



**REQUEST FOR PROPOSAL**

RFP Number: EDU 160086

The Ohio Department of Education, Office of Fiscal Services, is requesting Proposals for:

**State Diagnostic Review Team**

**OBJECTIVE:** The Ohio School Improvement Diagnostic Review process is designed to help districts and schools improve student performance by analyzing their current practices against effective scientifically research-based practices, identifying areas of strength and areas needing improvement. This diagnostic process relies on skilled reviewers external to the school district or school as well as standardized protocols for data collection and analysis. The onsite review process includes a tour of the school building and/or school district central office, classroom observations, interviews with select individuals or groups, document reviews, completion of a diagnostic profile, and analysis of data to determine positive aspects and opportunities for improvements in school district/school systems. The focus of the review process is on the educational system and is not an evaluation of individual teachers or administrators.

RFP ISSUED:	December 17, 2015
INQUIRY PERIOD BEGINS:	December 17, 2015
INQUIRY PERIOD ENDS:	January 03, 2016 at 8:00 AM
PROPOSAL DUE DATE:	January 08, 2016 at 1:00 PM
PROPOSAL OPEN DATE:	January 12, 2016
PROPOSAL AWARD DATE:	January 15, 2016

Offeror must submit both a “Technical Proposal” and a “Cost Proposal” as part of its Proposal package. These are two separate components which shall be submitted in separate email attachments, clearly identified in the file name 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 the Technical Proposal.

Submit Proposals to:

[BidSubmission@education.ohio.gov](mailto:BidSubmission@education.ohio.gov)  
 Subject: RFP Number EDU160086

**Note:** Please review the [Proposal Instructions](#) on our website.

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

<p><b>Offeror Name and Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>Email Address: _____</p> <p>Phone Number: (    ) _____ - _____ Ext. _____</p>	<p><b>Name/Title:</b></p> <hr/> <hr/> <p>Signature:</p> <hr/> <p>By submitting a response to the 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.</p>
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Insert additional supplements with section number

	<u>RFP Glossary of Terms</u>
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
ODE:	Ohio Department of Education
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
SIDR:	School Improvement Diagnostic Review
OTES:	Ohio Teacher Evaluation System

## 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 Ohio Department of Education, Office of Fiscal Services is soliciting competitive sealed proposals (Proposals) for State Diagnostic Review Team. If a suitable offer is made in response to this RFP, the Ohio Department of Education 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 Department 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 (1) for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 Contract Period Once awarded, the term of the Contract will be from the award date through June 30, 2016. The Department may solely renew all or part of this Contract for a period of one (1) month and subject to the satisfactory performance of the Contractor and the needs of the Department. Any other renewals will be by mutual agreement between the Contractor and Department 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 Under the Elementary and Secondary Education Act (ESEA) Flexibility Waiver, the Ohio Department of Education outlined the support and technical assistance that will be provided to districts and schools to improve student achievement and outcomes. To fulfill that responsibility, the Ohio Department of Education (ODE) has described a district/school improvement process that relies on both quantitative and qualitative data to guide school districts and schools in making critical decisions for improvement. The first step of the improvement process is to perform on-site district/school diagnostic review which includes extensive observation, interviews and document review to inform the Ohio Department of Education (ODE) and other stakeholders about the degree of implementation of evidence-based practices and behaviors characteristic of high performing schools used in a particular school district/school. The results of these observations and interviews are analyzed for further dissemination (herein referred to as the "plan"). The Ohio Department of Education anticipates funding multiple awards. The project will begin upon final negotiations and approval of the contract and will end June 30, 2016 with renewal anticipated for FY 2017 contingent upon continued funding. State Diagnostic Review Team Contractors receive the following training: • The research base which supports the diagnostic process; • Observation and interview skills focusing on the reliability of results across reviewers; • Use of diagnostic tools and protocols provided by ODE to facilitate school district/school on-site diagnostic reviews; • Technical assistance with regards to the Ohio Improvement Process (OIP) and the Decision Framework (DF); • Cultural Competency and Diversity; and • Preparation of Summary Reports for the school district/school, regional State Support Team and ODE.

1.4 Scope of Work The Department of Education is seeking resumes from qualified third-party applicants to provide support and technical assistance to school districts and schools not meeting their annual measurable objectives. In collaboration with ODE, the role of the State Diagnostic Support Review contractor is to conduct the following activities as requested upon executed contract through June 30, 2016: • Attend and actively participate in School Improvement Diagnostic Review Process initial training. Attend and actively participate in all other required trainings and debriefing sessions as determined by the Ohio Department of Education, Office of Improvement and Innovation. • Serve as Building Diagnostic Review Team Leader in specified buildings. Conduct building level review following the processes and protocols developed by the Ohio Department of Education, Office of Improvement and Innovation. Lead all team discussions and review all qualitative and quantitative data with the team prior to completion of the Building Profile. • Complete Building Diagnostic Review Summary Report. Lead writer for report. Lead the team discussion on the data collected and the analysis of data resultant

from the Building Profile Report. May be required to facilitate the Debriefing Workshop by presenting the report to Building Leadership Team or other appropriate personnel, if indicated. • Attend and actively participate in specified building level planning meetings as directed by the Office of Improvement and Innovation when Building Team Leader. • Serve as Building Diagnostic Review Team Member. Prepare for building review by reading all materials received from the Office of Improvement and Innovation or Building Team Leader. Actively participate in data collection analysis throughout the building review following the processes and protocols with fidelity developed by the Ohio Department of Education, Office of Improvement and Innovation. Complete Building Profile. • Assist in completing the final Building Diagnostic Review Summary Report. Assist with the editing and in providing additional comments/guidance as required by the Building Team Leader. • Serve as District Diagnostic Review Team Leader in specified districts. May be required to facilitate the Pre-visit Preparation Presentation for the District Leadership Team or other appropriate personnel, if indicated. Lead all district interviews and team discussions and review all qualitative and quantitative with the team prior to completion of the District Profile. Oversee all building team activities. Lead writer for District Diagnostic Review Summary Report using district profile data and completed Building Diagnostic Summary Reports. May be required to facilitate the Debriefing Workshop by presenting the report to the District Leadership Team or other appropriate personnel, if indicated. • Serve as a District Diagnostic Review Team member. Prepare for district review by reviewing all materials received from District Team Leader. Actively participate in data collection and analysis throughout the district review following the processes and protocols developed by the Ohio Department of Education, Office of Improvement and Innovation. Complete District Profile. • Assist in completing the final District Diagnostic Review Summary Report. Assist with the editing and in providing additional comments/guidance as required by the District Team Leader. • Serve as a District Support for the School Improvement Diagnostic Review Self-Assessment. Provide training for the process. Give guidance on selecting personnel for roles within the process. Guide district through each step of the process, protocol, activities, data input and disaggregation of final results. Follow-up as designated by the Office of Improvement and Innovation. • Provide technical support and guidance to developing a more focused DIP-SIP using the Diagnostic Summary Reports with the Debriefing Workshop process. Maintain ongoing communications with the State System of Support, Transformation Specialist, district central office and school personnel and the Ohio Department of Education in school improvement.

- 1.5 Confidential, Proprietary or Trade Secret Information The Department 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 the Department in response to this RFP become records of the Department 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 the law.

Unless specifically requested by the Department, an Offeror should not voluntarily provide to the Department 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 the Department will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

- 1.6 Registry of Offerors The Department will prepare of registry of Proposals containing the name and address of each Offeror. The registry will be on the Ohio Department of Education, Office of Fiscal Services website and opened for public inspection after the Proposals are received.
- 1.7 Instructions Link to website for Instructions is available in Section 5.1.

1.8 Required Review Offerors shall carefully review the entire RFP and all the referenced web links. Offerors shall promptly notify the Department 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.

1.9 Proposal Submission Requirements Offeror must submit one (1) original, completed, and signed in blue ink copy in PDF format.

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 Department evaluation process. The Offeror’s response must be clearly labeled “Mandatory Requirements” and collectively contained in the Offeror’s proposal in the “Offeror Required Information and Certification” section.

2.2 Table 1 – Mandatory Proposal Requirements

<b>Mandatory Requirements</b>	<b>Accept</b>	<b>Reject</b>
Bachelor’s degree in education related studies		
1 years teaching or other educationally related work experience		
1 years administrative or supervisory		
In business for at least 1 year		
Insert requirement - if applicable		

Although prior experience is not required, consideration is given to prospective contractors with prior experience as State Diagnostic Team members. Create a resume that reflects applicant’s capacity to fulfill project deliverables. Use the qualities below as criteria.

Applicants must also demonstrate:

- An understanding of evaluation processes for programs and implemented practices. Include successful completion of OTES training. Contractor must present certificate prior to the first assigned, on-site review. Completing the credentialing process after OTES training is NOT required. Date on training may be for the year of 2013 to 2015.
- An understanding of federal and state law applicable to the education of students;
- An understanding of how schools operate; an understanding of Ohio’s academic content standards and the implications for and benefits of standards-based instruction;
- Familiarity with data analysis and reporting;
- An understanding of cultural competency and diversity, including race, ethnicity and socio-economic
- An understanding of opportunities and challenges in urban, rural and suburban schools;
- Hardware and software available to manipulate currently available data and to collect any additional data needed to prepare for and complete on-site reviews and resulting reports;
- An ability to work individually and as part of a team; and
- Identification of individuals and their contact information with knowledge of the potential employee’s skills, and track record in relation to the work described. (Minimum of three).

If the Department does not receive any Proposals meeting all of the mandatory requirements, the Department may elect to cancel this RFP.

2.3 Proposal Evaluation Criteria If the Offeror provides sufficient information to the Department 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, the Department 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 Table 2 – Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from the Office of Fiscal Services, Program Office, and potentially a subject matter expert or an independent consultant.

2.4 Table 2 – Scoring Breakdown

<b>Criteria</b>	<b>Maximum Allowable Points</b>
Proposal Technical Requirements	55 points
Proposal Cost	25 points
Presentations, Interviews, Demonstrations	15 points
<u>Total</u>	100 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	Weak	Weak to Meets	Meets	Meets to strong	Strong
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points

The Department 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 points): Response does not comply substantially with requirements or is not provided.

**Weak** (1 point): Response was poor in relation to the objectives.

**Weak to Meets** (2 points): Response indicates the objectives will not be completely met or at a level that will be below average.

**Meets** (3 points): Response generally meets the objectives (or expectations).

**Meets to Strong** (4 points): Response indicates the objectives will be exceeded.

**Strong** (5 points): 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

<b>Criterion</b>	<b>Weight</b>	<b>Rating (0-5)</b>	<b>Extended Score</b>
<b>Offeror Profile</b>			
1. Five years or more teaching experience	None		
2. Three years or more administrative or supervisory experience	2		
3. Prior experience as a State Diagnostic Team member with SIDR	2		
4. Understanding of current OTES evaluation system (OTES certified Most points)	None		
5. Understanding of state and federal education laws	None		
6. Understanding of Standards-based instruction	None		
7. Familiar with educational data analysis and reports	None		
8. Understanding of cultural competency and diversity	None		
9. Understand the challenges in rural, urban and suburban schools	None		
10. Able to manipulate computer hardware and software for use in the field	None		
11. Able to work in teams	None		
12. Other related experiences	None		

Total Technical Score: \_\_\_\_\_

<b>Criterion</b>	<b>Weight</b>	<b>Rating (0-5)</b>	<b>Extended Score</b>
<b>Presentations, Interviews, Demonstrations</b>			
1. Oral Presentation			

Total Presentation Score: \_\_\_\_\_

In this RFP, the Department 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 Department in relation to the other Proposals that the Department received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within the Department’s 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, the Department may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. The Department may reconsider the excessiveness of any Proposal’s cost at any time in the evaluation process.

- 2.6 Cost Proposal Points The Department will use the information the Offeror gives on the Cost Summary form to calculate Cost Proposal points. The Department 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) × 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 the 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; Offeror Y has proposed a cost of \$110; and Offeror Z has proposed a cost of \$120. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100 (Offeror X's cost) divided by \$110 (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 divided by \$120 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

- 2.7 Final Stages of Evaluation The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ + MBE Set-Aside Score: \_\_\_\_\_  
= Total Score: \_\_\_\_\_

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

- 2.8 Rejection of Proposals The Department may reject any Proposal that is not in the required format, does not address all the requirements of the RFP, or that the Department believes is excessive in price or otherwise not in the interest of the Department to consider or to accept. In addition, the Department 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 (as a separate PDF File). 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 the Ohio Department of Education, Office of Fiscal 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 Department approves the receipt of the product(s)/services and continued completion of all deliverables. All costs must be in U.S. dollars.

- 3.3 Reimbursable Expenses There will be no additional reimbursement for travel or other related expenses. The Department will not be responsible for any costs not identified in the Cost Proposal.

- 3.4 Bill to Address

Ohio Department of Education  
 Office of Improvement and Innovation  
 Attn: Jo Hanna Ward  
 25 South Front Street  
 Columbus, OH 43215

Enter additional requirements, if any

EDU 160086

3.5 Offeror: \_\_\_\_\_

Description	Cost
	\$
	\$
	\$
	\$

All costs must be in U.S. dollars.

All Offeror's 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 PDF saved as "Cost Proposal - RFP Number and Due Date".

4.0 Award of the Contract

4.1 Contract Award The Department intends to award the Contract based on the schedule in the RFP, if the Department decides the Work is in the best interests of the Department and has not changed the award date.

The Department expects the Contractor to commence the Work upon receipt of a state issued purchase order. If the Department awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, the Department reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonable 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.

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 Department
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 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, and Experience](#)
- 5.2.7 [Offeror Performance Form](#)
- 5.2.8 [Contractor/Subcontractor Affirmation and Disclosure](#)
- 5.2.9 [Independent Contractor/Worker Acknowledgment](#)

#### 5.3 Terms and Conditions

- 5.3.1 Agency and Vendor Administration
- 5.3.2 Services, Disclosure of Location of Services and Data
- 5.3.3 Effective Date
- 5.3.4 Contract Renewal
- 5.3.5 Termination, Suspension, Reduction of Scope of Work & Remedies
- 5.3.6 Compensation
- 5.3.7 Invoice, Payment & Other Provisions
- 5.3.8 Unresolved Findings for Recovery
- 5.3.9 Suspensions and Debarments
- 5.3.10 Discrimination and Affirmative Action Plan
- 5.3.11 Purchase, Use or Transfer of Illegal Substances
- 5.3.12 Contractor Relationship to Agency
- 5.3.13 Worker's Compensation Coverage
- 5.3.14 Independent Enterprise
- 5.3.15 Ohio Ethics Law
- 5.3.16 Expenditure of Public Funds for Offshore Services: Requirements, Termination, Sanction, Damages
- 5.3.17 Assignment of Rights
- 5.3.18 Applicable Laws

#### 5.4 Additional Resources

EOD Reporting

<http://eodreporting.oit.ohio.gov/searchEODreporting.aspx>

Office of Budget and Management	<a href="http://obm.ohio.gov/landingpages/vendor/default.aspx">http://obm.ohio.gov/landingpages/vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/home.aspx">http://www.ohiosharedservices.ohio.gov/home.aspx</a>
Ohio Business Gateway	<a href="http://business.ohio.gov">http://business.ohio.gov</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>
ODE Vendor Opportunities	<a href="http://education.ohio.gov/about/vendors">http://education.ohio.gov/about/vendors</a>

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 Ohio Department of Education, Office of Fiscal 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 website links. Note critical items such as: Mandatory Requirements; goods or services required; submittal date and time; 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 online 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 5.1.2, Proposal Format & Documentation Required.
- 6.4\_\_\_\_\_ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, 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 Department 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 Department. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6\_\_\_\_\_ Check the State’s website for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posed on the Web.
- 6.7\_\_\_\_\_ The following document may be submitted with the Proposal or within five (5) business days of request from the Office of Fiscal Services: Affirmative Action. 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 [supplier@ohio.gov](mailto:supplier@ohio.gov). See Section 5.4, Additional Resources.
- 6.9\_\_\_\_\_ Review and read the RFP document again to ensure you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response must be identical and complete. The response will be 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 email subject is labeled with the RFP Number and Due Date and contains both the Technical Proposal and Cost Proposal. Do not combine the Cost Proposal and Technical Proposal into a single PDF file.