

REQUEST FOR PROPOSALS

RFP NUMBER: EDUD201101800

DATE ISSUED: Jan 4, 2011

ELIGIBILITY: Open to Providers with Ohio State Term Schedule

The State of Ohio Department of Education is requesting Proposals for:

TITLE: 4th Annual 21st Century Community Learning Centers Quad State Conference

INQUIRY PERIOD BEGINS: Jan 4, 2011

INQUIRY PERIOD ENDS: Jan 10, 2011

PROPOSAL DUE DATE: Jan 17, 2011 Time: 5:00 PM

PROPOSAL OPENING DATE: Jan 20, 2011

ESTIMATED AWARD DATE: Jan 25, 2011

Section 1: Background

The purpose of the 21st Century Community Learning Centers (CCLC) program is to provide at-risk students with opportunities for academic enrichment, personal enrichment, and other activities designed to complement the students' regular academic program. The 21st CCLC program activities provide safe environments for students during non-school hours and may have one or multiple centers/sites which may be located in schools, community facilities, and/or faith-based facilities. All centers must provide a range of high-quality services to support student learning and development. This includes, but is not limited to, academic enrichment, tutoring in reading and math, as well as youth development activities such as service learning, character education, and recreational activities including daily physical activity.

Section 2: Objectives

The selected vendor will create project workplan and timeline as well coordinate the annual quad state conference. The vendor will work with planning committee and the Ohio Department of Education (ODE) to implement the conference.

The vendor will facilitate the selection of conference speakers, moderators; conference logistics including venue, meeting rooms, equipment; marketing, hotel accommodations for conference participants, registration, agenda, conference literature and handouts; oversee all activities of the conference and provide a final report to the the Department of Education upon completion.

Section 3: Overview of the Scope of Work

Create project work-plan and timeline. Work with planning committee to implement conference theme and Ohio Department of Education (ODE) approved graphic. Facilitate negotiations between ODE and speakers selected for participation by the conference planning committee. Make initial contact and facilitate confirmation of all speaker travel/hotel arrangements. Correspond with all speakers regarding time of presentation, collection of materials, etc. Work with planning committee to prepare appropriate marketing lists of potential participants. Facilitate negotiations with facility vendors for venue, meeting room space, necessary audio-visual equipment and technical support. Work with conference committee to recruit suitable vendors to lease exhibit space. Coordinate allocation of vendor exhibit space.

The vendor will also coordinate arrangements for education breakout sessions. Make arrangements for catering at the venue, which shall be funded from registration fees. Coordinate registration process to include addition of participants to database, confirmation letters, workshop assignments, name badges, and participant roster. Process all registration fees and other revenue collected from participants and vendors. Coordinate invoicing against purchase orders for participant fees. Prepare the conference check-in area during the conference, as well as, oversee logistical arrangements. Meet with conference planning committee as needed and provide status reports of tasks to the conference committee and chairperson as requested. Develop and distribute save-the-date material and mail and/or post to the conference website. Develop and distribute conference brochure and/or post to website to be approved by the conference committee.

The vendor will develop conference materials needed for participant packets conference program (agenda, speaker list, evaluation, etc.) in collaboration with the planning committee. Prepare speaker handouts for distribution either electronically or in printed format. Prepare conference packets and session moderator packets. Print and prepare name badges for all participants, committee, exhibitors, and speakers. Upload thumb drives with conference materials for each conference participant. Collect, tabulate and summarize participant responses from evaluation tool. Send letters of appreciation and thanks to speakers with a copy of their session evaluation.

Develop materials needed for the conference website. Develop and distribute e-blasts regarding the conference as needed. Secure information needed by planning committee members for completion of continuing education applications.

Provide ODE with three copies of a summary report to include a final budget and participant list as well as the participant database in Microsoft Excel

Section 4: Contractor Qualifications

Vendor must have a current Ohio State Term Schedule and must reference the State Term Schedule number in the proposal

Section 5: Special Work

Not Applicable

Section 6: Inquiry

All questions regarding this RFP/RFQ should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information.

Section 7: Submission Information

Proposals must reference the RFP/RFQ number above and should be submitted:
Either by email to:

Name: Christine Kane

Email Address: Christine.kane@ode.state.oh.us

Please also email a copy to:

Name: Amadu Sankoh, Agency Procurement Officer

Email Address: Amadu.sankoh@ode.state.oh.us

OR by Regular mail to:

Name: Christine Kane

Address: Ohio Department of Education
Office of School Health and Wellness
25 South Front Street, Mail Stop
Columbus, Ohio 43215

Please also mail a copy to:
Amadu Sankoh, Agency Procurement Officer
25 South Front Street, Mail Stop G
Columbus, OH 43215

Do Not Write Below this Line – Vendor Guidance Only

Proposal Format (For Vendor Response)

Signed Cover Letter (Required – as acceptance of all the terms of this RFP/RFQ)

Work Plan (Required – Must Reference RFP/RFQ Number on cover page)

Cost Summary (Required – Specify pricing for each deliverable per Work Plan)

Offeror Profile: (Optional, unless specifically required)

Staffing Plan for Work Plan in 3(A): (Optional, unless specifically required)

Standard Affirmation and Disclosure Form (Required)

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of **Executive Order 2010-09S** issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The

Executive Order is attached and is available at the following website:
(<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

OTHER IMPORTANT INFORMATION FOR VENDORS:

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP/RFQ, fails to comply with the procedure for participating in the RFP/RFQ process, or the offeror's Proposal fails to meet any requirement of this RFP/RFQ. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP/RFQ.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP/RFQ that was gathered through a source different from the inquiry process described in this RFP/RFQ.

The State will not be liable for any costs incurred by any offeror in responding to this RFP/RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract for the work. The State may also cancel this RFP/RFQ and contract for the work through some other process or by issuing another RFP/RFQ.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State of Ohio has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under ORC 9.24, prior to the award of any contract arising out of this RFP/RFQ, without notifying the Agency of such finding.

The successful offeror(s) will be required to enter into a contract with the Ohio Department of Education upon reaching agreement on terms and conditions for such contract prior to providing any services to the Department. The provisions of such contract are not valid and enforceable

until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. The Department is not obligated to pay for services performed prior to such OBM certification.

All proposals and other materials submitted will become the property of the State and may be returned only at the option of the State. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after a contract has been awarded. The State will retain all proposals, or copies of the proposals, as part of the contract file for at least three years. After the retention period, the State may return, destroy, or otherwise dispose of the proposals or copies of the same.