Office of Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP906016
INDEX NUMBER: EDU079
UNSPSC CATEGORY: 85100000, 86100000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education, is requesting Proposals for:

Center for Sensory Disabilities

OBJECTIVE: The Ohio Department of Education is seeking a Contractor to administer and coordinate a statewide Center for Sensory Disabilities.

RFP ISSUED:	October 01, 2015
INQUIRY PERIOD BEGINS:	October 01, 2015
INQUIRY PERIOD ENDS:	October 19, 2015 at 8:00 AM
PROPOSAL DUE DATE:	October 26, 2015 by 1:00 PM

THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASIDE COMPONENT

Proposals received after the due date and time will not be evaluated.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the Proposal Instructions on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address:	**Name/Title:**
_____ _____ _____ _____ E-Mail Address:_____ Phone Number: ( ) _____-_____Ext._____	_____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.

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SUPPLEMENTS:

Supplement One Ohio MBE Subcontractor Data Collection Form

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

TERMS SPECIFIC TO CSP903116

AEM:	Accessible Educational Materials
IDEA:	Individuals with Disabilities Act
LEA:	Local Education Agency
NIMAS:	National Instructional Materials Accessibility Standards
OCALI:	Ohio Center for Autism and Low Incidence
OOD:	Opportunities for Ohioans with Disabilities
SEA:	State Education Agency

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for the Center for Sensory Disabilities. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 31, 2018. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed thirty six (36) months and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 MINORITY BUSINESS ENTERPRISE PROGRAM. The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP contains a sheltered solicitation requirement, which encourages the Offeror to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx

To search for Ohio certified MBE businesses, utilize the following search routine published on the DAS Equal Opportunity Division website:

1. Select “Locate MBE Certified Providers” as the EOD Search Area selection;
2. Select “MBE Certified Providers” link;
3. On the subsequent screen select “All Procurement Types” as a search criterion;
4. Select “Search”; and
5. A list of Ohio MBE Certified Service Providers will be displayed.

In seeking solicitations from Ohio certified MBE businesses, the Offeror must:

1. Utilize a competitive process to which only Ohio certified MBEs may respond;
2. Have established criteria by which prospective Ohio MBEs will be evaluated including business ability and specific experience related to the Project requirements; and
3. Require the Ohio certified MBE maintain a valid certification throughout the term of the Contract, including any renewals.

After award of the RFP, the Contractor must submit a quarterly report(s) and/or form to the agency representative or designee, and a copy to the DAS Procurement Analyst, documenting the work performed by and payments made to the MBE subcontractor(s). This RFP provides details on the report(s) and/or form and the timing on filing.

1.4 BACKGROUND This RFP is designed to establish a new statewide center to develop and coordinate services and resources that positively impact the educational achievement of students with sensory disabilities to be college and career ready. Currently, Ohio funds three separate statewide projects for students with visual impairments, hearing impairments and print disabilities. The new statewide center will focus on early literacy as well as the educational and functional needs of students with sensory disabilities.

Resources:
http://www.ossb.oh.gov/Outreach.php
http://cisam.ossb.oh.gov/
http://ohioschoolforthedeaf.org/Outreach.aspx

1.5 OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor’s obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work. DAS is seeking a Contractor to provide statewide outreach across Ohio to ensure timely accessible educational materials are provided to students with print disabilities, build capacity of Ohio Local Education Agencies (LEA)s to increase the academic

achievement of students with sensory disabilities, improve transition and post-secondary outcomes for students with sensory disabilities and support families with children with sensory disabilities.

ODE is seeking a Contractor to administer and coordinate a statewide center for sensory disabilities and address how they will accomplish the following objectives in their Proposals:

1.5.1 Build capacity for appropriate assessment practices for child find and implementation of standards-based instruction.
ChildFind:https://education.ohio.gov/Topics/Special-Education/Federal-and-State-Requirements/Procedures-and-Guidance/Child-Find/Child-Find#child_find

1.5.2 Build capacity of Ohio LEAs to increase the academic achievement of students with sensory disabilities

1.5.3 Implement Accessible Educational Materials (AEM) for students with print disabilities

1.5.4 Improve transition and post-secondary outcomes for students with sensory disabilities

1.5.5 Support families with children with sensory disabilities, collaborate and coordinate with state and national parent organizations.

1.6 SCOPE OF WORK

1.6.1 Definitions

Educational Sign Language Interpreters Converts spoken English words into sign language for students who are deaf or hearing impaired, deafblind.

Deaf-blindness means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Deafness means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child's educational performance.

Hearing Impairment means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance but that is not included under the definition of deafness in this rule.

Print Disability. A learning disability, a visual impairment or a physical disability that results in students not able to access print in the standard way.

Sensory Disability. A primary or secondary disability of students with print disabilities, blind or visual impaired and deaf or hearing impaired.

Visual Impairment including blindness means an impairment in vision that, even with correction, adversely affects a child's educational performance. The term "visual impairment" includes both partial sight and blindness.

1.6.2 CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work. The Contractor agrees to fulfill the areas of responsibility identified in this RFP. In addition, the Contractor agrees to meet or exceed all standards, regulations, laws, and ordinances as adopted by federal, state, and local authorities. These laws and ordinances must include, but not be limited to, any governing body under which the State may operate now or in the future. The contractor is knowledgeable of federal legislation Individuals with Disabilities Act (IDEA) and state rules (Operating Standards for the Education of Children with Disabilities).

The State encourages responses that demonstrate a thorough understanding of the nature of evidence-based research in the field of special education that promotes effective academic achievement and transition outcomes for students with sensory disabilities. Proposals prepared in response to this RFP must employ a sound design with the aim of coordinating statewide professional development and technical assistance to support LEAs, students with sensory disabilities and their families.

Clearly defined deliverables aligned to areas of responsibilities should be specified with timelines and detailed in proposed project budget. The State has identified the following deliverables for this Project:

1.6.2.1 Deliverables

a. Implement the National Instructional Materials Accessibility Standards (NIMAS) legislation by obtaining or producing Accessible Educational Materials (AEM) in alternate formats (braille, large print, audio, and digital text) for Ohio school districts in addition to collecting and reporting of required data.

b. Maintain a clearinghouse for AEM for Eligible Students with Print Disabilities. The Ohio AEM collection is over 55,000 large print and braille textbooks, audio, and digital textbooks (publisher

files/NIMAS files), instructional and educational aids and tools, and specialized equipment for students with visual impairments and print disabilities.

c. Implement federal or state census including the Federal Quota Registration of Blind Students on behalf of the Ohio Department of Education.

d. Build capacity of Ohio LEAs to increase the academic achievement of students with sensory disabilities including professional development and training support for classroom staff.

e. Fund and maintain the Braille Production Center.

f. Establish a website for the Center to identify, manage and communicate purpose, mission and resources for educators and families.

1.6.2.2 Requirements

a. Improve transition and post-secondary outcomes for students with sensory disabilities. Collaborate and coordinate with State Support Team transition specialists and other state wide transition initiatives with ODE, Ohio Center for Autism and Low Incidence, and Opportunities for Ohioans with Disabilities (OOD).

b. Support families of children with sensory disabilities in conjunction with regional and statewide parent organizations: the Ohio Department of Education, Office for Exceptional Children, the Ohio Coalition for the Education of Children with Disabilities, Ohio Center for Deaf Blind Education, State Support Teams, and Parent Mentor project.

c. The Contractor shall furnish its own director and staff for the satisfactory performance of the Work. Unless otherwise specified in the contract, ODE will not provide any staff, services, or material to the Contractor for the purpose of assisting the Contractor in the performance of the Contract.

d. All data collected and used as part of this project is considered to be owned by the Ohio Department of Education, and thus, the Contractor will abide by state and federal policies and procedures regarding student privacy, data collection, and data reporting.

e. Facilitate statewide capacity for conducting individual specialized assessments that addresses instructional and educational needs for students with sensory disabilities including functional vision assessment, functional hearing assessment, orientation and mobility, and assistive technology.

f. Collaborate and coordinate assistive technology training and implementation with the Ohio Center for Autism and Low Incidence (OCALI).

g. Collaborate and coordinate federal and/or state grants that address the achievement of students with sensory disabilities.

h. Contract with an external evaluator to assess the implementation and impact of the Center for Sensory Disabilities and submit an annual report to ODE on implementation and impact of deliverables. Assess current and future needs for early literacy of students with sensory disabilities. Report on trends for State Education Agency (SEA) and provide recommendations for the SEA to consider implementing.

i. Convene and coordinate an Advisory Council to provide guidance and recommendations on the implementation and impact of deliverables of the Center for Sensory Disabilities to districts, students and their families. Representation should include knowledgeable and experienced persons about sensory disabilities, parents and ODE.

1.6.3 MANAGEMENT REPORTING AND OUTCOMES. The Contractor shall provide monthly progress reports that address progress toward completion of each of the items delineated in the Scope of Work. These reports shall:

1.6.3.1 Specify progress or lack of progress on project deliverables.
1.6.3.2 Address progress toward completion of each of the items delineated in the Scope of Work.
1.6.3.3 Provide monthly progress report with vendor invoice.
1.6.3.4 Ensure a final report on deliverables is submitted to ODE/OEC on July 15, 2016 for the first year and July 15th of each year for subsequent Contract years. The final report must be submitted in an electronic reproducible format.

1.6.4 PROJECT IMPLEMENTATION. The Project Implementation Plan shall include a description of how the requirements of the Project will be implemented. Offerors must indicate a commitment to assume responsibilities and execute Program requirements within five (5) business days after the Offeror is notified of selection. Failure of the selected Offeror to execute program implementation within this time-frame may be grounds for the State to cancel the award of the Contract to the selected Offeror, select another Offeror, and/or re-open the negotiation process.

The Contractor may be required to attend meetings as established by ODE during the course of this Contract. ODE may require information and/or data be provided at different frequencies of time based on the Work being performed and the schedule of performance. (NOTE: Offerors are welcomed and encouraged to propose how they will address additional communications and information requests from ODE, as well as meeting frequency, methods etc. to ensure both parties have a clear understanding of contractual expectations and efficient operations.)

1.6.5 TRANSITION. The Offeror shall address the proposed transition process for ease of implementation of subsequent contractors should the need arise at the end of the Contract term.

1.6.5.1 Staff Availability & Knowledge Transfer. The Contractor shall play an integral role in providing knowledgeable human resources during a transitional period to ensure uninterrupted operations and availability of the Information System. Consultations and expertise are required in addition to supplied documentation. Experts are required in the facilities, technical, conceptual and functional facets of the Information System.

1.6.5.2 Documentation shall be made available to assist in the execution of a transition plan. The Contractor is responsible for developing and maintaining documentation at all times during the Contract period. All documentation shall be made available to the State upon the State's request. The documentation shall include, but not be limited to: user guides, program and system narratives, system flows and processing schedules, technical architecture & hardware specifications and the Disaster Recovery Plan.

1.6.5.3 Application Data. The Contractor is responsible for maintaining current and accurate data. If required, this data shall be made available to assist in the execution of a transition plan.

1.6.6 ODE RESPONSIBILITIES. The Ohio Department of Education shall be responsible for monitoring the Contractor's performance and compliance with the terms and conditions of the Contract during the time the contract is in effect. The Contractor shall submit quarterly status reports and meet as necessary with the Department. If ODE observes any infraction(s), such shall be documented and conveyed to the applicant for immediate correction. Continued failures on the contractor's part to comply with the terms and conditions of the Contract may result in the immediate removal of the Contractor from the contract by the State. ODE shall:

1.6.6.1 Coordinate and communicate with the successful Offeror in order to implement the Program.

1.6.6.2 Coordinate regular status meetings with the selected Contractor throughout the Contract Administration period.

1.6.6.3 Payment of the Contractor's invoices will be authorized by the ODE, upon receipt of the monthly progress report describing work completed in conformance with the terms of the Contract.

1.7 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.

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

1.9 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with CSP902616 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.

1.10 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS There are no mandatory requirements for CSP906016

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
There are no mandatory requirements for CSP906016

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

2.2 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	580 Points
Proposal Cost	200 Points
MBE Participation Credit	120 Points
Total	900 Points

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

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS

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

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile (Forms 5.2.3 and 5.2.4)			
1. Experience with projects similar in size and scope including formal training and/or experience with the education of students with sensory disabilities (visual impairments, hearing impairments, print disabilities) within the last 5 years.	15		
2. Demonstrate sufficiency of resources to meet the Project timeline and deliverables.	10		
3. Capacity and financial capability of the applicant to quickly undertake and successfully complete the required tasks for this Project.	5		
4. Must have at least 3 years' experience managing personnel, resources and providing services across a large geographic area and/or statewide for a project that involves children with disabilities.	5		
Staffing Plan (Form 5.2.6)			
1. Qualifications of the key qualified personnel that will be involved in the Work demonstrate they are leaders in sensory disabilities.	10		
2. Proposed role definition of key personnel and the percentage of the time dedicated to the Work for respective role(s) and individuals. Identify a full-time director or administrator of the new statewide center.	5		
3. Expertise and previous experience of staff to develop quality deliverables in the allowable time frame.	10		
Offeror References (Form 5.2.5)			
The Offeror provides, for evaluation, three (3) references where similar consulting work may be reviewed and confirmed, with projects of similar size and scope.	10		
Scope of Work			
1. The Offeror clearly explains how it will accomplish this Project (Work Plan) by providing a description of how all of the requirements specific to this Project will be implemented as required by the Scope of Work.	15		
2. The Offeror describes any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties	5		
3. Appropriateness and quality of the methodology and Work Plan proposed.	5		
4. The Offeror describes how they will implement Accessible Educational Materials (AEM) for students with print disabilities.	5		
5. The Offeror describes how they will build capacity of Ohio LEAs to increase the academic achievement of students with sensory disabilities.	5		
6. The Offeror describes how they will improve transition and post-secondary outcomes for students with sensory disabilities.	5		
7. The Offeror describes how they will support families of children with sensory disabilities, collaborate and partner with state and national parent organizations.	5		

Total Technical Score: _____

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion 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 will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

2.7 COST PROPOSAL POINTS DAS will use the information the Offeror submits on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = (Total Not-to-Exceed Cost) identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of $100.00. Offeror Y has proposed a cost of $110.00 and Offeror Z has proposed a cost of $120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as $100.00 (Offeror X's cost) divided by $110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as $100.00 (Offeror X's cost) divided by $120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

2.8 MBE PROPOSAL POINTS. In the Evaluation Scoring Formula of the RFP, the Offeror who identifies one or more qualified Ohio certified MBE subcontractor(s) and has the highest percentage of its cost proposal set aside exclusively for identified Ohio certified MBE subcontractors' Work will receive the maximum number of points set forth in the RFP. The remaining Offerors will receive a percentage of the maximum points allowed. Offerors who do not identify a percentage to be set aside for Ohio certified MBE subcontractor(s) or do not identify one or more Ohio certified MBE subcontractor(s) will receive zero points.

2.9 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ + MBE Set-Aside Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

OhioDAS General Services Division | Office of Procurement Services Service · Support · Solutions

3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the not-to-exceed total. All costs for furnishing the services must be included in the Cost Proposal.

3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS
Agency Bill to Address:
Department of Education
Office for Exceptional Children
25 South Front Street, Mail Stop 409
Columbus, Ohio 43215

Invoices must be submitted via email to: Fiscal.management@education.ohio.gov

THIRD-PARTY FUNDING. Funded with Discretionary IDEA funds from the Ohio Department of Education

3.5 IDENTIFICATION OF OHIO CERTIFIED MBE SUBCONTRACTOR AND CONTRACTOR SELECTED PERCENTAGE. If offered, the Offerors's proposal must include an Ohio certified MBE subcontractor plan (Plan). The Plan must (a) state the specific percentage of the cost of the Work that it will set aside for Ohio certified MBE subcontractors only; (b) include a description of a competitive process used for the selection of Ohio certified MBE subcontractors to which only Ohio certified MBEs responded; and (c) identification of proposed portions of the Work to be performed by Ohio certified MBE subcontractors.

3.6 TRACKING. The Offeror shall indicate on all invoices submitted to the Agency the dollar amount attributed to the Work provided by the selected Ohio certified MBE subcontractors along with documentation of the Ohio certified MBE subcontractor's activities. Offeror shall report all Ohio certified MBE subcontractor payments under this Contract monthly to the Agency. Compliance with Offeror's proposed cost set-aside percentage is a term of this contract and failure to attain the proposed percentage by the expiration of the contract may result in the Offeror being found in breach of contract.

3.7 REMEDIES

3.7.1 MODIFICATION OR WAIVER. Offeror may apply in writing to the Agency, on a form prescribed by DAS, for a waiver or modification of its proposed MBE set-aside cost percentage. However, no modification or waiver request may be submitted before at least thirty percent (30%) of the Work is completed or after eighty percent (80%) of the work is completed. Offeror shall submit evidence acceptable to the Agency demonstrating that Offeror made a good faith effort to seek Ohio certified MBE subcontractors, in order to justify the granting of a waiver or modification. Within 30 days of receipt of the request, the Agency will determine whether the Offeror's good faith efforts and submitted documentation justify the granting of a waiver or modification. If a waiver or modification is denied, Offeror will have an opportunity to attain the percentage before the completion of the work. Compliance with any modified cost set-aside percentage is a term of this contract and failure to attain the percentage by the expiration of the contract may result in the Offeror being found in breach of contract.

3.7.2 FEE AT RISK. Compliance with Offeror's proposed cost MBE set-aside percentage is a term of this contract. Contractor agrees to place five percent (5%) of its payment at risk for failure to attain the cost MBE set-aside percentage by the expiration of the contract.

Center for Sensory Disabilities
CSP906016
UNSPSC CATEGORY CODE: 85100000, 86100000
BUDGET: $2,500,000 Annually

OFFEROR: _____

Description	**Cost**
Implement the National Instructional Materials Accessibility Standards (NIMAS) legislation by obtaining or producing Accessible Educational Materials (AEM) in alternate formats (braille, large print, audio, and digital text) for Ohio school districts.	$
Maintain a clearinghouse for AEM for Eligible Students with Print Disabilities.	$
Build capacity of Ohio LEAs to increase the academic achievement of students with sensory disabilities.	$
Monthly Progress Reports (Cost per Report)	$
Support families with children with sensory disabilities	$
Offeror's Total "NOT TO EXCEED COST".	$

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf

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 Signature Page, Form 5.2.2
2. The RFP, as addended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K 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, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

4.4 Professional Liability Insurance is not applicable or required for contract CSP906016

5.0 LINKS To be applicable to all Proposals and subsequent award(s), including sections named below.

5.1 Instructions

5.1.1 Proposal Instructions
5.1.2 Evaluation of Proposals
5.1.3 Proposal Format & Documentation Required
5.1.4 Addenda to the RFP
5.1.5 Proposal Submittal
5.1.6 Confidential, Proprietary or Trade Secret Information
5.1.7 Waiver of Defects
5.1.8 Multiple or Alternate Proposals
5.1.9 Addenda to Proposals
5.1.10 Proposal Format
5.1.11 Evaluation of Proposals
5.1.12 Documentation Required

5.2 Forms

5.2.1 Offeror Required Information
5.2.2 Contract Signature Page
5.2.3 Offeror Profile
5.2.4 Offeror Prior Projects
5.2.5 Offeror's Candidate References
5.2.6 Offeror's Candidate Education, Training, Experience
5.2.7 Offeror Performance Form
5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

5.3.1 Performance and Payment
5.3.2 Work and Contract Administration
5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
5.3.4 Representations, Warranties and Liabilities
5.3.5 Acceptance and Maintenance
5.3.6 Construction
5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

Office of Procurement Services
Service · Support · Solutions

6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.

6.2 _____ Take advantage of the "question and answer" period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.

6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.

6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.

6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror's capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror's response.

6.6 _____ Check the State's Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.

6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror's Proposal may be eliminated from further consideration upon failure to submit within the specified time frame

6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.

6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror's original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.

6.10 _____ Offeror's response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.

SUPPLEMENT ONE
OHIO MBE SUBCONTRACTOR DATA COLLECTION FORM

DAS Contract ID:	Ohio MBE Sub-Contractor Name	Sub-Contractor MBE Certification #	Current Ohio MBE Dollar Spend	Ohio MBE Sub-Contractor Contact Person	Description of Work Performed
CSP906016					