



Office of
Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP905513
INDEX NUMBER: DOH087
UNSPSC CATEGORY: 80100000

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

OHIO LEAD HAZARD CONTROL GRANT PROGRAM (OLHCGP) – PROGRAM MANAGEMENT

OBJECTIVE: ODH is seeking competitive sealed proposals to select a Contractor to provide Program Management services for the Ohio Lead Hazard Control Grant Project administered by ODH. The Contractor shall manage the daily operations of the OLHCGP and provide program management and administration services as outlined in the scope of work.

RFP ISSUED: February 1, 2013
INQUIRY PERIOD BEGINS: February 1, 2013
INQUIRY PERIOD ENDS: February 18, 2013 at 8:00 AM
PROPOSAL DUE DATE: February 22, 2013 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.
--	--

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 (Objectives, Background and Scope of Work)	1.0
Evaluation of Proposals	2.0
Cost Summary	3.0
Award of the Contract	4.0
Links to Instructions, Forms, Terms and Conditions 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
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
HUD	Housing and Urban Development
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
Offeror:	Vendor Submitting Proposal
OLGHCGP	Ohio Lead Hazard Control Grant Program
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 Program Management Services for the Ohio Lead Hazard Control Grant Project administered by ODH. 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 May 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 ODH's Ohio Healthy Homes and Lead Poisoning Prevention Program (OHHLPP) was previously awarded a grant by the U.S. Department of Housing and Urban Development (HUD) to perform lead-hazard control work in Ohio. The grant has enabled The Ohio Lead Hazard Control Grant Program (OLHCGP) to control or eliminate lead hazards in pre-1950 housing units as well as targets the homes of children with documented elevated blood lead (EBL) levels or those who have been lead poisoned. ODH currently employs a Program Manager as well as a non-profit organization to perform administrative duties. The contractor of subject RFP will serve as Program Manager and will perform administration requirements of the OLHCGP.

ODH is seeking additional funding from the U.S. Department of Housing and Urban Development (HUD) to continue with an existing initiative to control lead hazards in residential dwellings and provide lead-safe housing for hundreds of Ohio children. The project will address approximately 185 housing units in sixteen (16) Ohio counties that have been determined to be high risk for lead poisoning. While the focus will be on interim controls, abatement will be used when interim controls are not adequate.

The Contractor shall be an experienced program management and administration firm, organization or individual who can effectively manage the daily operations of the OLHCGP and program administration services per the required activities outlined in the Scope of Work.

1.4 SCOPE OF WORK

The Scope of Work for this Project is to provide program management and administration services for the Ohio Lead Hazard Control Grant Program administered by the ODH.

The successful Offeror(s) shall perform all of the following program management and administration activities for the period on or about June 1, 2013 through May 31, 2016:

1.4.1 QUALIFICATIONS:

The ODH and HUD require the following qualifications as defined by HUD:

- a. The Contractor must employ the Program Manager. Subcontracting is not acceptable for the Program Management position.
- b. The Program Manager must be experienced in housing rehabilitation, lead hazard control, or other work related to the project.
- c. The Program Manager must have demonstrated program management experience and must dedicate at least 100 percent of his/her time for the proposed project.
- d. The Offeror must employ an individual responsible for the financial management of the grant. This individual(s) must be identified in the Offeror's staffing plan.
- e. The Contractor's Program Manager must have a minimum of three (3) years of experience in managing HUD Led Based Paint Hazard Control grant programs.

PARAGRAPHS 1.4.2 – 1.4.9 CONSTITUTE ELEMENTS TO BE DESCRIBED IN THE OFFEROR'S WORK PLAN:

- 1.4.2 INTAKE OF POTENTIAL PROJECT PARTICIPANTS: The Contractor shall have a mechanism to: 1) accept referrals (given by ODH) of potential participants into the Ohio Lead Hazard Control Grant Program; and 2) determine if potential participants meet the eligibility requirements as established by ODH and HUD.
- 1.4.3 ENROLLMENT: The Contractor shall provide a mechanism to enroll a participant and his/her property into the grant program. The enrollment process should include the administration of the forms developed by the bidder and collection of data required by ODH and HUD requirements.
- 1.4.4 PAINT INSPECTION/RISK ASSESSMENT: If a property has been deemed eligible for participation in the OLHCGP, the Contractor shall have a mechanism in place to ensure a paint inspection/risk assessment is performed on the eligible property. The contractor shall have a mechanism to bid the services to qualified vendors determined to be acceptable by ODH. Subcontracting of any work shall be conducted in accordance with HUD regulations and approved by DAS or an ODH representative prior to performing work.
- 1.4.5 LEAD AND/OR HEALTHY HOMES SPECIFICATION PREPARATION: Specifications must be prepared for each property enrolled into the grant program. The lead specifications must be prepared by an Ohio licensed lead abatement contractor or project designer. The contractor or project designer must produce a copy of the license which shall be maintained on file with ODH. The contractor shall have a mechanism in place to bid the services to qualified vendors determined to be acceptable by ODH. Subcontracting of any work shall be conducted in accordance with HUD regulations and approved by DAS or an ODH representative prior to performing work. After written verification of lead specification approval from ODH is received, the contractor shall have a mechanism in place to ensure the completion of lead hazard control of each lead hazard identified in the specifications, or each healthy home hazard identified during a visual assessment.
- 1.4.6 LEAD AND/OR HEALTHY HOMES CONTRACTOR AWARD: The contractor shall have a mechanism in place to bid the hazardous control services to qualified vendors determined to be acceptable by ODH. Subcontracting of any work shall be conducted in accordance with HUD regulations. Any lead hazard control work shall be performed by Ohio licensed lead abatement contractors who employ Ohio licensed lead abatement workers. All lead hazard control work must be performed in accordance with local, state, and federal regulations. Each lead abatement contractor must have on file with ODH proof of liability insurance, vehicle insurance and workers compensation,. In addition, the contractor shall provide proof of licensure by the State of Ohio for lead hazard control work and certification with the U.S. EPA Renovation, Repair and Painting Rule, both of which must be kept on file with ODH.
- 1.4.7 CONTRACTOR RECORD MAINTENANCE: The contractor will have a process of maintaining records associated with each lead abatement contractor's EEO information, a log of each lead abatement contractor as to the number of current jobs, satisfactorily completed jobs, complaints, resolution of complaints, and performance within the allowed time period.
- 1.4.8 RELOCATION: If an enrolled eligible property requires temporary relocation of occupants due to lead hazard control work, the successful offeror shall have a mechanism to assist participants in relocation by arranging for lodging, meals and incidentals for the participants and their families during the lead abatement project. The successful offeror will demonstrate the ability to comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, the Uniform Relocation Act Amendment of 1987 and HUD rules and regulations, which state that a person involuntarily displaced as a result of federally funded projects and programs will not suffer disproportionate injuries as a result of the grant program.
- 1.4.9 CLEARANCE EXAMINATIONS: At the completion of the lead hazard control work, the contractor shall have a mechanism to ensure the completion of a clearance examination. The clearance examination and any subsequent clearance re-examinations shall be completed by an Ohio licensed lead risk assessor, independent of the lead abatement contractor who performed the lead hazard control work. There shall be a mechanism in place to bid the services to qualified vendors determined to be acceptable by ODH. The program management and administration contractor will have a quality assurance plan in place that ensures the clearance examination is conducted in compliance with all state, federal and HUD regulations. Subcontracting of any work shall be conducted in accordance with HUD regulation and approved by DAS or an ODH agency representative prior to performing work.
- 1.4.10 PROGRESS REPORTS AND FILE MAINTENANCE The contractor shall provide a written weekly report to ODH via e-mail on a format prescribed by ODH. In addition, the contractor will have a working knowledge of HUD's Quarterly Progress Reporting System (QPRS) or equivalent. The contractor will have a working knowledge of the Ohio RESPEC software program and has a mechanism to ensure copies of all grant program documents for each property are filed at ODH fourteen days after the completion of the clearance examination.

1.4.11 HUD EVENT ATTENDENCE The contractor, along with approved subcontractors, shall attend all grant-related events as required by ODH and HUD. Reimbursement is offered for air and ground transportation, meals and lodging. Funds will be reimbursed based on OBM guidelines and as approved by ODH.

1.5 CONFIDENTIAL INFORMATION The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

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 four (4) copies for a total of five (5) 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 The following Table 1 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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
The Offeror's Program Manager must have at least three (3) years of experience in managing HUD Lead Based Paint Hazard Control grant programs within the past five (5) years.		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.3 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.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	900 Points
Proposal Cost	385 Points
Total	1285 Points

The following scale (0-9) will be used to rate each Proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	MEETS 5 POINTS	EXCEEDS 7 POINTS	GREATLY EXCEEDS 9 POINTS
---------------------------	-------------------	---------------------	-----------------------------

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.

MEETS (5 pts.): Response generally meets the objectives (or expectations).

EXCEEDS (7 pts.): Response indicates the objectives will be exceeded.

GREATLY EXCEEDS (9 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 9)	Extended Score
Offeror Profile (General Instructions – Company Profile)			
The Offeror must provide a company profile which will detail the company's history and relevant experience with similar projects detailing it's capability and capacity. (Review Scope of Work and Complete Form 5.2.3)	10		
Offeror Prior Projects			
The Offeror must document at least one (1) previous project within the past five (5) years, including references from previous projects. Both requirements must be derived from previous projects that were similar in size and scope of the subject RFP. (Complete Forms 5.2.4 and 5.2.5)	25		
Staffing Plan (General Instructions – Personnel Profile)			
1. The Offeror must employ one individual who has managed a project of similar size and scope and meets the qualifications of Program Manager as defined in the Scope of Work. (Complete Forms 5.2.5 and 5.2.6)	10		
2. The Offeror must provide a detailed staffing plan and must include additional staff such as a financial manager and any administration staff required to perform the work. (Complete Forms 5.2.5 and 5.2.6)	15		
Scope of Work (Work Plan)			
The Offeror must provide a detailed work plan that demonstrates a thorough understanding of the project and includes requirements as listed in sections 1.4.2 through 1.4.9. (Refer to 5.1.1 Proposal Instructions–Section 5.1.2 Work Plan Instructions, pg. 6)	40		

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 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: _____

- 2.7 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). 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 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
Ohio Lead Hazard Control Grant Program, 6th Floor
246 North High Street
Columbus, OH 43215

- 3.5 INVOICING AND REPORTING REQUIREMENTS: On a bi-weekly basis, all documents generated for grant-related services performed must be provided prior to the release of compensation. Required documentation can be provided through entry into the Ohio RESPEC program or by providing completed documents at the time of invoicing. These documents include, but are not limited to the following:

- a. Intake and enrollment: Prequalification form, property deed, rental agreement, homeowner's insurance, birth certificates of any child under six years of age and/or medical records documenting the blood lead levels of any child residing in the home. A copy of all intake and enrollment documents to include, but not limited to all forms found at: http://www.odh.ohio.gov/odhPrograms/cfhs/lead_ch/lhcgrant/leadhazgrant.aspx
- b. Lead Specifications: A copy of the lead specifications for a property as completed by a licensed lead abatement contractor or project designer.
- c. Paint Inspection/Risk Assessment: A copy of each paint inspection/risk assessment report, as completed by an Ohio lead risk assessor.
- d. Clearance Examination: A copy of the clearance examination report, as completed by an Ohio lead risk assessor.
- e. Submit a final report during the close-out phase of the grant period.

COST SUMMARY (CONT'D)

OHIO LEAD HAZARD CONTROL GRANT PROGRAM – PROGRAM MANAGEMENT
CSP905513
UNSPSC CATEGORY CODE: 80100000

OFFEROR'S NAME: _____

Description	Cost
YEAR 1 – OHIO LEAD HAZARD CONTROL GRANT PROGRAM MANAGEMENT SERVICES COSTS	\$
YEAR 2– OHIO LEAD HAZARD CONTROL GRANT PROGRAM MANAGEMENT SERVICES COSTS	\$
YEAR 3– OHIO LEAD HAZARD CONTROL GRANT PROGRAM MANAGEMENT SERVICES COSTS	\$

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/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 6.2.2
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

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: Secretary of State Certification, Affirmative Action, 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.