

**OHIO DEPARTMENT OF HEALTH
REQUEST FOR PROPOSAL (RFP)**

The Ohio Department of Health (ODH) is soliciting proposals for professional services.

1. PROJECT INFORMATION.

- 1.1. Project Title. Evaluation of the Implementation of the Ohio Emergency and Acute Care Facility Opioids and Other Controlled Substances (OCCS) Prescribing Guidelines
- 1.2. Posting Date. March 25, 2016
- 1.3. Due Date. April 15, 2016
- 1.4. Inquiry Period Start Date. March 28, 2016
- 1.5. Inquiry End Date. April 6, 2016

2. PROJECT BACKGROUND, OBJECTIVE & BUDGET.

- 2.1. Project Background. The Ohio Emergency and Acute Care Facility Opioids and Other Controlled Substances (OCCS) Prescribing Guidelines (referred to as the ED Guidelines) were issued in April of 2012 by the Governor's Cabinet Opiate Action Team (GCOAT) to address the continuing epidemic of abuse of, and overdose from, prescription opioids. The ED Guidelines were developed to help emergency and other acute care facilities reduce inappropriate prescribing of opioid pain medication while preserving their vital role of treating patients with emergent medical conditions. They are intended to provide appropriate clinical guidance for the prescribing of opioids and other controlled substances in the unique acute care environment where the treatment of pain is frequently indicated without the benefit of an established patient-doctor relationship.

ED Guidelines were developed through the work of the GCOAT Professional Education Work Group, led by the Departments of Health and Aging, which convened a multidisciplinary committee comprised of representatives from the Ohio Hospital Association, the Ohio Chapter of the American College of Emergency Physicians (OACEP) and many other health care associations and medical practitioners. The ED Guidelines, the accompanying patient handout, supporting materials and pocket card can be found at this link: <http://www.healthyohioprogram.org/ed/guidelines.aspx>

- 2.2. Project Objective. The purpose of this project will be to conduct an evaluation study of the adoption and the implementation of the ED Guidelines by Ohio's Hospital Emergency Room Departments. The evaluation will determine the extent and level of adoption of the Ohio ED Guidelines (or similar guidelines or policies) and to obtain feedback and recommendations from hospital administration and/or emergency department staff regarding any improvements or changes that would assist with their implementation of the directive.
- 2.3. Project Budget. \$48,000.00

3. MINIMUM REQUIREMENTS.

- 3.1. Contractor Experience Requirement. Offerors must be individuals, agencies or organizations with at least five (5) years of demonstrated experience and expertise in the development and implementation of evaluation plans/studies for public health interventions and programs.

The Offeror must clearly demonstrate that they possess the following skills and experience:

1. Designing and implementing surveys and/or other data collection systems;
2. Analyzing data and information gathered from surveys, other data collection systems and interviews;
3. Preparing concise reports of evaluation findings of the project(s) under review; that contain recommendations and actions for addressing identified problems/barriers.

- 3.2. Candidate Experience Requirement. Qualified applicants must document a minimum of three (3) previous projects evaluating similar public health programs and working with similar resource levels and staffing requirements, and at least two (2) of these projects must have focused on 1) health systems interventions or 2) injury prevention policies or programs.

Qualified applicants must document knowledge and understanding of the Ohio Opioid Prescribing guidelines.

Additionally, applicants must document experience with similar evaluations projects/studies that involve multiple health systems, including demonstrated ability to obtain contact information for survey respondents.

The applicant must have expertise in evaluation science and methodology and evidence of peer-reviewed published evaluation studies.

The Offeror must clearly demonstrate that at least one key staff person proposed has the following skills and experience:

1. Designing and implementing surveys and/or other data collection systems;
2. Analyzing data and information gathered from surveys, other data collection systems and interviews;
3. Preparing concise reports of evaluation findings of the project(s) under review; that contain recommendations and actions for addressing identified problems/barriers.

The Offeror shall provide a Project Manager who has managed a similar project as specified and complete the required forms in the RFP for the named proposed manager and other key staff. The project manager must have at least a master degree in public health, public administration or similar field that contained coursework in evaluation, PHD is preferred.

3.3. Licenses &/or Certifications Required. N/A

4. SCOPE OF WORK.

4.1.	The contractor will develop an evaluation plan to assess the implementation of the Ohio Emergency and Acute Care Facility Opioids and Other Controlled Substances (OCCS) Prescribing Guidelines (referred to as the ED Guidelines) through the administration of a survey to all Ohio hospitals with Emergency Departments and by conducting interviews with key informants from those organizations. The methodology for the evaluation plan at a minimum should include : 1) a list of the key evaluation questions, 2) the method and frequency of data collection, 3) the survey tool, 4) survey questions and key informant questions developed with input from VIPP, 5) a plan describing the strategy and techniques that will be used to assure at least an 80% response rate for the survey and 6) a plan to identify key informants and assure key informant interviews are conducted from geographically diverse areas (e. rural, urban).
4.2.	The contractor will identify all Ohio Hospitals with Emergency Departments and the appropriate contact at each organization for administration of the survey.
4.3.	The contractor will conduct interviews with at least 15 key informants (ED staff/prescribers) from geographically diverse areas (e.g. rural, urban) that have firsthand knowledge of implementation of the ED Guidelines, including implementation in an acute care facility. These contacts shall provide in depth qualitative data on adoption of the ED Guidelines, including identification of barriers and facilitators surrounding implementation.
4.4.	The contractor will develop a plan to analyze the survey data and interview responses from the key informants.
4.5.	The contractor will administer the survey to all hospitals with emergency rooms in the state of Ohio. The contractor will follow-up with respondents as deemed appropriate and noted in the survey plan.
4.6.	The contractor will analyze and summarize all collected survey and interview data.
4.7.	The contractor will prepare a final report of the project results with recommendations for improved adoption and implementation of the ED Guidelines.
4.8.	The contractor will participate in monthly conference calls with the VIPP and provide monthly progress reports to the project manager.

5. DELIVERABLES.

	Deliverables	Due Date	Compensation
	During the Contract Period, Contractor and ODH agree to the following:		
5.1.	Provide evaluation plan, including a detailed description of the methodology utilized and at a minimum the administration of the survey, collection of data, implementation of strategies to assure an 80% response rate, conducting of key informant interviews, identification of sample group, analysis of data, and dissemination of results.	May 14, 2016	
5.2.	Provided final survey tool, including questions for key informant interviews and possible responses.	May 14, 2016	
5.3.	Provide detailed list of the key informants (including contact information) that will receive the survey and participate in the interviews to collect qualitative data. Administration of and collection of completed survey data of approved sample.	May 21, 2016	
5.4.	Complete a minimum of 15 key informant interviews representing geographically diverse areas (e.g. rural, urban)	August 31, 2016	
5.5.	Provide written summary of survey results and analyses of the qualitative data collected through the interviews.	September 30, 2016	
5.6.	Provide progress report on survey development, administration of project, key informant interview status, data collection and analysis progress, and creation of final report.	Monthly	
5.7.	Provide final report summarizing all data and recommendations for successful adoption of the guidelines.	October 31, 2016	

6. PROPOSAL SCORING.

Criteria	Maximum Allowable Points
Technical Proposal	500 Points
Presentations and Interviews	0 Points
Cost Proposal	200 Points
Total	700 Points

7. EVALUATION CRITERION.

CONTRACTOR PROFILE		Weight
7.1.	Number of years in business, number of employees, financial stability.	5
7.2.	Capacity to do the work.	5
7.3.	Previous relevant experience developing and implementing projects of a similar scope and size within the past five (5) years including provision of samples of three (3)) previous projects evaluating similar public health programs and working with similar resource levels and staffing requirements, and at least two (2) of these projects must have focused on 1) health systems interventions or 2) injury prevention policies or programs	10

STAFFING PLAN (PERSONNEL PROFILE)		Weight
7.4.	Staff qualifications of project personnel assigned to project.	5
7.5.	Formal education of assigned project manager and key personnel.	5
7.6.	Experience of project personnel assigned (project manager, key personnel, and assigned staff) must have demonstrated experience and understanding of the ED prescribing guidelines.	10
7.7.	Experience of project manager and key staff assigned shall have experience in evaluation science and methodology, and evidence of peer-reviewed published evaluation studies.	10

WORK PLAN		Weight
7.8.	Proposed plan fully addresses the scope of work and deliverables in a comprehensive manner, including full explanation of how each scope of work and deliverable will be performed.	15

7.9.	Demonstrates an overall understanding of project and technical approach.	15
7.10.	Timeline proposed is specific, complete and feasible and lists all necessary activities to accomplish the study with the indicated response rate (of at least 80%) and produce a final report.	15
7.11.	Demonstrates the capacity to identify contact information for survey respondents.	5

TOTAL		100
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8. CONTRACT AWARD. One Award

Notice: This RFP is not an offer or a Contract.

Parties interested in submitting a formal offer must submit a written response on provision of the required services or supplies specified in this RFP.

9. REQUEST FOR PROPOSAL CONTRACTOR INSTRUCTIONS

- 9.1. RFP Posting. The RFP shall be posted on the Department of Administrative Services- Office of Procurement Services Website. RFP issue date, proposal due date, inquiry period start date, and inquiry period end date shall be noted in the posting. <http://procure.ohio.gov/proc/searchProcOpps.asp>
- 9.2. Scope of Work and Specifications. ODH is authorized to prepare scope of work and specifications to obtain supplies and services. The purpose of the scope or work or deliverables is to describe the supplies or services to be purchased and will serve as a basis for comparison of proposal responses.
- 9.3. Technical Proposal Format. Contractor's technical proposal shall address all items in the scope of work and deliverables and be submitted as the "Technical Proposal". Failure to sufficiently address each item may result in ODH's determination that the Proposal does not provide sufficient detail to adequately evaluate the Proposal and is, therefore, incomplete and nonresponsive. If the Proposal contains elements that exceed the requirements of the RFP, the Proposal should state the degree to which the requirement will be exceeded and how this will be accomplished. Proposals should be prepared simply and economically, providing a straightforward, concise, and complete description of the Contractor's proposal and capabilities to perform the Contract. Emphasis should be on completeness, specificity, and clarity of content.
- 9.3.1. Company Narrative. Responses to the RFP shall include a short narrative describing the following:
- 9.3.1.1. Description of the Contractor's experience and expertise conducting projects of similar size and scope.
 - 9.3.1.2. Contractor's ability to meet minimum requirements.
 - 9.3.1.3. Contractor's capacity to provide the services required.
 - 9.3.1.4. Documentation of Contractor's soundness and financial capability to perform the work.
 - 9.3.1.5. List of three (3) references for whom the Contractor has performed similar services and deliverables. ODH may, but is under no obligation to, contact the references.
- 9.3.2. Project Narrative. Responses to the RFP shall include a detailed project narrative describing the following:
- 9.3.2.1. Identification of the objectives, strategies, methodology, services and deliverables that Contractor proposes to provide.
 - 9.3.2.2. Use of evidence based practices, if applicable.
 - 9.3.2.3. Timeline for completion of services and deliverables.
 - 9.3.2.4. Ability and experience of key project personnel intended to work on the project and their responsibilities to the project. Include resumes.
 - 9.3.2.5. Identification and description of any proposed Subcontractors. Contractor may not subcontract any work or services of the type described in project scope of work and deliverables without ODH prior written approval.
- 9.3.3. Project Implementation. Responses to the RFP shall include a detailed project implementation plan describing the following:
- 9.3.3.1. Clearly identify and discuss with specificity how the Contractor will perform the requirements specific to this project, including each item under Scope of Work and Deliverables.
 - 9.3.3.2. Description of the location and principal office from which the work is to be performed.
 - 9.3.3.3. Identification of the amount of time that lead and key project personnel will be expected to work on the project.
 - 9.3.3.4. Description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason.
 - 9.3.3.5. Identification of any anticipated difficulties in meeting the project specifications and a description of proposed solutions to these difficulties.

- 9.4. Contractor's Compensation. Contractor's proposed compensation by deliverable shall be entered into the gray fields of §5 of the Contract and submitted as the "Cost Proposal". If in the event a Contract ensues as a result of this RFP, the Contractor will be required to fulfill the Contractual obligations at the amount proposed. The proposed cost must include all other costs associated with performing the work, including travel, shipping, overhead, etc.
- 9.5. Proposal Submittal. Contractor 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" and the RFP number.
- 9.6. Number of Proposals to Submit. Submit two (2) original copies and two (2) paper copies of each of the proposals.
- 9.7. Vendor Information. Contractors must complete the gray fields of the Contract:
- 9.7.1. Vendor information fields;
 - 9.7.2. Initial and provide documentation as required in §3;
 - 9.7.3. Sign and date accordingly; and
 - 9.7.4. Proposed compensation.
- 9.8. When Proposals May Be Delivered. ODH must receive proposals no later than 4:00 p.m. the day the proposals are scheduled for opening. Proposals received after 4:00 p.m. on the scheduled opening date will not be opened.
- 9.9. Where Proposals Must Be Delivered. Proposals must be delivered (no fax proposals will be accepted) to the following address:
- Ohio Department of Health
Office of Procurement Services, 4th Floor
Attention: Carol Cook
246 North High Street
Columbus, OH 43215
- 9.10. Proposals are a Public Record. Once proposals have been reviewed, they will be forwarded to the ODH Project Manager to begin evaluation and award process. After proposals are opened they are public records as defined in Ohio Revised Code Section 149.43 and are subject to all laws appurtenant thereto. Contractor may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered as public records. Pricing is not considered as confidential. The decision as to whether or not such trade secrets or proprietary data shall be disclosed shall rest solely with ODH.
- 9.11. Withdrawal of Proposal Prior to Scheduled Opening. Contractor may withdraw a proposal by written request any time after ODH receives the proposal and before scheduled opening.
- 9.12. Withdrawal of Proposal After Scheduled Opening. Contractor may by written request withdraw its proposal after scheduled opening if there is reasonable proof that an inadvertent mistake was made and the correction cannot be determined with reasonable certainty.
- 9.13. Correction of Proposal Before Scheduled Opening. If a Contractor withdraws its proposal and resubmits it with revisions, the revisions should be clearly identified and initialed by the Contractor. Any corrections must be completed off the premises.
- 9.14. Correction after Scheduled Opening. ODH may permit a Contractor alleging an inadvertent error to correct its proposal after opening, only if the mistake and the correction are clearly evident from the proposal and correction does not affect the amount of the proposal or otherwise give the Contractor an unfair competitive advantage.
- 9.15. Proposals are Firm for 90 Days. Unless stated otherwise, once opened all proposals are irrevocable for ninety (90) days. Beyond ninety (90) days, the Contractor will have the option to honor their proposal or make a written request to withdraw their proposal from consideration.

- 9.16. Rejected Proposals. ODH may reject any proposal in whole or in part, if any of the following circumstances are true:
- 9.16.1. Proposals are not in compliance with the required format stated in the RFP.
 - 9.16.2. Proposals do not address all of the requirements of the RFP.
 - 9.16.3. The price is excessive in comparison with market conditions or with the available funds of the Agency.
 - 9.16.4. ODH determines that awarding any item is not in the best interest of the Agency.
- 9.17. Alternative Proposals. A Contractor may desire to submit an alternative proposal that achieves the purpose, specifications and scope of ODH's request. A Contractor submitting an alternative proposal shall clearly identify and quantify the advantages of the alternative.
- 9.18. Proposal Preparation. ODH assumes no responsibility for costs incurred by the Contractor prior to the award of the Contract resulting from this RFP. Proposals may not include any amounts attributable to its preparation.
- 9.19. Contractor May Request Clarification. If a Contractor discovers an inconsistency, error or omission in this RFP, the Contractor should request clarification from ODH Office of Procurement Services. Such clarification may be made only through the internet. No other form of clarification is acceptable. Failure of Contractor to comply may result in the Contractor being deemed not responsive. <http://procure.ohio.gov/proc/searchProcOpps.asp>
- Answers to vendor inquires shall be provide by ODH and posted to the same site within two (2) business days.
- 9.20. Communication Prior to the Response Due Date. From the Release Date of this RFP until the date of a Contract award, there shall be no communications concerning this RFP between any Contractor who may ultimately submit a Proposal and any employee of ODH involved in the issuing of the RFP, or any other state employee who is in any way involved in the ODH project, except as follows:
- An ODH employee may send communications to potential Contractors with a link to ODH's RFP announcement after the Release Date to encourage a diversity of Contractors to submit a Proposal.
- 9.21. ODH Modifications to the RFP. When it is necessary to modify an RFP prior to the RFP opening, ODH does so by written addendum only. Addenda will be announced alongside the RFP. <http://procure.ohio.gov/proc/searchProcOpps.asp> Revisions to an RFP, after the RFP opening, shall be distributed to only those Contractors that submitted a proposal. A Contractor may elect to withdraw the proposal, provided that the Contractor files a written request within ten (10) calendar days of DOH's distribution of the addendum.
- 9.22. Unit Costs. Contractors shall not insert a unit cost of more than two (2) digits to the right of the decimal point. Digits beyond the two (2) will be dropped and not used in the evaluation of the proposal.
- 9.23. Responsive Contractor. A Contractor is responsive if its proposal responds to the RFP completely and contains no irregularities or deviations from the RFP that would affect the proposal or otherwise give the Contractor an unfair advantage.
- 9.24. Responsible Contractor. ODH will determine if a Contractor is responsible using the following factors:
- 9.24.1. Experience of the Contractor.
 - 9.24.2. Contractor's financial condition.
 - 9.24.3. Contractor's conduct and performance on previous Contracts.
 - 9.24.4. Contractor's facilities.
 - 9.24.5. Contractor's management skills.
 - 9.24.6. Contractor's ability to execute the Contract properly.
 - 9.24.7. Review of Federal and State debarment lists.
- 9.25. Information Requested. ODH may request additional information to evaluate a Contractor's responsiveness to the RFP or to evaluate a Contractor's responsibility. If a Contractor does not provide the requested information, it may adversely impact ODH evaluation of the Contractor's responsiveness or responsibility.

- 9.26. Samples. ODH may require Contractors to provide samples or examples of work, at the Contractor's expense. Samples must be clearly identified by the Contractor, the RFP number, and the item the sample represents. ODH will return samples that are not destroyed in testing, at the Contractor's expense, upon the Contractor's timely request. ODH may keep the samples of the Contractor awarded the Contract until the completion of the Contract.
- 9.27. Estimated Usage. Unless otherwise stated, the usage indicated for each item(s) are to be considered as estimates only and should be considered as information relative to potential purchases that may be made from the Contract. ODH makes no representation or guarantee as to the actual amount of the items(s) to be purchased.
- 9.28. Technical Proposal Evaluation. Proposals submitted by Contractors that do not meet the minimum requirements will not be evaluated. Proposals determined by ODH to lack completeness, specificity or clarity of content may be deemed nonresponsive and, therefore, will not be evaluated. The remaining proposals will be evaluated, scored, and ranked by a committee of selected staff. Proposals will be evaluated by the technical review criteria.

The evaluation committee will assign a numerical rating to each technical competency in the above section 7 table of the RFP based upon a review of that Contractor's Proposal. The ratings are to be awarded as follows:

0 Points	Does Not Meet	Proposal does not comply with the requirements.
1 Point	Weak	Response does not substantially meet the requirements.
2 Points	Moderate	Proposal meets most of the requirements, but is weak in some areas.
3 Points	Meets	Proposal meets all requirements.
4 Points	Strong	Proposal substantially exceeds requirements.
5 Points	Greatly Exceeds	Proposal significantly exceeds requirements.

The value assigned to each criterion is only a value used to determine which Proposal is the most advantageous to the Agency in relation to the other Proposals that ODH received.

The evaluation committee will evaluate each proposal and award up to the maximum amount specified for each criterion. A proposal must receive a total technical score of at least 300 points (60 percent of the maximum total technical score of 500) in order for ODH to consider awarding a Contract for that proposal.

- 9.29. Presentations and Interviews. ODH may require top Contractors to be interviewed. Such interviews will provide a Contractor with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow ODH 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 ODH. ODH may record any presentations and interviews. The one (1) to three (3) highest scoring Contractors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.
- 9.30. Cost Proposal Evaluation. ODH will calculate the Contractor's Cost Proposal points after the Contractor's total technical points are determined, using the following method:

Cost Points = (Lowest Contractor's Cost/Contractor's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. 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.

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

- 9.32. Clarifications & Corrections. During the evaluation process, ODH may request clarifications from any potential Contractor under active consideration and may give any Contractor the opportunity to correct defects in its Proposal if ODH believes doing so does not result in an unfair advantage for the Contractor and it is in ODH's best interests. Any clarification response that is broader in scope than what ODH has requested may result in the Contractor's proposal being disqualified.
- 9.33. Contract Negotiation. It is at the discretion of DOH whether to permit negotiations. A Contractor must not submit a proposal assuming that there will be an opportunity to negotiate any aspects of the RFP. When it has been determined that it is in the Agency's best interest to conduct negotiations, ODH may request a submission of a best and final quotation.
- 9.34. Contract Award. The Review Committee evaluating the Proposals and, if applicable, the Presentations will recommend to the Director of Health the award of a Contract based upon the total Contractor score and whether awarding a Contract will result in obtaining the best value and advantage to ODH. The Director's award of a Contract as a result of this RFP will be identified by the Director's signature on the Contract. The Director's award is final and not appealable. ODH at any time may determine that award of a Contract is not in the best interest of ODH and may reject, cancel, or re-issue this RFP in whole or in part.
- 9.35. Contract Contents. If this RFP results in a Contract award, the Contract will consist of this RFP, along with attachments, addenda, purchase orders, change orders, and terms and conditions. ODH reserves the right to award multiple Contracts under this RFP.
- 9.36. Contractor Start Date. ODH expects the Contractor to commence work on the Contract start date. If the Contractor is unable or unwilling to commence work, ODH reserves the right to cancel the award and resume the evaluation process with the next most advantageous proposal.
- 9.37. Non-Collusion Certification. By the signature affixed on page **Error! Bookmark not defined.** of the attached Contract, the Contractor certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal, that such proposal is genuine and not collusive or sham; that Contractor has not colluded, conspired or agreed, directly or indirectly, with any Contractor or person, to submit a sham proposal; or colluded or conspired to have another not proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of its proposal or any other Contractor, or to fix any overhead, profit or cost element of the proposal price, or of that of any other Contractor, to secure any advantage against any Contractor or any person or persons interested in the Contract and that all statements contained in the proposal are true; and further, that the Contractor has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.
- 9.38. ODH Withdrawal of the RFP. ODH reserves the right to withdraw the RFP at any time prior to the award the Contract.
- 9.39. Damages Arising from RFP Specifications. A Contractor may not be compensated for damages arising from inaccurate or incomplete information in the RFP, specifications or from inaccurate assumptions based upon the specifications.
- 9.40. Protests. Objections to the contract award may be filed through a protest. Such protest must comply with the following information:
- 9.40.1. The protest must be filed by a prospective or actual Contractor objecting to the award of a Contract resulting from this RFP. The protest must be in writing and contain the following information:
- 9.40.1.1. Name, address and telephone number of the protester;
 - 9.40.1.2. Name and number of the RFP being protested;
 - 9.40.1.3. Detailed statement of the legal and factual grounds for the protest, including copies of any relevant document;
 - 9.40.1.4. Request for a ruling by ODH;
 - 9.40.1.5. Statement as to the form of relief requested from ODH; and
 - 9.40.1.6. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.

9.40.2. A timely protest will be considered within the following periods:

9.40.2.1. A protest based on alleged improprieties in the issuance of the RFP, or any other event preceding the closing date for receipt of pProposals which are apparent or should be apparent prior to the closing date for receipt of Proposals, must be filed not later than five (5) business days prior to the Proposal due date.

9.40.2.2. If the protest relates to the recommendation of the evaluation committee for an award of the Contract, the protest must be filed within fifteen (15) business days of the award communication.

9.40.3 All protests must be filed at the following location:

Ohio Department of Health
Office of Procurement Services, 4th Floor
Attention: Carol Cook
246 North High Street