

REQUEST FOR PROPOSAL

RFP NUMBER: CSP907116
INDEX NUMBER: BOR002
UNSPSC CATEGORY: 86000000

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

TITLE: EVALUATION - CHANGE CAMPUS CULTURE INITIATIVE

OBJECTIVE: Consultative Services and Technical Assistance for Ohio Colleges and Universities in Implementation of Changing Campus Culture Best Practices.

RFP ISSUED: November 2, 2015
INQUIRY PERIOD BEGINS: November 2, 2015
INQUIRY PERIOD ENDS: November 13, 2015 at 8:00 AM
PROPOSAL DUE DATE: November 23, 2015 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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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
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

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 Higher Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Evaluation – Changing Campus Culture Initiative. 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 November 30, 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 two (2) 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 A single act of sexual violence is one too many. Ohio seeks to strengthen its ability to better respond to, and ultimately prevent, sexual assault on the State's college campuses. Numerous studies provide evidence that many survivors of sexual violence do not have faith in institutional processes, nor do they have a survivor-centered support system available to them. Despite the work colleges and universities have done to prevent their occurrence, over 100 sexual assaults were reported on Ohio's public campuses in 2013. Because of the tendency to underreport this type of crime, the actual number of assaults is likely higher. A number of national studies have revealed inconsistencies in how different colleges and universities investigate and respond to campus sexual violence on campus. An overview of Ohio institutions by the Ohio Department of Higher Education (ODHE) shows wide variances in campus policies and support systems.

1.4 SCOPE OF WORK The State of Ohio, under the leadership of Governor John R. Kasich, is committed to changing the culture on Ohio's public and private college campuses to better prevent and respond to sexual violence. Recently the Ohio Department of Higher Education released the [Changing Campus Culture](#) report, which asks campuses to adopt five key recommendations by the start of 2016-2017 school year. In order to support campuses in implementing these recommendations, ODAS is issuing this RFP, on behalf of the Department of Higher Education, for consultative services and technical assistance to be provided to colleges and universities in four core areas:

- Support Strategy A: Assist campuses in analyzing data collected from campus climate surveys and in developing goals and the next steps.
- Support Strategy B: Provide evidence-based training for campuses that is intended to help campuses prevent and/or better respond to sexual violence via four (4) regional workshops.
- Support Strategy C: Assist Ohio campuses in developing and/or reviewing their comprehensive response protocols towards campus sexual misconduct and/or training stakeholders on their response protocols in a way that protects both the rights of the survivor and the rights of the accused. Training to be conducted via four (4) regional workshops.
- Support Strategy D: Provide training on supporting survivors, including but not limited to a) confidential advisors b) trauma-informed reporting c) balancing survivor and accused needs during the adjudication process, via four (4) regional workshops.

DAS is seeking Request for Proposals (RFPs) from qualified offeror(s).

DAS will evaluate and award each initiative individually and independent of each other. Offeror(s) may apply for one, two, three, or all four of the initiatives. The State is seeking parties who can provide the needed capabilities to Ohio's college and university campuses, up to but not a guarantee of 87 college and universities:

A. Costs and Timeline

1. Respondents are to provide detailed cost estimates, as a part of their Cost Summary, related to the implementation of each of the initiatives the vendor(s) includes in its response and a total cost for the proposed program. Cost proposals shall be submitted in a separate, sealed envelope per the instructions to bid.
2. Timelines are to be submitted in bar chart form such as the GANTT format for each initiative.

B. Deliverables

1. Support Strategy A: By the start of the 2016-2017 school year assist up to 87 campuses in analyzing data collected from campus climate surveys and in developing next steps.
 - a) Port information from campuses' own data collection systems (i.e. SurveyMonkeyPro) into a statistical analysis system (i.e. SPSS) system.
 - b) Analyze campus climate data using a statistical analysis system (i.e. SPSS) and provide a report.
 - c) Provide up to eight hours of in-person or phone consulting to support campuses in using the data to:
 1. Establish campus goals
 2. Develop appropriate next steps

The contractor should have experience or expertise with data analysis, higher education institutions, and campus climate surveys; access to SPSS or other statistical software; quality of analysis to be provided; quality/robustness of consulting support; capacity to provide support for up to 87 institutions by fall 2016.

2. Support Strategy B: Via four (4) regional workshops, provide evidence-based training for campus stakeholders that will help campuses prevent and/or better respond to sexual violence. There is a preference for "train the trainer" programs, and, for student-facing training, a preference for training that Ohio institutions can integrate into student orientation. Training programs can be, but are not limited to: bystander prevention, self-protection, trauma-informed training, and best practices in operating the campus adjudication process.
 - a) Provide informational/marketing materials that can be sent to campuses at least two months prior to workshop.
 - b) Prepare a clear agenda, timeline, and curriculum for the workshop.
 - c) Provide any necessary pre-work for participants.
 - d) Provide skilled trainers to facilitate the workshop; each workshop may serve up to 100 individuals from campuses.
 - e) Facilitate the workshop, including collecting survey feedback.
 - f) Provide campuses with an assessment tool they may use to measure effectiveness of training on campus.
 - g) Be available for technical assistance, via phone and email, to campuses from January 2016-November 2016. Technical assistance may include, but is not limited to: consultation via phone, review of materials, etc.

The type of training to be provided is relevant & appropriate for the intended audience; evidence basis for training; data/outcomes associated with previous trainings, strong agenda & curricular materials; staffing plan & quality of staff for training; quality of assessment tool; ability to meet the needs of diverse campuses (in geography, size, student population, etc.).

3. Support Strategy C: Via four (4) regional workshops assist up to 87 Ohio campuses in developing and/or reviewing their comprehensive response protocols towards campus sexual misconduct and/or training stakeholders on their response protocols in a way that protects both the rights of the survivor and the rights of the accused.
 - a) Develop and disseminate (to all Ohio Campuses) a template that can be used in building a campus sexual misconduct protocol. Template should incorporate recommendations from the Changing Campus Culture.
 - b) Develop and disseminate (to all Ohio campuses) a toolkit of case studies and scenarios that campuses can use with a variety of stakeholders (i.e., staff in Title IX, judicial affairs, security, student wellness, diversity center, international affairs, campus ministry, counseling center; faculty; students; community members such as law enforcement and advocacy groups) to practice implementation of their response protocol.
 - c) Provide informational/marketing materials that can be sent to campuses at least two months prior to workshop.
 - d) Prepare a clear agenda, timeline, and curriculum for the workshop. Workshop must cover the following, at minimum: a) basic elements of the model protocol b) strategies for facilitating meetings on campuses with stakeholders c) strategies for integrating stakeholder input into the model protocol d) practice with the case-study exercises and scenarios that attendees can use on their own campuses to practice implementation of new/revised campus protocol and ensure consistency of response. As much as possible, the planned workshop should model what campus staff will perform on their own campus.
 - e) Provide any pre-work for participants.
 - f) Provide skilled trainers to facilitate the workshop; each workshop may serve up to 80 individuals from campuses.
 - g) Facilitate the workshop, including collecting survey feedback.
 - h) Provide campuses with the following model protocol(s) they can adapt for their campus.
 - i) Be available for technical assistance, via phone, to campuses from January 2016-November 2016. Technical assistance may include review of two (2) drafts of a campus' revised protocol.

The Contractor should have expertise with campus response protocols; capacity & plan to serve up to 87 institutions; plan for stakeholder meetings; plan for technical assistance.

4. Support Strategy D: Via four (4) regional workshops, provide training on survivor-centered response strategies for Ohio's campuses. Training must include (but should not be limited to) a) confidential advisors, including the interaction between confidential advisors & State and federal law, b) trauma-informed reporting c) balancing survivor and accused needs during the adjudication process. Facilitations will include hands-on training in the form of case-studies, table-top exercises, and group role-playing.
 - a) Provide informational/marketing materials that can be sent to campuses at least two months prior to workshop.
 - b) Prepare a clear agenda, timeline, and curriculum for the workshop.
 - c) Provide any necessary pre-work for participants.
 - d) Provide skilled trainers to facilitate the workshop; each workshop may serve up to 80 individuals from campuses.
 - e) Facilitate the workshop, including collecting survey feedback.
 - f) Provide a toolkit of resources related to confidential advisors.
 - g) Be available for technical assistance, via the phone, to campuses from January 2016-November 2016.

The type of training to be provided & appropriateness for the intended audience; evidence base for training; data/outcomes associated with previous trainings; strong agenda & curricular materials; staffing plan & quality of staff for training; quality of assessment tool; ability to meet the needs of diverse campuses (in geography, size, student population, etc.).

C. Reporting

1. The Contractor(s) will be required to submit a monthly report, through November 2016, following the approved application timeline. The report will include a list of activities and outcomes, status of work in the four strategies and planned activities/outcomes anticipated in the following month. Subsequent to the award the agency and the contractor(s) will determine the final format of the report.
2. Contractor(s) must participate in a weekly phone call conversation, through November 2016, to provide status updates to the Ohio Department of Higher Education. The weekly phone calls will be scheduled at a mutually agreeable time.

- 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.
- 1.7 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 CSP9007116 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.
- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and seven (7) copies for a total of eight (8) 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

Mandatory Requirements
Not Applicable

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	325 Points per strategy
Proposal Cost	125 Points per strategy
Total	450 Points per strategy

Note: DAS will evaluate and award each initiative individually and independent of each other. Offeror(s) may apply for one, two, three, or all four of the initiatives. The State is seeking parties who can provide the needed capabilities to Ohio's college and university campuses, up to but not a guarantee of 87 college and universities.

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

SUPPORT STRATEGY A: DATA ANALYSIS

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile Complete Form 5.2.3			
1. Company history, number of years of relevant experience, number of employees, financial stability.	2		
2. Expertise and demonstrable experience in data analysis collections from surveys.	2		
Offeror Prior Projects Offeror shall complete Form 5.2.4 for each project given			
1. The Offeror demonstrates at least two (2) examples of experience with data analysis collections from surveys with higher education institutions, including access to SPSS or other statistical software, within the past four (4) years.	5		
2. Describe relevant experience providing quality/robust consulting support and data analysis services to public and private colleges.	5		
Staffing Plan			
1. Staff Qualifications, expertise and demonstrates similar type data analysis services for higher education prior projects. Complete Form 5.2.5 for key personnel and include resumes of key personnel.	2		
2. Formal Education with related degrees Complete Form 5.2.6 for key personnel.	2		
3. Offeror shall identify the primary project manager with documented experience in data analysis from collections of surveys.	5		
4. Describe the structure and composition of the team to provide the requested services.	2		
Scope of Work (Work Plan)			
1. Describe Offerors recommended approach to complete the data analysis for each institution and the capacity to provide support for up to 87 institutions by fall 2016.	10		
2. Describe a detailed implementation plan and narrative of highlighting roles and responsibilities of team members to complete the work.	10		
3. Plan of Action for analyzing the data collected from campus climate surveys and imported the campuses own data collections systems in to a statistical analysis system.	10		
4. Demonstrates understanding of the Support Strategy A	5		
5. Timeline proposed for this deliverable.	5		

Total Technical Score: _____

SUPPORT STRATEGY B: EVIDENCE-BASED TRAINING

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile Complete Form 5.2.3			
1. Company history, number of years of relevant experience, number of employees, financial stability.	2		
2. Expertise and demonstrable experience in evidence based training.	2		
Offeror Prior Projects Offeror shall complete Form 5.2.4 for each project given			
1. The Offeror demonstrates at least two (2) examples of experience with evidence based training for the prevention and response to sexual violence with higher education institutions within the past four (4) years.	5		
2. Describe relevant experience providing evidence based training to public and private colleges and data/outcomes associated with previous trainings.	5		
Staffing Plan			
1. Staff Qualifications, expertise and demonstrates similar type evidence based training for higher education prior projects. Complete Form 5.2.5 for key personnel and include resumes of key personnel.	2		
2. Formal Education with related degrees Complete Form 5.2.6 for key personnel.	2		
3. Offeror shall identify the primary project manager with documented experience in providing evidence based training for the prevention and response to sexual violence.	5		
4. Describe the structure and composition of the team to provide the requested services.	2		
Scope of Work (Work Plan)			
1. Describe a detailed implementation plan and narrative highlighting roles and responsibilities of team members to complete the work	10		
2. Plan of Action for implementing the evidence based relevant training at the regional workshops to meet the requirement of Support Strategy B.	10		
3. Supply how the research validates the effectiveness of the approach to the specific training being offered.	10		
4. Demonstrates understanding of Project and understanding of the Change Campus Culture.	5		
5. Timeline proposed for this deliverable.	5		

Total Technical Score: _____

SUPPORT STRATEGY C: COMPREHENSIVE RESPONSE PROTOCOLS

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile Complete Form 5.2.3			
1. Company history, number of years of relevant experience, number of employees, financial stability	2		
2. Expertise and demonstrable experience in developing comprehensive support response protocols.	2		
Offeror Prior Projects Offeror shall complete Form 5.2.4 for each project given			
1. The Offeror demonstrates at least two (2) examples of experience with developing and/or training on comprehensive support response protocols with higher education institutions within the past four (4) years.	5		
2. Describe relevant experience providing support on response protocols to public and private colleges.	5		
Staffing Plan			
1. Staff Qualifications, expertise and demonstrates similar type response protocols or training for higher education prior projects. Complete Form 5.2.5 for key personnel and include resumes of key personnel.	2		
2. Formal Education with related degrees Complete Form 5.2.6 for key personnel.	2		
3. Offeror shall identify the primary project manager with documented experience in developing and/or training campuses on response protocols for sexual violence victims.	5		
4. Describe the structure and composition of the team to provide the requested services.	2		
Scope of Work (Work Plan)			
1. Describe Offerors' experience in advising clients with Title IX and Clery Act compliance.	5		
2. Describe Offerors recommended approach to complete the development and training on response protocols at four regional workshops (for up to 87 institutions) and the capacity to provide technical assistance for up to 87 institutions by fall 2016.	5		
3. Describe a detailed implementation plan and narrative of highlighting roles and responsibilities of team members to complete the work.	10		
4. Plan of Action for developing response protocols and training on the response protocols, as needed to meet the requirements of Support Strategy C.	10		
5. Demonstrates understanding of Project and understanding of the Change Campus Culture report.	5		
6. Timeline proposed for this deliverable.	5		

Total Technical Score: _____

SUPPORT STRATEGY D: TRAINING ON SURVIVOR-CENTER RESPONSE STRATEGIES

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile Complete Form 5.2.3			
1. Company history, number of years of relevant experience, number of employees, financial stability.	2		
2. Expertise and demonstrable experience in developing and training on survivor centered response strategies.	2		
Offeror Prior Projects Offeror shall complete Form 5.2.4 for each project given			
1. The Offeror demonstrates at least two (2) examples of experience with evidence based training on survivor centered response strategies with higher education institutions within the past four (4) years	5		
2. Describe relevant experience providing evidence based survivor centered training to public and private colleges and data/outcomes associated with previous trainings.	5		
Staffing Plan			
1. Staff Qualifications, expertise and demonstrates similar survivor centered response training for higher education prior projects. Complete Form 5.2.5 for key personnel and include resumes of key personnel.	2		
2. Formal Education with related degrees Complete Form 5.2.6 for key personnel.	2		
3. Offeror shall identify the primary project manager with documented experience in providing evidence based training on survivor centered response training for sexual violence victims.	5		
4. Describe the structure and composition of the team to provide the requested services.	2		
Scope of Work (Work Plan)			
1. Describe Offerors' experience in advising clients with Title IX and Clery Act compliance.	5		
2. Describe Offerors recommended approach to develop and train the evidence based survivor centered response training at four regional workshops (for up to 87 institutions) and the capacity to provide technical assistance for up to 87 institutions by fall 2016.	5		
3. Describe a detailed implementation plan and narrative of highlighting roles and responsibilities of team members to complete the work.	10		
4. Plan of Action for implementing the evidence based survivor centered response training regional workshops, and the plan to meet the needs of a diverse campus, to meet the requirements of Support Strategy D.	10		
5. Demonstrates understanding of Project and understanding of the Change Campus Culture report.	5		
6. Timeline proposed for this deliverable.	5		

Total Technical Score: _____

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

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

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

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

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = Firm Fixed Price 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.

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 as firm, fixed price. 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**
Ohio Department of Higher Education
25 S. Front St.
Columbus, OH 43215

Evaluation – Change Campus Culture Initiative
CSP907116
UNSPSC CATEGORY CODE: 86000000
PROJECT BUDGET:
Support Strategy A: \$2,500 per campus
Support Strategy B: \$200,000
Support Strategy C: \$350,000
Support Strategy D: \$225,000
OFFEROR: _____

Description	Cost
Support Strategy A: Analyze data collected from campus climate surveys using statistical analysis systems and provide a report. Provide up to 8 hours of consulting support to campuses using the data received.	\$ Cost per campus *\$ Cost per additional hour of consulting
Support Strategy B: Provide evidence-based training for campus stakeholders, via 4 regional workshops in a “train the trainer” type program. To include providing survey feedback and technical assistance.	\$ Total Cost
Support Strategy C: Via four (4) regional workshops, assist Ohio campuses in developing and/or reviewing their comprehensive response protocols toward campus sexual misconduct and/or training stakeholders on their response protocols.	\$ Total Cost
Support Strategy D: Provide survivor-centered response program training for campus stakeholders, via 4 regional workshops in a “train the trainer” type program. To include, but not limited to a) confidential advisors, b) trauma-informed reporting c) balancing survivor and accused needs during the adjudications process training and provide survey feedback and technical assistance as needed.	\$ Total Cost

*This cost will not be used in the evaluation.
All costs must be in U.S. Dollars.

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.

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://www.obm.ohio.gov/
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.