



REQUEST FOR PROPOSAL

RFP NUMBER: CSP905115
INDEX NUMBER: DAS006
UNSPSC CATEGORY: 84111600

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

State Employee Health Benefit Fund Audit

OBJECTIVE: The Ohio Administrative Code section 125-1-05 requires the Director of DAS to file annually, by the first day of March, a complete report on the State Employee Health Benefit Fund 8080. The report is filed with the Governor, the General Assembly and the Superintendent of Insurance. The report includes detailed financial statements of Fund 8080 and expenses incurred pursuant to Section 124.87 of the Ohio Revised Code (ORC). OAC 123-1-05 further requires that the financial information required for the report shall be certified by an independent certified public accountant or independent public accountant who, by reason of knowledge and experience, is especially qualified in insurance accounting.

RFP ISSUED: October 3, 2014
INQUIRY PERIOD BEGINS: October 3, 2014
INQUIRY PERIOD ENDS: October 22, 2014 at 8:00 AM
PROPOSAL DUE DATE: October 29, 2014 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

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
AICPA:	American Institute of Certified Public Accountants
Contractor:	Vendor after Award
CPA:	Certified Public Accountant
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
GAAS:	Generally Accepted Auditing Standards
GASB:	Governmental Accounting Standards Board
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
TPA:	Third Party Administrator
SOS:	Secretary of State
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 Administrative Services (the Agency), is soliciting competitive sealed proposals (Proposals) for the State Employee Health Benefit Fund Audit. 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 also gives the estimated dates on page one, 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 July 31, 2016. 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 three (3) 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 The Ohio Administrative Code section 125-1-05 requires the Director of DAS to file annually, by the first day of March, a complete report on the State Employee Health Benefit Fund 8080. The report is filed with the Governor, the General Assembly and the Superintendent of Insurance. The report includes detailed financial statements of Fund 8080 and expenses incurred pursuant to Section 124.87 of the Ohio Revised Code (ORC). OAC 123-1-05 further requires that the financial information required for the report shall be certified by an independent certified public accountant or independent public accountant who, by reason of knowledge and experience, is especially qualified in insurance accounting.

- 1.4 OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

Conduct onsite audit of the State of Ohio's Health Benefits Fund (8080) to Provide independent (certified public accountant) auditor's report for Fund 8080 by February 15, 2015, including (but not limited to) the scope below:

1. Assets and liabilities of the fund;
2. Income and expenditures of the fund;
3. Benefits paid and reserves established for losses incurred but not yet paid, including potential losses and unreported losses;
4. Medical claims audits to including TPA healthcare claims and administrative fees as reported in TPA Management reports to DAS for fiscal year 2014; Completion of HIPAA Business Associate Agreement (Supplement One, page 14).
5. Costs of any excess insurance or conversion coverage or of any other kind of insurance obtained to cover potential losses or provide supplemental benefits;
6. The actuarial report for the preceding fiscal year and any other studies or evaluations prepared in the preceding year pursuant to these rules;

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 component which encourages OFFERORS to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

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

To search for Ohio MBE Certified Providers, 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 subcontractors, 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 Work requirements; and
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, if offering a portion as a set aside, 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).

- 1.5 **SCOPE OF WORK** An audit of the Financial Statements of the State Employee Health Benefit Fund 8080 will be conducted for Fiscal Year 2014, ended June 30, 2014 and Fiscal Year 2015, ending on June 30, 2015. The financial statement audit shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA), and *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, shall include such tests of the records and such other auditing procedures as would be considered necessary. In compliance with Ohio Administrative Code section 125-1-05, the financial information required by this rule shall be certified by an independent certified public accountant or independent public accountant, who by reason of knowledge and experience is especially qualified in insurance accounting. This financial information may include, but may not be limited to:

1. Assets and liabilities.
2. Income and expenditures.
3. Benefits paid (inclusive of TPA healthcare claims and administrative fees as reported in TPA Management reports to DAS [Internal DAS specification]) and reserves established for losses incurred but not yet paid, including potential losses and unreported losses.
4. Cost of any excess insurance or conversion coverage or of any other kind of insurance obtained to cover potential losses or provide supplemental benefits.
5. Direct and indirect costs attributable to the use of outside consultants, independent contractors, and any other persons who are not state employees.
6. The cost of developing, monitoring, and evaluating cost containment plans as required by DAS and savings derived from those plans.
7. Return all claims data and documentation collected for audit purposes, as well as other State of Ohio health benefits records, payment detail and documentation within 30 days of completion of the Financial Statement Audit Report. This includes, but is not limited to, HIPAA sensitive claims information. Auditor's work papers will be excluded, but must be considered confidential material until destroyed.
8. The actuarial report for the preceding fiscal year and any other studies or evaluations prepared in the preceding year pursuant to these rules.
9. A description of the benefits provided by Fund 8080 and the number of state employees covered under Fund 8080.
10. The rights of state employees who terminate their employment and the extent of benefits or coverage hereafter available to those persons and their dependents.

11. Any other information which is relevant in order to make full, fair, and effective disclosure of the operations of Fund 8080.

FUND ACTIVITY Fiscal Year	Beginning Cash Balance	Adjustments	Revenues	Disbursements	Ending Cash Balance
2014	\$154,953,393	\$0.00	\$567,370,303	\$576,385,158.51	\$145,938,537

1.6 DELIVERABLES

1. Entrance Conference – to provide an overview of the project to all stakeholders.
2. A project action plan – a description of the methodology, and time frames.
3. Required preliminary reports including:
 - a. A financial statement audit opinion letter on the fair presentation of the financial statements in conformity with Generally Accepted Accounting Principles (GAAP) for each fiscal year and financial statements shall be presented in compliance with Governmental Accounting Standards Board (GASB) Statement No. 34.
 - b. Report on the internal control structure based on the auditor’s understanding of the control structure and assessment of control risk for fiscal year 2014.
 - c. A management letter with recommendations for improving operations relevant to GAAP, and to improve the fiscal operations of the fund.
 - d. Appendices – the report shall include all administrative findings, questioned costs, supporting documents, and Auditor’s recommendations.
4. Exit Conference – A discussion of the administrative findings and questioned costs with DAS prior to the release of the final audit report
5. Written final report due by February 15, 2015 and February 15, 2016.
6. Provide ongoing communication to the Department of Administrative Services throughout the audit process by helping to clarify findings and discuss suggested recommendations. Such communication may be provided in person, via phone, mail or email for the duration of the project and throughout the term of the contract.
7. Upon request, the vendor will provide a copy of the work papers pertaining to any audit findings, questioned costs and Auditor’s recommendations as a result of the audit. The work papers must be concise and provide the basis for the audit findings, questioned costs and Auditor’s recommendations as well as an analysis and recommendations for corrective action.
8. The work papers will also be available for examination by authorized representatives of the Auditor of State and the federal government auditors.

- 1.7 CONTRACTOR RESPONSIBILITIES The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

- 1.8 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.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State’s option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror. See Instructions for further detail.

- 1.9 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 open for public inspection after the Proposals are received.

- 1.10 INSTRUCTIONS Link to Web site for Instructions is available in Section 5.1.
- 1.11 REQUIRED REVIEW Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.
- 1.12 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

- 2.1 MANDATORY REQUIREMENTS The following Table 1 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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
1. The Offeror must be a Certified Public Accounting Firm or a Certified Public Accountant.		
2. The Offeror must identify an Audit Manager for the audit that is a Certified Public Accountant.		

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

- 2.3 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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	475 Points
Scoring for MBE Set-Aside	50
Proposal Cost	100 Points
Total	625 Points

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 (Form 5.2.3)			
The Offeror shall demonstrate the knowledge and experience in employer benefits, health and welfare insurance accounting and has conducted audits on employer, health and welfare insurance funds of similar size and scope	20		
Offeror Prior Projects (Forms 5.2.4)			
The Offeror shall include a minimum of three (3) references for organizations and/or clients for whom the Offeror has successfully completed audits on employer, health and welfare insurance funds of similar size and scope. These references must relate to work that was completed within the past five (5) years.	20		
Staffing Plan (Form 5.2.5 & 5.2.6)			
1. The Offeror shall demonstrate that the Audit Manager has the educational background and experience necessary to successfully complete the audit. Including experience in employer benefits, health and welfare insurance accounting and in audits of similar size and scope of employee benefit, health and welfare insurance funds.	20		
2. The Offeror shall demonstrate that the Audit Team is sufficient in size to meet the timeframes in this RFP and has the educational background and experience necessary to successfully complete the audit. Team must be listed in order of their importance to this Audit.	5		

Scope of Work			
1. The Offeror shall demonstrate in its Work Plan, its ability to complete the Project requirements and experience in conducting audits of similar size and scope.	20		
2. The Offeror shall provide a proposed Audit Timeline for conducting the audit and completing the deliverables.	5		
3. The Offeror shall provide a plan to support the requirements of the technical platform required by the State, incorporating the DAS Office of Information Technology and the Agency policy requirements in Section 5.3.3 of the Terms and Conditions of this RFP. Plan shall include proposed process to return or destroy all claims data and documentation collected for audit purposes, as well as other State of Ohio health benefits records, payment detail and documentation within 30 days of completion of the Financial Statement Audit Report. This includes, but is not limited to, Health Insurance Portability and Accountability Act (HIPAA) sensitive claims information. Auditor's work papers will be excluded, but must be considered confidential material until destroyed.	5		

Total Technical 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.

- 2.6 PRE-AWARD IDENTIFICATION OF OHIO CERTIFIED MBE SUBCONTRACTOR. In the Evaluation Scoring Formula of the RFP, the Offeror who identifies qualified Ohio certified MBE subcontractor(s) and has the highest percentage of its cost proposal for Ohio certified MBE subcontractor(s) Work will receive the maximum number of points set forth in the RFP. If remaining Offerors have identified qualified Ohio certified MBE subcontractor(s), the Offeror will receive a percentage of the maximum points allowed. Offerors who do not identify Ohio certified MBE subcontractor(s) to perform a portion of the work will receive zero points

MBE Set-Aside points = (Offeror's percentage/highest Offeror's percentage) x Maximum Allowable MBE Set-Aside Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "MBE Set-Aside" = Total MBE Set-Aside Percentage as identified in the MBE Set-Aside Summary section of Offeror's Proposal. In this method, the highest percentage of MBE Set-Aside proposed will receive the maximum allowable points.

MBE Set-Aside Score: _____

- 2.7 COST PROPOSAL POINTS DAS will use the information the Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

Cost Score: _____

- 2.8 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: _____ + MBE Set-Aside 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.
- 2.10 Professional Liability Insurance is required for contract CSP905115. Refer to the link on page 15 of the RFP for the contract Terms and Conditions, page 4, Insurance, Professional Liability Insurance.



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 firm, fixed price, for a not-to-exceed total. All costs for furnishing the services must be included in the Cost Proposal.

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

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

3.4 BILL TO ADDRESS

Department of Administrative Services – Human Resources Division
Attn: David Rust – Fiscal Officer
30 East Broad St
Columbus, OH 43215

State Employee Health Benefit Fund Audit
CSP905115
UNSPSC CATEGORY CODE: 84111600
BUDGET: A budget for this project is not available.

OFFEROR: _____

Description	FY14 Cost	FY15 Cost	Total Cost
Total cost for a complete Audit Report for Fund 8080: (Inclusive of all deliverables listed on pages 4 and 5)	\$	\$	\$
Cost of the above amount that reflects MBE Set-Aside work	\$	\$	\$

All costs must be in U.S. Dollars.

Percentage of the cost to be completed by MBE Set-Aside _____%

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.

3.5 PRE-AWARD IDENTIFICATION OF OHIO CERTIFIED MBE SUBCONTRACTOR: OFFEROR's proposal should include an Ohio certified MBE subcontractor plan (Plan). If included, the Plan must (a) state the specific percentage of the cost of the Work that it will set aside for Ohio certified MBE subcontractors; (b) include a description of a competitive process used for the selection of Ohio certified MBE subcontractors to which only Ohio certified MBEs may respond; and (c) identify the proposed portions of the Work to be performed by Ohio certified MBE subcontractors.

Offerors will list the deliverables that will be provided by MBE Subcontractor(s) and the cost for the deliverables. The cost for the MBE Set-Aside work must be provided in a separate, sealed envelope with Cost Proposal. Contract deliverables are listed on pages 4 and 5.

The percentage of work set aside for MBE subcontractors will be determined by the cost compared to the total project cost.

- 3.6 PRE-AWARD IDENTIFICATION OF OHIO CERTIFIED MBE SUBCONTRACTOR AND AGENCY PERCENTAGE 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.

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/RFP Instructions/5.3%20Terms%20and%20Conditions.pdf](https://procure.ohio.gov/Zip/RFP%20Instructions/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 amended, 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.

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

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.

7.0

SUPPLEMENTS

BUSINESS ASSOCIATE AGREEMENT

[Click Here to View the Business Associate Agreement](#)

7.1

[State Employee Health Benefit Fund , Financial Statements](#)