

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
STANDARD AFFIRMATION AND DISCLOSURE FORM  
EXECUTIVE ORDER 2011-12K**

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

---

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions, termination or a damages assessment. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
STANDARD AFFIRMATION AND DISCLOSURE FORM  
EXECUTIVE ORDER 2011-12K**

Governing the Expenditure of Public Funds on Offshore Services

**CONTINUED**

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

4. Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

## SUPPLEMENT FOUR

### ODPS INFORMATION TECHNOLOGY STANDARDS

**Background:** The ODPS Information Technology Office (ITO) provides networking, server, application hosting and security infrastructure design and software development services for all ODPS divisions:

- Administration;
- Bureau of Motor Vehicles;
- Emergency Management Agency;
- Emergency Medical Services;
- Office of Criminal Justice Services;
- Ohio Homeland Security;
- Ohio Investigative Unit; and
- Ohio State Highway Patrol.

As well, for example, the ODPS ITO supports the following specialized programs/offices:

- Automobile Titling – Automated Title Processing System and title Clerk offices;
- BMV Deputy Registrar driver licensing and examination and vehicle registration offices;
- BMV Organ and Tissue Donor Registry;
- BMV Licensing Reinstatement Centers;
- Homeland Security Fusion Center; and
- Ohio State Highway Patrol.

**Networking:** The ODPS currently provides network connectivity to hundreds of remote sites. This connectivity terminates at either the State of Ohio Computer Center (SOCC) or at the Shipley Building. There are redundant gigabit Ethernet circuits connecting the SOCC and Shipley buildings. 10 Mb, 100 Mb, 1 Gb and 10 Gb Ethernet are employed for user and server segments. All main satellite office connections are Point to Point via a T1 bandwidth. The branch satellite offices utilize Ethernet for their user segments via 56K connections. The ODPS utilizes Transmission Control Protocol/Internet Protocol (TCP/IP) as its standard networking protocol.

**User Environment:** The ODPS users currently employ Windows XP and Windows 7 for the desktop operating system. The Active Directory infrastructure is currently being upgraded from Windows 2000 to 2008 R2; upgrade should be complete by February 2012. File services are currently hosted in a Novell Netware environment but will soon be migrated to Microsoft Windows/EMC NAS. Print services are offered through Windows Server 2008 R2. The ODPS consumes Exchange email services hosted by the Department of Administrative Services Office of Information Technology. End user PCs are restricted from residing on the same VLAN as servers.

**Enterprise Application Infrastructure:** The ODPS employs Windows Server 2008 R2 and SQL Server 2008 R2 for new builds. Where required, Windows Server 2008, 2003 R2 and 2003 and SQL Server 2005 are employed; however this is highly undesired. Hosting is handled by Internet Information Services 7.5 for new applications. IIS 7.0 and 6.0 are employed where required but highly undesired. The Windows servers run atop Dell PowerEdge or Unisys ES7000 enterprise servers.

The ODPS mandates application architecture to be at least 3 tiers – (1) presentation [web], (2) application [services] and (3) database. Both presentation and application tiers are Cisco ACE load-balanced.

## SUPPLEMENT FOUR (CONTINUED) ODPS INFORMATION TECHNOLOGY STANDARDS

The presentation tier will have no direct connectivity to the database tier. All database connectivity must be made from an internal application server and done so via MS SQL stored procedure.

All new applications developed by or for the ODPS will utilize a custom template created by the ODPS to standardize development as it relates to data access, validation, error handling and logging. Visual Studio Team Edition 2010 or later will be used for development utilizing the C# programming language, unless otherwise stated. Applications are to be stateless and object oriented in design. Technologies such as Asynchronous JavaScript and XML (AJAX) are not permitted for web applications deployed to the public.

**Application Security:** Security should be determined on a case by case basis, based on the number and location of users, whether the data contains CPI (confidential personal information) and how the data is accessed. Some organizations access data on behalf of their employees. Active Directory, table based security (username and password) and collecting items such as driver's license number, date of birth and last four digits of the person's social security number to validate against the operator license database are the normal authentication mechanisms.

**Database:** The ODPS utilizes Microsoft Structured Query Language (SQL) Server database primarily. New applications must utilize Microsoft SQL Server 2008 R2. Oracle and IBM DB2 databases are present but no new development is being done with them. Oracle and DB2 are not a strategic direction for the ODPS.

The database is accessed through Windows Data Access Components (WDAC), Windows Communication Foundation (WCF) or WEB services. A Windows Communication Foundation (WCF) service using SQL Server stored procedure is the preferred database access method to interface with any database. Database access should be done via stored procedures rather than in-line embedded SQL in the application tier. No third party software (i.e. nHibernate) should be used for database interaction. Also any components which have been deprecated, or marked as deprecated (which will be removed from future releases) should not be used.

**Enterprise Storage:** The ODPS utilizes EMC Storage Area Networks (SANs) and Network-Attached Storage (NAS) within both datacenters and replicates highly-protected data between the datacenters for backup and redundancy. The ODPS utilizes EMC DMX for high end transactional storage, EMC Celerra for NAS storage, EMC Clariion for mid-range economical storage, and EMC Centera for token-based archival storage. Each server application is reviewed to decide which storage is best suited for the application.

**Enterprise Backup and Recovery:** The ODPS employs EMC Networker and EMC Avamar for backup and recovery operations. EMC Networker is backing up the physical server infrastructure and SQL Server databases and Avamar is primarily backing up the VMware environments. The ODPS uses EMC Networker SQL backup agents to perform hot backups of the SQL database environment. The backup and recovery needs are reviewed to decide the best method for redundancy and timeliness of recovery.

**Security:** The ODPS does not allow direct connections from outside sources to internal systems. All externally and most internally available applications are designed in a 3-or-more tier security model utilizing full client disconnects. Hypertext Transfer Protocol (HTTP) proxy-based applications are not allowed. The ODPS restricts the Internet Protocol (IP) application ports that are allowed to traverse

**SUPPLEMENT FOUR (CONTINUED)**  
**ODPS INFORMATION TECHNOLOGY STANDARDS**

networks. The ODPS does not allow dynamic port allocation applications. The ODPS considers any machine that is directly accessed by an outside entity as a perimeter device and restricts accordingly.

Contractors coming on site to perform design and implementation services may not connect a computer to the ODPS network without having up to date anti-virus software and appropriate operating system updates applied on the computer.

**Remote Access:** The Contractor shall utilize a secure ODPS-hosted WebEx session or other ODPS approved remote access method for any remote access. The ODPS does not allow the use of vendor provided remote control applications.

**Hardware:** The Contractor is required to supply server specifications as part of the design document. Any other supplemental hardware required for the operation of the application should also be specified. All hardware will be procured, installed and administered by ODPS personnel.

**Virtualization:** The ODPS currently employs VMware vSphere 4 for hosting virtual servers. Presentation, application and database servers are virtualized where feasible and while server core requirements are 8 or less.

**\*\*\*NOTE: ALL INFORMATION IN THIS SUPPLEMENT IS SUBJECT TO CHANGE.**

**SUPPLEMENT FIVE  
STATE OF OHIO**

**INFORMATION TECHNOLOGY POLICY, STANDARDS, BULLETINS, AND PROCEDURES**

The Contractor must comply with the following:

State of Ohio IT Policy

<http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies/tabid/107/Default.aspx>

State of Ohio IT Standards

<http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITStandards/tabid/108/Default.aspx>

State of Ohio IT Bulletins

<http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITBulletins/tabid/111/Default.aspx>

State of Ohio IT Security Procedures

<http://das.ohio.gov/Divisions/InformationTechnology/OhioEnterpriseITProcedures/tabid/110/Default.aspx>

House Bill 648

[http://www.legislature.state.oh.us/bills.cfm?ID=127\\_HB\\_648](http://www.legislature.state.oh.us/bills.cfm?ID=127_HB_648)

**SUPPLEMENT SIX  
ODPS FACILITY ACCESS REQUEST  
(NON STATE EMPLOYEE)**



**FACILITY ACCESS REQUEST  
(NON STATE EMPLOYEE)**

**EMPLOYEE RESPONSIBLE FOR INDIVIDUAL REQUIRING FACILITY ACCESS (ODPS / ODOT SUPERVISOR)**

|   |  |   |  |                                  |  |
|---|--|---|--|----------------------------------|--|
| NAME OF SUPERVISOR  |  | PHONE NUMBER  |  | EXTENSION                        |  |
| ( ) -   |  |   |  |                                  |  |
| AGENCY (ODPS / ODOT)  |  | DIVISION  |  | SECTION / OFFICE / UNIT          |  |
| REQUEST ACCESS BE GRANTED TO (building / location)  |  |   |  |                                  |  |
| <input type="checkbox"/> ODPS <input type="checkbox"/> ODOT <input type="checkbox"/> CENTRE SCHOOL <input type="checkbox"/> OTHER |  |   |  |                                  |  |
| TYPE OF ACCESS  |  | <input type="checkbox"/> PICTURE ID ACCESS CARD WITH ACCESS RIGHTS<br><input type="checkbox"/> SIGN IN / SIGN OUT (VISITOR'S BADGE) |  | START DATE: / /<br>END DATE: / / |  |

**INFORMATION ON INDIVIDUAL REQUIRING FACILITY ACCESS (to be completed by individual requiring facility access)**

|   |  |                   |  |  |  |                              |          |
|---|--|-------------------|--|--|--|------------------------------|----------|
| LAST NAME   |  | FIRST NAME        |  | MIDDLE INITIAL                         |  | ALIASES AND / OR MAIDEN NAME |          |
| DATE OF BIRTH   |  | SOCIAL SECURITY # |  | DRIVER LICENSE # / STATE ID / PASSPORT |  |                              |          |
| / /   |  | - -               |  |  |  |                              |          |
| PRESENT HOME ADDRESS  |  |                   |  | CITY                                   |  | STATE                        | ZIP CODE |
| LIST ANY FELONY OR MISDEMEANOR CONVICTIONS IN THE PAST TEN YEARS AND DATE OF CONVICTION   |  |                   |  |  |  |                              |          |
| LIST THE PREVIOUS ADDRESSES YOU HAVE LIVED AT IN THE PAST TEN YEARS   |  |                   |  |  |  |                              |          |
| I, _____, CERTIFY THAT ALL OF THE ANSWERS AND STATEMENTS ON THIS FORM ARE COMPLETE, TRUE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ARE MADE IN GOOD FAITH. I FURTHER UNDERSTAND THAT FALSIFYING INFORMATION ON THIS FORM, OR TAMPERING WITH A RECORD, MAY CONSTITUTE A CRIMINAL OFFENSE. |  |                   |  |  |  |                              |          |
| SIGNATURE   |  |                   |  |  |  |                              |          |
| <b>X</b>  |  |                   |  |  |  |                              |          |

**COMPANY INFORMATION FOR INDIVIDUAL REQUIRING FACILITY ACCESS**

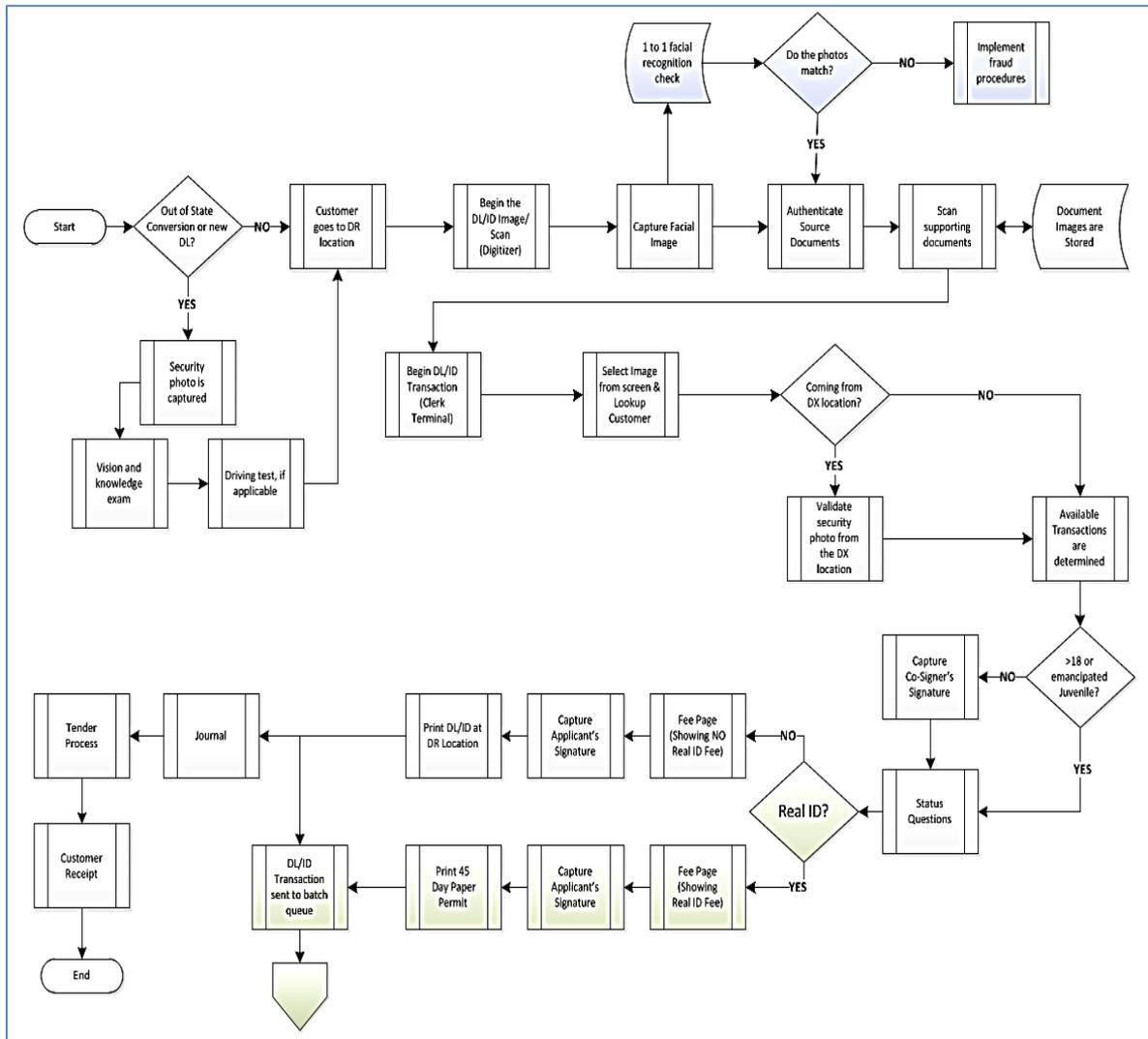
|                 |  |  |              |       |           |
|-----------------|--|--|--------------|-------|-----------|
| NAME OF COMPANY |  |  |              |       |           |
| CONTACT NAME    |  |  | PHONE NUMBER |       | EXTENSION |
|                 |  |  | ( ) -        |       |           |
| COMPANY ADDRESS |  |  | CITY         | STATE | ZIP CODE  |

**INFORMATION ON PERSON SUBMITTING FORM (if different from employee responsible for individual requiring access)**

|              |  |              |  |      |  |
|--------------|--|--------------|--|------|--|
| SUBMITTED BY |  | PHONE NUMBER |  | DATE |  |
|              |  | ( ) -        |  | / /  |  |

(DPS 505.02)  
DPS 0166 3/12

## SUPPLEMENT SEVEN PROPOSED SAFE DL/ID ISSUANCE PROCEDURE



**SUPPLEMENT SEVEN (CONTINUED)**  
**PROPOSED SAFE DL/ID ISSUANCE PROCEDURE**

**The Contractor's responsibility will be contained within steps \*five (5) and \*seven (7).**

1. Upon determination that the applicant needs a DL/ID issuance, the applicant is asked to step to the digitized station where facial and source document images are captured. For the purpose of this project the 'digitize station' is defined as the thin client station that is equipped with the facial image camera and the document scanner.
2. The facial image to be used on the DL/ID is captured.
3. The captured facial image is compared (1-to-1 facial recognition) to the most recent photo on file for that applicant. This 1-to-1 facial match is only done for those customers already holding a DL/ID and will not be done for a new issuance.
  - If the 1-to-1 match passes (based upon pre-determined certainty percentage), the transaction continues.
  - If the 1-to-1 match does not pass (based upon pre-determined certainty percentage), the yet to be defined OBMV business process would be followed.
4. While the 1-to-1 facial match is being completed, the customer service agent shall manually authenticate the source documents that the applicant is presenting.
  - If the manual authentication is successful, the transaction continues.
  - If the manual authentication is not successful, current OBMV business process would be followed.
5. **\*The manually authenticated source documents are scanned via the scanner attached to the digitized thin client and stored within the system.**
  - The source documents will be scanned for Safe ID customers only. The software used to control the scanners will reside on the thin client and will be accessed by the end user.
6. The applicant is asked to step back to a customer service window where the remainder of the transaction is completed.
7. **\* The facial image and scanned source documents are electronically retrieved by the operator.**
8. The retrieval of the scanned source documents shall be through a web browser, via a Contractor-created custom control, and not within a Contractor-supplied imaging

**SUPPLEMENT SEVEN (CONTINUED)**  
**PROPOSED SAFE DL/ID ISSUANCE PROCEDURE**

retrieval system:

- It is the responsibility of the Contractor to provide a method for the source document images to be “tagged” or indexed in such a manner to ensure that they can be retrieved correctly within BASS.
9. If the applicant is younger than eighteen (18) years old, and is not an emancipated juvenile, a co-signer is required. The co-signer’s signature is captured at the customer service window (signature pads were added to all customer service windows).
  10. After the status questions are asked, the question of whether the applicant wishes to be issued a Safe ID compliant DL/ID or a non-compliant credential is asked.
  11. Depending on whether a Real ID is requested, the Fee Page will reflect the price difference between compliant and non-compliant credentials.
  12. The applicant’s signature is captured.
  13. Depending on whether the applicant is being issued a Safe ID or non-compliant DL/ID:
    - Safe ID -
      - A temporary DL/ID is printed at the DR. This temporary permit will be on 8 ½” x 11” secure paper supplied by the OBMV containing required demographic data used for identification, to include a photo of the applicant This temporary DL/ID will be good for forty-five (45) days, and can be used for identification, driving, and voting.
      - The applicant is notified that the actual DL/ID card will be mailed by the USPS to the applicant’s verified mailing address on file within a specific time period yet to be determined.
    - Non-compliant DL/ID -
      - The non-compliant DL/ID is produced at the DR location, and will be marked as “Not for Federal Identification”
  14. The remainder of the DL/ID issuance transaction is as it is today.

**SUPPLEMENT EIGHT  
ODPS DL/ID VOLUMES**



\*The ODPS historical DL/ID Issuance volumes for the State are as follows and can also be found at [http://bmv.ohio.gov/facts\\_figures.stm](http://bmv.ohio.gov/facts_figures.stm) supplemental information

| <b>ODPS DL/ID VOLUMES</b> |                                    |                        |                   |
|---------------------------|------------------------------------|------------------------|-------------------|
| <b>FISCAL YEAR</b>        | <b>DRIVER LICENSE TRANSACTIONS</b> | <b>ID TRANSACTIONS</b> | <b>TOTAL</b>      |
| 2006                      | 3,160,835                          | 407,920                | 3,568,755         |
| 2007                      | 2,875,777                          | 408,674                | 3,284,451         |
| 2008                      | 2,856,099                          | 401,881                | 3,257,980         |
| 2009                      | 2,992,195                          | 410,861                | 3,403,056         |
| 2010                      | 2,802,602                          | 286,598                | 3,089,200         |
| 2011                      | 2,007,439                          | 308,933                | 2,316,372         |
| <b>TOTALS</b>             | <b>16,694,947</b>                  | <b>2,224,867</b>       | <b>18,919,814</b> |

**SUPPLEMENT NINE  
PROPOSED SAFE/ID  
INSTALLATION SCHEDULE**

| PILOT SITES |        |            |                |                          |              |                                |                   |
|-------------|--------|------------|----------------|--------------------------|--------------|--------------------------------|-------------------|
| District    | Agency | County     | City           | Deputy Registrar         | Phone        | Address                        | Field Rep.        |
| 5           | 2586   | Franklin   | Columbus       | Elizabeth Wright         | 614-436-6389 | 112 Dillmont Drive             | Lisa Littler      |
| 5           | 2509   | Franklin   | Columbus       | Donald Woods             | 614-459-4441 | 4503 Kenny Road                | Kathy Gates       |
| 6           | 2580   | Franklin   | Columbus       | Shipley CSC              | 614-387-3331 | 1970 West Broad Street         | Lisa Littler      |
| 5           | 2172   | Delaware   | Delaware       | Donna Williams           | 740-833-2210 | 2079 US Route 23 N, Suite 2    | Sue Kohler        |
| 5           | 2590   | Franklin   | Columbus       | Mona Simons              | 614-785-9144 | 1472 Morse Rd Patio Shop       | Sue Kohler        |
| 5           | 2511   | Franklin   | Columbus       | Joseph Berkemer          | 614-272-2412 | 4182 Westland Mall             | Kathy Gates       |
| 5           | 2562   | Franklin   | Hillard        | Kiwanis Club of NW Cols  | 614-771-5570 | 4740 Cemetery Rd               | Kathy Gates       |
| WEEK 1      |        |            |                | TOTAL 40                 |              |                                |                   |
| District    | Agency | County     | City           | Deputy Registrar         | Phone        | Address                        | Field Rep.        |
| 1           | 4705   | Lorain     | Lorain         | Cheryl Waisure           | 440-246-2207 | 300 Broadway Avenue            | Joel Schmittgen   |
| 1           | 4723   | Lorain     | Elyria         | Mary Kay Onderko         | 440-365-0301 | 605 Chestnut Commons Drive     | Joel Schmittgen   |
| 2           | 1508   | Columbiana | E Liverpool    | Patti Covert             | 330-386-3322 | 15655 SR 170, Suite G          | Karen Thomas      |
| 2           | 1520   | Columbiana | Lisbon         | Cheryl Nestor            | 330-424-5155 | 7556 St. Rt. 45                | Karen Thomas      |
| 3           | 3628   | Highland   | Hillsboro      | Harry Jones              | 937-393-3991 | 1575 N High St Suite 500       | Jaime Howard      |
| 3           | 1305   | Clermont   | Batavia        | Linda Fraley             | 513-732-8065 | 457 West Main Street           | Jaime Howard      |
| 4           | 4811   | Lucas      | Toledo         | Pamela Rupp              | 419-381-1390 | 4460 Heatherdowns Blvd         | Shelly Abramczyk  |
| 4           | 8713   | Wood       | Perrysburg     | Patricia Dickey          | 419-874-7474 | 26611 N Dixie Hwy Suite 125    | Ray Wickham       |
| 5           | 1213   | Clark      | Springfield    | Sheila Rice              | 937-328-5166 | 1221 Sunset Ave                | Lisa Littler      |
| 5           | 1215   | Clark      | Springfield    | Sandra Wolfe             | 937-325-2201 | 1109 N Bechtle Ave             | Lisa Littler      |
| 1           | 1814   | Cuyahoga   | Parma          | William E. Predovich     | 440-885-0422 | 12000 Snow Rd Unit 12          | Dino Alfano       |
| 1           | 1855   | Cuyahoga   | Parma Hts      | Daniel Hughes            | 440-888-0388 | 6339 Olde York Road            | Dino Alfano       |
| 2           | 1525   | Columbiana | Salem          | Robin Gray               | 330-337-3320 | 200 E Second St Suite B        | Karen Thomas      |
| 2           | 7623   | Stark      | Alliance       | Susan Jean Burgess       | 330-821-1866 | 513 East Main Street           | Karen Thomas      |
| 3           | 2436   | Fayette    | Washington CH  | Evelyn Pentzer           | 740-335-4669 | 105 E East Street              | Betty Leslie      |
| 3           | 7129   | Ross       | Chillicothe    | Ronald Nichols           | 740-773-6859 | 475 Western Avenue Suite N     | Betty Leslie      |
| 4           | 5113   | Marion     | Marion         | Amanda Grubb             | 740-387-1573 | 222 West Center St Room 1123   | Pat Hoffman       |
| 4           | 8812   | Wyandot    | Upper Sandusky | Ann Dunbar               | 419-294-6413 | 235 N Sandusky Ave             | Pat Hoffman       |
| 5           | 4906   | Madison    | London         | G. Hobart Reinier        | 740-852-2030 | 294 Lafayette St               | Kathy Gates       |
| 5           | 6504   | Pickaway   | Circleville    | Jacqueline Olney         | 740-474-2034 | 141 W Main St                  | Kathy Gates       |
| 1           | 5024   | Mahoning   | Poland         | Roberta Weisensee-Gibson | 330-707-9269 | 3057 Center Road, Suite C      | Andrea Nagle      |
| 1           | 5032   | Mahoning   | Boardman       | Kathleen Butler          | 330-758-1988 | 229 Boardman-Canfield Rd       | Andrea Nagle      |
| 2           | 7619   | Stark      | Massillon      | AAA Massillon Auto Club  | 330-833-9026 | 1972 Wales Road NE             | Karen Thomas      |
| 2           | 7633   | Stark      | Canton         | Stark Cty Auto Dealers   | 330-477-5555 | 2812 Whipple Ave NW            | Karen Thomas      |
| 3           | 6606   | Pike       | Waverly        | Lisa Holbrook            | 740-941-1967 | 230 Waverly Plaza Suite 1200   | Betty Leslie      |
| 3           | 7312   | Scioto     | Portsmouth     | Ellis Greathouse         | 740-353-2171 | 843 11th Street                | Betty Leslie      |
| 4           | 0212   | Allen      | Lima           | Barbara Rope             | 419-221-3533 | 2302 Harding Highway           | Amy Joe Murphy    |
| 4           | 0215   | Allen      | Lima           | Joseph Bowsher           | 419-229-9888 | 419 N. Elizabeth Street B      | Amy Joe Murphy    |
| 5           | 4203   | Knox       | Mt Vernon      | Michael Kellenbarger     | 740-392-5641 | 671 North Sandusky Street      | Sue Kohler        |
| 5           | 5904   | Morrow     | Mt Gilead      | Lois Weaston             | 419-946-5028 | 15 East High Street            | Sue Kohler        |
| 1           | 1838   | Cuyahoga   | Strongsville   | Lisa Ensor               | 440-572-1506 | 12218 Pearl Road               | Dino Alfano       |
| 1           | 1896   | Cuyahoga   | North Olmsted  | Maureen Brogan           | 440-779-1319 | 5085 Arcade Great Northern     | Dino Alfano       |
| 2           | 3410   | Harrison   | Cadiz          | Leslie Milliken          | 740-942-8200 | 538 N. Main Street Suite D     | David Allensworth |
| 2           | 4127   | Jefferson  | Steubenville   | John Corrigan            | 740-283-8583 | 301 Market Street              | David Allensworth |
| 3           | 0103   | Adams      | West Union     | Bonnie Hardymon          | 937-544-5115 | 923 Sunrise Ave, PO Box 172    | Jaime Howard      |
| 3           | 0808   | Brown      | Georgetown     | Shane Graves             | 937-378-1099 | 924 S Main Street              | Jaime Howard      |
| 4           | 4841   | Lucas      | Toledo         | Toni Pullom              | 419-255-8247 | 1600 Madison Ave               | Ray Wickham       |
| 4           | 4828   | Lucas      | Toledo         | Judith Woodward          | 419-382-5355 | 2857 Airport Highway F         | Shelly Abramczyk  |
| 5           | 2519   | Franklin   | Grove City     | Shirley Bloniarz         | 614-551-1707 | 3040 Southwest Boulevard       | Lisa Littler      |
| 5           | 1214   | Clark      | New Carlisle   | Craig Engle              | 937-845-0362 | 430 N Main St                  | Lisa Littler      |
| WEEK 2      |        |            |                | TOTAL 49                 |              |                                |                   |
| District    | Agency | County     | City           | Deputy Registrar         | Phone        | Address                        | Field Rep.        |
| 1           | 0411   | Ashtabula  | Geneva         | Laureen Massucci         | 440-466-5305 | 660 E Main Street              | Valerie Hart      |
| 1           | 0413   | Ashtabula  | Jefferson      | Carol Maylish            | 440-576-9461 | 4 West Walnut Street           | Valerie Hart      |
| 2           | 6103   | Noble      | Caldwell       | Mary Jane Mckee          | 740-732-5571 | 40 Olive St PO Box 143         | Mona Faires       |
| 2           | 8420   | Washington | Marietta       | Shannon McCracken        | 740-374-2489 | 148 Gross Street #D            | Mona Faires       |
| 3           | 1450   | Clinton    | Wilmington     | Barbara Lieurance        | 937-382-2864 | 180 E Sugartree, Suite 200     | Beth Wamsley      |
| 3           | 8311   | Warren     | Lebanon        | Janis Craig              | 513-932-6850 | 19 Dave Street, Unit B         | Jaime Howard      |
| 4           | 2207   | Erie       | Sandusky       | Karen Anderson           | 419-625-1927 | 1050 Cleveland Rd.             | Ray Wickham       |
| 4           | 3917   | Huron      | Norwalk        | Roland Tkach             | 419-668-8602 | 130 Shady Ln Dr Bldg 5         | Ray Wickham       |
| 5           | 2524   | Franklin   | Columbus       | Maryellen O'Shaughnessy  | 614-525-4179 | 45 Great Southern Boulevard    | Lisa Littler      |
| 1           | 2817   | Geauga     | Chardon        | Yvonne Rosboril          | 440-285-2078 | 602 South St                   | Valerie Hart      |
| 1           | 2818   | Geauga     | Middlefield    | Kelly Lanzone            | 440-834-9707 | 15065 Kinsman Rd Unit 1        | Valerie Hart      |
| 2           | 8514   | Wayne      | Wooster        | Jarra Underwood          | 330-287-5640 | 200 Vanover Street, Suite 3    | David Allensworth |
| 2           | 8526   | Wayne      | Orrville       | Kathy Audi               | 330-682-0440 | 1430 W High St Suite 3         | David Allensworth |
| 3           | 2902   | Greene     | Beavercreek    | Kimberly McDavitt        | 937-426-8205 | 1221 Meadow Bridge Dr, Suite B | Betty Leslie      |

**SUPPLEMENT NINE  
PROPOSED SAFE/ID  
INSTALLATION SCHEDULE**

| 3             | 2918   | Greene     | Xenia              | Diana Stevens-Frost      | 937-372-9703 | 601 Ledbetter Rd              | Betty Leslie      |
|---------------|--------|------------|--------------------|--------------------------|--------------|-------------------------------|-------------------|
| 4             | 3503   | Henry      | Napoleon           | Diane Harmon             | 419-599-1111 | 211 W Front St                | Shelly Abramczyk  |
| 4             | 8712   | Wood       | Bowling Green      | Robert Holley            | 419-354-1307 | 1616 E Wooster St Suite 30    | Ray Wickham       |
| 5             | 2566   | Franklin   | Whitehall          | Gary Allison             | 614-237-8571 | 3481 East Broad Street        | Sue Kohler        |
| 5             | 2561   | Franklin   | Columbus           | Gerard Pizuti            | 614-766-7769 | 2970 Hayden Rd                | Kathy Gates       |
| 1             | 1829   | Cuyahoga   | Cleveland          | Tonya Sayles             | 216-721-8113 | 9200 Wade Park Ave            | Joel Schmittgen   |
| 1             | 1846   | Cuyahoga   | Cleveland          | John Bradford            | 216-431-5557 | 2765 E 55th                   | Valerie Hart      |
| 2             | 0705   | Belmont    | Bridgeport         | Julie Ziler              | 740-635-0111 | 318 Howard Street             | Mona Faires       |
| 2             | 0706   | Belmont    | St Clairsville     | Ohio Auto Club           | 740-695-9434 | 51560 National Road           | Mona Faires       |
| 3             | 2919   | Greene     | Fairborn           | Leonardo Argueta         | 937-878-4040 | 1274 North Broad Street       | Betty Leslie      |
| 3             | 5754   | Montgomery | Huber Hts          | Jon Dagenbach            | 937-233-6441 | 6134 Chambersburg Rd          | Betty Leslie      |
| 4             | 2608   | Fulton     | Wauseon            | Tiffany Small            | 419-335-8808 | 152 S Fulton St               | Shelly Abramczyk  |
| 4             | 2011   | Defiance   | Defiance           | Rebecca Saman            | 419-784-4400 | 999 Procom Drive, Suite 103   | Shelly Abramczyk  |
| 5             | 2503T  | Franklin   | Columbus           | Susan Grove              | 614-443-5101 | 1583 Alum Creek Drive         | Sue Kohler        |
| 5             | 2512   | Franklin   | Westerville        | Marianne Gersper         | 614-895-0474 | 17 Cherri Park Sq             | Lisa Littler      |
| 1             | 4305   | Lake       | Painesville        | Lora Ruiz                | 440-354-1535 | 2736 N Ridge Rd Unit 7        | Valerie Hart      |
| 1             | 4334   | Lake       | Mentor             | Mahmoud Aboumerhi        | 440-974-9453 | 8830 Mentor Ave               | Valerie Hart      |
| 2             | 0707   | Belmont    | Barnesville        | Barnesville Chamber      | 740-425-1028 | 130 West Main Street          | Mona Faires       |
| 2             | 5606   | Monroe     | Woodsfield         | Beverly Landefeld        | 740-472-0012 | 201 Oaklawn Ave               | Mona Faires       |
| 3             | 0918   | Butler     | Hamilton           | Bonita Davis             | 513-868-2293 | 1720-A South Erie Blvd        | Jaime Howard      |
| 3             | 6803   | Preble     | Eaton              | Deborah Jordan           | 937-456-9424 | 550 North Barron Street       | Jaime Howard      |
| 4             | 1906   | Darke      | Greenville         | Tina Cordonnier          | 937-316-8080 | 641 Wagner Ave, Suite A       | Pat Hoffman       |
| 4             | 5408   | Mercer     | Celina             | James Rutschilling       | 419-586-7144 | 320 Portland St               | Amy Joe Murphy    |
| 5             | 4510   | Licking    | Pataskala          | Dottie Schirtzinger      | 740-927-9488 | 318 South Township Rd         | Sue Kohler        |
| 5             | 4515   | Licking    | Newark             | Scott Hiler              | 740-366-0640 | 875 E. Main Street            | Sue Kohler        |
| 1             | 4327   | Lake       | Wickliffe          | Don Tisdale Sr.          | 440-943-3241 | 30170 Euclid Ave              | Valerie Hart      |
| 1             | 4328   | Lake       | Willowick          | Cynthia Marfisi          | 440-943-9719 | 31517 Vine Street             | Valerie Hart      |
| 2             | 1010   | Carroll    | Carrollton         | Dean Ott                 | 330-627-7356 | 155 West Main Street          | David Allensworth |
| 2             | 7901   | Tuscarawas | New Philadelphia   | John Nicholson           | 330-602-8787 | 1260 Monroe Ave Suite 11F     | David Allensworth |
| 3             | 5764   | Montgomery | Dayton             | Denise Everetts          | 937-252-8511 | 1036 S Smithville Rd          | Betty Leslie      |
| 3             | 5772   | Montgomery | Centerville        | Lutehr Poole             | 937-435-2775 | 104 West Spring Valley Rd     | Betty Leslie      |
| 4             | 7419   | Seneca     | Tiffin             | Tim Nagy                 | 419-448-9225 | 457 E Market Street           | Ray Wickham       |
| 4             | 7209   | Sandusky   | Fremont            | Cheryl Overton           | 419-332-9530 | 500 W State St Suite C        | Ray Wickham       |
| 5             | 2541   | Franklin   | Columbus           | Julie Middlebrooks Reid  | 614-297-8211 | 1979 Cleveland Ave            | Kathy Gates       |
| 5             | 2565   | Franklin   | Columbus           | Darlene Middlebrooks     | 614-497-8242 | 3833 South High Street        | Kathy Gates       |
| <b>WEEK 3</b> |        |            |                    | <b>TOTAL 43</b>          |              |                               |                   |
| District      | Agency | County     | City               | Deputy Registrar         | Phone        | Address                       | Field Rep.        |
| 1             | 1861   | Cuyahoga   | Mayfield Hts       | Thomas Vorell            | 440-461-2920 | 1593 Goldengate Plaza         | Joel Schmittgen   |
| 1             | 1852   | Cuyahoga   | University Heights | Martin Thompkins         | 216-321-9053 | 2173 South Taylor Road        | Joel Schmittgen   |
| 2             | 3005   | Guernsey   | Cambridge          | Deborah Carpenter        | 740-439-4088 | 224 Dewey Ave Center Rm 2     | Mona Faires       |
| 2             | 6015   | Muskingum  | Zanesville         | Kristine Smith           | 740-455-2901 | 255 Sunrise Center Rd         | Mona Faires       |
| 3             | 5740   | Montgomery | West Carrollton    | Brian Manley             | 937-866-0581 | 1162 East Central Ave         | Betty Leslie      |
| 3             | 5758   | Montgomery | Dayton             | Karl Keith               | 937-496-7361 | 451 W 3rd St Lobby            | Betty Leslie      |
| 4             | 6310   | Paulding   | Paulding           | Don Snyder               | 419-399-2064 | 831 N. Williams Street        | Shelly Abramczyk  |
| 4             | 8613   | Williams   | Bryan              | Teresa Kroetz            | 419-636-4381 | 13065 Cty Rd D50C             | Shelly Abramczyk  |
| 5             | 4522   | Licking    | Johnstown          | Robert Denman            | 740-966-0081 | 701 W. Coshocton Road         | Sue Kohler        |
| 1             | 1817   | Cuyahoga   | Shaker Heights     | Stephanie Drake          | 216-283-4001 | 4620 Richmond Rd Suite 296    | Valerie Hart      |
| 1             | 2812   | Geauga     | Chesterland        | Wiechih Lee              | 440-729-3360 | 12628 Chillicothe Rd Unit A   | Valerie Hart      |
| 2             | 7635   | Stark      | Canton             | Rana Osugi-Smith         | 330-456-2603 | 907 30th St NE                | Karen Thomas      |
| 2             | 7691   | Stark      | North Canton       | Alan Harold              | 330-498-0267 | 3187 Whitewood Street, NW     | Karen Thomas      |
| 3             | 3105   | Hamilton   | Montgomery         | Donna Klingler           | 513-891-7913 | 9907 Montgomery Rd            | Beth Wamsley      |
| 3             | 8307   | Warren     | Mason              | Marceline Davis          | 513-573-0527 | 775 Reading Road              | Jaime Howard      |
| 4             | 5506   | Miami      | Troy               | Patricia Gostomsky       | 937-335-9942 | 1275-C Experiment Farm Rd     | Amy Joe Murphy    |
| 4             | 5507   | Miami      | Piqua              | Dailene Collins          | 937-773-7515 | 987 East Ash Street Suite 118 | Amy Joe Murphy    |
| 5             | 2528   | Franklin   | Gahanna            | Michael Malone           | 614-476-0398 | 415 Agler Road                | Kathy Gates       |
| 5             | 8014   | Union      | Marysville         | Kimberly Butcher         | 937-644-0473 | 940 London Ave, Suite 1200    | Lisa Littler      |
| 1             | 1820   | Cuyahoga   | Garfield Hts       | David Lasky              | 216-662-3194 | 14000 Broadway Ave            | Dino Alfano       |
| 1             | 1826   | Cuyahoga   | Independence       | Wandra Solaru (BMV)      | 216-642-3137 | 6901 Rockside Rd              | Joel Schmittgen   |
| 2             | 1604   | Coshocton  | Coshocton          | Jean Taylor              | 740-622-9159 | 275 Downtowner Plaza          | David Allensworth |
| 2             | 7914   | Tuscarawas | Uhrichsville       | Twin City Camber of Comm | 740-922-6111 | 206 E Third Street            | David Allensworth |
| 3             | 5720   | Montgomery | Dayton             | Sheryl Green             | 937-454-1104 | 8389 North Main St            | Betty Leslie      |
| 3             | 5765   | Montgomery | Trotwood           | Erika Joseph             | 937-837-2391 | 500 E Main Street             | Betty Leslie      |
| 4             | 6212   | Ottawa     | Port Clinton       | Mary Ann Snider          | 419-732-3017 | 220 Madison St                | Ray Wickham       |
| 4             | 4807   | Lucas      | Oregon             | Darla Northrop           | 419-698-4305 | 3016 Navarre Avenue           | Ray Wickham       |
| 1             | 1812   | Cuyahoga   | Cleveland          | Maureen Flanagan         | 216-941-8834 | 3345 EdgeCliff Terrace        | Joel Schmittgen   |
| 1             | 1856   | Cuyahoga   | Brooklyn           | Pamela Herman            | 216-459-9342 | 7000 Biddulph Rd              | Dino Alfano       |
| 2             | 2301   | Fairfield  | Lancaster          | Steve Oliver             | 740-475-0022 | 980 Liberty Drive Suite 500   | Brenda Miller     |
| 2             | 2307   | Fairfield  | Pickerington       | Rama Pandey              | 614-834-9964 | 473 Hill Road North           | Brenda Miller     |

**SUPPLEMENT NINE  
PROPOSED SAFE/ID  
INSTALLATION SCHEDULE**

| 3             | 0901   | Butler    | Middletown     | Kristy Gamble             | 513-423-1055    | 3232 Roosevelt Blvd                | Jaime Howard      |
|---------------|--------|-----------|----------------|---------------------------|-----------------|------------------------------------|-------------------|
| 3             | 8310   | Warren    | Franklin       | Joni Lea Centers          | 937-742-9960    | 245 S Main St Suite B              | Jaime Howard      |
| 4             | 4857   | Lucas     | Sylvania       | Kari Vaculik              | 419-885-1797    | 4900 N. McCord Road                | Shelly Abramczyk  |
| 4             | 4844   | Lucas     | Toledo         | Dennis Seymour            | 419-720-6900    | 4925 Jackman Road                  | Shelly Abramczyk  |
| 1             | 1891   | Cuyahoga  | Maple Hts      | Linda Baker               | 216-662-5880    | 5410 Northfield Rd                 | Valerie Hart      |
| 1             | 7742   | Summit    | Nothfield      | Timothy Nehez             | 330-468-1780    | 10333 Northfield Rd, Suite 156     | Dino Alfano       |
| 2             | 3805   | Holmes    | Millersburg    | Jackie Mckee              | 330-674-1998    | 75 E Clinton St Suite 103          | David Allensworth |
| 2             | 7613   | Stark     | Canton         | Joseph Burgess            | 330-484-6488    | 3029 Cleveland Ave SW              | Karen Thomas      |
| 3             | 3182   | Hamilton  | Cincinnati     | Jessica Scott             | 513-232-9002    | 7733 Five Mile Rd                  | Beth Wamsley      |
| 3             | 3188   | Hamilton  | Cincinnati     | Larry Hott                | 513-271-1514    | 3372 Red Bank Road                 | Beth Wamsley      |
| 4             | 1108   | Champaign | Urbana         | Penny Underwood           | 937-653-5996    | 1512 S US Highway 68               | Amy Joe Murphy    |
| 4             | 4606   | Logan     | Bellefontaine  | Phillip Tracey            | 937-599-1210    | 1365 Cty Rd 32 N Suite 3           | Amy Joe Murphy    |
| <b>WEEK 4</b> |        |           |                |                           | <b>TOTAL 40</b> |                                    |                   |
| District      | Agency | County    | City           | Deputy Registrar          | Phone           | Address                            | Field Rep.        |
| 1             | 1809   | Cuyahoga  | North Royalton | Aldo Filippelli           | 440-582-1176    | 12771 State Road                   | Dino Alfano       |
| 1             | 7748   | Summit    | Fairlawn       | Kelly Caruso              | 330-835-9305    | 2955 W Market St Suite L           | Dino Alfano       |
| 2             | 5811   | Morgan    | McConnelsville | Brooke Work               | 740-962-3334    | 4676 St Rt 60 N                    | Mona Faires       |
| 2             | 6420   | Perry     | New Lexington  | Teresa Stevenson          | 740-342-3609    | 600 West Broadway                  | Mona Faires       |
| 3             | 1311   | Clermont  | Loveland       | Nancy Apking              | 513-683-5130    | 641 Loveland-Madeira Road          | Jaime Howard      |
| 3             | 1313   | Clermont  | Millford       | Sidney Huling             | 513-248-2180    | 1007 Lila Ave                      | Jaime Howard      |
| 4             | 7008   | Richland  | Mansfield      | Richland Carrousel Park   | 419-522-0744    | 15-17 E Temple Ct                  | Pat Hoffman       |
| 4             | 1703   | Crawford  | Bucyrus        | Susan Willis              | 419-563-2110    | 1653 Marion Rd                     | Pat Hoffman       |
| 1             | 4718   | Lorain    | Wellington     | Tim Jankowski             | 440-647-6021    | 805 Patriot Drive, Suite D         | Joel Schmittgen   |
| 1             | 5209   | Medina    | Medina         | Robert Boring             | 330-721-8591    | 972 North Court St                 | Dino Alfano       |
| 2             | 0503   | Athens    | Athens         | Tina Jeffers              | 740-594-2361    | 182 W Union Street                 | Brenda Miller     |
| 2             | 3704   | Hocking   | Logan          | Vicki Joy                 | 740-385-3439    | 58 East Front Street               | Brenda Miller     |
| 3             | 3180   | Hamilton  | Cincinnati     | Louise Pitcher            | 513-741-9201    | 6154 Colerain Ave                  | Beth Wamsley      |
| 3             | 3168   | Hamilton  | Harrison       | Gabrielle Sizemore        | 513-367-2224    | 10553-B Harrison Ave               | Beth Wamsley      |
| 4             | 8107   | VanWert   | VanWert        | Kelly Ardner              | 419-238-9399    | 777 Fox Road                       | Shelly Abramczyk  |
| 4             | 6903   | Putnam    | Ottawa         | Carolyn Tobe              | 419-523-3210    | 275 North Hickory Street           | Pat Hoffman       |
| 1             | 5215   | Medina    | Wadsworth      | Katherine Simmons         | 330-336-3134    | 123 Broad Street, Suite A          | Dino Alfano       |
| 1             | 7732   | Summit    | Barberton      | Paul Suso                 | 330-745-1452    | 17 5th Street SE Suite 8           | Dino Alfano       |
| 2             | 4039   | Jackson   | Jackson        | Seth Michael              | 740-286-2183    | 301 Huron Street                   | Brenda Miller     |
| 2             | 8203   | Vinton    | McArthur       | Lisa Gilliland            | 740-596-2040    | 301 West High Street               | Brenda Miller     |
| 3             | 3129   | Hamilton  | Cincinnati     | Richard Doherty           | 513-769-8247    | 7990 Reading Road Suite 3          | Beth Wamsley      |
| 3             | 3141   | Hamilton  | Sharonville    | Doris Tranter             | 513-563-1422    | 11177 Reading Road, Suite 203      | Beth Wamsley      |
| 4             | 3306   | Hardin    | Kenton         | Kimberly Scott            | 419-675-0029    | 1021 W Lima St Suite 101           | Pat Hoffman       |
| 4             | 3211   | Hancock   | Findlay        | Sharon Nagy               | 419-425-3314    | 8210 CR 140 Suite A                | Pat Hoffman       |
| 1             | 5008   | Mahoning  | Youngstown     | WestSide Merc/Civic Assoc | 330-799-9747    | 2950 Mahoning Ave                  | Andrea Nagle      |
| 1             | 5029   | Mahoning  | Youngstown     | William Carter            | 330-783-3223    | 3623 Market St                     | Andrea Nagle      |
| 2             | 2705   | Gallia    | Gallipolis     | Noreen Saunders           | 740-446-8563    | 499 Jackson Pike Ste B             | Brenda Miller     |
| 2             | 5312   | Meigs     | Pomeroy        | Angea Edwards             | 740-992-2084    | 354 East Main St                   | Brenda Miller     |
| 3             | 3159   | Hamilton  | Cincinnati     | Greater Cin Auto Dealer   | 513-721-3272    | 138 E Court Street, Suite 100      | Beth Wamsley      |
| 3             | 3191   | Hamilton  | Cincinnati     | Barbara Brockman          | 513-921-6441    | 3461 Warsaw Ave                    | Beth Wamsley      |
| 4             | 0302   | Ashland   | Ashland        | Ashland Cty Auto Club     | 419-289-8133    | 1070 Commerce PKWY                 | Pat Hoffman       |
| 4             | 7009   | Richland  | Shelby         | Christine Ward            | 419-342-2246    | 159 Mansfield Ave                  | Pat Hoffman       |
| 1             | 4721   | Lorain    | Avon Lake      | Marcia Fleming            | 440-933-5167    | 684 Avon Belden Road, Unit D       | Joel Schmittgen   |
| 1             | 4755   | Lorain    | Amherst        | Robert Roesch             | 440-988-5601    | 2290 Kresge Drive                  | Joel Schmittgen   |
| 2             | 4407   | Lawrence  | Ironton        | Linda Herrell             | 740-533-9180    | 2717 S 3rd Street Suite A          | Brenda Miller     |
| 2             | 4408   | Lawrence  | Proctorville   | Donna Leffingwell         | 740-886-7202    | 402 Trent St                       | Brenda Miller     |
| 3             | 3170   | Hamilton  | Cincinnati     | Francine Dagenbach        | 513-574-9025    | 5694 Harrison Ave                  | Beth Wamsley      |
| 3             | 3176   | Hamilton  | Cincinnati     | Carolyn Clingman          | 513-347-3441    | 5083 Glencrossing Way              | Beth Wamsley      |
| 4             | 7502   | Shelby    | Sidney         | Shelby Cty Motor Club     | 937-497-8717    | 1000 Milligan Court Suite 100      | Amy Joe Murphy    |
| 4             | 0607   | Auglaize  | Wapakoneta     | Laura Kelley              | 419-738-6818    | 604 South Blackhoof St, P.O.Box 15 | Amy Joe Murphy    |
| <b>WEEK 5</b> |        |           |                |                           | <b>TOTAL 17</b> |                                    |                   |
| District      | Agency | County    | City           | Deputy Registrar          | Phone           | Address                            | Field Rep.        |
| 1             | 5047   | Mahoning  | Youngstown     | Robin Campbell            | 330-746-4621    | 667 Gypsy Ln, NorthSide Merchants  | Andrea Nagle      |
| 1             | 7835   | Trumbull  | Niles          | Andrea Smiesko            | 330-652-2761    | 5555 Youngstown-Warren Rd STE 760  | Andrea Nagle      |
| 3             | 0915   | Butler    | Fairfield      | Laine Tarter              | 513-829-6401    | 530-L Wessell Road                 | Jaime Howard      |
| 3             | 0944   | Butler    | Hamilton       | Tammy Blevins             | 513-737-8265    | 138 N Brookwood Ave                | Jaime Howard      |
| 1             | 7832   | Trumbull  | Warren         | Tammie Kaye               | 330-372-1989    | 2027 Elm Rd NE                     | Andrea Nagle      |
| 1             | 7840   | Trumbull  | Warren         | Cheryl Parks              | 330-898-3998    | 2750 Mahoning Ave, Unit 9          | Andrea Nagle      |
| 3             | 3150   | Hamilton  | Forest park    | Tom Wiles                 | 513-742-2590    | 1214 West Kemper Rd                | Beth Wamsley      |
| 3             | 3179   | Hamilton  | Mt Healthy     | Karen Cloud               | 513-521-1104    | 10938 Hamilton Ave                 | Beth Wamsley      |
| 1             | 6710   | Portage   | Ravenna        | William Hale              | 330-296-8295    | 444 S Meridian St Unit 3           | Andrea Nagle      |
| 1             | 6715   | Portage   | Kent           | Jill Horvath              | 330-673-1820    | 1597 South Water St Suite C        | Andrea Nagle      |
| 1             | 6724   | Portage   | Streetsboro    | Deborah Witek             | 330-626-4872    | 9515 State Route 14                | Dino Alfano       |

**SUPPLEMENT NINE  
PROPOSED SAFE/ID  
INSTALLATION SCHEDULE**

|   |      |           |                |                     |              |                             |              |
|---|------|-----------|----------------|---------------------|--------------|-----------------------------|--------------|
| 1 | 7737 | Summit    | Stow           | Alfred Mason        | 330-677-3988 | 3039 Graham Rd              | Joel S.      |
| 1 | 7721 | Summit    | Akron          | Cynthia Rhodes      | 330-733-8689 | 2420 Wedgewood Dr           | Dino Alfano  |
| 1 | 7731 | Summit    | Akron          | Akron Auto Dealers  | 330-434-3134 | 688 Wolf Ledges Parkway     | Joel S.      |
| 1 | 7726 | Summit    | Cuyahoga Falls | Robert Teodosio     | 330-929-6469 | 650 Graham Road, Suite 100B | Andrea Nagle |
| 1 | 7744 | Summit    | Akron          | William Allison     | 330-630-7245 | 1030 East Tallmadge Ave     | Joel S.      |
| 1 | 0424 | Ashtabula | Ashtabula      | Abigail Fellenstein | 440-964-0304 | 858 Lake Avenue             | Valerie Hart |