

REQUEST FOR PROPOSAL

RFP NUMBER: CSP905615
INDEX NUMBER: EDU109
UNSPSC CATEGORY: 860000

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

MINORITY SET-ASIDE OPPORTUNITY IN ACCORDANCE WITH ORC CH. 125.081

TITLE: Administration of a National-ly Recognized Job Skills Assessment

OBJECTIVE: The Ohio Department of Education is requesting proposals for administration of a nationally recognized job skills assessment. The job skills assessments must measure a student's academic ability and must have a direct correlation to skills recognized in the workforce. The assessments must also measure the student's employability skills on a scale that will be able to be compared to a successful score on a nationally standardized assessment in English, mathematics, and reading.

RFP ISSUED: October 24, 2014
INQUIRY PERIOD BEGINS: October 24, 2014
INQUIRY PERIOD ENDS: November 7, 2014 at 8:00 AM
PROPOSAL DUE DATE: November 14, 2014 by 1:00 PM

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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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Assessment:	A measure of a student's understanding of concepts and/or skills
Classroom Teacher:	Classroom teacher or teacher shall mean a teacher in the classroom teaching service who is a teacher of record as defined in this section, except evening school teachers of adults enrolled in nonacademic, vocational subjects, and supplemental school personnel (i.e., teaching assistants, teacher aides, and pupil personnel providers).
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
CTE:	Career and Technical Education
DAS:	Department of Administrative Services
Educators:	Teachers and Principals
EOD:	Equal Opportunity Division
ESC:	Educational Service Center. There are 56 ESCs in the State of Ohio that serve as shared service providers to the 614 student districts in the State of Ohio.
FEI:	Federal Employer Identification
LEA:	Local Education Agency. For purposes of this RFP, one of the approximately 663 school districts or approximately 355 Community (Charter) Schools in the State of Ohio, or an ESC. Note that in some instances an ESC may procure services on behalf of one or more school districts.
List:	List of Approved Job Skills Assessments for Use by School Districts.
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
Other Local District and School Entities:	There are 49 Joint Vocational School Districts (JSVDs) and (as of November, 2012) approximately 355 charter schools (known in Ohio as Community Schools).
Principal:	Or Building Principal. Principal shall mean a principal or co-principal of a registered public school or an administrator in charge of an instructional program of a school district or an ESC.
Provider:	A provider of products and/or services, or a developer of assessments. For the purpose of this RFP, the provider would provide products and/or services to an LEA, but this RFP does not entail the provision of any products and/or services to ODE.
RFP:	Request for Proposal
SOS:	Secretary of State
State Board of Education:	The governing body for the Ohio Department of Education
Superintendent of Public Instruction:	The chief executive officer of the Ohio Department of Education
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 Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Administration of a Nationally Recognized Job Skills Assessment. 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 December 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 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 BACKGROUND

This RFP is designed to meet requirements in Ohio Revised Code 3313.618 and 3301.0712 to create an Approved List of nationally recognized job skills assessments that may be used by Local Education Agencies (LEAs) after approved by the Ohio State Board of Education. Vendors are invited to submit proposals for the Approved List.

Ohio Revised Code 3313.618 states that in addition to the applicable curriculum requirements, each student entering the ninth grade for the first time on or after July 1, 2014 shall satisfy at least one of three conditions in order to qualify for a high school diploma.

1. Be remediation-free, in accordance with standards adopted under division (F) of section 3345.061 of the Revised Code, on each of the nationally standardized assessments in English, mathematics, and reading;
2. Attain a score specified under division (B)(5)(c) of section 3301.0712 of the Revised Code on the end-of-course examinations prescribed under division (B) of section 3301.0712 of the Revised Code. For any student who is exempt from taking an end-of-course examination under division (B)(6) of section 3301.0712 of the Revised Code, in determining whether that student has attained the cumulative score prescribed by division (B)(5)(c) of that section, that student shall be considered to have attained a proficient score on the exempted examination.
3. Attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment selected by the state board of education under division (G) of section 3301.0712 of the Revised Code and obtain either an industry-recognized credential, as described under division (B)(2)(d) of section 3302.03 of the Revised Code, or a license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.

The state board shall approve the industry-recognized credentials and licenses that may qualify a student for a high school diploma under division (A)(3) of this section.

Ohio Revised Code 3301.0712 states "(G) Not later than December 31, 2014, the state board shall select at least one nationally recognized job skills assessment. Each school district shall administer that assessment to those students who opt to take it. The state shall reimburse a school district for the costs of administering that assessment. The state board shall establish the minimum score a student must attain on the job skills assessment in order to demonstrate a student's workforce readiness and employability. The administration of the job skills assessment to a student under this division shall not exempt a school district from administering the assessments prescribed in division (B) of this section to that student."

1.4 SCOPE OF WORK

The Ohio Department of Education is requesting proposals for administration of a nationally recognized job skills assessment. The proposal must include assessments of a student's academic abilities and the assessments must have a direct correlation to skills recognized in the workforce. The assessments must also be able to measure the student's employability skills on a scale that will be able to be compared to a successful score on a nationally standardized assessment in English, mathematics and reading.

Through this RFP, the Ohio Department of Education seeks a single Contractor to administer 3rd-party-developed assessments: English, mathematics and reading. The approved Contractor must be able to implement an efficient process to be paid directly from the Ohio Department of Education. The Contractor will invoice ODE for all first time test takers. Eligible test takers will be the graduating class of 2018 and beyond. ODE estimates that 42,000 students per year will take these three assessments. Assessments will begin in the 2016-2017 school year.

The provider must meet the criteria specified in this RFP.

1.4.1 Eligible Applicants

To the extent authorized by law, entities eligible to apply to provide a nationally recognized job skills assessment and services include, but are not limited to:

1. For-profit companies, including but not limited to test publishers and research organizations;
2. Nonprofit organizations;
3. Institutions of Higher Education; and
4. Educational Service Centers (ESC).

1.4.2 Statement of Intent

Offerors interested in qualifying their assessments for use as nationally recognized job skills assessments must submit a statement of the subject area(s) for which the assessment is being proposed with an overview of the content and skills purportedly measured by the assessment. Offerors shall propose assessments for all three subject areas.

1.4.3 Evidence of Capability

Offerors must submit the following information:

1. Overview of services provided by the organization.
2. Organizational structure for service delivery (location, supervision, staff).
3. Demonstrated history of producing large-scale assessment and proven history of ability to deliver assessment results in a timely manner.
4. Evidence of capacity to provide assessment services, e.g., an estimate of the number of Ohio LEAs it could serve, or maximum number of student assessments it could provide, or other appropriate evidence.
5. Description of the support/technical assistance that the Offeror would provide to an LEA if selected by an LEA for this service.
6. Awarded Contractor must collect the Statewide Identifier (SSID) numbers during the assessment registration process for all students enrolled in an Ohio public school district.
7. Process for machine scoring of assessments.
8. Awarded Contractor will report results to ODE and to the LEA by SSID. Results from first time test takers should be clearly indicated in the file sent to ODE. Student data will only be released back to districts (LEA) and ODE, stored securely, and not used by the Contractor for any other purposes.
9. Description of accommodations that provide accessibility for students with disabilities and English language learners such as Braille, text to speech and non-English language versions.

1.4.4 Demonstrated Effectiveness

Offerors must present the following evidence to show that they have a demonstrated record of effectiveness in student assessment:

- a. Provide information about three prior projects (names, titles, addresses, phone numbers, and email addresses) that contracted for similar services within the past two years. Include a brief summary of these services.
- c. Information as to whether the organization has been approved as a provider of assessments for any purpose in another state or nationally and specify such state(s). If approved within Ohio, specify the location(s).
- d. Information as to whether the organization has been approved as a provider of assessments for the purpose of job skills assessment in another state; specify such state(s).

1.4.5 Technical Documentation Related to Psychometric Properties

Offeror shall present strong evidence that the assessment is aligned with appropriate guidelines and evidence as articulated in the APA Standards for Educational and Psychological Testing (2014), including but not limited to:

1. Estimates of reliability (e.g., inter-reliability, KR-20, Cronbach's alpha, TCCs, ICCs).
2. Evidence that the assessment has items of varied difficulty that cover the expected ability distribution for the examinees of interest (i.e., sufficient item coverage at the tails of the distribution).
3. Estimates of error in measurement, expressed in confidence intervals for reported score(s).
4. Variety of validity evidence to support inferences about student performance, including but not limited to: evidence of content, construct, concurrent, or predictive validity as appropriate.
5. Evidence of validity of using assessment results to support inferences of workforce readiness.
6. Evidence that the assessment does not exhibit bias toward any major subgroups (e.g., through an analysis of differential item functioning).

7. Documentation of scoring processes and inferences made from scores. This may include how the assessment classifies students into performance categories, evidence supporting validity of standard setting process and resulting cut-scores, and/or evidence pertaining to ability to report student results of assessments.
8. Documentation of scoring processes and inferences made from scores. This may include how the assessment classifies students into performance categories, evidence supporting validity of standard setting process and resulting cut-scores, and/or evidence pertaining to measurement of workforce readiness

Offeror is encouraged to submit any additional psychometric evidence that supports the use of the assessment for the purposes stated in this document.

1.4.6 Technical Manual and Assessment Administration Documentation

Offeror must submit the most recent technical manual(s) and assessment administration manual(s) for the assessment and the following (if not included in manual(s)):

1. Assessment administration protocol.
2. Guidelines for assessment security.
3. Any technology requirements associated with the assessment.
4. How scores are reported, including sample report with associated guidance on assessment score interpretation.

1.4.7 Work Plan

Offeror's Work Plan must clearly demonstrate how it meets all requirements described in the Scope of Work.

1.5 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.

1.6 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.

1.6 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 CSP905615 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.

1.7 NUMBER OF PROPOSALS TO SUBMIT

Offeror must submit one (1) original, completed and signed in blue ink, and three (3) copies for a total of four (4) Proposal packages.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS

Not applicable.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Not applicable.

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	695 Points
Proposal Cost	200 Points
Presentation	100 Points
Total	995 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

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Company history, years of relevant experience. Complete Offeror Profile Form 5.2.3	15		
2. Organizational structure for service delivery (location, supervision, staff).	15		
3. Evidence of capacity to provide assessment services, e.g., an estimate of the number of Ohio LEAs it could serve, or maximum number of student assessments it could provide, or other appropriate evidence.	15		
Offeror Prior Projects			
1. Prior Projects of similar scope and size (minimum of three (3) in past two years). Include a brief summary of the services provided for each. Complete Form 5.2.4 for each project.	10		
2. Provider of assessments for any purpose in another state or nationally and specify such state(s). If approved within Ohio, specify the location(s).	10		
3. Provider of assessments for the purpose of job skills assessment in another state; specify such state(s).	10		

Criterion	Weight	Rating (0 to 5)	Extended Score
Staffing Plan			
1. Proposed Project Manager with Forms 5.2.5 and 5.2.6 completed for the candidate.	5		
Scope of Work. Offeror's Work Plan must include, at a minimum, the following:			
1. Description of the support/technical assistance that the Offeror would provide to an LEA if selected by an LEA for this service.	5		
2. Plan to collect the Statewide Identifier (SSID) numbers during the assessment registration process for all students enrolled in an Ohio public school district.	5		
3. Description of process for machine scoring.	5		
4. Plan to report results to ODE and to the LEA by SSID.	10		
5. Description of accommodations that provide accessibility for students with disabilities and English language learners such as Braille, text to speech and non-English language versions.	10		
6. Psychometric properties of proposed assessment	15		
7. Technical Manual and Assessment Administration Documentation	5		
8. Proposed timeline	2		
9. Description of any anticipated difficulties and proposed solutions.	2		

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.

Presentations, Interviews, Demonstrations			Maximum Score
1. Oral Presentation			

Total Presentation Score: _____

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" = Grand Total 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 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.

2.9 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.

1.0 COST SUMMARY

1.1 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 firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal.

1.2 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.

1.3 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

Ohio Department of Education
25 South Front Street
Columbus, OH 43215

The Contractor will invoice ODE for all first time test takers. Eligible test takers will be the graduating class of 2018 and beyond. The Contractor will invoice ODE on a monthly basis.

Administration of a Nationally Recognized Job Skills Assessment
CSP905615
UNSPSC CATEGORY CODE: 86000000

OFFEROR: _____

Description	Evaluation Quantity	Cost 2016-2017 School Year	Cost 2017-2018 School Year
Cost per assessment. Offeror shall provide narrative listing all services included in the cost per assessment.	126,000	\$	\$
Any additional costs not included in cost per assessment for optional services. Offeror shall provide NOT USED IN EVALUATION.		\$	\$

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 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 Evaluation of Proposals
- 5.1.3 Proposal Format & 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/searchAffirmativeAction.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>
- Ohio Revised Code <http://codes.ohio.gov/>
- ODE Career and Technical Education <http://education.ohio.gov/GD/Templates/Pages/ODE/CTELandingPage.aspx?page=836>
- Ohio's New Learning Standards <http://education.ohio.gov/Topics/Academic-Content-Standards>
Note: Ohio Standards in ELA and mathematics include the Common Core State Standards.

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.