

## REQUEST FOR PROPOSAL

RFP NUMBER: CSP907716  
INDEX NUMBER: MAC111  
UNSPSC CATEGORY: 86100000

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

### Community Schools Sponsor Evaluation Services

**OBJECTIVE:** To obtain contractors for Sponsor Evaluation of community school sponsors for School Year 2014-2015 and School Year 2015-2016, as required under Ohio Revised Code Section 3314.016(B).

RFP ISSUED: January 8, 2016  
INQUIRY PERIOD BEGINS: January 8, 2016  
INQUIRY PERIOD ENDS: January 22, 2016 at 8:00 AM  
PROPOSAL DUE DATE: January 29, 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.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: ( ) _____ - _____ Ext. _____	<b>Name/Title:</b>  _____  _____  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
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
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
ODE	Ohio Department of Education

## 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 Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Community Schools Sponsor Evaluation 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 February 12, 2016 through October 30, 2017. 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 four (4) 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 MULTIPLE AWARD CONTRACT. This RFP is issued to establish a mandatory-use Multiple Award Contract (MAC). A MAC is a contract made with one or more contractor for the same or similar services at varying prices for delivery within the same geographic area. The State's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. Mandatory-use MAC contracts require state agencies to purchase these services from one of the awarded Contractors. The State offers no assurance of minimum quantities to any single MAC Contractor. In the event only one Contractor is selected, or in the event one of the selected Contractors is terminated for any reason, the sole Contractor will be required to service all individuals in the state.

DAS intends to award the RFP to one or more Contractors that meet all requirements of the RFP. Each deliverable, Compliance reviews and Quality reviews will be evaluated separately. Offerors may submit a proposal for both Compliance and Quality Reviews, or only Compliance reviews or only Quality Reviews. Offerors are not required to submit a proposal for both.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

- 1.4 BACKGROUND The Ohio Department of Education (ODE) is required under Ohio Revised Code Section 3314.016(B) to evaluate community school sponsors each year. Beginning in January, 2015 and annually thereafter, sponsors, interchangeably referred to as authorizers, will be evaluated on three components: the overall academic performance of their community schools; the completeness of their monitoring of schools' compliance with laws and rules; and their adherence to quality practices (see [Ohio Revised Code Section 3314.016](#)). An overall evaluation rating for sponsors will be derived from three components' ratings. (refer to page 14 for link to "Compliance and Quality Evaluation Resources")

1.4.1 Component one is completed by ODE based on the academic performance of their community schools. The academic performance of schools will be calculated by the ODE following the same methodology used to calculate Ohio School Report Card measures.

1.4.2 Components two and three are the Compliance and Quality requirements of the sponsor.

The Sponsor is required to adhere to all laws and rules setting out the sponsor's obligations. This includes monitoring of school's compliance with rule and law.

The Sponsor is required to adhere to quality practices, which is the most time intensive of the three components, is comprised of assessing the degree to which a sponsor uses practices consistent with national quality standards. Documents, survey and interview information are used to assess the practices against the national standards.

ODE is looking to complete School Year 2014-2015 and School Year 2015-2016 evaluations. The ODE will calculate the Academic Performance of schools and compute the overall rating based on the three components. The ODE is seeking proposals to complete the Compliance and Quality Practices components for School Year 2014- 2015 and School Year 2015-2016, under supervision by staff at ODE. There are approximately 387 Charter Schools in Ohio.

1.5 **SCOPE OF WORK** ODE has the following objectives that it wants this Work to fulfill, and it will be the Offeror's obligation to ensure that the personnel the Offeror provides are qualified to perform their portions of the Work. It is the desire of the department that School Year 2014-2015 and School Year 2015-2016 evaluations are completed by September 15, 2016. Up to 70 Quality evaluations are to be completed, and Compliance of the sponsor's compliance with the laws and rules, which includes information from approximately 10% of the sponsor's schools in the sponsor's portfolio, which is approximately 100 schools should be evaluated. The tasks needed to complete School Year 2014-2015 and School Year 2015-2016 sponsor evaluations will overlap and thus should be conducted concurrently. However, the Offeror will produce distinct School Year 2014-2015 and School Year 2015-2016 reviews for each sponsor for the selected component, compliance and or quality practices. The methodology and greater detail about the process and contents can be found in Supplements on page 14.

1.5.1 For the Compliance component, carryout the processes and procedures described below for each assigned sponsor.

As noted above, the purpose of the compliance monitoring component is to assess how well a sponsor monitors each of its community school's compliance with all state and federal laws, rules and the terms of the contract. The Contractor will evaluate and rate community school sponsors using the compliance monitoring instrument. To conduct the compliance monitoring desk review, ODE requires the sponsor to complete the Sponsor Compliance Tool, which is provided in the Addendum. The sponsor provides a written description of how it monitors the statutory regulations of its schools. ODE will randomly select some items from the document checklist to verify the sponsor's written description. These documents are submitted by the sponsor through an electronic platform. The contractor must review these documents and track whether each confirms the sponsor's written statement using the Compliance Tool, which is provided by ODE.

The expectation is that sponsors will be able to provide all documentation electronically. In an instance where this cannot be done, a school site visit may be required. In this case, ODE randomly selects one or more of the sponsor's schools for site visits to review compliance items that cannot be confirmed through a desk review. The contractor will select a number of additional items to be determined by ODE to verify at the school. School

site visits typically require one hour of time not including travel. Throughout the process, technical assistance provided by contractors will be limited to logistics of arranging school visits. Once completed, the contractor will submit the updated Sponsor Compliance Tool to ODE with the percentage of items confirmed, which completes the task. No additional debrief is required.

Prior to conducting compliance desk reviews or site visits, ODE will provide at least 8 hours of training to contractors, which will be held in Columbus, OH.

The compliance process is demonstrated in Figure 1. Each category of items marked with "X" must be completed for the School year. Both reviews are to be completed simultaneously.

Figure 1. Compliance Review Process

Compliance Review Process and Activities	School Year 2014-2015 and School Year 2015-2016 Required	School Year 2014-2015 and School Year 2015-2016 Required
Complete ODE-Provided Contractor Training	X	X
Sponsor and School Notification/Technical Assistance Regarding the Compliance Review	X	X
Documents Review	X	X
School Site Visit(s) [May be required for a limited number of schools]	X	X
Submit Draft Sponsor Compliance Calculation Rating to ODE	X	X
Submit Draft Overall Sponsor Compliance Rating Letter to ODE	X	X

NOTE: Some laws changed between School Year 2014-2015 and School Year 2015-2016. Any changes will be noted in the compliance instrument to clearly differentiate between what is monitored in each School year.

1.5.2 For the Quality Practices component, carry out the processes and procedures described below for each assigned sponsor, under the general supervision of ODE staff.

The review of quality practices is based upon national standards and principles of authorizing/sponsoring, as described by the National Association of Charter School Authorizers (NACSA). The evaluation instrument was developed by the ODE in collaboration with NACSA as required by law (Ohio Revised Code Section 3314.016(B)(3)).

The Contractors will carry out the processes and procedures listed below in order to evaluate and rate community school sponsors using the quality standards-based evaluation instrument. The quality review process for each sponsor is demonstrated in Figure 2. Each category of items marked with "X" must be completed for the school year. Both reviews are to be completed simultaneously.

For each sponsor, the quality practice review will include:

- a. Reviewing up to 52 document types, which may include multiple documents for one or more types.
- b. Reviewing up to 10% of a sponsor's community school contracts;
- c. Compiling and summarizing primary data results collected from school surveys;
- d. Completing the quality rubric, incorporating evidence from all sources relevant to each objective on the rubric, and forming interview questions to be asked during the sponsor interviews;
- e. Participating in review team meetings to consolidate evaluation information and develop agreed-upon interview questions;
- f. Scheduling and participating in a sponsor interview at the sponsor's place of business (locations throughout Ohio);
- g. Participating in a review team report writing, finalizing the quality rubric scores;
- h. Providing the draft final report, which includes a rating and rationale for each indicator, to ODE staff for review, clarification and revision, if needed;
- i. Scheduling and participating in a conference call with the sponsor, reporting-out the findings of the quality practices review;
- j. Providing ODE with a copy of reviewers' rubrics and final consensus rubric; and
- k. Participating in a debriefing with ODE regarding the process once completed.

Figure 2. Quality Review Process

Quality Review Process and Activities	School Year 2014-2015 Required	School Year 2015-2016 Required
Complete ODE-Provided Contractor Training	X	X
Sponsor Notification and Technical Assistance	X	X
Document Review, including community school contracts	X	X
School Survey Notification, Data Collection and Analysis	X	X
Initial Rubric Scoring and Development of Interview Questions	X	X
Sponsor Interview	X	X
Scoring	X	X
Sharing final draft for ODE review	X	X
Exit Conference	X	X

The academic performance, compliance monitoring and quality review ratings are equally weighted to develop an overall rating. The ODE will calculate the overall ratings of each sponsor using the review results of the three components.

As included in Figures 1 and 2, selected contractors will be required to receive extensive training on the School Year 2014-2015 review process and/or the School Year 2015-2016 review process depending on the established contract prior to implementation. The training shall not be included in the Offeror's proposal.

For each item outlined in Figure 1 and Figure 2 the Offeror's Proposal must include the estimated hours to complete each itemized deliverable, a fixed cost per deliverable, and a cumulative cost per sponsor for each compliance and each quality review. The bid must include the number of compliance and/or quality reviews the organization is able to complete within the Timeline in Figure 3.

Figure 3. Timeline

Review	School Year 2014-2015 and School Year 2015-2016
Compliance	February 12, 2016 through September 15, 2016*
Quality	February 12, 2016 through September 15, 2016*

\*Subject to effective dates

Supporting documents for the SCHOOL YEAR 2014-2015 compliance monitoring and adherence to quality practices are included as informational only. Refer to the link on page 14 of the RFP.

1.6 Offerors are to provide the estimated number of reviews to be completed using the table below.

Reviews	Compliance Reviews	Quality Reviews
Offerors estimated number of Reviews to be completed for School Year 2014-2015		
Offerors estimated number of Reviews to be completed for School Year 2015-2016		

1.7 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.

1.8 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.

1.9 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 CSP907716 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.

1.10 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and six (7) copies for a total of seven (8) 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

Mandatory Requirements
1. Offeror must demonstrate experience in performing reviews of legal compliance and/or experience performing reviews for public, non-public and or charter schools..
2. Offeror must demonstrate experience implementing educational programs or evaluating educational programs for public, non-public and or charter schools.

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	850 points
Proposal Cost	255 points

Total	1,105 Points
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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
<b>Offeror Profile (Form 5.2.3)</b>			
1. Company history, years of relevant experience in evaluating compliance and operational practices, particularly of an educational entity	5		
2. Number of years in business, number of employees, financial stability	5		
3. Demonstrated sufficiency of resources to meet the project timeline and deliverables.	10		

**TABLE 3 - TECHNICAL PROPOSAL EVALUATION (CONT'D)**

Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Offeror Prior Projects: (Form 5.2.4)</b>			
1. Similar scope and size. Provide three (3) examples of prior Projects of similar scope and size in the past five (5) years. Include samples of projects for public sector, clients and samples demonstrating experience evaluating public charter schools, public or non-public schools, and/or community school sponsors and authorizers. Consideration will be given for more recent projects. Provide information (names, titles, addresses, phone number, and email addresses).	25		
2. Demonstrate experience in performing reviews of legal compliance and/or performance audits. Applicable for Proposals for Compliance Review only.	20		
3. Demonstrate experience implementing educational programs or evaluating educational programs. Applicable for Proposals for Quality Review only.	20		

Staffing Plan (Forms 5.2.5 and 5.2.6)			
1. Appropriately qualified staff with identified roles and specified percentage of time for work on this project. Offeror must identify Project Manager.	15		
2. Offeror identifies the amount of time key project personnel will be expected to spend on the project, indicates the number of full-time equivalent staff (FTEs) assigned to the project, and assures the State that assigned staff will be well-versed in project operations and contract administration issues including providing technical assistance to sponsors in conducting the evaluations. Please provide a GANTT chart or similar presentation.	20		
3. Definitive description of a contingency plan for completing the project, should any key project personnel become unavailable to work on this project for any reason. Or any other unforeseen event.	15		
Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Scope of Work</b>			
1. Demonstrated understanding of Compliance Monitoring context, scope and process (reference Figure 1) Applicable for Proposals for Compliance Review only.	20		
2. Demonstrated understanding of Quality Practices Review context, scope and process (reference Figure 2) Applicable for Proposals for Quality Review only.	20		
3. Demonstrated history of delivering evaluation results by established deadlines under prior contracts	10		
4. Detailed description of support and technical assistance that will be provided to the sponsor	5		
5. Demonstrated ability in the level of detail for proposed timeline and project plan for completing compliance reviews through September 15 <sup>th</sup> of each calendar year, if applicable (reference Figure 3) Applicable for Proposals for Compliance Review only.	15		
6. Demonstrated ability in the level of detail for proposed timeline and project plan for completing quality reviews through September 15 <sup>th</sup> of each year, if applicable (reference Figure 3) Applicable for Proposals for Quality Review only.	15		
7. Description of any anticipated difficulties in performing the specified project requirements and proposed solutions to those difficulties	5		

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.

2.6 **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 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: \_\_\_\_\_

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

Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ = 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.

- 2.8 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 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 travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS

Ohio Department of Education  
25 S. Front St.  
Columbus, OH 43215

Attention: Fiscal.Management@education.ohio.gov

Community Schools Sponsor Evaluation Services  
CSP907716  
UNSPSC CATEGORY CODE: 86100000  
BUDGET: A budget for this project is not available.

OFFEROR: \_\_\_\_\_

Estimated number of reviews have been provided for evaluation purposes only. These estimates were based on the best information available to the Ohio Department of Education at this writing, and are not to be taken as a guarantee of actual volume that will be realized by the Contractor. The State may award one or more contracts. Offeror shall not insert a unit cost of more than three (3) digits to the right of the decimal point. Digit(s) beyond three (3) will be dropped and not used in the evaluation of the Cost Proposal.

Figure 4. Compliance Review Process

Compliance Review	Number of Reviews	Fixed Cost per Compliance Review	Cumulative Fixed Cost
Review Period	School Year 2014-2015 and School Year 2015-2016	School Year 2014-2015 and School Year 2015-2016	School Year 2014-2015 and School Year 2015-2016
Totals	70		

Figure 5. Quality Review Process

Quality Review	Number of Reviews	Fixed Cost per Quality Review	Cumulative Fixed Cost
Review Period	School Year 2014-2015 and School Year 2015-2016	School Year 2014-2015 and School Year 2015-2016	School Year 2014-2015 and School Year 2015-2016
Totals	70		

Supporting documents for the SCHOOL YEAR 2014-2015 compliance monitoring and adherence to quality practices are included as informational only.

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 All Contractor's Evaluators used for contract CSP907716 must submit to and provide criminal background checks as part of the post-selection process. Copies of background checks must be provided

when reporting to training to continue. Awarded Contractors are responsible all costs associated with providing criminal background checks.

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	<a href="http://eodreporting.oit.ohio.gov/searchEODReporting.aspx">http://eodreporting.oit.ohio.gov/searchEODReporting.aspx</a>
Office of Budget and Management	<a href="http://www.obm.ohio.gov/">http://www.obm.ohio.gov/</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov">http://www.ohiosharedservices.ohio.gov</a>
Ohio Business Gateway	<a href="http://business.ohio.gov/">http://business.ohio.gov/</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>

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](mailto: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.

7.0 Supplements

All forms referenced in Section 1.5 Scope of Work are provided via the web link below. The forms are at the bottom of the web page under the heading "Compliance and Quality Evaluation Resources."

The forms are titled:

Authorizer-Quality-Rubric-2014-2015

Documents-Requested-of-the-Authorizer

Final-Authorizer-Monitoring-Review-Instrument-2014-2015-for-Authorizers

Online-School-Survey-Quality-Practices

Quality-Practices-Review-Component-of-the-Authorizer-Evaluation-2015-2016

School-Interview-Template-6-2015

<http://education.ohio.gov/About/Suppliers/Notices-for-Professional-Services-Vendors>