

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT00908322</u>	OPENING DATE (1:00 p.m.) <u>MARCH 8, 2013</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DRC002	BID NOTICE DATE FEBRUARY 26, 2013	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): The Ohio Department of Rehabilitation and Correction			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: COMMERCIAL DRIVER LICENSE (CDL) TRAINING PROGRAM For Offenders Housed at Richland Correctional Institution (RIC) and Pickaway Correctional Institution (PCI)			
<p>TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>March 18, 2013</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>June 30, 2015</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 09/2012, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

- Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico (Go to B-1)
 Other: (Specify Country)_____ (Go to A-2)
- End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
 Yes (Go to Section B-1) No (Go to Section A-3)
- The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.
_____(Item) _____(Country) of
Origin)
_____(Item) _____(Country) of
Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).



B. OHIO PREFERENCE (BUY OHIO):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes (Go to C) No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio.
 Yes (Answer a, b, c, d below) No (Go to B-3)
a) Bidder has paid the required taxes due the state of Ohio Yes No
b) Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://www.sos.state.oh.us/>
c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
d) Bidder has seventy-five percent or more employees based in Ohio or border state.
 Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
- Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at: <http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within ten (10) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the State of Ohio ("State"). Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

CONTRACT RENEWAL: Once awarded, the term of the Contract will be from the award date through December 31, 2013. The State may solely renew this Contract at the discretion of DAS for 30 days. Any further renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed four (4) years and is subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within thirty (30) days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud. All items on bid to made available for delivery to the following location:

BILLING ADDRESS:

ODRC, Grant Administration
770 West Broad Street, Columbus OH 43222

The Contractor must submit an original invoice with three copies (3) copies to the office designated in the purchase order as the "bill to" address. To be a proper invoice, the invoice must include the following information:

The purchase order number authorizing the delivery of goods or services. A description of what the Contractor delivered, including, as applicable, the time period, serial number, unit price, quantity, and total price of the goods and services. If an authorized dealer has fulfilled the purchase order, then the dealer's information should be supplied in lieu of the Contractor's information.

ON ORDERS TOTALING LESS THAN MINIMUM ORDER QUANTITY: Shipment is to be made by freight, parcel post, express or commercial package delivery, whichever is the most economical method for proper delivery of the item F.O.B. destination. The cost of transportation from the contractor's address to the destination on such orders shall be prepaid and added to the invoice.

SPECIAL CONTRACT TERMS AND CONDITIONS (cont.)

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first six (6) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. 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 increase, 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 increase 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. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

AUTOMOBILE LIABILITY INSURANCE: Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker or Sub Contractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

- A. Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.
- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
 - Goods/Services will be delivered via common carrier.
 - No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

SPECIAL INSURANCE REQUIREMENTS:

For purposes of liability insurance procured under this section to cover the operation of a motor vehicle by a prisoner for whom the insurance is procured, "employee" includes a prisoner in the custody of the department of rehabilitation and correction who is enrolled in a work program that is established by the department pursuant to section 5145.16 of the Revised Code and in which the prisoner is required to operate a motor vehicle, as defined in section 4509.01 of the Revised Code, and who is engaged in the operation of a motor vehicle in the course of the work program."

<http://codes.ohio.gov/orc/5145.16+>

<http://codes.ohio.gov/orc/4509.01>

<http://codes.ohio.gov/orc/gp9.83>

Please be advised that the vehicle/equipment insurance to cover direct damage to the vehicles/tractor trailer rigs while operated by inmates or instructors during training will be provided by the contractor selected from the ITB.

SPECIAL CONTRACT TERMS AND CONDITIONS (cont.)

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.):

List names of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SPECIFICATIONS FOR CDL TRAINING

I. INTRODUCTION

A. Objective

The objective is to solicit Bids from a commercial driver training school, licensed by the Ohio Department of Public Safety to provide basic mandated classroom instruction (40 hours) and behind-the-wheel instruction to offenders who hold a current Commercial Driver License Instruction Permit (CDLIP) and are housed at the Richland and Pickaway Correctional Institutions. The commercial driver training school must be in compliance with all requirements in the Ohio Administrative Code Chapter 4507-7, <http://codes.ohio.gov/oac/4501-7> Driver's License Law. Bidders must provide a Professional Truck Driver Institute (PTDI) Certified Course and currently hold Ohio Instructor's Certification and maintain the certification during the term of the contract.

B. Background

The Office of Offender Reentry (Education) and the Office of Enterprise Development within Ohio Department of Rehabilitation and Correction (ODRC), plan to implement a commercial driver license (CDL) training program, collaboratively, to include basic class room instruction and behind-the-wheel instruction for offenders who hold a current CDLIP. ODRC will be responsible for and will allow selected offenders to review the CDL handbooks and other material in study sessions. ODRC will then coordinate efforts to ensure the offenders are able to take the written portion of the CDL test to allow offenders to test and receive a CDL instruction permit. Offenders meeting specific criteria will be selected to participate in this program. ODRC will provide the facilities for classroom instruction and have an understanding that the hands-on-driving will occur within a 20-30 mile radius from the institutions.

II. SCOPE OF WORK: Contractor Scope of Work

All services must comply with American Correctional Association (ACA) Standards, any relevant licensure laws and related ODRC policies and protocols at the link below

<https://aca.org/>

In order for the offenders to be more effective and efficient in the workforce, the selected Contractor will provide educational objects through "performance character" which means career-essential relational attributes that build trust with others, including respect, honesty, integrity, task-excellence, responsibility, and resilience. Contractor will demonstrate they have resources to hire successful graduates of the program upon release.

Technical Requirements

1. Contractor will design, develop, and deploy a licensed Commercial Driver License (CDL) Training Program, to include basic mandated classroom instruction (not to exceed 40 hours) and behind the wheel instruction (a minimum of 40 hrs) that shall include:
 - Must provide at least 4 hrs of instruction off the highway & behind-the-wheel BEFORE any on-highway / behind-the-wheel instruction can be offered;
 - Provide no less than 10 hrs/behind-the-wheel on off-highway ranges;
 - Provide no less than 10 hrs of behind-the-wheel instruction on streets/highways with normal traffic;
2. Contractor will provide curriculum for all training classes:
 - A. Basic – copy of mandated classroom curriculum for pre-approval;
Contractor will provide ODRC a copy of the mandated classroom instruction curriculum for pre-approval. The classroom instruction shall not exceed the 40 hours required by the Ohio Revised Code 4501-7-28 and must cover the following:
 - a. Traffic laws
 - b. Rules and regulations of the Public Utility Commission of Ohio

SPECIFICATIONS FOR CDL TRAINING CONTINUED

- c. Federal motor carrier safety regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-tractors, and motor vehicles transporting flammable and/or hazardous cargo
 - d. Federal laws relating to vehicle brake systems, lighting and display of emergency equipment
 - e. Registration and licensing laws
 - f. Special taxes such as the international registration plan, the international fuel tax alliance, and the unified carrier registration system
 - g. Crash reporting and financial responsibility laws
 - h. The effects of driver fatigue
 - i. Safe driving practices
 - j. Courteous driving practices and sharing the road
 - k. Routine services and pre-trip and post-trip inspections and documentation.
 - l. Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions
 - m. Emerging commercial motor vehicles safety technologies
 - n. Commercial motor vehicle view limitations, also known as the “no zone”
- B. Behind-the-wheel – copy of curriculum for pre-approval;
Contractor will provide ODRC a copy of the behind-the-wheel curriculum for pre-approval. The curriculum will include a minimum of 40 hrs. and include the following topics:
- a. Starting
 - b. Stopping
 - c. Turning
 - d. Shifting
 - e. Braking
 - f. Parking
 - g. Docking
 - h. Hooking up and unhooking trailers and semitrailers
 - i. Display of emergency equipment
 - j. Use of hazard lighting systems
 - k. Checking and servicing the parts of commercial motor vehicles. Pre-trip and post-trip documenting vehicle repair needs.
 - l. Sharing the road
 - m. Safe driving practices
 - n. Proper public thoroughfare railroad grade crossing procedure.
- 3. Contractor will provide the screening tool for the program (e.g., Criteria which trucking companies use to hire; How will offenders be screened for the program? What crimes will be excluded, etc.);
 - 4. Contractor will provide an Agenda and conduct a mandatory orientation meeting prior to each new class to a) describe the training program, b) clearly express expectations for participating students and c) answer any questions.
 - 5. Contractor will submit a proposed plan of implementation of the program, as well as a plan for remedial training, to include but not limited to, number of hours of training, schedules, hiring, etc.;
 - 6. Contractor will provide all supervision and personnel necessary to perform the CDL training services, to educate/coach the selected students, including a list of qualified proposed staff and their commitment letters.

Administrative Requirements

- 7. Contractor will schedule service times with the appropriate ODRC Institutional Program Administrator (Assigned Operation Support Center staff).
- 8. Contractor must provide services within hours that offenders are available as dictated by count, meal, movement, schedules, etc.
- 9. Contractor will train approximately 60 offenders per institution at both Richland and Pickaway in a 12 month period. The Ohio Department of Rehabilitation and Correction may require the contractor to provide training for additional students at the contractor's offered price.

SPECIFICATIONS FOR CDL TRAINING CONTINUED

10. Contractors will schedule appointments with the Bureau of Motor Vehicles to facilitate the driving portion of the exam.
11. Contractor will accompany the offenders to the BMV site for the driving portion of the exam.
12. Contractor will provide remedial training and schedule a re-exam for those who do not pass the exam.
13. Contractor is expected to aid graduates of the program with job placement. Contractor to provide a proposed plan AND provide a report on offender job placement within 90 days of program competition;
 - a. Contractor will provide a plan for job placement assistance.
 - b. Contractor's success is measured by the number of offenders placed in jobs after release.
14. Contractor will provide his/her current job placement information in the Proposal (i.e. the number and percentage of those individuals who have already been trained by Contractor and who are placed with an employer after training is completed).

Background Investigations

All Contractor personnel must pass a background investigation conducted by ODRC as a requisite under the Contract. ODRC will conduct a computerized check through a national database and with applicable Ohio licensing agencies. The cost of this investigation will not be the responsibility of the Offeror.

The Contractor understands and agrees that Agency expressly reserves the right to conduct a background investigation on the Contractor, subcontractor, assistants and any employee required to provide services and or goods. An unacceptable background history may, at Agency's discretion, be grounds to terminate the Contract or reject any unacceptable subcontractors or other individuals providing services and/or goods under the Contract.

Any misrepresentation or omission of a material fact concerning the Contractor's qualifications and fitness to provide services and/or goods under this Contract may be grounds for termination, as may be determined within the discretion of the Agency.

License

The Contractor must provide services through the use of one or more employees or sub-contractors with Ohio commercial driver's license(s) within 5 days of request for information from DAS or ODRC.

License number _____. The Contractor will maintain any professional licensing required to fulfill the Contract.

The Contractor must provide documentation to the ODRC as required by this ITB (i.e. applicable current Ohio licensure, etc.) before any candidate is approved to provide services within an ODRC institution. The Contractor must notify ODRC immediately of any service provider who has any licensure problems and must stop provision of services immediately by any service provider who becomes unlicensed, professionally impaired or is criminally prosecuted during the term of this contract. All required information shall be provided by the contractor within five (5) days of request for information from DAS or ODRC.

Within five (5) days of notification, the Contractor will provide the institution with a resume, copy of licensure, certification or degree if applicable, a signed background investigation release statement, and written verification of successful completion of a drug screen test for any person recommended for placement at the institution at any time during the term of this contract and any subsequent extensions. The ODRC may request a drug screen test of any on-site provider that displays behaviors that indicate the use of drugs at any time during the term of this contract and any subsequent renewals. The cost of the drug screen test will be the responsibility of the Contractor. The drug screening must test for cocaine, amphetamines, PCP, THC (marijuana), and opiates. The institution will run computerized criminal history checks on each prospective service provider at no charge to the Contractor for the background investigation report. All Contractor's personnel and sub-contractors must pass background checks and comply with security regulations.

SPECIFICATIONS FOR CDL TRAINING CONTINUED

III. RECORD KEEPING

During performance of this Contract and for a period of three years after its completion, Contractor shall maintain auditable records of all charges pertaining to this Contract and shall make such records available to Agency as Agency may reasonably require.

IV. RIGHTS IN DATA AND COPYRIGHTS/PUBLIC USE

1. Agency shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by Contractor pursuant to this Contract. No such documents or other materials produced (in whole or in part) with funds provided to Contractor by Agency shall be subject to copyright by Contractor in the United States or any other country.
2. Contractor agrees that all deliverables hereunder shall be made freely available to the general public to the extent permitted or required by law.

COST SUMMARY

The term of this contract is March 18, 2013 to June 30, 2015.

Contractor will train approximately 60 offenders per institution at both Richland and Pickaway in a 12 month period. The Ohio Department of Rehabilitation and Correction may require the contractor to provide training for additional students at the contractor's offered price.

SERVICE	Students Trained Per Year	Cost per Student (All inclusive fee)	Total Cost March 18, 2013 through December 31, 2013
CDL Training Services		Classroom, Behind-the-Wheel, Testing and Re-Testing	
Richland Correctional Institution	60	\$	\$
Pickaway Correctional Institution	60	\$	\$
Total Cost			\$

ATTACHMENT ONE

CONTRACTOR / SUBCONTRACTOR AFFIRMATION AND DISCLOSURE

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

Contractor also affirms, understands and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____