

REQUEST FOR QUOTATION
10-158

**Minority Business Enterprise (MBE) Participatory Solicitation in
Accordance with Ohio Revised Code §125.081 Only Certified MBE
Quotations will be Honored**

DATE ISSUED: February 23, 2010

The state of Ohio, through the Ohio Department of Public Safety Administration Division is requesting a quotation for:

**Clerks of the Court of Common Pleas Court
Desktop Computer Deployment Services**

**YOU ARE INVITED TO SUBMIT A QUOTATION FOR THE SERVICES
DESCRIBED IN THIS DOCUMENT. SIGNED QUOTATION MUST ARRIVE
BY 3:00 P.M. EDT MARCH 5, 2010, TO:**

MARK A. CONTOSTA, CPPO, CPPB
CHIEF, PURCHASING
OHIO DEPARTMENT OF PUBLIC SAFETY
1970 W. BROAD ST., 5TH FLOOR
P.O. BOX 182081
COLUMBUS, OH 43218-2081

FAX QUOTATION TO:

MARK A. CONTOSTA, CPPO, CPPB
CHIEF, PURCHASING
OHIO DEPARTMENT OF PUBLIC SAFETY
614-752-7823 (fax)
614-752-4225

FAXED QUOTATION MUST BE FOLLOWED BY ORIGINAL NO LATER THAN MARCH 12, 2010
TO:

MARK A. CONTOSTA, CPPO, CPPB
CHIEF, PURCHASING
OHIO DEPARTMENT OF PUBLIC SAFETY
1970 W. BROAD ST., 5TH FLOOR
P.O. BOX 182081
COLUMBUS, OH 43218-2081

1 General Overview

1.1 Purpose:

The Ohio Department of Public Safety (ODPS) is soliciting quotations for a Contractor to de-install the existing Desktop Computers (see Supplement 4), deliver, install, implement, and test one thousand two hundred (1,200) Dell OptiPlex 780 Basic Office Desktop Computers (see Supplement 2) with nineteen inch (19") monitors at the Clerks of the Court of Common Pleas Court (Clerks) offices across the state of Ohio (see Supplement 3). The ODPS will acquire the Dell OptiPlex 780 Desktop Computers separate from this RFQ.

The ODPS requires all Desktop Computers be installed and operational on or before June 30, 2010. The Contractor will be required to remove the existing Desktop Computers and return the equipment to the ODPS Alum Creek Facility. The cables to connect to the ODPS' network will be provided by the Clerks.

The ODPS will only accept the quotations for the services requested. The ODPS will reject any quotation offering alternatives and/or equipment.

If a suitable offer is made in response to this RFQ, the state of Ohio ("State") may enter into a contract (the "Contract") to have the selected Offeror (the "Contractor") perform the Work (described in the General Overview and Scope of Work). This RFQ provides details on what is required to submit a quotation for the Work, how the State will evaluate the quotations, and what will be required of the contractor in performing the Work.

The awarded Contract resulting from this RFQ will be from the award date through June 30, 2010. The Contractor must maintain a valid State Term Schedule (STS) Contract for the length of this contract.

This RFQ also provides the estimated dates for the various events in the submission process, selection process, and performance of the work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand. Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance in the work phase may result in the State refusing to consider the proposal of the Offeror.

1.2 Background:

The Clerks issue, by law, titles for motor vehicles according to the rules of the Registrar of Motor Vehicles. As stated in the Ohio Revised Code (O.R.C.) § 4505.02, "The registrar of motor vehicles shall issue rules as he deems necessary to ensure uniform and orderly operation of [title issuance]..., and the Clerks of the Court of Common Pleas shall conform thereto." "Motor vehicle" has the same meaning as defined in O.R.C. § 4501.01(B) and § 4505.01(A)(2). Generally, "motor vehicle" means any vehicle, including manufactured homes, recreational vehicle and trailers and semi-trailers whose weight exceeds four-thousand pounds, propelled or drawn by power other than muscular power or power collected from overhead electric trolley wires except vehicles specifically excluded by statute. The Clerks issue certificates of title, with one copy filed at the Clerks office and the original issued to the title holder.

Most counties have one title issuance location (main title office), while some also have one or more "branch office" title issuing locations. All processing in each county occurs through one server at that Clerks main title office (The County Oracle data is a 'snapshot' that is replicated in real time to the Central 'master' Oracle database). Branch and office workstations and Desktop Computer devices communicate with the main title office server. The data generated and utilized during the issuance of titles is stored locally and that data is then replicated (through Oracle's advanced replication feature) to a central database in Columbus, Ohio at the State level.

Real-time inquiry access is provided to the statewide central database for the Clerks and law enforcement. This system supplies a statewide electronic database that is used for:

- transferring titles between counties,
- updating Ohio titles transferred out-of-state,
- inquiry of information at a statewide level,
- indexing central title information as required by law, and,
- transferring daily, weekly, monthly, and yearly electronic reports to the Bureau of Motor Vehicles and other agencies within the State.

Within the Clerks Title Office enterprise, there are currently eighty-eight (88) Main Title Offices, forty-nine (49) Branch Offices, and seventeen (17) Remote sites – a total of one-hundred fifty-four (154) client sites.

1.3 Objective:

The objective of this RFQ is to obtain the services of a Contractor to meet the requirements as set forth within this document. As outlined in the "Purpose" section of this document, this project is to provide support for the business requirements for the Clerks and the Automated Title Processing System (ATPS).

2 Specifications

2.1 Scope of Work:

The Contractor must de-install the existing Desktop Computers, deliver, install, implement, and test ("deploy") the one thousand two hundred (1,200) Dell OptiPlex 780 Basic Office Desktop Computers. The existing Desktop Computers are Dell GX270 and GX280 Desktop Computers (see Supplement 4).

2.1.1 Test Installation, as defined in Section 2.4.2, must begin on or before March 22, 2010.

2.1.2 The Contractor must perform required work at each Clerks site around the Clerks working-hours schedules.

2.1.2.1 Deployment at the Clerks' offices will begin on March 29, 2010.

2.1.2.2 Installation can be started at each office at opening time but all installations must be completed by 3:00 P.M.

2.1.2.3 Delivery of computers is to be by the installation team at the time of the install. No drop-ship ahead of time.

2.1.2.4 Deliver all replaced computers to the Alum Creek Facility Warehouse by 3:00 P.M. next business day.

2.1.2.5 The Contractor must keep equipment secure and accounted for until equipment is delivered to the ODPS Alum Creek Facility.

2.1.2.6 Contractor personnel are not to enter the premises of the ODPS or the County Title Offices without clearly visible identification (preferably an ID-Badge, or a shirt with your company's name and logo).

2.1.3 The Offeror must be able to deploy ninety (90) Desktop Computers in one (1) business day.

2.1.4 The Offeror must be able to deploy Desktop Computers to six (6) separate locations in one (1) business day.

2.1.5 The Contractor must complete the project successfully on or before June 30, 2010.

2.1.6 Specific procedures for setting up, configuring and joining the computers to the Titling Network will be provided by the ODPS Network Administrator(s) after contract award and will be in accordance with ODPS policies and procedures – no access is or will be made available to the internet from the Title Offices.

2.2 Offeror and Project Team Mandatory Requirements and Qualifications:

The Offeror shall provide a project team that will work with the ODPS under the direction of the Information Technology Office. The Offeror must meet the following mandatory requirements in order to be eligible for consideration:

2.2.1 The Offeror must have successfully completed three (3) projects where the Offeror provided services similar to those required for this project. At least the equipment in one (1) of the referenced projects must currently be in operation.

The proposed project team must meet the following mandatory requirements in order to be eligible for consideration:

- 2.2.2 A minimum of one (1) proposed resource must demonstrate a minimum of thirty-six (36) months full-time experience as a Project Manager in the last forty-eight (48) months.
- 2.2.3 A minimum of one (1) proposed resource must demonstrate a minimum of twenty-four (24) months experience as a project manager on projects employing the project management methodology being proposed.
- 2.2.4 A minimum of one (1) proposed resource must demonstrate experience as the Project Manager from project initiation through completion on at least one product installation or implementation.
- 2.2.5 A minimum of one (1) proposed resource must have experience in a minimum of two (2) projects functionally similar to this project where the candidate was responsible for installing a solution similar to that proposed for this project.

Experience, including environments, must be fully documented.

The proposed resources must demonstrate the following requirements in order to be eligible for further consideration:

- 2.2.6 Must have the ability to collaborate with supporting resources across business and/or functional lines.
- 2.2.7 Must have excellent oral and written skills and possess strong meeting and work session facilitation skills.
- 2.2.8 Must have the ability to work independently and as part of a team with the ability to manage time and resources to meet assigned deadlines.
- 2.2.9 Must have a strong understanding of prioritization stemming from the elicitation of system and/or user requirements.
- 2.2.10 Must have excellent organizational skills, proven analytical, planning, problem solving, and decision-making skills.
- 2.2.11 Must be knowledgeable in the English language and speak clearly and understandably using the English language.

During the interview process with the ODPS staff, the resource consultant(s) must demonstrate competence/experience in their specific area(s) of project assignment. The resource's experience must also be documented for review and verification. Offered resources not showing technical or functional competency/experience will be reason to reject the Offeror's proposal. It is the responsibility of the Offeror to pre-screen their candidates to ensure compliance.

2.3 Project Management:

The ODPS will provide oversight for the entire project. However, the Contractor must provide overall project management for the tasks in this Contract, including the day-to-day management of its staff and assist with the management of the ODPS staff as it pertains to their assignment to this project. The Contractor must provide administrative support for its staff and activities. The Contractor provided Project Manager must be available to work at the ODPS Shipley Building to manage the project and serve as the primary communicator between the Contractor's staff and ODPS staff. The ODPS will provide up to two (2) work areas at the ODPS Shipley building for Contractor staff. ODPS Shipley building is located at 1970 West Broad Street, Columbus, Ohio 43223.

- 2.3.1 The ODPS will provide staff to include an ODPS Project Representative, ODPS Network Administrator, and ODPS System Administrator who will be assigned to work with the Contractor's corresponding staff. The ODPS staff will meet regularly with the Contractor's Project Manager to monitor the project plan, the Contractor's performance, and to assist the Contractor with Network and System security access.
- 2.3.2 The Contractor must provide a high-level project plan and continue to update the project plan with greater detail throughout the phases of the project. These detailed project plans are to be developed with ODPS staff and must allow ten (10) working days for review by the State staff for all deliverables.

2.3.2.1 All installations must be scheduled and coordinated by the Contractor Project Manager. The schedule must be approved by the ODPS Project Manager and ODPS Network Administrators; therefore, it must be presented to the ODPS Project Manager and ODPS Network Administrators as soon as it is available, but no later than ten (10) days prior to the first field installation. The Contractor Project Manager will contact the specific Title Office Managers via phone, five (5) days prior to their office's scheduled installation, and again two (2) days prior.

2.3.3 The Contractor's project management approach must adhere to the following requirements:

2.3.3.1 Immediate Reporting – The project manager or designee must immediately report any Project Team staffing changes to the ODPS Project Representative.

2.3.3.2 Attend Weekly Status Meetings – The Contractor's project manager, and other project team members as necessary, are required to attend weekly status meetings with the ODPS Project Representative and other members of the project teams as deemed necessary to discuss project issues.

2.3.3.3 Provide Weekly Status Reports – The Contractor must provide written status reports to the ODPS Project Representative at least one full business day, excluding State holidays, before each weekly status meeting.

2.3.3.4 Weekly Status Reports must contain an updated GANTT chart along with updated Microsoft Project files on electronic media, status of currently planned tasks – specifically tasks not on schedule and a resolution to return to schedule, any issues encountered and resolutions, test results, a problem tracking report, task and deliverable status showing completion schedule and milestones; proposed changes to the project schedule if any, identification of Contractor staff assigned to specific activities, planned absences and return dates for Contractor staff, and any staffing changes.

2.3.3.5 Monthly Status Reports – The Contractor must submit a written monthly status report which is due to the ODPS Project Representative by the fifth working day following the end of each month during the project. Monthly Status Reports must contain: description of overall completion status of the project, updated project schedule, scheduled project activities for the next month, percentage of completion of deliverables, time ahead or behind schedule, a risk analysis of actual and perceived problems, testing status and results, and any strategic changes to the project plan.

2.4 Test Installation:

2.4.1 A "test installation" must be successfully completed at a predetermined office(s) prior to any computer installation statewide.

2.4.2 Before going to "statewide installation" mode, two (2) counties consisting of three (3) offices (to be selected by ODPS) must be successfully completed to ensure no problems exist in the installation plans and procedures. These installations shall be piloted for a period of no less than two (2) weeks.

2.4.3 Test installation will begin on or before March 22, 2010.

2.5 Pickup, Delivery and Implementation Services:

The Contractor must Pickup, Deliver the Hardware and provide Implementation Services.

2.5.1 Pickup and Delivery:

2.5.1.1 The Contractor must agree to pickup and deliver all products from the ODPS Alum Creek Facility Free on Board (F.O.B.) destination and provide free inside delivery to the specified floor / worksite of the State sites defined in this RFQ. The Contractor will begin delivery of all Hardware by March 29, 2010 at a mutually agreeable time and as outlined herein. The Contractor will not have ten (10) working days to remedy a default. Quotations must include all unpacking, packing, transportation and insurance charges.

2.5.1.2 The State may delay any delivery to a mutually agreeable time.

- 2.5.1.3 The Contractor shall not store the Desktop Computers at the Agency site; the Clerks' title offices do not have the physical space to store the Desktop Computers overnight. At the designated time, the Contractor will deliver the Desktop Computers so they arrive at the Clerks site the day they are to be installed.
 - 2.5.1.4 The Contractor must agree to coordinate delivery with the ODPS Project Representative. The Contractor warrants that it can accommodate time staggered deliveries with specific delivery dates, times and quantities. The Contractor must be able to deliver and install up to ninety (90) Desktop Computers on any given business day at up to six (6) separate locations.
 - 2.5.1.5 Delivery dates and times must be coordinated with the ODPS Project Representative. It is the Contractor's responsibility to respond with a firm delivery date subject to approval from the ODPS Project Representative. If there is a documented delay due to the Contractor, the ODPS Project Representative must be notified within forty-eight (48) hours.
 - 2.5.1.6 The Contractor must agree to provide expedited delivery service options to the State on an as needed basis. The ODPS, Contractor, and the Agency must mutually agree on expedited delivery terms, price and timeframes when expedited delivery is required by the ODPS.
 - 2.5.1.7 Failure to provide product deliveries in a timely manner may result in the assessment of damages or cancellation of individual orders. Repeated failure to notify the State of back order situations may result in cancellation of the Contract.
 - 2.5.1.8 Rearrangement of the Hardware within the same office for the State's convenience will be entirely at the State's expense. Upon request of the State and issuance of a purchase order, the Contractor may provide paid assistance and supervision.
- 2.5.2 Implementation Services:
- 2.5.2.1 De-Installation
 - 2.5.2.1.1 The Contractor must provide de-installation services for the existing Desktop Computers at each Clerks title office. A complete inventory list of the currently installed Desktop Computers is provided in Supplement 4. De-Installation services will include, but not be limited to, the removal of the existing hardware, logging of its asset tag number(s), office location number, date removed and the name of the responsible contractor. The log is to be signed by the county ATPS office manager to indicate acceptance. The log will then be forwarded to the ODPS Project Representative. Each of the replaced Desktop Computers must be removed from the title office the same day it is disconnected. All replaced equipment must be delivered to the ODPS Alum Creek Facility at 1583 Alum Creek Drive, Columbus, Ohio 43209.
 - 2.5.2.1.2 The Contractor must deliver all replaced computers to the Alum Creek Facility Warehouse by 3:00 P.M. next business day. The Contractor must keep equipment secure and accounted for until equipment is delivered to the ODPS Alum Creek Facility.
 - 2.5.2.1.3 The Contractor must remove and dispose of all packing, boxes, etc., used in the shipping, delivery and installation of the Hardware and Software involved in this project. The office must be left in a clean and neat state after installation is complete, prior to the work being accepted. Cabling must be neat, labeled, and orderly.
 - 2.5.2.1.4 Upon completion of the above requirements the Offeror must obtain written acceptance to confirm an installation is satisfactorily complete. This written acceptance must be signed by the ODPS Network Administrator, ODPS Database Administrator, and the county ATPS point of contact.

2.5.2.2 Asset Tagging

The Contractor will apply asset tags to each Desktop Computer and log all asset information into a Microsoft Excel spreadsheet prior to the physical installation and provide both this electronic version and a paper version within fifteen (15) days after the installation is complete. The Contractor must coordinate through the ODPS Project Representative for the printing and pick up of asset tags with unique asset identification numbers from ODPS Inventory Management Services. Specific instructions on where to place asset tags on acquired equipment will be provided with the asset tags to facilitate a uniform placement. All of the following information must be recorded and provided to the ODPS Asset Management Unit: Model Number, Serial Number, Asset Description, Location, and Asset ID Number. These site logs will be the property of the State, one (1) copy will be left on-site with the Clerks' designee, one (1) copy will be provided to the ODPS Information Technology Office point of contact, and one (1) copy will be sent to the ODPS Inventory Management Services.

2.5.2.3 Installation

2.5.2.3.1 The Contractor must install, setup, configure, and test the new Hardware and Software. The Contractor must load the Software for the Desktop Computers on the title office's ATPS server at the Clerks' Offices. (The county server operating system is MS Windows 2000 and the county workstation operating system is MS Windows XP). All copies of the Software will be left on-site with the county point of contact.

2.5.2.3.2 The Contractor must install all other Hardware and Software needed for a successful implementation, including all components needed to connect the Desktop Computers to the title office's RJ-45 10BaseT/100BaseTX Ethernet network.

2.5.2.3.3 The Contractor must test to ensure that all involved Project components are functioning successfully as identified in this RFQ.

2.5.2.3.4 The State will provide the Contractor reasonable access to each Installation Site prior to installation. The Contractor must develop and provide written site preparation standards for the Installation Site.

2.5.2.4 Training

The Contractor must provide thorough on-site training for the Clerks personnel on the operation, setup, and use of the Desktop Computers. Two (2) copies of documentation of these operations must be provided to each Clerk on-site personnel, five (5) copies must be provided to the ODPS Project Manager.

2.6 **Standards of Performance and Acceptance:**

Acceptance is dependent upon a thirty (30) day successful standard of performance as defined herein. Hardware and/or Software will be installed by the Contractor. This section also applies to Hardware and/or Software submitted for product evaluation as well as replacement or substitute Hardware and/or Software and Hardware and/or Software which is field modified after the Hardware and/or Software has completed its successful Performance Period.

2.6.1 The Performance Period will begin after all Hardware/Software is installed at all locations and will end when the Hardware/Software has met the standard of performance for a period of fifteen (15) consecutive days by operating in conformance with the manufacturers technical specifications and in conformance with this RFQ at an effectiveness level of 95% or more.

2.6.2 In the event the Hardware and/or Software does not meet the standard of performance during the initial fifteen (15) days, the standard of performance test will continue on a day-by-day basis until the standard of performance is met for a total of fifteen (15) consecutive days.

2.6.3 If the Hardware and/or Software fail to meet the standard of performance after forty-five (45) calendar days from the start of the Performance Period, the Contractor will be in default. The Contractor will not have ten (10) working days to remedy such a default. Such a default will only be

remedied when the State agrees that a successful Performance Period has been completed. In addition to all the other rights and remedies conferred to the State under the Contract, the State reserves the right to terminate the order.

- 2.6.4 Should it be necessary, the State may delay the start of the Performance Period, but such delay will not exceed thirty (30) consecutive days after the date that all Hardware and Software has been installed at all locations. Unless otherwise mutually agreed to by the State and the Contractor, the Performance Period must start not later than the thirty-first (31st) day after the installation date.

2.7 Post Award Performance Testing:

A performance test will be done in cooperation with the Contractor, the Clerks staff, and ODPS to ensure the installation at each county site is complete and fully operational. As stated in the Standards of Performance and Acceptance section, a statewide performance test will also be done to ensure the total installation is complete and fully operational.

2.8 Performance Criteria:

All work related to Hardware replacement, which would interrupt the Clerks business processes, must be coordinated with the ODPS Project Manager, and must be performed during times other than the Clerks normal business hours unless otherwise agreed to by the Clerk. Specific task assignments will be made with agreed upon time frames for completion. The Hardware installation and system activation into production mode for the County Clerks' Desktop Computer replacement must be completed by the date specified in the project plan. Work determined by the State to be in non-compliance with the Contract must be brought into conformance by the Contractor at no expense to the State within ten (10) working days of written notice from the State, or the Contractor shall be in default.

2.9 Final Acceptance:

Final Acceptance of the Project will only occur after all Hardware has been accepted by the Clerks, the ODPS Project Manager, and the ODPS Inventory Management. The ODPS Inventory Management will certify all existing Desktop Computers have been returned to the ODPS Alum Creek Facility and a final inventory has been completed and accepted by the ODPS Inventory Management Chief or his designee.

2.10 Cooperation with Other Agencies and Vendors:

The Offeror agrees to cooperate with State or County personnel, Hardware manufacturer representatives, other vendors' personnel, and communications systems suppliers to diagnose and correct Hardware malfunctions. The Offeror agrees, when requested by the State or County, to cooperate in diagnostic testing efforts involving other vendors and to cooperate with other vendors' personnel in carrying out diagnostic testing of Hardware malfunctions.

2.11 The ODPS State Work Support Requirements:

2.11.1 The following items will be provided to the selected Offeror by the ODPS point of contact as determined by the Offeror's quotation.

2.11.1.1 Any reasonable request for access to the ODPS places of business.

2.11.1.2 Help in setting up interview access with the ODPS personnel.

2.11.2 The Offeror must describe the support it wants from the State to accomplish the project other than what the State has offered elsewhere in this Scope of Work. Specifically, the Offeror must address the following:

2.11.2.1 Nature and extent of State support required;

2.11.2.2 Assistance from State staff and the experience/qualification level required; and

2.11.2.3 Other support requirements.

2.11.3 The State may not be able or willing to provide the additional support the Offeror lists in this part of its RFQ response. The Offeror must therefore indicate whether its request for additional support is

a requirement for its performance. If any part of the list is a requirement, the State may reject the Offeror's response if the State is unwilling or unable to meet the requirements.

- 2.11.4 The State will provide a workstation for the Offeror provided Project Manager during the life of this contract. Workstations consist of a work pod, chair, telephone, computer, and connection to the State's network, which provides access to the Internet.

2.12 Estimated Schedule:

RFQ Release	February 23, 2010
Inquiry Period Begins	February 23, 2010
Inquiry Period Ends	March 3, 2010
RFQ opening	March 5, 2010 at 3:00 p.m. EDT
Evaluations / Interviews Conducted	March 8, 2010 thru March 12, 2010
Selection of Contractor/Approval Package to DAS	March 15, 2010
DAS approval and sanction of Award	March 17, 2010
Anticipated Award Date	March 19 2010
Test Installation	March 22, 2010
Contractor Installation Start Date	March 29, 2010
Contractor Completion Date	June 30, 2010

3 Terms and Conditions

3.1 Contractual Obligations:

The terms and conditions for the services to be performed are in accordance with the contractual obligations established by the ODPS.

3.2 Contract Term:

The awarded Contract resulting from this RFQ will be from the award date through June 30, 2010 or the required work is complete, whichever occurs first.

3.3 Contract Renewal:

The ODPS may renew this agreement by giving thirty (30) days written notice prior to the expiration, for an additional six (6), one (1) month extensions at the Offered hourly rate not to exceed the current contract rate.

3.4 Compensation:

The Contractor will not submit more than one invoice for work performed within a 30-day period. In order to be considered a proper invoice, the Contractor shall include on all invoices the proper vendor identification number, purchase order number, and total cost of services; and submit an original and three copies monthly to:

Ohio Department of Public Safety
Attn: Fiscal Services (BMV)
P.O. Box 16520
Columbus, Ohio 43216-6520

3.5 Sub-contracting:

No sub-contracting will be allowed.

3.6 Background Check:

A background check, at the ODPS expense, may be performed on the designated contact person for assignment to this Agreement. The designated contact person may be required to complete a "Background Information Form" furnished by the ODPS. Failure to pass the background check will result in immediate dismissal of the resource, whereupon, the Offeror must submit a replacement resource with equal or better qualifications within the time limits as set forth in 3.7 Replacement Personnel of this RFQ (See Attachment 10, Background Check Form).

3.7 Replacement Personnel:

The quality and professional credentials of the proposed resource(s) submitted in the Offeror's quotation are material factors in the State's decision. The Contractor may not remove the proposed resource(s) from the Work without the prior, written consent of the State, for the duration of the Contract, including any extensions except for reasons listed. If the Contractor removes the proposed resource(s) without prior written consent of the State, the Contractor will be in default and the State may terminate this Contract immediately for cause and without any cure period.

The Contractor may only remove the proposed resource(s) listed in the quotation response for legal or disciplinary reasons. In this event, the Contractor will have seven (7) business days to provide two (2) proposed qualified replacement resource(s) for each removed resource. The State may reject the proposed replacement resource(s) for the following reasons:

- 3.7.1 Failure of the resource(s) to meet the Mandatory Requirements and Qualifications identified in this RFQ.
- 3.7.2 Failure of the Contractor to provide two (2) qualified replacement resources for each removed resource.

If the State rejects the replacement resource(s), the Contractor will be in default and the State may terminate this Contract immediately for cause and without any cure period.

3.8 Declaration Regarding Material Assistance/NonAssistance to Terrorist Organization - Sec. 2909.33 (C):

In accordance with R.C. 2909.33(C), I certify that I meet one of the following conditions:

- 3.8.1 I have not received, nor will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year;

or

- 3.8.2 I have received, or will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year.

and,

I have either pre-certified with the Office of Budget and Management, or have completed the Declaration of Material Assistance form certifying that I have not provided material assistance to any organization on the Terrorist Exclusion List, as that term is defined in R.C. 2909.21.

<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

3.9 Nondisclosure Agreement:

Contractors/Consultants may be required to submit a completed and signed Nondisclosure Agreement to the ODPS as soon as possible after the Contractor has been accepted following the interview process but prior to a Purchase Order being issued. If required, failure to provide the required form may result in immediate dismissal of the resource, whereupon, the Offeror must submit a replacement resource with equal or better qualifications within the time limits as set forth in 3.7 Replacement Personnel of this RFQ (See Attachment 11, Nondisclosure Agreement).

3.10 Confidentiality and Conduct Agreement:

Contractors/Consultants may be required to submit a completed and signed Confidentiality and Conduct Agreement to the ODPS as soon as possible after the Contractor has been accepted following the interview process but prior to a Purchase Order being issued. Failure to provide the required form may result in immediate dismissal of the resource, whereupon, the Offeror must submit a replacement resource with equal or better qualifications within the time limits as set forth in 3.7 Replacement Personnel of this RFQ (See Attachment 12, Confidentiality and Conduct Agreement).

3.11 Work Rules, Policies and Procedure Compliance:

The Contractor agrees, as a condition of being awarded this contract, to require each of its agents, officers, and employees to abide by the state of Ohio and the Ohio Department of Public Safety's policies, work rules, safety rules, or policies regulating the conduct of persons on State property at all times while performing duties pursuant to this contract. Additionally, if the Contractor is using or possessing State data or accessing State networks and systems, the Contractor must comply with all applicable State rules, policies and regulations regarding data security and integrity. And when on any property owned or controlled by the State, the Contractor must comply with all security and safety rules, regulations, and policies applicable to people on those premises. The Contractor agrees and understands that a violation of any of these policies or rules constitutes a breach of the contract and sufficient grounds for immediate termination of the contract by the Ohio Department of Public Safety. The Contractor's resources assigned to work on this project will be provided a copy of the Consultant Policy Assignments and are required to sign a verification of receipt and acceptance/compliance within five (5) business days after start of work onsite at the ODPS.

3.12 Equal Opportunity Requirements:

- 3.12.1 The Contractor, and any of its subcontractors, shall comply with the requirements under ORC § 125.111. The Contractor and any of its subcontractors shall not discriminate against anyone because of race, color, religion, creed, sex, age, disability, national origin or ancestry.
- 3.12.2 The Contractor certifies that both the Contractor and any of its subcontractors are in compliance with all applicable federal and state laws, as well as rules and regulations governing fair labor and employment practices.
- 3.12.3 The ODPS encourages both the Contractor and any of its subcontractors to purchase goods and services from certified Minority Business Enterprise (MBE) and Encouraging Diversity Growth and Equity (EDGE) vendors.

4 Submission of Quotations and Additional Offeror Responsibilities**4.1 Inquiries:**

Offerors may make inquiries regarding this RFQ any time during the inquiry period listed in Section 2.8, Estimated Schedule. To make an inquiry, Offerors must use the following process:

- 4.1.1 Access the State Procurement Web site at <http://www.ohio.gov/procure>;
- 4.1.2 From the Navigation Bar on the left, select "Find It Fast";
- 4.1.3 Select "Doc/Bid/Schedule #" as the Type;
- 4.1.4 Enter "ODPS" and the RFQ Number found on Page 1 of the document;
- 4.1.5 Click "Find It Fast";
- 4.1.6 On the document information page, click "Submit Inquiry";
- 4.1.7 On the document inquiry page, complete the required "Personal Information" section by providing:
 - 4.1.7.1 First and last name of the prospective Offeror's representative who is responsible for the inquiry;
 - 4.1.7.2 Name of the prospective Offeror;

- 4.1.7.3 Representative's business phone number; and
- 4.1.7.4 Representative's e-mail address.
- 4.1.8 Type the inquiry in the space provided including:
- 4.1.9 A reference to the relevant part of this RFQ;
- 4.1.10 The heading for the provision under question; and
- 4.1.11 The page number of the RFQ where the provision can be found.
- 4.1.12 Click "Submit".
- 4.1.13 Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt. Offerors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.
- 4.1.14 Offerors may view inquiries and responses using the following process:
 - 4.1.14.1 Access the State Procurement Web site at <http://www.ohio.gov/procure>;
 - 4.1.14.2 From the Navigation Bar on the left, select "Find It Fast";
 - 4.1.14.3 Select "Doc/Bid/Schedule #" as the Type;
 - 4.1.14.4 Enter "ODPS" and the RFQ Number found on Page 1 of the document;
 - 4.1.14.5 Click "Find It Fast";
 - 4.1.14.6 On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.
- 4.1.15 The State will try to respond to all inquiries within forty-eight (48) hours of receipt, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.
- 4.1.16 When an amendment to this RFQ is necessary less than two (2) days before the RFQ due date, the State may extend the RFQ due date through an announcement. Amendment announcements may be provided any time before 5:00 p.m. on March 3, 2010.

4.2 Requests for Previous Quotations/Contracts:

Requests from potential Offerors for copies of previous RFQ's, past Offeror proposals, or contracts for any potentially related projects, are Public Records Requests (PRRs) and not clarification questions regarding the present RFQ. PRRs should be submitted by mail or e-mail to:

Ohio Department of Public Safety Public Records Manager/Administrator Administration Division 1970 W. Broad Street Columbus, Ohio 43223

or

PublicRecords@dps.state.oh.us
--

The posted time frames for responses to internet questions for RFQ clarification do not apply PRRs. The ODPS does not guarantee that a response to a PRR will be made within the time frame controlling this RFQ. Any failure or delay of the ODPS in responding to the PRR will have no bearing on the deadlines found in this RFQ.

4.3 Clarifications:

- 4.3.1 The ODPS may request clarifications on quotations to ensure the quotations are understood by the ODPS.

- 4.3.2 Clarifications shall be requested using e-mail to an address specified in the RFQ response, and clarifications shall be sent to the ODPS as a "reply" to the request for clarification within twenty-four (24) hours (not including weekends or holidays).

4.4 Intentions:

- 4.4.1 It is the intent of the State to describe a complete set of requirements. Any incidental items omitted from these specifications but needed to satisfactorily complete the requirements, must be provided by the Offeror and will be included in the quotation.
- 4.4.2 If the State decides to revise this RFQ before the response due date, addenda will be posted to the Ohio Business Gateway:

<http://www.ohio.gov/procure>

- 4.4.3 Quotations must be received no later than 3:00 P.M., March 5, 2010. Quotations should be:

Mailed to:	Delivered to:
Mark A. Contosta, CPPO, CPPB Chief, Purchasing Ohio Department of Public Safety 1970 W. Broad St., 5 th floor P.O. Box 182081 Columbus, Ohio 43218-2081	Mark A. Contosta, CPPO, CPPB Chief, Purchasing Ohio Department of Public Safety 1970 W. Broad St., 5 th floor Columbus, Ohio 43223

DELIVERY INSTRUCTIONS

- 4.4.4 Quotations, whether delivered through U.S.P.S., UPS, FedEx or by hand to the ODPS, must be complete, including a cover page of the original quotation signed in blue ink and in an envelope sealed with the RFQ number and title clearly marked on the outside of the envelope or box.
- 4.4.5 Included in the sealed package, the Offeror must also submit a copy of the Proposals on CD-ROM in Microsoft Word 2000, Microsoft Excel 2000, Microsoft Project 2000, and PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal.
- 4.4.6 If delivering quotation in person to the ODPS, come to the loading docks on the South side of the building. There is a door to the immediate right of the right most loading bay. Next to the door is a bell to ring for service. Deliver the quotation to the ODPS mail room. Make sure the time and date of delivery is noted on the quotation and logged by the person receiving the envelope. If any problems are encountered, in the delivery, and to verify receipt of the quotation call William J. Kirwin at (614) 752-6003. Attempts to deliver to the Highway Patrol Officer at the front desk of the Customer Service Center, as in the past, will be refused. The quotations will be received between the hours of 8:00 A.M. and 4:00 P.M. (3:00 P.M. on March 5, 2010) Monday through Friday.
- 4.4.7 Upon receipt by the ODPS Purchasing, all quotations will be time and date stamped. Postmarks or other times/dates appearing on the quotation envelope will not be considered as the official time/date of receipt. An RFQ response submitted with insufficient postage or C.O.D. will not be accepted.
- 4.4.8 A facsimile of an offer will be considered, but an originally signed copy (signature to be in Blue Ink) of the offer must be received within seven (7) days after the quotation opening. Any other mode of transmitting a quotation to the ODPS shall not be considered a valid quotation.

4.5 **Mandatory Content of RFQ Response:**

- 4.5.1 RFQ Response Cover Letter:

The Offeror must **HAND SIGN AND DATE THE RFQ COVER LETTER IN BLUE INK** before submitting the quotation. The RFQ cover letter shall be on company letterhead, include an original signature in Blue Ink, and state the total dollar amount and hours to be worked by each listed candidate of the submitted quotation.

4.5.2 Quotation /Cost Summary:

Offerors will complete the Quotation/Cost Summary form/table found in Attachment 1 and identify all resources and costs associated with performing the work. The ODPS is expecting that the rates quoted shall be significantly discounted from the State Term Schedule (STS) rates. The Offeror will provide and attach a comparison of their approved STS rates and the discounted rates included in the RFQ response.

Offerors may not reformat these forms. Each Offeror must complete the Cost Summary forms in the exact format provided. Any reformatting may cause the State to reject the Offeror's quotation.

These forms and associated instructions are what the State projects as the final Cost Summary forms at the present time. The State reserves the right to modify the Cost Summary forms and instructions at the time qualified Offerors are invited to submit their not-to-exceed fixed price quotation. Completed Cost Table forms are to be provided when the quotations are submitted.

Offerors are to copy as many forms as are needed, and page number each sheet in the upper right hand corner. If there is any doubt as to which page a particular item should be recorded under, Offerors are to use their discretion. The important thing is that the item is listed and accounted for, not particularly where it is listed so that all costs are identified. The dollar amounts listed by the Offerors must represent a NOT-TO-EXCEED FIXED PRICE.

The State will not be liable for any costs the Offeror does not identify in its response to this RFQ (Attachment 1) and the Offeror must identify all costs associated with performing the work. The ODPS is expecting the hourly rates quoted shall be significantly discounted from the STS rates. The Offeror will provide and attach a comparison of their approved STS rates and the discounted rates included in the RFQ response.

4.5.3 Project Plan:

The Offeror must provide a high level project plan which describes the approach, method(s), and work steps it plans to use to meet the RFQ requirements and complete the scope of work described in this RFQ. This project plan should demonstrate a thorough understanding of the nature of the project and indicate how the Offeror will meet ODPS deadlines for the Hardware installation. This plan or a resource plan is to include a description for each deliverable detailing the work or tasks to be performed and the resources, consultants and the ODPS, performing the tasks.

4.5.4 Mandatory and Preferred Requirements and Qualifications/Personnel Profile Summaries:

The Offeror shall detail the Offeror and proposed resource(s) meet the mandatory and preferred requirements in their response to this RFQ (Attachment 4). The resource(s) must meet the mandatory minimum requirements in order to be eligible for consideration as identified and set forth in Section 2.2.

Experience, including environments, must be fully documented.

During the interview process with the ODPS staff, the resource consultant(s) must demonstrate competence/experience in their specific area(s) of project assignment. The resource's experience must also be documented for review and verification. Offered resources not showing technical or functional competency/experience will be reason to reject the Offeror's proposal. It is the responsibility of the Offeror to pre-screen their candidates to ensure compliance.

Each RFQ response must include a profile for each resource consultant offered for the proposed ODPS Project.

4.5.4.1 References: Provide at least three (3) references for which each proposed resource has successfully demonstrated meeting the requirements of the Scope of Work on a project of similar size and scope in the previous five (5) years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and dates (month and year) of employment must be given for each reference. Each resource must provide a list of professional references that can attest to his/her specific qualifications. The references given should be a person the candidate reported to and not a co-worker.

If less than three (3) references are provided, the Offeror must include information as to why less than three (3) references were provided. The State may disqualify the proposal if less than three (3) references are given (Attachment 2).

- 4.5.4.2 Education and Training: This section must be completed to list the education and training for each proposed candidate and will demonstrate, in detail, the proposed candidate's ability to properly execute the contract based on the relevance of the education and training to the requirements of the SOW (Attachment 3).
- 4.5.4.3 Resume: Each resource's resume must follow/support the above criteria and show how the resource meets the qualifications listed for the position in the SOW.
- 4.5.4.4 Mandatory Experience and Qualifications: The Offeror must complete this section to show how a resource meets the mandatory experience requirements, if any are applicable to that resource. If any resource does not meet the mandatory requirements for the position the resource is proposed to fill, the Offeror's Proposal may be rejected as non-responsive (Attachment 4).
- 4.5.4.5 Required and Preferred Experience and Qualifications. The Offeror must complete this section, if applicable, to show how its resource meets the experience requirements (Attachment 4).

For each form submitted, the Offeror must provide the following information:

Candidate's Name.

Contact Information. The Offeror must provide a client contact name, title, phone number, email address, company name, and mailing address. The Offeror also must include the same information for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide this information or providing information that is inaccurate or out of date may result in the State not including the reference in the evaluation process or rejecting the Offeror's Proposal. The contact information given must be for a person within the client's organization and not a co-worker or a contact within the Offeror's organization, subsidiaries, partnerships, etc.

Dates of Experience. The Offeror must complete this section with a beginning month and year and an ending month and year to show the length of time the candidate performed the technical experience being described, not just the length of time the candidate worked for the company.

Description of the Related Service Provided. The State does not assume that, since the technical requirement is provided at the top of the page, all descriptions on that page relate to that requirement. Offerors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the work as it relates to the Work covered by this RFQ. It is the Offeror's responsibility to customize the description to clearly substantiate the candidate's qualification.

The candidate's work experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

4.5.5 Resource(s) Interview/Time Commitment:

The Offeror must agree to submit referenced project team/resource(s) for interviews, in person at the ODPS discretion, during the period March 8, 2010 thru March 12, 2010. **No telephone interviews will be permitted. All interviews must be in person at the Ohio Department of Public Safety, Shipley Building, 1970 West Broad Street, Columbus, Ohio 43223.**

The Offeror must submit a statement and chart that clearly indicate the time commitment of each proposed resource to this assignment. The evaluation team may reject any quotation that commits any proposed resource to other projects/assignments during the term of the ODPS Project if the team believes that doing so will be detrimental to the Offeror's performance.

During the interview process the resource(s) must demonstrate their competency in their specific area(s) of project assignment. Additionally, the resource(s) must demonstrate excellent oral and written communication skills, knowledge in the English language, and their ability to speak clearly and understandably using the English language.

4.5.6 Offeror's Profile/Experience:

Each quotation must include a profile of the Offeror's relevant experience working on projects similar to this Project. The profile must also include the Offeror's legal name, address, and telephone number; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of years in business, number of employees; number of employees engaged in work directly related to the Project; corporate information which demonstrates the depth of the company and the Offeror's ability to provide support and backup for proposed personnel and any other background information that will help the evaluation team gauge the ability of the Offeror to successfully complete the Project (Attachments 5 and 6).

4.5.7 Offeror References:

The Offeror must include at least three (3) references for which the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to this Project. These references must be from projects that were completed within the previous five (5) years.

The State is interested in the Offeror's performance and responsibility in projects such as Public Safety's. References provided must agree to be interviewed by the State concerning the Offeror's products and services. Failure to provide three references may result in disqualification of quotation.

The following information is required for each reference:

4.5.7.1 Customer's name and address.

4.5.7.2 Contact name, title, and current phone number.

4.5.7.3 Date contract began and date completed.

4.5.7.4 Summary of the scope of the project and an explanation as to the relevance or similarity to this project and the type of reference being requested (Attachment 7).

4.5.8 Contract Performance:

The Offeror must provide the contract performance information for the past seven (7) years (Attachment 8).

4.5.9 A Contract between the Ohio Department of Public Safety and the Contractor:

The Offeror must submit a completed and signed contract signature page (Attachment 9).

5 Evaluation

5.1 Review of Quotations:

An evaluation team has been formed to determine the responsiveness of the quotations. The team shall be comprised of the ODPS personnel.

5.2 Rejection of any/all quotations:

5.2.1 The ODPS may reject any quotations, in whole or in part, and may determine that any irregularities or deviations from the specifications do not result in determining the quotation is non-responsive. The Chief of Purchasing may waive irregularities or deviations only if doing so does not affect the amount of the quotation or result in an unfair competitive advantage to any Offeror.

5.2.2 The ODPS reserves the right to disqualify an Offeror's response and any quotations for the following reasons:

- 5.2.1.1 Failure to provide a signed original quotation (signature in Blue Ink).
- 5.2.1.2 Late RFQ responses.
- 5.2.1.3 Failure to provide required information and/or meet specifications.
- 5.2.1.4 Failure to offer services completely covered by a current STS contract with the state of Ohio.

5.2.3 In addition, should the quotations exceed the planned budget for this service; the ODPS may reject the quotations or try to negotiate a lower price.

5.3 Evaluation Criteria:

Factors that will determine the most responsive quotation shall be the costs and the evaluation factors listed below in order of importance. Factors include, but, are not limited to, the following:

- 5.3.1 Offerors proposed team's experience and skills.
- 5.3.2 Offeror profile.
- 5.3.3 Offeror references demonstrating the ability to complete this project based upon similar previous experience.
- 5.3.4 Offeror's expected ODPS personnel staffing commitment to complete this Project within the expected timeframe.

5.4 Basis of Award:

The award will be made to the lowest, responsive and responsible Offeror meeting the qualifications specified in this RFQ.

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ATTACHMENT 1

QUOTATION/COST SUMMARY TABLE

Offerors will complete the Quotation/Cost Summary table, below, and identify all costs associated with performing the work. The ODPS is expecting that the rates quoted shall be significantly discounted from the STS rates.

The Offeror shall include the STS Schedule Part Description and Part Number, STS rate, discount rate (percentage off STS list price), Offered Costs, and the Extended Cost in response to this Scope of Work. If needed, the Offeror may include additional costs as determined by the Offeror to complete the SOW. The following table is provided to assist in providing this information.

(The following tables assume that the vendor will be selected by March 8, 2010, will begin work on March 22, 2010 and complete the work by within June 30, 2010).

OFFEROR NAME: _____ STATE TERM
 SCHEDULE NUMBER: _____

OAKS CONTRACT ID: _____ CURRENT EXPIRATION DATE: _____

OFFEROR PROJECT MANAGER: _____ PHONE NUMBER: provided at
 contract award

Description of Services	STS Schedule Part Description (See Note 1)	STS Schedule Part Number (See Note 1)	STS Rate	Disc. Rate	Offered Cost	Quantity	Exter Co	
-Installation			\$	%	\$	1,200	\$	
Installation			\$	%	\$	1,200	\$	
Implementation			\$	%	\$	1,200	\$	
Miscellaneous (if necessary)			\$	%	\$		\$	
Total Not-to-Exceed Total Cost								\$

Note 1: The STS Schedule Part Description and STS Schedule Part Number must match the current Ohio STS Contract identified above.

Minority Business Enterprise (MBE) Participatory Solicitation in Accordance with Ohio Revised Code §125.081 Only Certified MBE Quotations will be Honored

ATTACHMENT 2
CANDIDATE(S) REFERENCES

Candidate's Name:

Three (3) professional references who have received services from the candidate in the past five (5) years.

Company Name:		Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of project size, complexity and the candidate's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of project size, complexity and the candidate's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of project size, complexity and the candidate's role in this project.			

Note: A routine background check will be processed by the Ohio Department of Public Safety as soon as possible after the candidate has been accepted. Failure to pass the background check may result in immediate dismissal of the candidate; whereupon, the Offeror must submit a replacement candidate within the time limits as set forth in 3.7 Replacement Personnel of this RFQ.

ATTACHMENT 3

CANDIDATE(S) EDUCATION AND TRAINING

Candidate's Name:

This section must be completed to list the education and training of the proposed candidate(s).

Education and Training	Months/Years	Where Obtained	Degree/Major Year Earned
College			
Technical School			
Other Training			

ATTACHMENT 4

CANDIDATE(S) EXPERIENCE REQUIREMENT

Candidate's Name:

REQUIREMENT 2.2.3: A minimum of one (1) proposed resource must demonstrate a minimum of thirty-six (36) months full-time experience as a Project Manager in the last forty-eight (48) months.

Client's Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of the related services provided:			

Client's Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of the related services provided:			

Client's Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of the related service provided:			

ATTACHMENT 4

CANDIDATE(S) EXPERIENCE REQUIREMENT

Candidate's Name:

REQUIREMENT 2.2.4: A minimum of one (1) proposed resource must demonstrate a minimum of twenty-four (24) months experience as a project manager on projects employing the Project Management Methodology being proposed.

Client's Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:
Description of the related services provided:		

Client's Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:
Description of the related services provided:		

Client's Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:
Description of the related service provided:		

ATTACHMENT 4

CANDIDATE(S) EXPERIENCE REQUIREMENT

Candidate's Name:

REQUIREMENT 2.2.5: A minimum of one (1) proposed resource must demonstrate experience as the Project Manager from project initiation through completion on at least one product installation or implementation.

Client's Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of the related services provided:			

Client's Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of the related services provided:			

Client's Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:	
Description of the related service provided:			

ATTACHMENT 4

CANDIDATE(S) EXPERIENCE REQUIREMENT

Candidate's Name:

TYPE REQUIREMENT 2.2.6: A minimum of one (1) proposed resource must have experience in a minimum of two (2) projects functionally similar to this project where the candidate was responsible for installing a solution similar to that proposed for this project.

Client's Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:
Description of the related services provided:		

Client's Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:
Description of the related services provided:		

Client's Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:
Description of the related service provided:		

**ATTACHMENT 6
OFFEROR EXPERIENCE FORM**

The Offeror must provide examples of experience:

Mandatory Requirement: The Offeror must have successfully completed three (3) projects where the Offeror provided services similar to those required for this project. At least one (1) of the referenced projects must currently be in operation.		
Customer No. 1:	City & State:	
Contact:	Telephone:	
Title:	From:	To:
Customer No. 2:	City & State:	
Contact:	Telephone:	
Title:	From:	To:
Customer No. 3:	City & State:	
Contact:	Telephone:	
Title:	From:	To:

**ATTACHMENT 7
OFFEROR CUSTOMER REFERENCE FORM**

Reference No. One	
Company Name:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

Reference No. Two	
Company Name:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

Reference No. Three	
Company Name:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

ATTACHMENT 8**CONTRACT PERFORMANCE**

The Offeror must provide the following information for this section for the past seven years. Please indicate yes or no in each row.

Yes/No	Description
	Whether the Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number.
	Whether the Offeror has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any government entity). If so, the Offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	Whether the Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity.
	Whether trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	Whether the Offeror, any officer of the Offeror, or any owner of a 20% interest or greater in the Offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	Whether the Offeror, any officer of the Offeror, or any owner with a 20% interest or greater in the Offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item is affirmative, the Offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an Offeror from consideration, at the sole discretion of the evaluation team, such an answer and a review of the background details may result in a rejection of the Offeror's proposal. The committee will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Offeror's performance on the project, and the best interests of the State.

ATTACHMENT 9

**A CONTRACT BETWEEN
THE OHIO DEPARTMENT OF PUBLIC SAFETY
AND**

(CONTRACTOR)

THIS CONTRACT, which results from **RFQ 10-158, ATPS Desktop Computer Deployment Services**, is between the state of Ohio, Department of Public Safety (the "State"), and _____ (the "Contractor").

If this RFQ results in a contract award, the Contract will consist of this RFQ including all attachments, written amendments to this RFQ, the Contractor's proposal, and written, authorized amendments to the Contractor's proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is this one page attachment to the RFQ, which incorporates by reference all the documents identified above. The terms and conditions for the Contract are contained in this RFQ. If there are conflicting provisions between the documents that make up the contract, the order of preference for the documents is as follows:

1. This Project and Contract is governed by State Term Schedule No. _____. If there are any conflicts between the State Term Schedule and this Contract, the State Term Schedule will prevail;
2. This RFQ, as amended;
3. The documents and materials incorporated by reference in the RFQ;
4. The Contractor's proposal, as amended, clarified, and accepted by the State; and
5. The documents and materials incorporated by reference in the Contractor's proposal.

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

This contract has an effective date of the later of _____, 20__, or the occurrence of all conditions precedent specified in the Terms and Conditions.

IN WITNESS WHEREOF, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY

By:

By: Cathy Collins-Taylor, Director

Title:

Ohio Department of Public Safety

Date:

Date:

ATTACHMENT 10

Background Information Form

(Non-Employee ID Badge)



FACILITY ACCESS REQUEST
NON-ODPS EMPLOYEE

ODPS SPONSOR INFORMATION (ODPS employee responsible for individual requiring access)

OHIO DEPARTMENT OF PUBLIC SAFETY SPONSOR NAME		
SPONSOR DIV/SECTION/UNIT	SPONSOR PHONE # () -	
SPONSOR SIGNATURE X		
REQUEST ACCESS BE GRANTED TO (building/location)		
TYPE OF ACCESS:	<input type="checkbox"/> PICTURE IDENTIFICATION BADGE WITH ACCESS RIGHTS	START DATE / /
	<input type="checkbox"/> SIGN IN AND SIGN OUT/VISITORS BADGE	END DATE / /
REASON FOR ACCESS		

COMPANY OR AGENCY INFORMATION

COMPANY NAME		
ADDRESS		
CITY	STATE	ZIP CODE
EMERGENCY OFFICE PHONE # () -		
COMPANY SIGNATURE (i.e., Corporate Officer, Chief) X	PRINT NAME	

INFORMATION ON INDIVIDUAL REQUIRING ACCESS

LAST NAME	FIRST NAME	FULL MIDDLE NAME	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
DATE OF BIRTH: (MM/DD/YY) / /	SOC. SEC. #		
ALIASES AND/OR MAIDEN NAME	HOME PHONE # () -		
YOUR SUPERVISOR'S NAME (print)	SUPERVISOR OFFICE PHONE # () -		
LIST ANY FELONY OR MISDEMEANOR CONVICTIONS IN THE PAST TEN YEARS AND DATE OF CONVICTION:			
DRIVER LICENSE #/STATE ID/PASSPORT (ATTACH COPY OF LEGAL PICTURE ID)			
I _____, CERTIFY THAT ALL OF THE ANSWERS AND STATEMENTS ON THIS FORM ARE COMPLETE, TRUE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ARE MADE IN GOOD FAITH.			
SIGNATURE X			DATE

SUBMIT TO YOUR SPONSOR 30 DAYS PRIOR TO ARRIVING AT THE SITE. SPONSOR WILL COORDINATE THE ISSUANCE OF AN ODPS ID BADGE.

ATTACHMENT 11**NONDISCLOSURE AGREEMENT**

This Nondisclosure Agreement ("**Agreement**") is made this ____ day of _____, 20____
by _____ ("**Contractor**")

WHEREAS, Contractor holds a position of trust relative to the information received during the performance of the work on the project. By executing this Agreement, Contractor acknowledges and recognizes the responsibility entrusted to Contractor and to the state of Ohio in preserving the security and confidentiality of the information.

NOW THEREFORE, Contractor agrees as follows:

1. The term "**Confidential Information**" shall mean any and all information which is disclosed by the State verbally, electronically, visually, or in a written or other tangible form that is not generally disclosed to the public, including but not limited to, trade secrets, computer programs, software, software manuals and documentation, technology, systems, source code, databases, applications, engine protocols, routines, models, displays and manuals, including, without limitation, the selection, coordination and arrangement of the contents thereof, formulas, data, inventions, methodologies, algorithms, techniques, processes, research activities and plans, marketing and sales plans, strategic plans, forecasts, training materials, pricing and pricing strategies, methods of operation, internal controls, security procedures, third party confidential information, customer lists, unpublished financial information, and personal information such as social security numbers, home addresses, telephone numbers, emergency contact information, and any other personal information.
2. Contractor warrants and agrees to keep Confidential Information in strict confidence and shall not disclose it to any third party. Contractor shall use Confidential Information in a manner consistent with the terms of this Agreement and only in furtherance of the work on the project. Contractor's internal disclosure of Confidential Information shall be only to those employees, contractors or agents having a need to know such information in connection with this Agreement and only insofar as such persons are bound by a nondisclosure agreement consistent with this Agreement. Contractor shall promptly notify the State of any unauthorized disclosure or use of Confidential Information by any person and/or entity. Upon termination of this Agreement, or the State's written request, the Contractor shall cease use of the Confidential Information and immediately return all tangible Confidential Information to the State. With respect to Confidential Information stored in electronic form, the Contractor shall delete all such Confidential Information from its systems and certify in writing to the State that such information has been deleted.
3. This Agreement imposes no obligation upon Contractor with respect to Confidential Information which Contractor can establish by legally sufficient evidence that such information: (a) was, prior to receipt from the State, in the possession of, or was rightfully known by Contractor, without an obligation to maintain its confidentiality; (b) is or becomes generally known to the public without violation of this Agreement or without a violation of an obligation of confidentiality owed to the State; (c) is obtained by Contractor in good faith from a third party having the right to disclose it without an obligation of confidentiality; or (d) is independently developed by Contractor without the use of or reference to the Confidential Information. Contractor may disclose Confidential Information in accordance with valid judicial or other governmental order, provided that Contractor shall have given the State reasonable notice and opportunity to object prior to such disclosure, will seek confidential treatment of the information disclosed, and shall comply with any applicable protective order or equivalent.
4. The Confidential Information is provided "as-is" and the State makes no representation or warranty of any kind, express or implied, with respect to the suitability, accuracy or non-infringement of third party rights. The

State shall at all times retain sole and exclusive title to, ownership of, all rights in and control over the use of all its Confidential Information. Contractor agrees that nothing in this Agreement is intended to grant any rights or license under any intellectual property rights of the State, nor shall this Agreement grant Contractor any rights in or to the Confidential Information, except the limited right to use such information in accordance with this Agreement.

5. Contractor will be liable for the disclosure of Confidential Information whether the disclosure is intentional, negligent, or accidental, and that breach of this Agreement may result in Contractor and Contractor's organization being prohibited from participating in any future work with the Ohio Department of Public Safety.

6. This Agreement constitutes the entire agreement and supersedes all prior understandings and agreements concerning this subject matter. All additions or modifications to this Agreement must be in writing and signed by the authorized representatives of both parties. This Agreement shall be governed by the laws of the state of Ohio, excluding choice of law principles. Contractor acknowledges that monetary damages may not be sufficient remedy for unauthorized use or disclosure of Confidential Information, or for breach of this Agreement, and the State shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

Contractor has read and understands this Nondisclosure Agreement. Contractor's signature below indicates Contractor's agreement to all of the above terms.

BY: _____
(PLEASE PRINT)

TITLE: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT 12

CONFIDENTIALITY AND CONDUCT AGREEMENT

As part of this engagement by you with the state of Ohio, you hold a position of trust relative to the information received during the performance of the Work. By executing this Confidentiality and Conduct Agreement, you acknowledge and recognize the responsibility entrusted to you and to the state of Ohio in preserving the security and confidentiality of the information.

I will not disclose any confidential and/or sensitive information to third parties, unless otherwise authorized in writing by the State to do so.

I will use any confidential or sensitive information solely to do the Work.

I will restrict circulation of confidential and/or sensitive information within my organization and then only to people in my organization that have a need to know to do the Work.

Title to confidential and/or sensitive information and all related materials and documentation the State delivers to me will remain with the State.

I will be liable for the disclosure of such information whether the disclosure is intentional, negligent, or accidental.

I will not incorporate any portion of any confidential and/or sensitive information into anything, other than a Deliverable, and will have no proprietary interest in any of the confidential and/or sensitive information.

I will return all originals of any confidential information and destroy any copies I have made on termination or expiration of this project.

I will destroy any sensitive information (notes, work documents, documentation, etc.) that I have accumulated while doing the Work upon termination or expiration of this project.

I understand that I am not a representative of the state of Ohio and will not represent myself as such unless requested in writing by the State.

I understand that breach of this Agreement may result in my organization and I being prohibited from participating in any future work related to this project.

I have read and understand the Confidentiality and Conduct Agreement. My signature below indicates my agreement to all of the above terms.

BY: _____
(PLEASE PRINT)

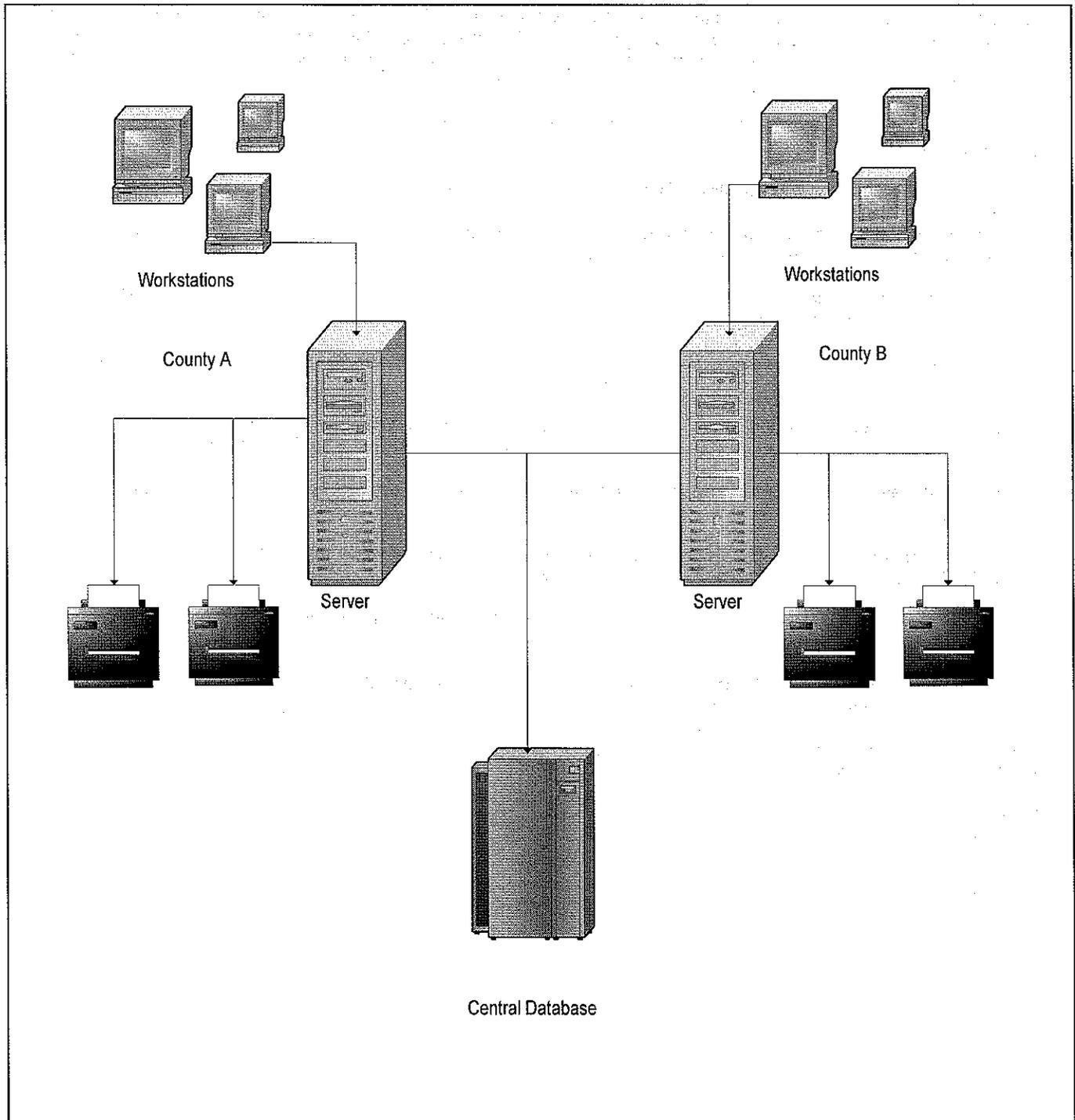
TITLE: _____

SIGNATURE: _____

DATE: _____

SUPPLEMENT 1

CURRENT AUTOMATED TITLE SYSTEM DIAGRAM



SUPPLEMENT 2

DESKTOP COMPUTER SPECIFICATIONS

Base Unit:	OptiPlex 780 Minitower Base Up to 88 Percent Efficient PSU (224-6917)
Processor:	OptiPlex 780, Core 2 Duo E8400 with VT/3.0GHz,6M,1333FSB (317-2458)
Memory:	2GB,Non-ECC,1066MHz DDR3,2X1GB,Dell OptiPlex 780 (317-2595)
Keyboard:	Dell QuietKey Keyboard, No Hot Keys, No Palmrest, English, OptiPlex (330-1989)
Monitor:	Dell E Series E190S, Standard, 19in Viewable Image Size, VGA Only, CLIENT/ENT (320-8089)
Video Card:	Integrated Video,GMA 4500,DellOptiPlex 760 and 960 (320-7407)
Hard Drive:	160GB SATA 3.0Gb/s and 8MB Data Burst Cache,Dell OptiPlex 780 (341-9792)
Floppy Disk Drive:	No Media Reader,Filler Panel,Dell OptiPlex 780 Minitower (341-9797)
Operating System:	Windows 7 Professional, Media, 32-bit, Optiplex, English (421-1479)
Operating System:	Windows 7 Label, Optiplex, Fixed Precision, Vostro Desktop (330-6228)
Mouse:	Dell USB 2 Button Optical Mouse with Scroll,Black OptiPlex (330-2733)
NIC:	Intel Core 2 with vPro Technology, Dell OptiPlex 780 (330-5896)
TBU:	No RAID, Dell OptiPlex 960 (341-8036)
CD-ROM or DVD-ROM Drive:	16X DVD+/-RW SATA,Data Only,Dell OptiPlex 780 Desktop or Minitower (313-8645)
CD-ROM or DVD-ROM Drive:	Cyberlink Power DVD 8.3,with Media, Dell Relationship LOB (421-0536)
CD-ROM or DVD-ROM Drive:	Roxio Creator Dell Edition 10.3, Media, Dell RLOB (421-1189)
Sound Card:	Heat Sink, Mainstream, Dell Optiplex Mini Tower (311-9522)
Speakers:	Internal Chassis Speaker Option,Dell OptiPlex Minitower (313-3350)
Cable:	OptiPlex 780 Minitower Up to 88 Percent Efficient Power Supply (330-5859)
Cable:	Dell Control Point for OptiPlex 780 (420-3276)
Documentation Diskette:	Documentation,English,Dell OptiPlex (330-1710)
Documentation Diskette:	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)
Factory Installed Software:	Energy Star 5.0 Category B (less than 175kWh TEC), EPEAT Gold, Dell ESMART Settings, OptiPlex 780 (330-5861)
Feature	No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)
Service:	Basic Support: Next Business Day Parts and Labor Onsite Response 2 Year Extended (905-3282)
Service:	Basic Support: Next Business Day Parts and Labor Onsite Response Initial Year (906-0830)
Service:	Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s) (905-4578)
Service:	Dell Hardware Limited Warranty Plus Onsite Service Initial Year (905-3157)
Installation:	Standard On-Site Installation Declined (900-9987)
Misc:	Chassis intrusion switch, DellOptiPlex Minitower (310-9505)
Misc:	Tech Sheet, Eng,Dell OptiPlex 780,Factory Install (330-5897)
Misc:	Shipping Material for System,Minitower,Dell OptiPlex 780 Minitower (330-6473)
	You have chosen a vPro System (310-9490)
	CFI,Integration,Fee, Services,Absoulte,Load,Factory Install (365-1245)
	CFI,Information,Boot Order, Hard drive,Floppy drive, Compact Diskette,Factory Install (364-7655)
	CFI Routing SKU (365-0257)
	CFI,ACTC,Information, Software,5YR,SLG (365-1047)
	CFI,Custom Project Fee for ESLH (365-1551)
	CFI,Rollup,Integration Service,Image Load (366-1416)

SUPPLEMENT 3

CLERK OF COURTS INFORMATION

Available upon Request utilizing the Inquiry Process

SUPPLEMENT 4

DELL GX270 AND GX280 DESKTOP COMPUTERS

Available upon Request utilizing the Inquiry Process

SUPPLEMENT 5

BASIC INSTALLATION GUIDELINES

1. Unpack the computer and dispose of all packing materials (leave the office area as it was found).
2. Remove the existing workstation from service in accordance with ODPS guidelines (provided after contract award).
3. Install, configure, and test the new workstation in accordance with ODPS guidelines (provided after contract award). Note: Some workstations being replaced will have saved documents, spreadsheets, etc, that must be accessible to user after the new workstation is installed. The procedures for this will be worked out between ODPS and contractor upon award of a Contract.
4. Tie up loose cables and clean work area.
5. Confirm that computer can be used and demonstrate its operation.
6. Upon acceptance of installs by ATPS offices the Contractor will register the care packs and will complete the bulk registration and will register the warranty care packs.
7. Track each unit installed, thru the ODPS Barcode Label, on a spreadsheet noting serial number of computer and monitor, AIN, and location of computer.
8. Deliver all replaced computers to the Alum Creek Facility Warehouse by 3:00 P.M. next business day.
 - a. The Contractor must keep secure and accounted for until equipment is delivered to the ODPS Alum Creek Facility.