



REQUEST FOR PROPOSAL

RFP NUMBER: CSP900217
 INDEX NUMBER: BWC010
 UNSPSC CATEGORY: 86101709

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Bureau of Workers' Compensation is requesting Proposals for:

OCCUPATIONAL SAFETY & HEALTH ELECTRICAL COURSES

OBJECTIVE: The Ohio Bureau of Workers' Compensation (BWC) is searching for Contractor(s) to provide educational services for three (3) courses for the Division of Safety & Hygiene (DSH).

RFP ISSUED: February 25, 2016
 INQUIRY PERIOD BEGINS: February 25, 2016
 INQUIRY PERIOD ENDS: March 18, 2016 at 8:00 AM
 PROPOSAL DUE DATE: March 25, 2016 by 1:00 PM
 PRESENTATIONS: Week of April 18, 2016

Proposals received after the due date and time will not be evaluated.

Submit Sealed Proposals to:

Department of Administrative Services
 Office of Procurement Services
 Attn: Bid Desk
 4200 Surface Road
 Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

<p>Offeror Name and Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>E-Mail Address: _____</p> <p>Phone Number: () _____ - _____ Ext. _____</p>	<p>Name/Title:</p> <p>_____</p> <p>_____</p> <p>Signature: _____</p> <p>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.</p>
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SUPPLEMENTS

1. ELECTRICAL HAZARD RECOGNITION & ABATEMENT
2. ELECTRICAL SAFETY AUDITS
3. NFPA 70E and YOU: INSIGHT and IMPLEMENTATION

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
BWC:	Ohio Bureau of Workers Compensation
Contractor:	Supplier after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DSH:	Division of Safety & Hygiene
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
NFPA:	National Fire Protection Agency
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Supplier Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (CSP) and is being solicited through this Request for Proposal (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 Bureau of Workers Compensation (BWC), is soliciting responses to this RFP for Occupational Safety & Health Electrical Courses. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- 1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the July 1, 2016 through June 30, 2019. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.
- 1.3 BACKGROUND The Ohio Bureau of Workers' Compensation (BWC) is an agency of the state of Ohio, responsible for administering the workers' compensation insurance program in Ohio. The Division of Safety & Hygiene (DSH) is the education and loss prevention unit of BWC. Funded by workers' compensation premiums and assessments, the DSH Training Center is a continuing education organization specializing in occupational safety and health education for Ohio employees and employers. Courses are attended by a diverse audience representing all segments of the Ohio business community. The selected Contractor must be able to teach all courses. Courses include:

Electrical Hazard Recognition & Abatement
 Electrical Safety Audits
 NFPA 70E and You: Insight and Implementation

BWC Management, along with the staff of the DSH Training Center believes that effective safety and health management practices are important in controlling workers' compensation costs. A strong effort is made to select course offerings that emphasize the need for a safety-oriented business culture as well as regulatory compliance.

- 1.4 SCOPE OF WORK The awarded Contractor(s) is to provide educational services for three (3) courses for the BWC Division of Safety and Hygiene. The courses will be offered to Ohio employers and employees during the period of July 1, 2016 to June 30, 2017 (state fiscal year 2017 (FY17)). Course dates represented in this RFP cover the first year of the 3 year contract. Dates for courses in future years will be communicated to awarded supplier in advance. Dates, times and locations are subject to change upon mutual agreement of the awarded supplier and BWC.

A. Courses that will be offered to Ohio employers and employees during July 1, 2016 through June 30, 2017 are:

Course # and Title	Maximum Classes per year	Days Per Class	Scheduled dates in FY17
1. Electrical Hazard Recognition & Abatement (see Supplement One)	4	3.5	04/24/2017 (Lima) 05/15/2017 (Columbus-OCOSH) 06/19/2017 (Canton) TBD (likely will not be scheduled)
2. Electrical Safety Audits (see Supplement Two)	2	2.0	10/12/2016 (OCOSH) 03/27/2017 (Canton)
3. NFPA 70E and You: Insight and Implementation (see Supplement Three)	7	1.0	07/20/2016 (Columbus-OCOSH) 08/25/2016 (Canton) 10/19/2016 (Mansfield) 02/28/2017 (Youngstown) 03/29/2017 (Cambridge) 04/03/2017 (Dayton) 05/23/2017 (Cleveland- Garfield Heights)

- B. Course descriptions are attached as Supplements 1 through 3; including minimum course content, required hands-on application, audience, duration, class size, materials required, dates and locations, and other Contractor responsibilities for each course.

- C. Offeror will select a one-hour module from the Electrical Hazards & Abatement course. In 1-3 double-spaced pages, the Offeror will describe information that they may be required to present to the evaluation committee, include the following:
1. Objectives
 2. How module fits into the whole class
 3. Materials used by the students
 4. Materials used by the Instructor
 5. Relevance to the audience
 6. Strategies for engaging the audience
 7. Criteria for measuring the results of the module
 8. Uniqueness of how you present this module
- D. Proposed Agenda. List a complete outline of the entire proposed course content and a brief description of exercises or hands-on experiences to support the course objectives for all courses. Indicate approximate time frames for the subject matter covered.
- E. Instructor Grid (Supplement Four). Fill out one grid for each instructor and course. Do not substitute a resume for this required grid. The grid includes the Instructor's formal education, practical experience and instructional experience. Offeror may attach other information to the completed grid (but it does not replace the grid), such as:
1. Professional designations, certifications, or affiliations
 2. Significant accomplishments or awards
 3. Published articles or books
 4. Original research
- F. Reports. Contractor will be required to provide assessment/achievement reports as the result of the completed class, at the end of each class and presented to the local Branch Administrator; who then forwards it to the Training Advisor.

1.5 CONTRACTOR RESPONSIBILITIES.

- A. COST. The Contractor(s) will be responsible for payment of:
1. All costs involved with the development and delivery of all instructional materials.
 2. All costs associated with transporting, unloading, setting up and dismantling equipment required to deliver the instruction.
 3. All travel-related expenses incurred in the performance of the Contract. No additional reimbursement for travel or other expenses will be allowed under any circumstances.
- B. MATERIALS. The Contractor(s) will be responsible for providing all materials to include:
1. Sufficient course materials for students in the class, which will become their property at the completion of the course. (Bringing to, or shipping two weeks in advance of, the class)
 2. Three extra copies of course materials for the State's Resource Center. (Bringing to the first class of the Contract)
 3. The Student Manual must include:
 - a) Educational content
 - b) An agenda
 - c) A course outline
 - d) Course objectives
 - e) Copies of overhead transparencies and/or PowerPoint slides used during the class
 - f) A list of appropriate follow-up activities for the students to apply back in the workplace
 - g) A bibliography
 4. All specialized demonstration equipment and props required to deliver the specified course objectives.
 5. Appropriate audio-visual materials (slides, videotapes, prepared transparencies, etc.), laptop computer(s), etc. required to support the classroom instruction.
- C. CLASS DUTIES. The Contractor(s) will be responsible for:
1. Completing and submitting the Course Requirements Information Form, prior to the first class (AV equipment, room set-up, whether a breakout room is needed, outside demonstration dimensions necessary, and etc.
 2. Presenting an organized, well-designed course, which actively involves student participants in the learning process, includes effective audio-visual aids, and encourages follow-up activities back in the student's workplace.

3. Conducting at least one assessment activity to measure the students' successful completion of the course's learning outcomes and document this for each student (test, tally sheet of activities, other) that will be collected and provided to the Training Center at the conclusion of each class with a numerical score.
 4. Completing and submitting, for each class: (a) the student roster to verify attendance; (b) student evaluation forms; and (c) instructor evaluation form. Forms will be provided by the Training Center(s).
- D. MISCELLANEOUS TASKS. The Contractor(s) will be responsible for providing:
1. Agreed-upon instructor(s) at the specified dates and times.
 2. Notifying the location contact person of delivery carrier and date/time of delivery of course materials and equipment. (If shipping materials)
 3. A contingency/communications plan if an Instructor is unable to attend due to an emergency.
- E. Instructor(s) must meet the education requirements as specified with each individual course description. Offeror must indicate how these qualifications are met when the Instructor Grid in Supplement Four is completed.
- F. Instructor(s) must have at least ten (10) years of practical experience. Offeror must indicate how these qualifications are met when the Instructor Grid in Supplement Four is completed.
- G. Instructor(s) must have at least five (5) years of instructional experience. Offeror must indicate how these qualifications are met when the Instructor Grid in Supplement Four is completed.
- H. Items E, F, and G of Section 1.5 are to be filled out for each Instructor and for each Course in the Instructor Grids provided in Supplement Four. Do not substitute a resume for this form. The form includes Instructor's formal education, practical experience, and instructional experience. Offeror may attach another page to this form if needed to address the following items:
1. Professional designations, certifications, or affiliations
 2. Significant accomplishments or awards
 3. Published articles or books
 4. Original research

1.6 RESPONSIBILITIES OF THE TRAINING CENTER

- A. Location(s) of classes – These Training Center courses may be offered at the following locations statewide (See table in Section 1.4, Item A for specific courses and locations):
1. Cambridge
 2. Canton
 3. Cincinnati
 4. Cleveland – Garfield Heights
 5. Columbus – OCOSH (Pickerington)
 6. Dayton
 7. Lima
 8. Mansfield
 9. Northwest State Community College – Archbold
 10. Portsmouth
 11. Toledo Owens – Walbridge
 12. Youngstown
- B. The Training Center provides:
1. Student Enrollment
 2. An environment conducive to learning the content and objectives of the course.
 3. Audio visual equipment with the exception of computers
 4. Appropriate accreditation for students (continuing education credit)
 5. Student attendance roster
 6. Student certificates of completion
 7. Student course evaluation forms
 8. Student supplies (pens, name tents)
 9. Training Center operating procedures and contact names

- 1.7 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless

exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.

- 1.8 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and available for public inspection after the Proposals are received.
- 1.9 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with CSP900217 and due date on each. Offeror must submit the signed cover page (Page 1 of this RFP) with its Technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.5 in the Instructions for further detail.
- 1.10 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages.

2.0 EVALUATION OF PROPOSALS

- 2.1 MANDATORY REQUIREMENTS The following table contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS Not applicable.

- 2.2 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1000 Points
Proposal Cost	180 Points
Training Module Presentations	2425 Points
Total	3605 Points

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

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
Offeror Profile			
1. Offeror shall demonstrate experience in providing professional training services in its cover letter; including a profile of prior projects of similar scope and size. (See Form 5.2.4)	15		
2. Each Proposal must include a profile of the Offeror's history of working on similar projects, including their capability, capacity, and relevant experience, which details two (2) previous jobs similar to this project within the last five (5) years, (Complete all areas of Supplemental Four).	15		
3. Offeror has the capacity and financial capability to successfully complete the required tasks for this Project. The Offeror confirms the demonstration/presentation portion of the evaluation can be met without any difficulties to suit the dates specified by DAS and the Agency.	10		
Offeror References			
1. The Offeror provides, at a minimum, three (3) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. (See Form 5.2.5)	10		
Scope of Work			
1. The Contractor demonstrates the capacity to develop and perform the training, provide capable Instructors, and professional training manuals for each course.	10		
2. A discussion of any anticipated difficulties and proposed solutions for these difficulties.	5		
3. Offeror provides a definitive description of a contingency plan for communicating with the designated Training Center Advisor, should the key project personnel become unavailable to teach a class as proposed, within the timeframe allowed.	5		
4. Reporting, proposed assessment/achievement requirement	5		
Best Qualifications			
1. Practical experience	25		
2. Instructional experience	25		
3. Module description	20		
4. Formal Education	15		
5. Agenda	15		
Instructor Grid(s)			
The Offeror provides a detailed Instructor Grid for each proposed Instructor for each course, which demonstrates the Offeror's ability to provide instructor(s) with the necessary education, practical experience and instructional experience as outlined in the qualifications to complete the Work within the schedule. (Supplemental Four)	25		

Total Technical Score: _____

2.6 PRESENTATIONS AND INTERVIEWS DAS will require top Offerors to present. Such presentations will provide an Offeror with an opportunity to present a sample of its training course and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The presentations will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Presentations will be scheduled to be held in the Columbus, Ohio area at the supplier's expense, if applicable.

Presentations, Interviews, Demonstrations			Maximum Score
1. Training Module Presentation and Interviews			2425

Total Presentation 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.

2.7 COST PROPOSAL POINTS DAS will use the information the Offeror submits on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = Total not to exceed 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: _____

2.8 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: _____ + Presentation 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.

2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

3.0 COST SUMMARY

- 3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm fixed price per class (Total cost equals number of classes multiplied by cost per class. 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

BWC
c/o Ohio Shared Services (OSS)
PO Box 182880
Columbus, OH 43218-2880

OCCUPATIONAL SAFETY & HEALTH ELECTRICAL COURSES

CSP900217

UNSPSC CATEGORY CODE: 86101709

OFFEROR: _____

Note: Fill in the cost breakdown of each class proposed as itemized here to arrive at the total cost per class:

Course Title	A Materials Cost	B Materials Shipping & Receiving Cost	C Number of Labor Hours	D Labor Cost Per Hour	E Total Cost per Class as listed below [Column A +B + (C X D)= E]
ELECTRICAL HAZARD RECOGNITION & ABATEMENT	\$	\$		\$	\$
ELECTRICAL SAFETY AUDITS	\$	\$		\$	\$
NFPA 70E and YOU: INSIGHT and IMPLEMENTATION	\$	\$		\$	\$

Note: Fill in the total cost of each class you are proposing and calculate the total per course cost, as well as a total cost for all courses you propose.

Course Title	A Estimated Number of Classes:	B Total Cost Per Class	C Total Per Course Proposal: (Estimated # of classes X Cost Per Class) – (Column A X B = C)
ELECTRICAL HAZARD RECOGNITION & ABATEMENT	4	\$	\$
ELECTRICAL SAFETY AUDITS	2	\$	\$
NFPA 70E and YOU: INSIGHT and IMPLEMENTATION	7	\$	\$
TOTAL			\$

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

4.0 AWARD OF THE CONTRACT

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

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

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

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

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

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

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

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled. Any price adjustments will be sent to the agency for review and the agency must agree to the price adjustment prior to any contract renewals.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

5.0 LINKS To be applicable to all Proposals and subsequent award(s), including sections named below.

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://www.obm.ohio.gov/
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Bureau of Workers' Compensation	https://www.bwc.ohio.gov/
BWC DSH Training Center	https://www.bwc.ohio.gov/employer/programs/safety/SandHEducation.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov
OSS Supplier Forms	http://www.ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
NFPA 70E	http://www.nfpa.org/

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.



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- 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 5.1.2, Inquiries.
- 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 5.1.12, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current supplier of the state of Ohio, the Offeror will download both the W-9 and Supplier Information Form and submit to Ohio Shared Services (OSS) at supplier@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.

SUPPLEMENT ONE

ELECTRICAL HAZARD RECOGNITION & ABATEMENT

Course Description	The focus of the course is hazard recognition rather than design or engineering. The participants do not need a background in electricity to attend the course. Fundamental electrical safety is emphasized, including basic physical laws controlling electrical action, recognition and prevention of the four kinds of electrical hazards (shocks, burns, explosions, and fires).
Audience	Individuals responsible for electrical safety, including safety and maintenance personnel, engineers and others who need to improve on their hazard recognition.
Duration	3.5 days, 21 contact hours
Projected Class Size	Average 30 students (varies with location & need 25-40)
Materials Required	240 sets of materials (maximum amount of students for 8 classes)
Dates & Locations	Once awarded, this contract will cover the a three-year period from July 1, 2016, to June 30, 2019 and can be renewed for two (2) additional one (1) year terms. Course dates represented in this RFP cover the first year of the 3 year contract, and dates for courses in future years will be communicated to awarded supplier at a later date in advance. Dates, times and locations are subject to change upon mutual agreement of the selected supplier and BWC.

Minimum Course Content

- Electrical hazard recognition and fundamentals from a safety perspective
- Basic physical laws that control electrical actions
- Effects of electrical shock on the human body
- Recognition and prevention of the four kinds of electrical hazards: shocks, burns, explosions and fires
- Grounding concepts including equipment ground, GFCIs and system grounding
- OSHA, National Electric Code (NEC), and Ohio Administrative Code regulations and their application

Required Hands-On Application

- Practical applications, case studies, and/or demonstrations based upon the topics listed in the Minimum Course Content section are required. A **minimum of 10%** of this course should be designed to have some type of hands-on or active learning exercises, and not use lecture alone.
- Supplier will provide all necessary materials (manuals, videos, demonstration equipment, etc.) for classroom hands-on exercises.

Minimum Objectives to be achieved by Students:

After the course, students will be able to:

- Recognize electrical hazards;
- Describe effects of electrical shock on the human body;
- Identify four kinds of electrical hazards;
- List prevention techniques of electrical hazards;
- Explain grounding concepts, including equipment grounds, ground fault interrupters (GFCIs), and system grounding

SUPPLEMENT ONE (CONT'D)

ELECTRICAL HAZARD RECOGNITION & ABATEMENT (CONT'D)

Instructor Qualifications

Instructors must have at least 10 years of practical experience and at least 5 years of instructional experience. Please indicate how you meet these qualifications when you fill out the grids.

Education (minimum of one of these three educational choices)

- Instructor(s) must have a Bachelor of Science degree in electrical engineering

Or

- Journeyman Electrician
- Evidence of Journeyman Electrician is completion of an apprenticeship program and/or a State or Local Electricians' license obtained by taking a written exam.

Or

- State or National Certification as an Electrical Inspector
Certification must be from a state or other recognized association obtained by taking a written exam.

AND

Practical Experience

- Instructor(s) must have an in-depth knowledge of all electrical codes, standards and guidelines including Ohio Administrative Code 4121-5 and OSHA Electrical Requirements.
- Instructor must have at least five years of experience in electrical engineering or electrical design or electrical inspection.
- Instructor must be actively practicing in the field of electrical safety.

AND

Instructional Experience

- Instructor(s) must have 5 years of professional teaching and presentation experience in the subject area at colleges, universities, institutes, safety and health conventions and/or professional meetings, short courses and/or workshops.

SUPPLEMENT TWO

ELECTRICAL SAFETY AUDITS

Course Description	This course is designed to provide techniques and procedures to be used when conducting an electrical safety audit. Focus will be on preparation for the audit, types of audits and purposes of each, tools available to help in performing the audit, how to look for hazards and prioritize your findings for corrective action, and how to insure the safety of those performing the audit.
Audience	Individuals responsible for designing, conducting and managing electrical safety audits and inspections.
Duration	2 days, 12 contact hours
Projected Class Size	Average 30 students (varies with location & need 25-40)
Materials Required	123 sets of materials (maximum amount of students for 4 classes)
Dates & Locations	Once awarded, this contract will cover the a three-year period from July 1, 2016, to June 30, 2019 and can be renewed for two (2) additional one (1) year terms. Course dates represented in this RFP cover the first year of the 3 year contract, and dates for courses in future years will be communicated to awarded supplier at a later date in advance. Dates, times and locations are subject to change upon mutual agreement of the selected supplier and BWC.

Minimum Course Content

- Electrical safety audit procedures
- Applicable codes and standards
- Types of audits and the purpose of each
- Lockout/tagout requirements
- What to look for and how to prioritize your findings
- Record keeping and documentation requirements

Required Hands-On Application

- Practical applications, case studies, and/or demonstrations based upon the topics listed in the Minimum Course Content section are required. A **minimum of 10%** of this course should be designed to have some type of hands-on or active learning exercises, and not use lecture alone.
- Supplier will provide all necessary materials (manuals, videos, demonstration equipment, etc.) for classroom hands-on exercises.

Minimum Objectives to be achieved by Students:

After the course, students will be able to:

- Describe electrical safety audit procedures;
- Analyze physical, programmatic, and work practice findings;
- Prioritize findings;
- Assemble and compose documentation for recordkeeping.

Instructor Qualifications

Instructors must have at least 10 years of practical experience and at least 5 years of instructional experience. Please indicate how you meet these qualifications when you fill out the grids.

Education (minimum of one of these three educational choices)

- Instructor(s) must have a Bachelor of Science degree in electrical engineering

Or

- Journeyman Electrician
- Evidence of Journeyman Electrician is completion of an apprenticeship program and/or a State or Local Electricians' license obtained by taking a written exam.

SUPPLEMENT TWO (CONT'D)

ELECTRICAL SAFETY AUDITS (CONT'D)

Instructor Qualifications (Cont'd)

Or

- State or National Certification as an Electrical Inspector
- Certification must be from a state or other recognized association obtained by taking a written exam.

AND

Practical Experience

- Instructor(s) must have an in-depth knowledge of all electrical codes, standards and guidelines including Ohio Administrative Code 4121-5 and OSHA Electrical Requirements.
- Instructor must have at least five years of experience in electrical engineering **or** electrical design **or** electrical inspection.
- Instructor must be actively practicing in the field of electrical safety.

AND

Instructional Experience

- Instructor(s) must have 5 years of professional teaching and presentation experience in the subject area at colleges, universities, institutes, safety and health conventions and/or professional meetings, short courses and/or workshops.

SUPPLEMENT THREE

NFPA 70E and YOU: INSIGHT and IMPLEMENTATION

Course Description	This course provides an overview of the hazards of electricity, standards and requirements of NFPA 70E, flash hazard analysis and protection, planning safe work practices, and selecting personal protective equipment (PPE).
Audience	Contractors, maintenance workers, and others who work in or around electricity.
Duration	1 day, 6 contact hours
Projected Class Size	30 students (varies with location & need 25-40)
Materials Required	Not to exceed 423 sets of materials (maximum amount of students for 14 classes)
Dates & Locations	Once awarded, this contract will cover the a three-year period from July 1, 2016, to June 30, 2019 and can be renewed for two (2) additional one (1) year terms. Course dates represented in this RFP cover the first year of the 3 year contract, and dates for courses in future years will be communicated to awarded supplier at a later date in advance. Dates, times and locations are subject to change upon mutual agreement of the selected supplier and BWC.

Minimum Course Content

- General review of the hazards of electricity,
- Scope, purpose, and application of NFPA 70E,
- General review of safe work practices,
- Lockout/Tagout requirements and procedures,
- Shock hazard analysis,
- Flash hazard analysis,
- Personal Protective Equipment (PPE).

Required Hands-On Application

- Practical applications, case studies, and/or demonstrations based upon the topics listed in the Minimum Course Content section are required. A **minimum of 10%** of this course should be designed to have some type of hands-on or active learning exercises, and not use lecture alone.
- Supplier will provide all necessary materials (manuals, videos, demonstration equipment, etc.) for classroom hands-on exercises.

Minimum Objectives to be achieved by Students:

After the course, students will be able to:

- Explain workplace hazards involving electricity;
- List requirements of NFPA 70E;
- Evaluate work practices and suggest safety measures to reduce risk.

Instructor Qualifications

Instructors must have at least 10 years of practical experience and at least 5 years of instructional experience. Please indicate how you meet these qualifications when you fill out the grids.

Education (minimum of one of these three educational choices)

- Instructor(s) must have a Bachelor of Science degree in electrical engineering

Or

- Journeyman Electrician
- Evidence of Journeyman Electrician is completion of an apprenticeship program and/or a State or Local Electricians' license obtained by taking a written exam.

SUPPLEMENT THREE (CONT'D)

NFPA 70E and YOU: INSIGHT and IMPLEMENTATION (CONT'D)

Instructor Qualifications (Cont'd)**Or**

- State or National Certification as an Electrical Inspector
- Certification must be from a state or other recognized association obtained by taking a written exam.

AND**Practical Experience**

- Instructor(s) must have an in-depth knowledge of all electrical codes, standards and guidelines including Ohio Administrative Code 4121-5 and OSHA Electrical Requirements.
- Instructor must have at least five years of experience in electrical engineering **or** electrical design **or** electrical inspection.
- Instructor must be actively practicing in the field of electrical safety.

AND**Instructional Experience**

- Instructor(s) must have 5 years of professional teaching and presentation experience in the subject area at colleges, universities, institutes, safety and health conventions and/or professional meetings, short courses and/or workshops.

