



Office of
Procurement Services
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REQUEST FOR PROPOSAL

RFP NUMBER: CSP908614
INDEX NUMBER: DOH101
UNSPSC CATEGORY: 86000000

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:

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

RESEARCH-INFORMED PARENTING EDUCATION CURRICULUM TRAINING

OBJECTIVE: The State seeks a qualified Contractor to train Ohio's Help Me Grow and Maternal Infant and Early Childhood Home Visiting Supervisors and Home Visitors on a research-based parenting education curriculum.

RFP ISSUED: January 6, 2014
INQUIRY PERIOD BEGINS: January 6, 2014
INQUIRY PERIOD ENDS: January 21, 2014 at 8:00 AM
PROPOSAL DUE DATE: January 27, 2014 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

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
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
HMG:	Help Me Grow
Mandatory:	Must, Will, Shall
MIECHV:	Maternal, Infant, and Early Childhood Home Visiting
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODH:	Ohio Department of Health
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION

This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Health (the Agency), is soliciting competitive sealed proposals (Proposals) for Research-Informed Parenting Education Curriculum Training. 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 also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD

Once awarded, the term of the Contract will be from the award date through June 30, 2015. 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), Bureau for Children with Developmental and Special Health Needs administers the Help Me Grow Program. Help Me Grow (HMG) is a coordinated, community based program that provides services to expectant parents, newborns, infants/toddlers and their families. Help Me Grow provides home visiting services through two programs; HMG Home Visiting Program and the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program. These programs have home visitors and supervisors that are employed locally through agencies that contract with ODH to provide home visiting services.

Home visits offer prenatal women and families with children up to age 3 the following services: research-informed parenting education; ongoing screenings and assessments; family needs-based referral and linkages to resources; and transition planning to a development-enhancing program and education provider as defined in O.A.C. 3701-8.

The Importance of having access to an research-informed parenting education curriculum is essential to Home Visitors so that they are able to have the training needed to provide quality services to prenatal women and families with children under the age of 3 years.

ODH seeks a qualified Contractor to train Ohio's HMG and MIECHV supervisors and Home Visitors on a research-informed parenting education curriculum.

In July of 2010, The Ohio Department of Health launched the statewide HMG Home Visiting program, as well as the MIECHV Home Program. Both programs are intended to serve as prevention vehicles to reach vulnerable families. A thorough review of the literature has yielded evidence that parenting education and health screenings provided by way of Home Visiting, is both cost and health-related outcome effective when targeted at high risk families. While the overarching goal of the programs is to intervene early to increase health outcomes for vulnerable children, the programs specifically seek to:

1. Increase healthy pregnancies;
2. Improve parenting competence and confidence;
3. Improve child health, development, and school readiness and
4. Increase Family Connectedness to Community and Social Support.

1.4 SCOPE OF WORK

As a result of this project, ODH seeks to:

1. Provide research-informed parenting education curriculum training to HMG and MIECHV Home Visitors and Supervisors in Ohio.
2. Increase Home Visitors and Supervisors competency and confidence in utilizing research-informed parenting education curriculum.

3. Enhance services families are receiving through HMG/MIECHV HV programs, through quality staff development programs available to Home Visitors and Supervisors, which shall ultimately allow Home Visitors to increase healthy pregnancies, improve parenting confidence and competence, improve child health and development and increase family connectedness.

1.4.1 Curriculum and Training.

The curriculum and training shall be inclusive of (but not limited to):

1. Developed for expectant parents and parents of newborns, infants and toddlers up to age 3 years of age.
2. Offer Home Visitors and Supervisors strategies for motivating parents to nurture their infants and children to support their early learning and development.
3. Include child development, literacy, social emotional, health safety and nutrition.
4. Act as a staff development program to build Home Visitors knowledge base as well as support and educate Supervisors to build competence and confidence.
5. Allow Home Visiting Programs to increase family engagement and retention.
6. Improve levels of staff competence.
7. Allows Home Visitors to learn through experimental methods.
8. Be inclusive of all family members and all family raising the child.
9. Offer Technical Support and have Quality Improvement built into the process training process.
10. Provide a framework for supervision specific to age appropriate development and parenting issues.
11. Encourage nurturing, empathic parent-child relationships and secure attachments.
12. Train staff to be culturally competent.
13. Support staff in developing the skills needed to address difficult issues with families.

1.4.2 Deliverables

The awarded Contractor shall provide professional development for each Home Visitor and Supervisor, enabling them to be competent in the research informed parenting education curriculum.

The awarded Contractor shall perform all of the following activities.

1. Develop a Management plan for offering the professional development trainings. Plan shall include sample topics, proposed agenda and description of tasks/activities included in the training. Training plans and curriculum to be approved by ODH.
2. Develop and facilitate a statewide training plan for up to 300 Home Visitors and Supervisors. Trainings will be offered through the state of Ohio. Each training session must have a minimum of 10 participants. ODH will approve final schedule and secure space for the trainings.
3. Offer research-informed parenting education training to begin in February 2014 and be offered through June 2015.
4. Trainings shall be conducted by a certified trainer with at least three (3) years of experience in both the curriculum and training. Trainings will be specific to parenting education for Home Visitors and Supervisors. Trainings will be all inclusive of materials and include the ability to use the curriculum and the manuals.
5. Trainers shall offer ongoing technical assistance and support to participants and ODH.
6. The Contractor shall also have a plan to inform ODH of any change in the actual trainings as well as to inform ODH of successfully trained Home Visitors and Supervisors.

1.4.3 Offeror Qualifications

Qualified Offerors are organizations that are able to offer comprehensive prenatal to age 3 research-informed parenting education curriculum and training of this curriculum to Home Visitors and Supervisors.

All trainers shall be experts and have knowledge and expertise regarding the material that will be trained. Trainers must be approved or certified by the developers of the proposed curriculum. Certification shall be included with each Trainer's References and Education.

1.4.4 Work Plan

Offeror's Work Plan must clearly detail how it meets each of the Deliverables noted above. In addition, the Work Plan shall include the following:

1. A communication strategy
2. A project timeline that clearly identifies tasks, parties responsible and timeframes for completion.

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.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

1.6 REGISTRY OF OFFERORS

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 open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS

Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 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. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS

There are no Mandatory Requirements.

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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.3 TABLE 1 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1,375 Points
Proposal Cost	455 Points
Total	1,830 Points

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

DOES NOT MEET 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.

2.4 TABLE 3 - 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 all areas of Form 5.2.3).	30		
2. The Offeror has demonstrated sufficiency of resources to meet the Project timeline and deliverables.	50		
Staffing Plan			
1. Offeror provides description of Project Manager's qualifications and experience facilitating similar work as well as descriptions of prior experience with a project of this size and scope. Offeror shall complete Forms 5.2.5 and 5.2.6 for both the Project Manager and key supporting staff.			
2. Identified trainer(s) has required qualifications identified in the Scope of Work. Documentation must be submitted with Forms 5.2.5 and 5.2.6,	25		
3. Offeror clearly defines roles for each team member and assigns tasks consistent with their roles.	10		
Scope of Work (Work Plan)			
1. Proposed curriculum	50		

2. Management plan for project	25		
3. Develop statewide plan for trainings	25		
4. Timeline proposed	25		
5. Technical assistance and support	25		
6. Anticipated difficulties and proposed solutions	10		

Total Technical Score: _____

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.

- 2.5 COST PROPOSAL POINTS DAS will use the information Offeror gives 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. The value is provided 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: _____

- 2.6 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.

- 2.7 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.



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1.7 COST SUMMARY

1.8 **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 firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal.

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

3.3 **REIMBURSABLE EXPENSES** None; there will be no additional reimbursement for trainers' travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 **BILL TO ADDRESS**
Ohio Department of Health
Bureau for Children with Developmental and Special Health Needs
Home Visiting Program Manager
246 North High Street
Columbus, OH 43215

Research-Informed Parenting Education Curriculum Training
CSP908614
UNSPSC CATEGORY CODE: 86000000

OFFEROR: _____

Description	Number of Participants per Training	Cost	Proposed Number of Trainings	Extended Cost (Cost x Proposed Number of Trainings)
Cost per Training		\$		\$
TOTAL				\$

There shall be no additional fees associated with the use of the actual curriculum.

All costs must be in U.S. Dollars.

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

4.0 AWARD OF THE CONTRACT

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

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

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

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

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

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

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
Help Me Grow	http://www.helpmegrow.ohio.gov/

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.