



REQUEST FOR PROPOSAL

RFP NUMBER: CSP907416
INDEX NUMBER: DOH120
UNSPSC CATEGORY: 93140000

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

ACTIVE LIVING PROGRAM SERVICES

OBJECTIVE: The Ohio Department of Health seeks a successful Offeror to perform professional services to increase the number of Ohioans who have access to safe and available physical activity opportunities. This project will support two (2) chronic disease prevention programs within the ODH Bureau of Health Promotion, Creating Healthy Communities (CHC) and Communities Preventing Chronic Disease (CPCD). The CHC program funds twenty-three (23) counties to address active living, healthy eating and tobacco exposure primary prevention strategies. The CPCD program funds six (6) counties to prevent and reduce chronic disease through environmental and systems approaches complimenting clinical community linkages strategies. This Work will support both local and state efforts for expertise in active living strategies.

RFP ISSUED:	December 7, 2015
INQUIRY PERIOD BEGINS:	December 7, 2015
INQUIRY PERIOD ENDS:	December 28, 2015 at 8:00 AM
PROPOSAL DUE DATE:	January 6, 2016 by 1:00 PM

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

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____ Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
CHC:	Creating Healthy Communities
Contractor:	Vendor after Award
CPCD:	Communities Preventing Chronic Disease
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
ODH:	Ohio Department of Health
ODOT:	Ohio Department of Transportation
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
US DOT:	United States Department of Transportation

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 Health (the Agency), is soliciting competitive sealed proposals (Proposals) for Active Living Program Services. 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 September 29, 2018. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed one (1) year 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 Increasing opportunities for physical activity in communities across Ohio is a priority for the Ohio Department of Health, Office of Health Improvement and Wellness, Bureau of Health Promotion. It is also prioritized through Ohio's Plan to Prevent and Reduce Chronic Disease 2014-2018 and the Ohio Department of Health's State Health Improvement Plan. Included strategies for increasing physical activity include implementing Complete Streets policies, shared use agreements, active transportation, bike and pedestrian infrastructure and master transportation plans that prioritize walking and biking. Complete Streets can promote walking and bicycling by providing safer places to achieve physical activity through transportation. One study found that 43% of people reporting a place to walk were significantly more likely to meet current recommendations for regular physical activity than were those reporting no place to walk (Powell, Martin, Chowdhury, 2003). (US DOT)

Active transportation, either by walking or bicycling, to neighborhood amenities has been associated with lower levels of obesity and increased levels of fitness (Boone-Heinonen, et. al., 2009). In fact, research has shown that active transportation is associated with lower levels of self-reported obesity and diabetes in all 50 states and 47 of the 50 largest U.S. cities (Pucher, Buehler, Bassett, Dannenberg, 2010).

Recent case studies from across the nation demonstrate that health considerations can be meaningfully integrated into the transportation planning process (Federal Highway Administration and Volpe Center, 2012; American Public Health Association 2012; FHWA and Volpe Center, 2014) (US DOT) Land use planning that encourages active transportation can provide various benefits, including increased physical activity, decreased air and noise pollution, and increased access to goods and services that support public health (US DOT).

Research has shown that people who have parks or recreational facilities nearby exercise 38% more than those who do not have easy access (Active Living Research, 2008). Shared or Open Use agreements help open existing facilities for community organizations and members to be physically active.

This project will support two (2) chronic disease prevention programs within the ODH Bureau of Health Promotion, Creating Healthy Communities (CHC) and Communities Preventing Chronic Disease (CPCD). The CHC program funds 23 counties to address active living, healthy eating and tobacco exposure primary prevention strategies. See link to map of selected counties in section 5.4 The CPCD program funds six (6) counties to prevent and reduce chronic disease through environmental and systems approaches complimenting clinical community linkages strategies. The CPCD funded counties are Athens, Washington, Summit, Lorain, Montgomery and Richland. This Work will support both local and state efforts for expertise in active living strategies. Both the CHC and CPCD grants have full-time staff working at the local level through the health department for prevention and reduction of chronic disease.

- 1.4 SCOPE OF WORK ODH will work with the awarded Contractor specializing in active transportation planning, Complete Streets, shared use, and multi-sector facilitation to provide support for active living strategies throughout the duration of this contract.

1.4.1 Tasks. The successful Offeror will perform professional services that increase the number of Ohioans who have access to safe and available physical activity opportunities. The successful Offeror shall perform all of the following duties in consultation with, and with the approval of the CHC State Staff:

- A. Facilitate local dialogues in the six (6) CPCD counties between cities, counties, engineers, transportation, planning, health, education, parks and rec, and other partners to assist in implementation of master transportation plans and Complete Streets policies. (Year 1-2)
- B. Assist CPCD counties in developing town hall meetings regarding policy and planning changes as requested. (Year 1-2)
- C. Organize and host one (1) active commute webinar for human resource professionals. (Year 1)
- D. Conduct a total of five (5) regional Complete Streets full-day workshops. Regions will be identified as deemed appropriate by contractor and ODH based on county surveys. The awarded Contractor is responsible for providing the location for workshops. Workshops should accommodate approximately 30 people and should be done geographically dispersed around the state. Contractor will set up logistics such as identifying and securing facilities for the workshops.(Year 1)
- E. Consult with ODH and the Ohio Department of Transportation (ODOT) on a statewide walkability action plan and communication of plan. (Year 1-3)
- F. Consult with CPCD and CHC counties in identification of and assistance with leveraging bike and pedestrian infrastructure funding. Resources may include hosting a webinar, developing factsheets and a funding matrix and providing individual technical assistance. (Year 1-3)
- G. Complete a national school siting scan of policies, practices and outcomes. (Year 1)
- H. Based on results from school siting scan, develop educational resources for various audiences on the importance of healthy school siting (businesses, community, school boards, etc.). (Year 2)
- I. Develop and implement a statewide educational outreach campaign on shared use benefits to three (3) audiences- school boards, hospitals and faith-based institutions. This may include presentations at board/staff meetings or/and conferences, development of factsheets and web materials, and brief videos highlighting benefits of shared use for each sector. (Year 1-3)
- J. Provide email, phone, and/or in-person technical assistance to CHC and CPCD sub grantees on shared use, Complete Streets, bike/pedestrian plans, and active commute support, conduct in person sites visits as needed, and contract management. (Year 1-3)
- K. Provide recommendations on collaboration and opportunities for integration of health into the architecture field. For example, including health recommendations into the Ohio Facilities Construction Manual for state agencies remodel/renovation/rebuild. (Year 3)
- L. Develop Active Living success story booklet based on specific, listed deliverables in the CHC/CPCD communities. (Year 3)

1.4.2 Deliverables. The successful Offeror shall provide the following deliverables:

- A. Provide cross-sector attendee list and post-dialogue recommendations on local work plans regarding active living strategies, may include: actions steps, partners, evaluation, timeline, etc. (Year 1-2)
- B. Provide agendas, cross-sector attendee list, and drafts discussed at requested town-hall meetings. Develop short synopsis of town hall meeting and outcomes. (Year 1-2)
- C. Provide list of attendees and continuing education credits received for Active Commute Webinar. Create one story showing successful development of an active commute worksite PSE change. (Year 1)
- D. Provide list of cross-sector attendees, presentation, agenda, handouts/resources, policy examples, and an evaluation of Complete Streets workshops that demonstrate interest in policy development or implementation of complete streets. (Year 1)
 - 1. Create one story showing successful development or implementation of complete streets policy in a CHC/CPCD community.
 - 2. Create one story showing successful development of a bike/ped master plan in a CHC/CPCD community.
- E. Provide summary of what other states are doing to support walkability and provide recommendations to Ohio walkability team and action plan. (Year 1-3)
- F. Development of factsheets, webinar presentation, funding matrix. Demonstrate that locals have increased knowledge of funding opportunities and confidence in the ability for their community to apply for funding related to bike/ped/active living strategies and infrastructure. Provide list of communities and funds leveraged during contract period. Create one story showing successful leveraged funding to support active living in a CHC or CPCD community. (Year 1-3)
- G. Provide summary report on school siting policies, practice, and outcomes from around the county. (Year 1)
- H. Demonstrate cross-sector reach on identified audience regarding healthy school siting practices. (Year 2)
- I. Demonstrate increased knowledge by school boards, hospitals, and faith-based institutions on the benefits of open/shared use and interest in establishing an agreement. Create one story showing successful development of an open/shared use agreement to support active living in a CHC or CPCD community. (Year 1-3)

- J. Provide bi-weekly updates on technical assistance provided to locals on active living strategies (Might include TA on partnerships, action steps, evaluation of strategies, etc.) Provide FAQ document and update monthly so that local TA can be shared widely with CHC/CPCD communities. (Year 1-3)
- K. Provide summary recommendations. (Year 3)
- L. Provide print and digital success story booklet and disseminate nationally. (Year 3)

- 1.4.3 Offeror Requirements. Offeror shall have five (5) years of experience in active transportation support for a diverse set of communities including rural and urban geographies. Specifically, contractor shall have extensive knowledge of complete streets policy development and implementation, the creation of active transportation master plans, shared/open use agreements, school siting, and excellent facilitation skills.

Offeror shall have the ability to communicate with a wide variety of sectors including transportation, health, government, and education both in-person, over the phone, and through remote presentations. In addition, contractor shall have subject matter expertise to provide local and state technical assistance and training.

It is preferable that the Offeror have a national network of experts to utilize best practices and proven outcomes. Expertise in the following topical areas is also preferred:

- A. Active transportation
- B. Complete Streets
- C. Shared use
- D. School siting
- E. Public health and physical activity linkages
- F. Rural expertise
- G. Community planning/land use related to active transportation/physical activity
- H. Transportation finance
- I. Equity and the built environment, especially related to active transportation
- J. Federal transportation funding
- K. Personal safety/violence prevention
- L. Legal obstacles/liability
- M. Bicycle parking
- N. School district policies
- O. Transit access, station siting and service
- P. Bike friendly businesses
- Q. Education and encouragement program development
- R. Walkability
- S. Active Commute

- 1.4.4 Work Plan. Offeror shall give a detailed description on how it perform the Tasks listed above in section 1.4.1.

Offeror shall also document how it meets the Offeror Requirements in section 1.4.3, including the national network of experts and the areas of expertise. In addition, Offeror's Work Plan shall include the following:

- A. A timeline for all activities.
- B. A discussion of any anticipated difficulties and proposed solutions for the difficulties.
- C. A communication plan for reaching a diverse variety of stakeholders.

- 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 CSP907416 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 three (3) copies for a total of four (4) Proposal packages.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS Not applicable for this project.

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 1 - Scoring Breakdown.

2.3 TABLE 1 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	850 Points
Proposal Cost	350 Points
Total	1225 Points

2.4 SCORE RATINGS The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 2 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete Form 5.2.3).	15		
2. Offeror shall be individuals, agencies or organizations with at least five (5) years of demonstrated experience and expertise in the promotion and implementation of active transportation.	10		
Offeror Prior Projects			
1. Document a minimum of three (3) previous projects implementing similar public health programs and working with similar resource levels, programs, and at least two (2) of these projects must have focused on environmental approaches that promote health and reinforce healthful behavior. Complete Form 5.2.4 for each project.	10		
2. Offeror shall show evidence of past effective campaigns which have promoted walking and biking. Preferable to have demonstrated experience working with local health departments. Provide sample reports or performance measure outcome reports for previous project(s) to demonstrate quality and professionalism.	10		
3. Offeror shall demonstrate experience in the development and management of past local and state workshops.	5		
4. Offeror should have demonstrated experience on development and maintenance of a statewide coalition.	5		
Staffing Plan			
1. The Offeror must submit Forms 5.2.5 and 5.2.6 for proposed Project Manager and any other key personnel to include candidate's education, training, qualifications and proposed work assignment. Offeror shall detail candidate's relevant experience related to the requirements of this project. Project Manager must have managed a similar project.	10		
2. Number of total employees and number of employees to be dedicated to this project.	5		
Scope of Work. Offeror's Work plan shall include, at a minimum, a detailed description of how it will complete the following:			
1. Facilitate dialogues in the six (6) CPCD counties	5		
2. Assist CPCD counties in developing town hall meetings regarding policy and planning changes	5		
3. Offer an active commute webinar. Proposed agenda for the webinar shall be submitted with Offeror's proposal.	10		
4. Plan and conduct regional Complete Street workshops. Proposal shall include proposed agenda.	10		
5. Consult with CPCD and CHC counties in identification of and assistance with leveraging bike and pedestrian infrastructure funding.	5		

Criterion	Weight	Rating (0 to 5)	Extended Score
6. Complete a national school siting scan of policies, practices and outcomes	5		
7. Develop educational resources for various audiences on the importance of healthy school siting	10		
8. Develop and implement a statewide educational outreach campaign on shared use benefits to three (3) audiences- school boards, hospitals and faith-based institutions.	10		
9. Provide email, phone, and/or in-person technical assistance to CHC and CPCD sub grantees	10		
10. Provide recommendations on collaboration and opportunities for integration of health into the architecture field	10		
11. Develop Active Living success story booklet based on specific, listed deliverables in the CHC/CPCD communities	10		
12. A discussion of any anticipated difficulties and proposed solutions for those difficulties.	5		
13. Communication plan.	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; 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" = Total Project Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

- 2.8 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 Total Project Cost. All costs for furnishing the services must be included in the Cost Proposal.

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

3.3 REIMBURSABLE EXPENSES 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
Accounts Payable
Ohio Department of Health
246 North High Street
Columbus, OH 43215

Active Living Services
CSP907416
UNSPSC CATEGORY CODE: 93140000

OFFEROR: _____

DELIVERABLE	COST			
	Description	Year 1	Year 2	Year 3
1. Provide cross-sector attendee list and post-dialogue recommendations on local work plans regarding active living strategies (may include: actions steps, partners, evaluation, timeline, etc.)				
2. Provide agendas, cross-sector attendee list, and drafts discussed at requested town-hall meetings. Develop short synopsis of town hall meeting and outcomes.				
3. Provide list of attendees and continuing education credits received for Active Commute Webinar. Create one story showing successful development of an active commute worksite PSE change.				
4. Provide list of cross-sector attendees, presentation, agenda, handouts/resources, policy examples, and an evaluation of Complete Streets workshops that demonstrate interest in policy development or implementation of complete streets. (Year 1) a. Create one story showing successful development or implementation of complete streets policy in a CHC/CPCD community. b. Create one story showing successful development of a bike/ped master plan in a CHC/CPCD community.				
5. Provide summary of what other states are doing to support walkability and provide recommendations to Ohio walkability team and action plan. (Year 1-3)				

DELIVERABLE	COST		
Description	Year 1	Year 2	Year 3
6. Development of factsheets, webinar presentation, funding matrix. Demonstrate that locals have increased knowledge of funding opportunities and confidence in the ability for their community to apply for funding related to bike/ped/active living strategies and infrastructure. Provide list of communities and funds leveraged during contract period. (Year 1-3) a. Create one story showing successful leveraged funding to support active living in a CHC or CPCD community.			
7. Provide summary report on school siting policies, practice, and outcomes from around the county. (Year 1)			
8. Demonstrate cross-sector reach on identified audience regarding healthy school siting practices. (Year 2)			
9. Demonstrate increased knowledge by school boards, hospitals, and faith-based institutions on the benefits of open/shared use and interest in establishing an agreement. (Year 1-3) a. Create one story showing successful development of an open/shared use agreement to support active living in a CHC or CPCD community.			
10. Provide bi-weekly updates on technical assistance provided to locals on active living strategies (Might include TA on partnerships, action steps, evaluation of strategies, etc.) (Year 1-3) a. Provide FAQ document updated monthly			
11. Provide summary recommendations. (Year 3)			
12. Provide print and digital success story booklet and disseminate nationally. (Year 3)			
Annual Cost			
Total Project Cost			

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as addended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

- 4.4 SPECIAL PROVISIONS Not applicable.

5.0 LINKS To be applicable to all Proposals and subsequent award(s), including sections named below.

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

- EOD Reporting <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>
- Office of Budget and Management <http://www.obm.ohio.gov/>
- Office of Procurement Services <http://procure.ohio.gov/proc/index.asp>
- Ohio Shared Services [Ohio Shared Services](#)
- Ohio Business Gateway <http://business.ohio.gov/>
- Ohio Secretary of State <http://www.sos.state.oh.us/SOS/Businesses.aspx>
- Creating Healthy Communities <http://www.healthy.ohio.gov/chc>
- CHC Community Commons <http://www.communitycommons.org/groups/creating-healthy-communities-ohio/>
- Smart School Siting documents <https://saferoutesoh.wordpress.com/school-siting/>
- Communities Preventing Chronic Disease (1422) <http://www.cdc.gov/chronicdisease/about/foa/2014foa/public-health-action.htm>
- Active Commute Webinar <https://www.dropbox.com/s/zkicfecym94wy0t/2015-09-29%202014.00%20Workplace%20Commute%20-%20Ohio%20Webinar.wmv?dl=0>

Shared Use Clearinghouse

<http://shareduse.saferoutespartnership.org/>

Creating Healthy Communities Projects 2015-2019 map

<http://www.healthy.ohio.gov/healthylife/createcomm/CHCMAP.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.