



Office of  
Procurement Services  
Service · Support · Solutions

### REQUEST FOR PROPOSAL

RFP NUMBER: CSP906113  
INDEX NUMBER: JFS005  
UNSPSC CATEGORY: 81121500

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Job and Family Services (ODJFS), is requesting Proposals for:

**TITLE: COMPREHENSIVE MAPPING PROJECT OF OHIO'S FAITH-BASED AND COMMUNITY NON-PROFITS**

**OBJECTIVE:** The purpose of the study is to collect and analyze data for a comprehensive mapping project that captures all federal and state grants won by Ohio's faith-based and community non-profits. In addition to this quantitative analysis, the project will survey non-profit groups and analyze IRS data to gauge philanthropic support for the state's nonprofits and identify key areas of community-level innovation and best practices.

|                            |                           |
|----------------------------|---------------------------|
| RFP ISSUED:                | February 28, 2013         |
| INQUIRY PERIOD BEGINS:     | February 28, 2013         |
| INQUIRY PERIOD ENDS:       | March 15, 2013 at 8:00 AM |
| PROPOSAL DUE DATE:         | March 22, 2013 by 1:00 PM |
| INTERVIEWS (IF APPLICABLE) | Week of March 25, 2013    |

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

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

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

|   |  |
|---|--|
| <b>Offeror Name and Address:</b><br><br>_____<br><br>_____<br><br>_____<br><br>_____<br><br>E-Mail Address: _____<br><br>Phone Number: (        ) _____ - _____, Ext. _____ | <b>Name/Title:</b><br><br>_____<br><br>_____<br><br><br>Signature: _____<br><br>By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood. |
|---|--|

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RFP GLOSSARY OF TERMS

|             |   |
|-------------|---|
| AA:         | Affirmative Action  |
| Contractor: | Vendor after Award  |
| CSP:        | Competitive Sealed Proposal                                     |
| DAS:        | Department of Administrative Services                           |
| EOD:        | Equal Opportunity Division                                      |
| FEI:        | Federal Employer Identification                                 |
| Mandatory:  | Must, Will, Shall   |
| OAC:        | Ohio Administrative Code  |
| OAKS:       | Ohio Administrative Knowledge System (Ohio's Accounting System) |
| OBG:        | Ohio Business Gateway   |
| Offeror:    | Vendor Submitting Proposal                                      |
| OPS:        | Office of Procurement Services                                  |
| ORC:        | Ohio Revised Code   |
| RFP:        | Request for Proposal  |
| SOS:        | Secretary of State  |
| UNSPSC:     | The United Nations Standard Products and Services Code          |

## 1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Governor's Office of Faith-Based and Community Initiatives (GOFBCI) and the Ohio Department of Job and Family Services, (ODJFS), (the Agency), is soliciting competitive sealed proposals (Proposals) for a Comprehensive Mapping Project of Ohio's Faith-Based and Community Non-Profits. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

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

## 1.2 CONTRACT PERIOD

Once awarded, the term of the Contract will be from the April 1, 2013 through March 31, 2014. 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 Ohio's faith-based and non-profit communities are enormous sources of social and fiscal benefit to both the citizens of and the state of Ohio and yet, they remain unappreciated in terms of the practical value they generate for the community primarily due to the lack of research to quantify the impact.

American independent sector engagement is enormous. One in ten jobs in America is generated within the nonprofit sector. This sector invests approximately \$1.5 trillion per year and Americans contribute over \$300 billion per year in philanthropy. However, the very nature of faith-based and nonprofit organizations; voluntary and decentralized, creates a challenge to identify, quantify, and amplify the strengths, weaknesses, and opportunities for growing Ohio's community compassion impact.

### 1.3.1 About the Ohio Governor's Office of Faith-Based and Community Initiatives

#### VISION:

The Governor's Office of Faith-Based and Community Initiatives is committed to promoting faith-based and non-profit community policy and practice solutions and specifically to supporting the development of local community collaborative efforts to solve problems. The Governor's Office of Faith-Based and Community Initiatives Office engages in core functions that are consistent with the GOFBCI statutes and the policy goals of the Governor. The office's key stakeholders are faith-based groups, nonprofit organizations, and people motivated by their faith to serve others. The office supports the stakeholders by notifying them of resource opportunities and assists them by offering technical assistance, and communication to maximize their resources to provide comprehensive services to Ohioans.

#### CORE VALUES:

The following values are at the core of the work of The Governor's Office of Faith-Based and Community Initiatives:

1. Faith: *We will rely on our faith in making both every day and life changing decisions.*
2. Integrity: *Adherence to moral and ethical principles will guide our work.*
3. Results: *All work will be performed with a results-oriented focus.*
4. Social Capital: *Our work will enhance the lives of individuals and communities.*
5. Fiscal Accountability: *Maintaining the highest level of fiscal accountability will guide our decision making.*
6. Collaboration: *We will seek to build partnerships with state agencies, localities, and faith-based and community agencies to solve problems.*

#### INITIATING LEGISLATION:

As stated in the initiating legislation, *Ohio Revised Code 107.2*, the office shall:

1. Inform organizations of funding opportunities;
2. Encourage organizations to seek funding opportunities;
3. Assist organizations to maximize resources; and
4. Communicate barriers and advise the Governor, General Assembly, and the Advisory Board on barriers to collaboration between organizations and governmental entities and on ways to remove them.

- 1.4 SCOPE OF WORK Central to the mission of the Ohio Governor's Office of Faith-Based and Community Initiatives (GOFBCI) is providing support to reduce barriers, increase awareness and share knowledge of efficacious and inherently entrepreneurial community organizations who serve their communities with passion and innovation. There is a significant opportunity for the Ohio GOFBCI to both amplify the nonprofit assets of the State through better data and then optimally identify and position the partnering place of good government.

The current office has sought to change focus from, "What can government do for you?" to a more deliberate partnership strategy focused on the alternative question of, "How can government catalyze local community innovation and collaboration?" There is no question that government has a legitimate role to play in addressing some problems and there are some things that only a large government can do; however government programs crowd out innovative non-governmental solutions from public imagination, leaving the recipients under-served and potential givers unfulfilled. When government must act, the smallest and most local entity capable of doing the job should do so as it is closest and most responsive to the person in need.

We believe that this intentional Ohio focus on government-catalyzed community innovation can be accelerated by a comprehensive mapping project. The project will capture all federal and state grants that have been awarded to Ohio's faith-based and community non-profit groups and analyze Internal Revenue Service data to gauge philanthropic support for the state's nonprofits, and identify key areas of community-level innovation and best practices. The mapping project will yield critical nonprofit and faith-based data that will enable the GOFBCI to convene and host Ohio faith-based and community leaders to collaboratively consider new priorities and measurement techniques to address the states' poverty and social challenges.

1.4.1 DELIVERABLES:

1. Complete an Analysis of all federal and state grants won by Ohio Faith-Based and Community Organizations in the past two (2) fiscal years.
2. Analyze IRS data and conduct surveys to identify amount and type of support provided by private individuals and traditional philanthropy to Ohio Faith-Based and Community Organizations in the past two (2) fiscal years.
3. Prepare a report detailing the scope and scale of Ohio's faith-based and community nonprofits including, the human needs addressed and the financial support provided by government and private entities.
4. Identify and report "best practices" and measurement instruments to demonstrate faith-based and community organization effectiveness.
5. Host and present the report at three regional events to promote and convene statewide Ohio Faith-based and Community Organizations in a strategic dialogue about community needs with an emphasis on sharing data and truly collaborating at local levels. Presenter will be the same person who presents in the presentation/interview evaluation phase, if applicable.
6. Facilitate a meeting and present to the GOFBCI staff and Advisory Board to report data and leverage the strategic outcomes from the regional events. Presenter will be the same person who presents in the presentation/interview evaluation phase, if applicable.
7. Design a Website and database to feature the results of the report. Contractor will work closely with the Agency in the design and approval.
8. Agree to work with the Agency going forward to provide additional Work, beyond these deliverables, at a fixed hourly rate, in the event it is needed. The fixed rate is to be quoted in the Cost Summary section of the RFP response, but will not be evaluated. The State reserves the right to negotiate this quoted rate per hour dependent on the Work to be provided.

1.4.2 MINIMUM QUALIFICATIONS:

1. Principal Investigator must have demonstrated prior experience with a project of this scope.
2. Principal Investigator must have demonstrated a proficiency and major interest in prior faith-based, faith-friendly and faith-preferred social issues solutions.
3. Principal Investigator must have demonstrated knowledge of and experience with the Temporary Assistance for Needy Families program.
4. Principal Investigator must have demonstrated knowledge of the Charitable Choice Law.
5. Principal Investigator must have demonstrated knowledge of the national charitable landscape.
6. Principal Investigator must be named, a resume included, with the details of experience with all above.
7. Principal Investigator/Presenter must demonstrate experience and knowledge completing projects of this type for a minimum of five (5) years.

1.4.3 REPORTS:

1. Bi-weekly reports (due by Friday noon beginning the second Friday after execution of the Contract). Submitted electronically and reporting on each deliverable. The format for the reports will be developed and mutually agreed upon between the Contractor and the Agency.
2. A draft final report is due September 27, 2013, to the agency project representative for approval.
3. The final report is due October 15, 2013 and will be presented to the advisory board on October 24, 2013.
4. Any revisions requested by the Advisory Board will be due by November 8, 2013
5. Regional meetings will be conducted in January at dates and locations mutually acceptable to the Contractor and GOFBCI.
6. Report on outcomes from regional conversations; reports are due to the Advisory Board two weeks after the final conversation.

1.4.4 WORK PLAN: The Offeror shall clearly describe how it will perform the research, specifically the collection and analysis of the data and reporting. The Offeror shall explain how the required meetings will be scheduled and located and designate who will be the named presenter for these meetings; as one of the key staff for the project.

1.4.5 CONTRACTOR RESPONSIBILITIES: The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

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

1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS

Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section. Offeror must briefly, but clearly and concisely introduce and explain their organization and how they are qualified to provide this service in accordance with the instructions and forms defined in Section 5.0, Links. The number of pages should be kept to a minimum and avoid inclusion of any glossy advertising, which may not be applicable to the RFP.

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

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

| Mandatory Requirements   | Accept | Reject |
|--|--------|--------|
| 1. Principal Investigator/Presenter must have a minimum of five (5) years' experience with the analysis, reports, and presentation with knowledge and experience with TANF, Charitable Choice Law, and this scope of work. |        |        |

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

2.3 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

| Criteria                        | Maximum Allowable Points |
|---------------------------------|--------------------------|
| Proposal Technical Requirements | 522 Points               |
| Proposal Cost                   | 128 Points               |
| Total Maximum Allowable Points  | 650 Points               |

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

|                           |                   |                     |                             |
|---------------------------|-------------------|---------------------|-----------------------------|
| DOES NOT MEET<br>0 POINTS | MEETS<br>5 POINTS | EXCEEDS<br>7 POINTS | GREATLY EXCEEDS<br>9 POINTS |
|---------------------------|-------------------|---------------------|-----------------------------|

DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

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

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

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

GREATLY EXCEEDS (9 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

| Criterion  | Weight | Rating<br>(0 to 9) | Extended<br>Score |
|--|--------|--------------------|-------------------|
| <b>Offeror Profile</b>   |        |                    |                   |
| 1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete all areas of Form 5.2.1) | 5      |                    |                   |
| 2. The Offeror demonstrates it has sufficient resources to meet the requirement and deadlines.   | 5      |                    |                   |
| <b>Offeror Prior Projects</b>  |        |                    |                   |
| 1. Similar scope and size (3 previous similar projects) Forms 5.2.4  | 5      |                    |                   |
| 2. The Offeror has documented experience working with public service and faith-based and/or community nonprofit clients  | 5      |                    |                   |
| 3. The Offeror has documented experience working with state analysis   | 3      |                    |                   |
| <b>Staffing Plan (Offeror must submit Offeror's Candidate forms 5.2.5, 5.2.6 for key positions to demonstrate minimum qualifications are met)</b>  |        |                    |                   |
| 1. Principal Investigator and Key Staff Qualifications   | 5      |                    |                   |
| 2. Principal Investigator and Key Staff Formal Education   | 2      |                    |                   |
| 3. Principal Investigator and Key Staff Experience   | 5      |                    |                   |
| 4. Designer of Website and Database to feature results   | 3      |                    |                   |
| 5. Presenter demonstrates excellent presentation and speaking skills.  | 3      |                    |                   |
| <b>Scope of Work (Work Plan must include the following)</b>  |        |                    |                   |
| 1. Methodologies proposed for collecting data and analysis; best practices and measurement instruments   | 5      |                    |                   |
| 2. Proposed plan of action, proposed geographic dates & locations for meetings   | 1      |                    |                   |
| 3. Demonstrates understanding of Project   | 3      |                    |                   |
| 4. Timeline detail proposed with activities, meetings to meet timeframe  | 1      |                    |                   |
| 5. Proposed plan to design a Web site and database (include samples)   | 4      |                    |                   |
| 6. Discussion of any anticipated difficulties and method to overcome same.   | 1      |                    |                   |
| 7. Agrees to work with Agency on additional work at a reasonable, fixed, negotiable rate per hour, upon request.   | 2      |                    |                   |

Total Technical Score: \_\_\_\_\_

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.6 COST PROPOSAL POINTS DAS will use the information Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: \_\_\_\_\_

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

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

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

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

- 2.9 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal 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 interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled during the week of March 25, 2013, to be held in Columbus, Ohio at the vendor's expense.

| Criterion                     | Weight | Rating (0 to 9) | Extended Score |
|-------------------------------|--------|-----------------|----------------|
| Presentation and Interview    |        |                 |                |
| 1. Presentation and Interview | 10     |                 |                |

Total Interview Score: \_\_\_\_\_



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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, for a not-to-exceed total of \$150,000.00. 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  
Governor's Office of Faith-Based and Community Initiatives  
77 South High Street, 30<sup>th</sup> Floor  
Columbus, OH 43215

CSP906113

Title: Comprehensive Mapping Project of Ohio's Faith-Based and Community Non-Profits

UNSPSC CATEGORY CODE: 81121500

BUDGET: \$150,000.00 Not-to-Exceed Total as defined in the Scope of Work, by each Deliverable; 1-7.

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

| Description  | Cost |
|--|------|
| Complete an analysis of all federal and state grants won by Ohio Faith-Based Community Organizations in the past two fiscal years.   | \$   |
| Analyze IRS data and conduct surveys to identify amount and type of support provided by private individuals and traditional philanthropy to Ohio Faith-Based and Community Organizations in the past two fiscal years.   | \$   |
| Write a report detailing the scope and scale of Ohio's faith-based and community nonprofits including the human needs addressed and the financial support provided by the government and private entities.   | \$   |
| Identify and report "best practices" and measurement instruments to demonstrate faith-based and community organization effectiveness.  | \$   |
| Host and present three regional events in Ohio to promote the statewide project and convene Ohio Faith-Based and Community Organizations in a strategic dialogue about community needs with an emphasis on sharing data and collaborating at local levels. Collaborate with the Agency on the invitees to include. | \$   |
| Facilitate a meeting in Columbus, OH to present to GOFBCI staff and Advisory Board to report data and leverage the outcomes from the regional events.  | \$   |
| Design a Web site and database to feature the results of the report in collaboration with the Agency.  | \$   |
| TOTAL (includes all costs to perform the Work)   | \$   |

(Continued)

3.5 COST SUMMARY (Cont'd)

OPTIONAL LABOR FOR ADDITIONAL WORK, IF DESIRED BY GOFBCI:

(Will not be evaluated with cost of the deliverables)

Agency reserves the right to negotiate this rate, dependent on the type of Work required.

|  |           |
|--|-----------|
| <b>Labor Rate per Hour for any additional Work<br/>after completion of the deliverables named above:</b> |           |
| <b>Fixed Rate Per Hour</b>   | <b>\$</b> |

All Offerors who seek to be considered for a contract award must submit the Cost Summary Form (pages 9 & 10) in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

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

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

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

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

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

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

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

## 5.0 LINKS

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

### 5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

### 5.2 Forms

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

### 5.3 Terms and Conditions

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

### 5.4 Additional Resources

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

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.



6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 \_\_\_\_\_ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 \_\_\_\_\_ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 \_\_\_\_\_ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 \_\_\_\_\_ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 \_\_\_\_\_ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 \_\_\_\_\_ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 \_\_\_\_\_ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Secretary of State Certification, Affirmative Action, proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 \_\_\_\_\_ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at [vendor@ohio.gov](mailto:vendor@ohio.gov). See section 5.4, Additional Resources.
- 6.9 \_\_\_\_\_ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 \_\_\_\_\_ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.