

REQUEST FOR PROPOSAL

RFP NUMBER: CSP906216
INDEX NUMBER: EDU088
UNSPSC CATEGORY: 86000000

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:

SPECIAL EDUCATION PROFILES AND DETERMINATIONS

OBJECTIVE: The Ohio Department of Education, Office for Exceptional Children annually develops a web-based Special Education Profile for each school district, displaying the district's performance on State Performance Plan indicators. In addition to supporting continuous improvement efforts, the Special Education Profile is designed to inform districts of any findings of noncompliance and required activities that must be completed to achieve compliance in the current school year. In addition, ODE must determine the performance of special education programs operated by local education agencies that receive federal IDEA Part B funding. The State is seeking a Contractor to annually develop and maintain the Special Education Profiles and Determinations.

RFP ISSUED: October 14, 2015
INQUIRY PERIOD BEGINS: October 14, 2015
INQUIRY PERIOD ENDS: November 02, 2015 at 8:00 AM
PROPOSAL DUE DATE: November 09, 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: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____ Ext. _____	Name/Title: _____ _____ 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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TABLE OF CONTENTS

	<u>Section Number</u>
Cover Page (to be signed by Offeror) and Schedule of Events	Cover (Page 1)
Glossary of Terms	Page 2
Executive Summary	1.0
Evaluation of Proposals	2.0
Cost Summary	3.0
Award of the Contract	4.0
Links to Instructions, Forms, Terms and Conditions, Special Provisions and Additional Resources	5.0
Guide for Proposal Submission	6.0

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
FERPA:	Family Educational Rights and Privacy Act
IDEA:	Individuals with Disabilities Education Improvement Act
IRN Number:	Information Retrieval Number found in the Ohio Educational Directory for each school building that is reporting at least one student. IRNs are used for financial billing purposes. Building and school district IRNs are used in the state's accountability system to identify the entity to which a student's data should be attributed.
LEA:	Local education agency
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODE:	Ohio Department of Education
OEC:	Office for Exceptional Children
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SAFE:	Security Application for Enterprise web portal, the Ohio Department of Education's (ODE) "single sign on" software security solution for ODE customers
SOS:	Secretary of State
SPP:	State Performance Plan
UNSPSC:	The United Nations Standard Products and Services Code

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 Special Education Profiles and Determinations. 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 30, 2017. 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 four (4) years 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 option which requires the Offeror to seek and set aside fifteen percent (15%) of the Work to be exclusively performed by Ohio certified MBE businesses. Offerors who do not offer this amount or more will not receive points for the MBE component, but will not be disqualified. 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 The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) requires each state to have in place a State Performance Plan (SPP). This plan describes and evaluates the state's efforts to implement the requirements of IDEA. The SPP includes annual targets for 20 indicators identified by the Office of Special Education Programs at the U.S. Department of Education.

The Ohio Department of Education, Office for Exceptional Children (OEC) annually develops a web-based Special Education Profile for each school district, displaying the district's performance on SPP indicators. Some of the SPP indicators measure procedural compliance with IDEA, while others measure outcomes and results for students with disabilities. Understanding the relationships among indicators and considering this when planning for continuous improvement can be a very effective mechanism to inform systems change, efficient use of funds, coordinated professional development and ultimately improved outcomes for students.

In addition to supporting continuous improvement efforts, the Special Education Profile is designed to inform districts of any findings of noncompliance and required activities that must be completed to achieve compliance in the current school year.

Currently, each district only has access to its own profile. Beginning in fall 2015, public links to district profiles will be necessary. These links will be placed on the Local Report Card for each district. Public access must be provided to a version of district profiles that mask personally identifiable data about students and omit links and language about necessary district actions.

Section 300.600(a) (2) of the Individuals with Disabilities Education Improvement Act (IDEA) requires ODE and other states to determine the performance of special education programs operated by local education agencies (LEAs) that receive federal IDEA Part B funding.

States make LEA determinations using the same criteria that the federal Office of Special Education Programs uses in its determinations of states' performance on the following IDEA Part B requirements:

1. Meets requirements in implementing the requirements of Part B;
2. Needs assistance in implementing the requirements of Part B;
3. Needs intervention in implementing the requirements of Part B; or
4. Needs substantial intervention in implementing the requirements of Part B.

LEA determinations are issued in June of each year and are primarily based on special education program data that were used to create each LEA's Special Education Profile earlier in the school year.

1.4.1 Special Education Profile Features of the current Special Education Profile include:

1. Individualized profiles for approximately 1000 districts;
2. Web-based format with interactive features (e.g., expandable/collapsible charts, data notes, resources and hyperlinks to required data and forms for required actions);
3. Displays of longitudinal performance on each indicator (five years of data) in graph and table form;
4. Secure access with individual logins and passwords for each district, in order to display unmasked data and individual student-level data for investigations/findings of noncompliance;
5. Secure access with individual logins and passwords for State Support Teams (SSTs), in order to provide technical assistance to districts;
6. Different access screens for OEC, State Support Teams (SSTs) and districts driven by individual logins;
7. Displays one of approximately 35 possible action scenarios under each indicator, based on the individual district's Met/Not Met status and any required actions for the indicator;
8. Embedded within applicable action scenarios are:
 - a. Notifications of required actions, which include findings of noncompliance, selection for investigation, or selection for survey participation;
 - b. Additional data tables for applicable indicators, showing the specific data that resulted in an investigation or finding;
 - c. Detailed descriptions of each step in the review or survey process, including document submission deadlines and instructions;
 - d. Links to files containing individual student-level data for districts selected for investigations or identified with findings of noncompliance;
 - e. Links to various templates for districts' completion, including corrective action plans, student records submission forms, indicator self-reviews and checklists, survey instructions, etc.;
 - f. Contact information (including email addresses with active links) for applicable OEC and SST staff.
9. Contact information at the bottom of the screen for OEC, SST, and survey contacts (individualized by district region) with working links for email addresses;
10. Bar graphs for each indicator depicting the district's distance from the target for the last five years (including the current year), with colors of the bar determined by the extent to which the district missed the target (red) or exceeded the target (green);
11. Interactive graphs on the login screen comparing the district's SWD enrollment to the state, allowing the user to show/hide individual disability categories;
12. Link to previous year's profile;
13. Tracking information from OEC on the last district access date for each district profile;
14. A Google-type search feature for OEC to access district profiles;
15. Maintenance of and access to profiles from prior years, to fulfill public records requests;
16. Ongoing profile updates for individual districts throughout the year, by OEC request. This requires ongoing communication with OEC throughout the year, as changes and requests cannot necessarily be anticipated in advance;

1.4.2 Special Education Determination Features of the Special Education Determination for each school district include:

1. Individualized determinations reports for approximately 1075 districts;
2. Web-based format with interactive features (e.g., expandable/collapsible charts and hyperlinks to forms and related webpages);
3. Secure access with individual logins and passwords for each district, in order to display unmasked data;
4. Secure access with individual logins and passwords for SSTs, in order to provide technical assistance to districts;
5. Different access screens for OEC, SSTs and districts driven by individual logins;
6. Displays district-specific determination category, required actions, results for each indicator, and the calculation of points for the overall determination;
7. Information, links and contact information pertaining to the steps in the calculation, appeals process and public reporting;
8. Tracking information for OEC on the last district access date for each district determination;
9. A Google-type search feature for OEC to access district determinations;
10. Maintenance of and access to determinations from prior years, to fulfill public records requests;
11. Built-in edit access for OEC, in order for an identified staff member to make edits to specific district's determinations reports.
12. Ongoing communication with OEC throughout the year to address requests and changes that cannot be completed with OEC's edit access. Changes must be completed within the timeframe directed by OEC.

1.5 SCOPE OF WORK The Ohio Department of Education (ODE) is seeking a Contractor to annually develop and maintain, in conjunction with the Office for Exceptional Children:

1.5.1 Special Education Profiles OEC annually develops individualized, web-based Special Education Profiles for approximately 1000 school districts, displaying the district's performance on SPP indicators. Some of the indicators measure procedural compliance with IDEA, while others measure outcomes and results for students with disabilities. In addition to supporting continuous improvement efforts, the Special Education Profile is designed to inform districts of any findings of noncompliance and required activities that must be completed in the current school year. Special Education Profiles are posted in November of each year. Contractor shall develop and host the Special Education Profiles as described below.

Tasks for the Special Education Profiles are as follows:

1. Annually create and maintain individualized, electronic data profiles for approximately 1000 school districts.
2. Develop a web-based, user-friendly and visually appealing profile format with expandable/collapsible charts, data notes, resources and hyperlinks to required data and forms for all required actions.
3. Develop a user-friendly public-facing version of the profile described in (2) above.
4. Interpret and display longitudinal performance for the last five years (including the current year) on each indicator in graph and table form.
5. Provide secure access with individual logins and passwords for school district personnel, OEC, and the SSTs in order to display unmasked data and individual student-level data for investigations/findings of noncompliance.
6. Create and provide different access levels for OEC, SSTs, and districts driven by individual logins.
7. Display one of approximately 35 possible action scenarios under each indicator, based on the individual district's Met/Not Met status and any required actions for the indicator. This entails creation of each scenario in HTML format, with code written to display the appropriate action scenario driven by the district's status on each indicator.
8. Effectively display in each action scenario (as applicable):
 - a. Notifications of required actions which include findings of noncompliance, selection for investigation, or selection for survey participation in an understandable, user-friendly format.
 - b. Additional data tables for applicable indicators, showing the specific data that resulted in an investigation or finding.
 - c. Detailed descriptions of each step in the review or survey process, including document submission instructions and deadlines.
 - d. Links to files containing individual student-level data for districts selected for investigation or identified with findings of noncompliance.
 - e. Links to various templates for district's completion, including corrective action plans, student records submission forms, indicator self-reviews and checklists, survey instructions, etc.
 - f. Contact information including email addresses with active links for applicable OEC and SST staff.
9. Maintain links to contact information at the bottom of the profile for OEC, SST and survey contacts specific to the SST region where the district is located. There are sixteen (16) SST regions in the State of Ohio.
10. Create and display interactive bar graphs for each indicator depicting the district's distance from the target for the last five years (including the current year), with colors of the bar determined by the extent to which the district missed the target (red) or exceeded the target (green).

11. Develop interactive graphs on the profile login screen which compare the district's enrollment of students with disabilities to the state's enrollment and allow the user to show and hide individual disability categories for comparison.
12. Maintain an active link to the previous year's special education profile on the current year's profile.
13. Update and maintain tracking information for OEC on the district's last access date for each current district profile.
14. Develop a Google-type search feature for OEC to access district profiles, which references district name, IRN number, and county where district is located.
15. Maintain and provide OEC access to masked and unmasked profiles from the past five years (including the current year), in PDF form, to fulfill public records requests.
16. Create a "Save as PDF" feature that provides a visually appealing PDF version of each Special Education Profile.
17. Perform ongoing profile updates for individual districts throughout the year by OEC request.
 - a. Establish and maintain strong lines of communication with the OEC throughout the year as profile changes cannot be anticipated in advance.
 - b. Complete change requests with attention to detail, within the timeframe directed by OEC.
18. Create a protocol and means for an identified OEC staff member to make changes and edits to profile data for individual districts in a specific and controlled setting.
19. Provide technical assistance and support to OEC with regard to the Special Education Profile functionality and design options/enhancements.
20. Possess a thorough understanding of the derivation and calculation of the data used to populate the specific fields of the profile.
21. Work with ODE/OEC to transition the profiles in future years to the Security Application for Enterprise (SAFE) web portal, ODE's "single sign on" software security solution for ODE customers.
22. Integrate legacy display concepts into new products/platforms as the profile design is updated year to year.

1.5.2 Special Education Determinations IDEA requires states to make annual determinations of the performance of special education programs operated by local education agencies (LEAs) that receive federal IDEA Part B funding. States make LEA determinations using the same categories that the federal Office of Special Education Programs uses in its determinations of states' performance on IDEA Part B requirements: Meets Requirements, Needs Assistance, Needs Intervention and Needs Substantial Intervention in implementing the requirements of Part B. LEA determinations are issued in June of each year and are primarily based on special education data that were used to create each LEA's Special Education Profile earlier in the school year. Contractor shall develop and host the Special Education Determinations as described below.

Tasks for the Special Education Determinations are as follows:

1. Annually create and maintain individualized, electronic determinations reports for approximately 1075 school districts.
2. Develop and maintain a web-based format for presenting, in a user-friendly format, the determination reports with interactive features such as expandable/collapsible charts and hyperlinks to forms and related webpages.
3. Develop a public-facing version of the determination described in (2) above.
4. Provide secure access with individual logins and passwords for school district personnel, OEC, and the SSTs in order to display unmasked data.
5. Create and provide different access levels for OEC, SSTs and districts driven by individual logins.
6. Develop and maintain a visually appealing report screen to display the district-specific determination category, required actions, results for each indicator and the calculation of points for the overall determination.
7. Maintain web-based information, links and contact information pertaining to the steps in the calculation, appeals process and public reporting.
8. Provide and maintain up-to-date tracking information for OEC on the last access date for each district to their current determination.
9. Develop a Google-type search feature for OEC to access district determinations, which references district name, IRN number, and county where district is located.
10. Maintain and provide OEC access to masked and unmasked determinations from the past five years (including the current year), in PDF form, to fulfill public records requests.
11. Create a "Save as PDF" feature that provides a visually appealing PDF version of each Special Education Determination.
12. Perform ongoing determinations updates for individual districts throughout the year by OEC request.
 - a. Establish and maintain strong lines of communication with the OEC throughout the year as changes cannot be anticipated in advance.
 - b. Complete change requests with attention to detail, within the timeframe directed by OEC.
13. Create a protocol and means for an identified OEC staff member to make changes and edits to determinations data for individual districts in a specific and controlled setting.

14. Provide technical assistance and support to OEC with regard to the Special Education Determination functionality and design options/enhancements.
15. Possess a thorough understanding of the derivation and calculation of the data used to populate the specific fields of the determination report.
16. Work with ODE/OEC to transition the determinations in future years to the Security Application for Enterprise (SAFE) web portal, ODE's "single sign on" software security solution for ODE customers.
17. Integrate legacy display concepts into new products/platforms as the determination design is updated year to year.

1.5.3 Ongoing Technical Support Contractor shall provide ongoing technical support for profiles and determinations, including:

1. Secure access with individual logins and passwords for OEC, districts and State Support Teams (SSTs), in order to provide technical assistance to districts;
2. Maintenance of and access to profiles from prior years, to fulfill public records requests;
3. Protocol and means for an identified OEC staff member(s) to make changes and edits to individual district profiles in a specific and controlled setting;
4. Ongoing changes and updates throughout the year that cannot be completed through OEC edit access, by OEC request (this requires ongoing communication with OEC throughout the year, as changes and requests cannot necessarily be anticipated in advance);
5. Completion of requested edits within the timeframe directed by OEC.

1.5.4 Deliverables The State has identified the following deliverables for this project, and it will be the Contractor's obligation to ensure that the individuals the Contractor provides are qualified to meet the expected outcomes and report to ODE.

1. A final production version of web-based special education profiles:
 - a. Unmasked version for district use that will contain, at a minimum:
 - i. District-level data displays on all 31 required indicators and sub-indicators;
 - ii. Data notes;
 - iii. Resources links;
 - iv. Required actions;
 - v. Student data that must be confirmed or corrected;
 - vi. Notification of required actions, including identification of noncompliance, selection for investigation and/or selection for survey participation;
 - vii. A description of the process for each required action, including links to applicable templates, forms and data files; and
 - viii. OEC and SST contact information with live email links.
 - b. Masked version for public use that will contain:
 - i. Masked district-level data displays on all 31 required indicators and sub-indicators; and
 - ii. Data notes.
2. A final production version of web-based determination reports:
 - a. Unmasked version for district use that will contain, at a minimum:
 - i. District-level data results for all indicators included in determinations;
 - ii. Expandable links to more information for each indicator; and
 - iii. Live links pertaining to the steps in the calculation, appeals process and public reporting.
 - b. Masked version for public use that will contain:
 - i. Masked district-level data results for all indicators included in determinations;
 - ii. Expandable links to more information for each indicator; and
 - iii. Live links pertaining to the steps in the calculation, appeals process and public reporting.
3. PDF files of profiles and determination reports.
4. Hosting of profiles, determinations and associated web pages, with appropriate server capacity to do so.
5. Secure access for LEAs, OEC and State Support Teams (SSTs) to unmasked reports.
 - a. Creating and communicating necessary login numbers and passwords for each LEA, SST and ODE.
 - b. Providing LEA staff with technical support related to access.
6. Tracking mechanism for ODE to identify who has accessed unmasked district reports and when they last did so.
7. Hyperlinks that can be used to direct Report Card users to appropriate masked profiles. A user, viewing a Report Card for an individual district, must be able to click on a link that takes the user directly to the profile for that district.
8. Direct edit access to individual district profiles and determinations for specific OEC staff members.
9. Timely edits to components of the web pages/reports not editable by OEC, within a timeframe directed by OEC.
10. Design features aligned with ODE's current style guide, including logo, color scheme and brand, to clearly communicate that the profiles and determinations are developed by ODE.

11. The Contractor will provide file specifications for Excel or CSV files for ODE to use in providing source data to be used for populating profiles and determinations reports. ODE will provide the vendor with data that meet those specifications. File specs will include at least column header names and data category (general, text, number, percentage, etc.) for each column.
12. The Contractor will contract with an external evaluator to assess the implementation of the items delineated in the Scope of Work.

1.5.5 Milestone, Delivery and Completion Dates

1. Final Special Education Profiles should be posted for district access no later than the middle of November 2015.
 - a. This delivery date is dependent on when OEC has access to complete data from Ohio's Education Management Information System (EMIS) for each indicator.
 - b. Profiles should be available for OEC review/user testing (in development form) at least one week prior to district release.
2. Final Special Education Determinations should be posted for district access no later than the middle of June 2016.
 - a. Determinations should be available for OEC review/user testing (in development form) at least one week prior to district release.

- 1.5.6 Special Work Requirements Project may include frequent special meetings, various location(s), changes in work sites, required physical presence at specific sites and related travel to required destinations.

The Contractor must be available to attend meetings with ODE with short notice to discuss needed revisions to the profiles and determinations. These meetings may be virtual for certain topics but other topics may require face-to-face meetings at ODE. The Contractor must be able to retrieve the data from OEC for populating the reports, in a fashion that meets ODE data security protocols and within the timeframe directed by OEC. This data is usually in Excel format or from an Access database.

Contractor must be responsive to OEC requests for changes and modifications to the profiles and determinations within a timeframe directed by OEC.

- 1.5.7 Compliance with Law To effect the transfer of data subject to FERPA, Contractor shall agree to the following:

1. In all respects comply with all applicable provisions of Ohio and federal laws including FERPA. For purposes of this agreement, "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by state or federal law, or
2. Use the data shared under this agreement for no purpose other than to provide services described in the contract.
3. Contractor further agrees not to share data received under this contract with any other entity without the ODE's approval.
4. Contractor agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this agreement and any relevant records of Contractor for purposes of completing authorized audits of the parties. Contractor shall be liable for any audit exception that results solely from its acts or omissions in the performance of this agreement. ODE shall be liable for any audit exception that results solely from its acts or omissions in the performance of this agreement. In the event that the audit exception results from the act or omissions of both parties, the financial liability for the audit exception shall be shared by the parties in proportion to their relative fault.
5. Require all employees, subcontractors and agents of any kind to comply with all applicable provisions of FERPA and other federal laws with respect to the data shared under this agreement. Contractor agrees to require and maintain an appropriate confidentiality agreement from each employee, contractor or agent with access to data pursuant to this agreement. Nothing in this paragraph authorizes sharing data provided under this Agreement with any other entity for any purpose other than completing Contractor's work authorized under this Agreement.
6. Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary to fulfill the purpose of the original request. Ensure that Contractor provided computing services operate at the moderate level baseline as defined in the National Institute of Standards and Technology (NIST) 800-53 Rev. 3 moderate baseline requirements and are consistent with Federal Information Security Management ACT (FISMA) requirements. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from Researcher to any other institution or entity.

7. Contact ODE promptly in the event of a breach of the security of, or loss of, student data. Such contact shall be made to ODE's Chief Legal Counsel, and Chief Information Security Officer. Contractor will cooperate and provide reasonable assistance to ODE, at no charge, in the investigation of such breach or loss.
8. Not to disclose any data obtained under this agreement in a manner that could identify an individual student to any other entity in published results of studies as authorized by this agreement. Not to provide any data obtained under this agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity. Contact ODE promptly in the event of a breach of the security of, or loss of student data. Such contact will be made to ODE's Chief Legal Counsel and Chief Information Security Officer. Contractor will cooperate and provide reasonable assistance to ODE, at no charge, in the investigation of such breach or loss.
9. Nothing in this agreement authorizes the Contractor to maintain data beyond the time period reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to the ODE in compliance with 34 CFR Section 99.35(b) (2). Researcher agrees to require all employees, contractors, or agents of any kind to comply with this provision.

1.5.8 Authorized Representative Contractor shall designate in writing a single authorized representative able to request data under this agreement. The authorized representative shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to this agreement, including confirmation of the completion of any projects and the return or destruction of data as required by this agreement. The ODE or its agents may upon request review the records required to be kept under this section.

1.5.9 Management Reporting and Outcomes The Contractor shall provide quarterly reports that address progress toward completion of each item delineated in the Scope of Work. These reports shall:

1. Specify progress or lack of progress on project deliverables.
2. Address progress toward completion of each of the items delineated in the Scope of Work.
3. Provide quarterly progress reports with invoice.
4. Ensure a final report is submitted to ODE/OEC on July 15, 2016 for the first year and July 15 of each year for subsequent Contract years. The final report must be submitted in an electronic, reproducible format.

1.5.10 Work Plan The Offeror's Work Plan shall include a detailed plan for meeting all tasks and deliverables. In addition, Offeror shall include a timeline for developing and maintaining annual Special Education Profiles and Special Education Determinations for each district.

1.5.11 Contractor Responsibilities The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

The Contractor agrees to be responsible for the areas of responsibility identified in this RFP. The State encourages responses that demonstrate a thorough understanding of the purpose, intent and technical features of the Special Education Profiles and Determinations. Proposals prepared in response to this RFP must employ a sound design with the aim of developing, maintaining and updating timely, visually appealing, user-friendly and effective web-based profiles and determinations.

1.5.12 Offeror Qualifications

1. Offeror must have extensive experience and background in successfully designing websites for agencies, providing technical support daily if needed, updating information daily/as requested, and ensuring full functionality of the website at all times.
2. Offeror must have a strong working knowledge of the current special education profile format, the district report card format, and the determination format as well as be able to recognize how these individual documents work to deliver a "big picture" view of a district's overall performance.
3. Offeror must have extensive experience in managing and presenting education data to a variety of stakeholders in a web-based platform, including working knowledge of federal and state reporting requirements, district reporting through the Education Management Information System (EMIS), and utility for end users.
4. Offeror must ensure the functionality and accessibility of the hosted website, paying particular attention to peak traffic times to ensure ease and speed of access. This includes preparation for high volumes of users during peak times, anticipation/prevention of possible issues, and attention to necessary hardware and software capacity.

1.6 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.

- 1.7 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.
- 1.8 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 CSP904416 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.
- 1.9 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 The following table contains items that are Mandatory Requirements for this RFP.

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

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

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

The term “Offeror” in the table below includes both the Offeror and any subcontractors.

Mandatory Requirements
1. Offeror must document at least one year’s experience in development and production of web-accessible education-related accountability data displays.
2. Offeror must document at least one year’s experience in successfully designing websites for public agencies, providing technical assistance daily if needed, updating information daily/as requested, ensuring full functionality of the website at all times.
3. Offeror must document at least one year’s experience in managing and presenting education data to a variety of stakeholders in a web-based platform.

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	775 Points
Proposal Cost	260 Points
Presentation/Interview	430 Points
MBE Participation	260 Points
Total	1725 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
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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

The term "Offeror" in the table below includes both the Offeror and any subcontractors.

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete Form 5.2.3).	15		
2. Capacity and financial capability of the applicant to quickly undertake and successfully complete the required tasks for this Project.	10		
Offeror Prior Projects			
1. The Offeror provides, for evaluation, three (3) prior projects where similar consulting work may be reviewed and confirmed, with projects of similar size and scope.	10		
2. Offeror documents at least three (3) years' experience with projects similar in size and scope.	15		
Staffing Plan			
1. The Offeror must submit a staffing plan naming all key personnel that will be used to complete the project. The plan shall include the planned duties of key personnel and the time commitment of the proposed work team.	5		
2. The Offeror must submit forms 5.2.5 and 5.2.6 for proposed Project Manager and any other key personnel to include candidate's education, training, qualifications and proposed work assignment.	5		
3. Offeror must have personnel with skills in visual basic and SQL.	5		

Criterion	Weight	Rating (0 to 5)	Extended Score
Scope of Work Offeror's Work Plan shall include a detailed description of how it will accomplish the following:			
1. Provide each of the requested features for web-based Special Education Profiles.	5		
2. Provide and display masked versions for Special Education Profiles (linked to the Local Report Card) for the general public, and unmasked versions with secure access for districts, Office for Exceptional Children and State Support Teams, within the required timeframe.	15		
3. Provide each of the requested features for web-based Special Education Determinations.	5		
4. Provide and display masked versions of Special Education Determinations (linked to the Local Report Card) for the general public, and unmasked versions with secure access for districts, Office for Exceptional Children and State Support Teams, within the required timeframe.	15		
5. Provide evidence of ability to host web pages that provide accountability data displays in a secure, password-protected environment. The web pages must be associated with hyperlinks that will be published on the Ohio Department of Education's website.	5		
6. Provide evidence of skills in transforming large data sets provided in Excel spreadsheets into easily understood web-accessible graphic displays.	5		
7. Demonstrate an understanding of Ohio's Local Report Card data displays, and provide descriptions of proposed interactions among Report Card and Profile data.	5		
8. Demonstrate a strong working knowledge of the current special education profile format, the district report card format and the determination format as well as be able to recognize how these individual documents work to deliver a "big picture" view of a district's overall performance.	5		
9. Integrate legacy display concepts into new products. Should provide evidence of ability to ensure that new products have a recognizable look and feel for users.	5		
10. Ensure the functionality and accessibility of the hosted website, including necessary hardware and software capacity, paying particular attention to peak traffic times to ensure ease and speed of access.	5		
11. Detailed plan of how the Contractor will be responsive to the Office for Exceptional Children's requests for changes and modifications to the profiles and determinations within a timeframe directed by the Office for Exceptional Children.	5		
12. Describes any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.	5		
13. Provide a timeline for project activities and deliverables.	10		

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 two (2) highest scoring Offerors; but no more than the top two (2) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

Presentations, Interviews, Demonstrations			Maximum Score
Presentation and Interview			465

Total Presentation Score: _____

As part of an interview with the evaluation team, the Contractor will deliver a presentation to demonstrate:

1. Experience in development and production of web-accessible education-related accountability data displays.
2. Skills in transforming large data sets provided in Excel spreadsheets into easily understood web-accessible graphic displays.
3. Demo screens showing design options for the Special Education Profiles and Special Education Determinations.
4. A proposed work plan detailing how each objective in the Scope of Work will be accomplished, including the staff and timeframe for doing so.

- 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" = Project 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 and has the highest percentage of its cost proposal meeting or exceeding the minimum percentage set aside exclusively for Ohio certified MBE subcontractors' Work will receive the maximum number of points set forth in the RFP. If remaining Offerors meet the minimum percentage and have identified one or more qualified Ohio certified MBE subcontractor, the Offeror will receive a percentage of the maximum points allowed. Offerors who do not meet the minimum percentage or do not identify one or more Ohio certified MBE subcontractor 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: _____ = 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.

- 2.10 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.

- 2.11 DISCLOSURE OF PROPOSAL CONTENTS DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. DAS will prepare a registry of Proposals containing the name and address of each Offeror. That registry will be open for public inspection after the Proposals are opened.

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 Project Cost. 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 Travel expenses for meetings at various locations throughout the state shall be reimbursed following the OBM Travel Rule: <http://www.obm.ohio.gov/TravelRule/>

3.4 BILL TO ADDRESS

All invoices shall be submitted to: Fiscal.Management@education.ohio.gov

Ohio Department of Education
ATTN: Jo Hannah Ward
25 S. Front Street, 4th Floor
Columbus, OH 43215

The Contractor will request payment by invoice per deliverable on a quarterly basis from the start date of the contract. The Contractor must include reports and/or evidence of the work they have completed with regard to the specific deliverables detailed in this contract when they submit an invoice for payment.

- 3.5 IDENTIFICATION OF OHIO CERTIFIED MBE SUBCONTRACTOR AND CONTRACTOR SELECTED PERCENTAGE If offered, the Offeror'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.

Special Education Profiles and Determinations
CSP906216
UNSPSC CATEGORY CODE: 86000000
BUDGET: \$6,000,000 per year
OFFEROR: _____

Description	Year 1 Award-06/30/16 Cost	Year 2 07/01/16-06/30/17 Cost
Production version of web-based Special Education Profiles	\$	\$
Production version of web-based Special Education Determinations	\$	\$
PDF files of Profiles and Determinations reports	\$	\$
Hosting of Profiles, Determinations and associated web pages	\$	\$
Creating secure access for LEAs, OEC and State Support Teams (SSTs) to unmasked reports	\$	
Create a tracking mechanism for ODE	\$	
Create direct edit access to individual district profiles and determinations for specific OEC staff members	\$	
The Contractor will contract with an external evaluator to assess the implementation of the items delineated in the Scope of Work	\$	

Description	Year 1 Award-06/30/16 Cost		Year 2 07/01/16-06/30/17 Cost	
Timely edits to components of the web pages/reports not editable by OEC, within a timeframe directed by OEC. Evaluation quantity of forty (40) hours per year shall be used for evaluation purposes.	\$ Per Hour	\$ Per Year	\$ Per Hour	\$ Per Year
Total Annual Cost	\$		\$	
Total Project 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 SPECIAL PROVISIONS Not applicable.

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 Inquiries
- 5.1.3 Protests
- 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 Proposal Format and 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>
- OBM Travel Rule <http://www.obm.ohio.gov/TravelRule/>
- State Performance Plan and Annual Performance Report
<http://education.ohio.gov/Topics/Special-Education/State-Performance-Plan>
- IDEA State and District Determinations
<http://education.ohio.gov/Topics/Special-Education/Comprehensive-Monitoring-System/IDEA-State-and-LEA-Determinations>
- OSEP SPP/APR Resources <http://www2.ed.gov/policy/speced/guid/idea/bapr/2015/index.html>
- 2014 State Determinations Fact Sheet Ohio's 2014 Determination and SPP/APR Response Letter
<http://www2.ed.gov/fund/data/report/idea/ideafactsheet-determinations-2014.pdf>
- Ohio's Local Report Cards <http://reportcard.education.ohio.gov/Pages/default.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.

- 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.