

REQUEST FOR PROPOSAL

RFP NUMBER: CSP906615
INDEX NUMBER: DOH003
UNSPSC CATEGORY: 81000000

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:

PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

OBJECTIVE: The objective of this Work is to conduct process and outcome data analysis using Ohio's PREP data and develop standardized reports for federal, state and regional purposes.

RFP ISSUED: January 29, 2015
INQUIRY PERIOD BEGINS: January 29, 2015
INQUIRY PERIOD ENDS: February 18, 2015 at 8:00 AM
PROPOSAL DUE DATE: February 25, 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
DYS:	Department of Youth Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
FYSB:	Family and Youth Service Bureau
HHS:	Health and Human Services
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
ODJFS:	Ohio Department of Job and Family Services
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
PREP:	Personal Responsibility Education Program
RFP:	Request for Proposal
SOS:	Secretary of State
STI:	Sexually Transmitted Infection
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 Health (the Agency), is soliciting competitive sealed proposals (Proposals) for Personal Responsibility Education Program (PREP). If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- 1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through December 31, 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 The Ohio Department of Health (ODH) is the designated lead agency for the state Personal Responsibility Education Program (PREP). In partnership with the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Youth Services (DYS), ODH proposes to reduce teen pregnancy and sexually transmitted infection (STI) rates for Ohio's youth residing in foster care and the juvenile justice systems by educating staff in those systems to become trainers in evidence-based pregnancy prevention programming.

Adolescents involved with child welfare and juvenile justice are vulnerable populations. Often disconnected from their families and communities, these youth too frequently experience lifelong economic and social hardships. While there is limited statewide data currently available about the sexual activity of these populations, it is generally assumed they are at high risk for both pregnancy and STIs, based on national trends. ODH has an opportunity to add to the essential body of data by utilizing the capacity of the PREP program.

Ohio has four (4) overall goals for this high risk target population:

1. Reduce the rates of teen pregnancy and sexually transmitted infections (including HIV/AIDS) in the target populations;
2. Increase the number of youth in the target populations who successfully transition to adulthood;
3. Increase the amount of standardized in-service training for child welfare and juvenile justice professionals to promote delivery of evidence-based, competence-based teen pregnancy and STI prevention; and
4. Increase the amount of standardized in-service adulthood preparation training of youth in the target population. Focus on three adulthood preparation topics of (1) healthy relationships, (2) financial literacy and (3) career building skills.

Based on the state population of adolescents in foster care and juvenile corrections, ODH has identified nine regions encompassing all 88 counties in the state. To ensure effectiveness and fidelity to the evidence-based educational program, ODH provides state level trainings to the nine regional sub-grantees. Using a train-the-trainer model, sub-grantees provide training to the front line staff (agency facilitators) in the regional foster care and juvenile justice systems. The frontline staff then educate the youth in their care on the selected programs.

The data analysis and reports provided by the awarded Contractor for the PREP program will be used to document the effectiveness of the program in meeting the goals established by the federal funder. All data collected is reported to multiple partners in addition to the Federal Government such as PREP partners (ODJFS and DYS), regional sub-grantees and public and private entities. The analysis of the data will help to show the effectiveness of the PREP program for high risk youth. This project will ensure that accurate information is provided for these purposes.

- 1.4 OBJECTIVE The objective of this Work is to conduct process and outcome data analysis using Ohio's PREP data and develop standardized reports for federal, state and regional purposes. All data collected and processed by the Contractor shall be the sole possession of the Ohio Department of Health and may not be utilized in any manner other than that authorized by ODH.
- 1.5 SCOPE OF WORK Contractor shall be responsible for accumulating data, as defined in the deliverables, either from ODH Ohio PREP or directly from sub-grantees or provider organizations, managing the data, analyzing the data according to guidelines defined by ODH Ohio PREP and presenting reports of the findings.

1.5.1 Contractor Responsibilities:

1. Contractor will work with ODH contract manager to review Ohio PREP program evaluation plan and reporting requirements (both at state and federal level) and make recommendations to improve the quality of the evaluation reporting.
2. Contractor will work in consultation with ODH contract manager and Ohio PREP sub-grantees to review the program data collection process, including a review of the scannable technology program, and perform modifications to reporting templates and other associated forms (i.e. pre- and post-tests, fidelity monitoring, and attendance logs) as needed to improve program monitoring.
3. Contractor will conduct data entry for the following items:
 - a. Student's Attendance Sheets
 - b. Pre and post test results of Train-the-Trainer sessions
 - c. Evaluations of Train-the-Trainer sessions
4. Contractor shall work with ODH, the sub-grantees and program participants to conduct evaluations, based upon the Contractor's analysis of the data provided by ODH/Ohio PREP. The data analysis will include the following and will be provided to ODH/Ohio PREP:
 - a. Descriptive, quantitative and qualitative analysis of data from youth pre/post-tests will be described at the state level and will be broken down by PREP region, county, gender, race, age, agency, instructor and system (juvenile justice or foster care).
 - b. Descriptive, quantitative and qualitative analysis of attendance and fidelity monitoring data broken down by the state and PREP regional level and by county, gender, race, age, agency, instructor and system (juvenile justice or foster care).
 - c. Quantitative and qualitative description of instructor training method and outcomes, including but not limited to: number of classes taught, frequency and duration of curriculum presentations, completion of fidelity monitoring sheets, and youth completion rates by state, Ohio PREP region, agency, agency facilitator, system (juvenile justice or foster care).
5. The Contractor shall determine the level of significant changes within the program at the regional and state levels. These significant changes are the results that can be attributed to a specific cause.
6. Contractor shall provide monthly, quarterly and semiannual reports to ODH contract manager that summarize program data from each Ohio PREP region and also for the state as a whole. The data will be collected by ODH via scannable technology and provided to the Contractor or provided to the Contractor in paper format to be documented in spread sheets or other similar tools.

Components of the reports shall include these performance measures:

- a. Sub-Grantee cohort listing by ID number:
 - 1) Program setting
 - 2) Cohort start and end date
 - 3) Total program hours delivered
 - 4) Cohorts completed during report period
 - 5) Total participants attended at least one session
 - 6) Each session completion total per cohort
 - 7) Each session completion per individual participant
- b. Class Completion Numbers: Total individual participants completing 75% for periods of programming determined by the Family and Youth Services Bureau (FYSB).
- c. Fidelity Completion (nineteen (19) fidelity sheets, with approximately ten (10) line items per sheet):
 - 1) By percentage
 - 2) By frequency per line item
 - 3) By percentage, frequency and reason for non-completion
- d. Training data for provider agency staff training:
 - 1) Changes and significance per pre-and post-survey responses
 - 2) Evaluation data per session, location, trainer
 - 3) Description and analysis of demographic data per participant, per location
- e. All reports shall be sent to:

Ohio Department of Health
Attn: Henry Lustig, PREP Project Manager
246 North High Street, 7th Floor
Columbus, Ohio 43215
FAX: 614-564-2503
Email: Henry.Lustig@odh.ohio.gov

f. Quarterly reports shall be due on the following dates:

Report Due On	Report Covers
April 15, 2015, 2016	January – March
July 15, 2015, 2016	April – June
October 15, 2015, 2016	July – September
December 30, 2015, 2016	September - November
January 15, 2016	October - December

7. Contractor shall conduct two (2) focus groups; geographically located to reach northern and southern regions of the State with representation from at least 20% of the provider agencies that participate in PREP in each of the geographic locations. Focus group participants will be the agency facilitators. Goal of focus groups will be to collect data regarding their experience in being trained by the regional sub grantee trainers. Contractor shall work with the contract manager to determine process, questions, and get contact information for the agency facilitators. ODH shall provide the facility for the focus group. Contractor shall provide all materials needed for eight (8) participants per region.
8. Contractor shall conduct two (2) PREP program data presentations; one (1) at the annual state training update in the spring and one (1) at the State PREP advisory committee meeting. The presentations shall consist of the cumulative state and regional data available at that time. Both meetings will be held in Pickerington, Ohio. Contractor shall provide data materials to approximately eighty (80) attendees.
9. Contractor shall participate in at least two (2) federal evaluation-related technical assistance webinars and attend at least one (1) Health and Human Services/Administration for Children and Families/Family and Youth Service Bureau sponsored national meeting per year and one (1) statewide meeting and one (1) regional PREP sub-grantee meeting at the request of ODH. The HHS/FSBY meetings are out-of-state.
10. The Contractor shall develop a program summary report by March 1, 2015 and present program summary as part of the State training update on March 6, 2015.
11. All data collected and processed by the Contractor must be in all formats (ACCESS, EXCEL, SAS, etc.) and must also be accessible directly by ODH PREP staff.

1.5.2 Deliverables:

1. Review Ohio PREP program evaluation and offer general recommendations for improvement.
2. Review data collection process, offer recommendations, and make needed improvements to resources.
3. Conduct data analysis.
4. Conduct two (2) focus groups.
5. Prepare and present program data.
6. Participate in a minimum of two (2) federal evaluation-related technical assistance webinars and attend one (1) HHS/FYSB sponsored national meeting per year as noted in section 1.51.9 and one (1) statewide meeting and one (1) regional PREP sub-grantee meeting held in-state.
7. Provide monthly, quarterly, and semiannual reports.
8. Provide and present program summary.
9. Contractor will be available to ODH and sub-grantees for technical assistance throughout the project period.

1.5.3 Project Manager Experience Requirement:

The proposed Project Manager for this project must document experience in advanced educational training in the area of data collection and data analysis. The candidate must show evidence of knowledge and experience through published work which features their data analysis and research.

1.5.4 Licenses and/or Certifications Required

Contractor must have appropriate licenses and rights for any and all software needed to be able to perform the necessary data analysis required in the scope of work and deliverables.

1.5.5 Work Plan

Offeror's Work Plan must clearly demonstrate in detail how it will meet each of the deliverables listed above. In addition, the Work Plan shall include:

1. Timeline for project activities.
2. Discussion of any anticipated difficulties and proposed solutions for these difficulties.

- 1.6 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.
- 1.7 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.
- 1.8 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 CSP906615 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.
- 1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages.

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 Not applicable.

- 2.2 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	560 Points
Proposal Cost	225 Points
Total	785 Points

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

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

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Company information: number of years in business, number of employees, financial stability, capacity to do the work, and years of relevant experience. Complete Offeror Profile Form 5.2.3.	5		
2. Offeror must document five (5) years of experience in multi-tiered program evaluation. The tiers involved in the PREP program are at the State, Regional, County, provider agency and youth participant level.	5		
3. Offeror must document five (5) years of experience in determining the effectiveness of community-based educational programs in the foster care and juvenile justice systems.	4		
4. Offeror must demonstrate its understanding of and years of experience in programming and utilizing scanner technology (an electronic scanner that can be programmed to read scannable documents and exporting that scanned information to a spread sheet or other format that may be utilized to organize, analyze and report data effectively).	3		
Offeror Prior Projects			
1. Prior Projects of similar scope and size (minimum of three (3) in past five years). Provides information (names, titles, addresses, phone number, and email addresses) of customers who contracted for similar services within the past two (2) years. Include a brief summary of the services provided for each. Complete Form 5.2.4 for each project.	5		
2. Offeror to provide at least two (2) examples of its work. At least one (1) data evaluation report must be submitted.	5		
3. Contractor to provide at least two (2) examples of published research.	5		
Staffing Plan			
1. The Offeror must submit Forms 5.2.5 and 5.2.6 for proposed key personnel which includes candidate's education, training, qualifications and proposed work assignment.	5		
2. The Offeror must identify a proposed Project Manager and document how candidate meets the requirements of section 5.1.4.	5		

Criterion	Weight	Rating (0 to 5)	Extended Score
Scope of Work. Offeror's Work Plan must clearly demonstrate how it will meet the following:			
1. Review Ohio PREP program evaluation and offer general recommendations for improvement.	5		
2. Review data collection process, offer recommendations, and make needed improvements to resources.	5		
3. Conduct data analysis.	10		
4. Conduct two (2) focus groups.	5		
5. Prepare and present program data.	10		
6. Participate in a minimum of two (2) federal evaluation-related technical assistance webinars and attend one (1) HHS/FYSB sponsored national and (1) regional PREP sub-grantee meeting.	10		
7. Provide monthly, quarterly, and semiannual reports.	5		
8. Provide and present program summary.	5		
9. Contractor will be available to ODH and sub-grantees for technical assistance throughout the project period.	5		
10. Timeline for project activities	5		
11. Discussion of any anticipated difficulties and proposed solutions for these difficulties.	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 Not-to-Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

Cost Score: _____

- 2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + 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 Not-to-Exceed 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 Only travel expenses for attendance at national meetings will be reimbursed. Travel plans must be approved by ODH in advance of travel and follow the OBM Travel Rule (see link). Travel expenses for all meetings shall not exceed \$5,000.00.

3.4 BILL TO ADDRESS
Accounts Payable
Ohio Department of Health
246 North High Street
Columbus, OH 43215.

Personal Responsibility Education Program (PREP)
CSP906615
UNSPSC CATEGORY CODE: 81000000
BUDGET: \$145,000.00. Not-to-Exceed Project Total Cost.

OFFEROR: _____

Description	Cost
1. Review Ohio PREP program and offer general recommendations. Deliverable Due Date: Provided throughout contract term.	\$
2. Review data collection process, offer recommendations, and make needed improvements to resources. Deliverable Due Date: Provided throughout contract term.	\$
3. Conduct data analysis. Deliverable Due Date: Provided throughout contract term.	\$
4. Conduct two (2) focus groups. Deliverable Due Date: To be completed by June 30, 2016	\$
5. Prepare and present program data. Deliverable Due Date: To be completed by June 30, 2016	\$
6. Participate in a minimum of two (2) federal evaluation-related technical assistance webinars and attend one (1) HHS/FYSB sponsored national and (1) regional PREP sub-grantee meeting. Deliverable Due Date: To be completed monthly, quarterly and semi-annually, starting in April, 2015	\$
7. Provide monthly, quarterly, and semiannual reports. Deliverable Due Date: To be completed monthly, quarterly and semi-annually, starting in April, 2015	\$

<p>8. Conduct data entry for: a) Student attendance sheets; b) Pre and Posttest train the trainer surveys and; c) Train the trainer evaluations. Deliverable Due Date: Provided throughout contract term.</p>	\$
<p>9. Provide and present program summary. Deliverable Due Date: To be provided simultaneously with reports in item 7</p>	\$
TOTAL NOT-TO-EXCEED 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/RFP%20Instructions/5.3%20Terms%20and%20Conditions.pdf>

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

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

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

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

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

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

- 4.4 SPECIAL PROVISIONS Not applicable for this project.

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

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

5.2 Forms

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

5.3 Terms and Conditions

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

5.4 ADDITIONAL RESOURCES

- EOD Reporting <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>
- Office of Budget and Management <http://obm.ohio.gov/LandingPages/Vendor/default.aspx>
- Office of Procurement Services <http://procure.ohio.gov/proc/index.asp>
- Ohio Shared Services <http://www.ohiosharedservices.ohio.gov/Home.aspx>
- Ohio Business Gateway <http://business.ohio.gov/>
- Ohio Secretary of State <http://www.sos.state.oh.us/SOS/Businesses.aspx>
- OBM Travel Rule: <http://www.obm.ohio.gov/TravelRule/>
- PREP Program:
http://www.odh.ohio.gov/odhprograms/chss/ad_hlth/Personal%20Responsibility%20Education%20Program%20for%20Foster%20Care%20and%20Adjudicated%20Youth.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.