



REQUEST FOR PROPOSAL

RFP NUMBER: CSP907615
INDEX NUMBER: DOH113
UNSPSC CATEGORY: 85101705, 86101709

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Health, is requesting Proposals for:

Parent Engagement in Teen Driving Safety

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH 125.081

OBJECTIVE: The Parent Engagement in Teen Driving Safety project is being conducted to increase knowledge of and adherence to the Ohio's graduated drivers licensing (GDL) law among novice drivers and their parents.

RFP ISSUED: March 27, 2015
INQUIRY PERIOD BEGINS: March 27, 2015
INQUIRY PERIOD ENDS: April 17, 2015 at 8:00 AM
PROPOSAL DUE DATE: April 24, 2015 by 1:00 PM

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

Submit Sealed Proposals to:

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

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

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

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ Signature: _____ 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
GDL	Graduated Driver License
ODPS	Ohio Department of Public Safety
OCJS	Office of Criminal Justice Services
BMV	Bureau of Motor Vehicles
OIPP	Ohio Injury Prevention Partnership
ODH	Ohio Department of Health

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 Ohio Department of Health (the Agency), is soliciting competitive sealed proposals (Proposals) for Parent Engagement in Teen Driving Safety. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

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

MINORITY BUSINESS ENTERPRISE (MBE) SET-ASIDE The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. All Offerors/bidders must be an Ohio certified MBE as of the solicitation due/opening date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisiond/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

- 1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through March 31, 2016. 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. The scope of work for renewals will remain the same.
- 1.3 BACKGROUND : A graduated driver licensing (GDL) program is a system of stages whereby teen drivers can obtain driving privileges. There are three stages of a GDL system which include: a supervised learner's period, probationary license (after passing road test) that limits driving in high-risk situations (such as driving at night and with other passengers in the car) and a license with full privileges.

GDL programs are effective at reducing crashes among novice drivers. Evaluations of GDL programs in the United States, Canada, and New Zealand have consistently found that GDL reduces the crash risk among teen drivers. In fact, studies show that most comprehensive GDL systems are associated with reductions in fatal and injury crashes among teen drivers of 38% and 40% respectively. Yet, it is also known that many parents and teens receive little or no formal education or training about Ohio's GDL laws that are designed to keep them safe. Parent knowledge and enforcement of the GDL is a key component to keeping a child safe and reducing crashes.

- 1.4 PROJECT JUSTIFICATION In Ohio, motor vehicle crashes kill more teens than any other cause of death. According to the Ohio Department of Public Safety, 109 young Ohioans were killed and more than 14,900 were injured in motor vehicle crashes in 2012. In one year alone, motor vehicle crash-related injuries and deaths among Ohio teen drivers cost more than an estimated \$1.2 billion in direct medical care expenses or more than \$109 for every Ohio resident, according to the Centers for Disease Control and Prevention. Our goal is to reduce the inpatient hospitalization rate for motor-vehicle traffic related injury to teen occupants aged 16 – 20 by ten (10) percent from 69.9 per 100,000 in 2010 to 62.9 by 2016.

This project will make a direct impact to reduce Ohio's rates of teen fatalities and inpatient hospitalizations by reaching parents and teens at two crucial points in the driving licensure process – the outset of driver training at driver training schools and the first-time licensure visit at the Bureau of Motor Vehicles (BMV). This is one of several different initiatives to make an impact on the rate of teen fatalities and hospitalizations.

- 1.5 OBJECTIVES: The Parent Engagement in Teen Driving Safety project is being conducted in close partnership with the Ohio Department of Public Safety (OPDS) and the Office of Criminal Justice Services (OCJS). These two programs manage the first-time licensure visit for novice drivers and Ohio's driver training schools, respectively. Objectives for this project reflect the collaboration of the agencies and a united mission of decreasing teen crashes in our State. The objectives include:
1. Increase knowledge of GDL requirements among Ohio first-time drivers and their guardians;
 2. Improve communications between teens and parents by using evidenced-based tools to create a dialogue; and
 3. Create policy and systems changes in Ohio's BMVs and driver training schools to ensure parents and teens receive latest information about the graduated driver's licensing law.

1.6 SCOPE OF WORK

1. Review and categorize teen driving safety practices, tools or interventions which are evidenced-based and facilitate parent and teen interaction in conjunction with Ohio Injury Prevention Partnership (OIPP) Evidenced-based Injury Prevention Action Group and the Teen Driving Subcommittee and categorize practices by evidenced-based, promising practice, no evidence, or harmful. Provide a summary document of the results to ODH Contract Manager. Identify tools that would be appropriate for both BMV sites and driver training schools and specify use accordingly.
2. Utilizing above research, select an existing teen driving practice, tool or intervention. Tools or interventions inform parents and teens of the importance of graduated driver's licensing laws, raise awareness of the increased dangers for novice drivers, and support interaction between parents and their teen driver to adhere to the Ohio GDL. Tools or interventions also facilitate parent and teen interaction and are customized with Ohio data and GDL information. Provide template document to ODH Contract Manager. Provide versions for both BMV sites as well as driver training schools.
3. Begin creating partnerships with Bureau of Motor Vehicles (BMV) sites in Ohio and the Ohio Department of Public Safety (ODPS) Driver Training Manager and provide evidence of meetings, conference calls, and phone calls to ODH Contract Manager.
4. In consultation with BMV and DPS, recruit and select at least five (5) pilot BMV sites to receive tool or intervention at first-time licensure visit and provide report of sites selected along with methods and reasons for site selection. Provide necessary incentives to BMV sites to participate.
5. In consultation with BMV and ODPS, develop or utilize an existing data collection method on process measures (i.e. number of first time licensure visits, number of parent/teen to receive the information, pre/post knowledge or attitudes, feedback on tool, etc.) and share collection method with ODH Contract Manager.
6. Obtain relevant baseline data points and identify impact measures to evaluate the project and provide a summary report to ODH Contract Manager.
7. Obtain feedback on process from pilot BMV sites and make changes to the data collection method as needed; share proposed revisions to ODH Contract Manager.
8. Begin creating a partnership with at least five (5) Ohio's Driver Training schools, in the same area as the BMVs sites identified above, if possible, and provide evidence-based follow-up tool or intervention (e.g., parent-teen driver pact) identified, to be delivered as a brief intervention and follow-up reminder to parents and teens; provide evidence of meetings, conference calls and phone calls to ODH Contract Manager.
9. In consultation with driver training schools, develop or utilize an existing data collection method on process measures (i.e., number of parent/teen to receive the information, reported conversations with teen on driving safety, development of parent/teen contract, parent rules established related to enforcement of GDL such as number of passengers, drive time, distractions, etc.) and share data collection tools with ODH Contract Manager.
10. Collect process information from pilot BMV and driving school sites and summarize results in a final report with lessons learned and keys to success.
11. Revise tools/interventions according to feedback and data obtained from pilot BMV and driver training sites.
12. Facilitate statewide implementation at first-time licensure visit for all teen drivers and parents at BMVs that voluntarily participate; share summary of project and feedback from BMV sites.
13. Facilitate statewide implementation at driver training schools by providing final intervention tool to all driving schools and at least four (4) training sessions via webinar or in-person; share summary of project and feedback from pilot sites.
14. Maintain regular communications with ODH Contract Manager through conference calls as needed and a monthly written summary of activities.

1.7 DELIVERABLES:

1. Provide summary document of parent engagement in teen driving practices categorized by level of evidence by May 15, 2015.
2. Provide template of evidence-based parent engagement in teen driving tool to be used for remainder of project by May 15, 2015.
3. Provide meeting/conference call agendas and follow-up notes to demonstrate relationship building with ODPS Driver Training Program and BMV sites by May 30, 2015.
4. Identify and provide a list of five (5) BMV sites with details on selection method to pilot the tool/intervention during first-time licensure visits with teen drivers by May 30, 2015.

5. Provide list of data collection measures or new data collection tool to be used to evaluate intervention by BMV sites by June 15, 2015.
6. Identify and provide a list of five (5) driver training schools with details on selection method to pilot the tool/intervention and parent engagement tool by June 30, 2015.
7. Provide meeting/conference call agendas and follow-up notes to demonstrate relationship building with driver training schools by July 1, 2015.
8. Provide list of data collection measures or new data collection tool to be used to evaluate intervention by driving schools by August 1, 2015.
9. Provide revised intervention tools based on the feedback of pilot driver training sites and BMV first time licensure pilot sites by August 15, 2015.
10. Deliver four (4) training sessions for implementation of the driver training school intervention by August 30, 2015.
11. Produce a final report with evaluation summary and lessons learned for implementation of teen driver safety interventions in both BMV and driver training settings by September 15, 2015.

1.8 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.

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

1.10 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with CSP907615 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.

1.11 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and three (3) copies for a total of four (4) Proposal packages.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS There are no mandatory requirements for CSP907615

2.2 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, 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 2), 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 1 - Scoring Breakdown.

2.3 TABLE 1 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	700 Points
Proposal Cost	100 Points
Total	800 Points

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

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

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

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

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

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

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

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

2.5 TABLE 2 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile (Form 5.2.3)			
1. Company history, years of relevant experience in conducting public health projects of similar scope and size	5		
2. Number of years in business, number of employees, financial stability	5		
3. Capacity to do the Work	5		
Offeror Prior Projects (Form 5.2.4)			
1. Previous relevant experience developing and implementing projects of a similar scope and size within the past five (5) years including provision of samples of two (2) successful public health-related projects of similar scope and complexity in the past five (5) years, demonstrated experience in relationship building with stakeholder associated with past projects.	15		
2. Relevant experience within past five years including demonstration of at least three (3) years of experience in conducting public health-related projects of similar scope and complexity, basic understanding of Ohio's graduated driver licensing law and parent engagement strategies, demonstrated experience in building relationships with key stakeholders in past projects.	15		
Staffing Plan (Form 5.2.5 and 5.2.6)			
1. Staff Qualifications of project personnel assigned to project.	5		
2. Formal Education of assigned project manager and key personnel.	5		
3. Experience of project personnel assigned, project manager and key personnel, assigned staff have demonstrated experience in working with Ohio's graduated driver's license law (GDL).	10		

Criterion	Weight	Rating (0 to 5)	Extended Score
Scope of Work			
1. Project plan and process to meet deliverable requirements; i.e. overall quality of technical proposal, methodologies proposed to research evidence-based or evidence-informed parent/teen engagement intervention.	15		
2. Timeline proposed.	10		
3. Demonstrate overall understanding of Project and Ohio's graduated drivers licensing law and the best way to engage parents to enforce Ohio's Graduated Drivers Licensing Law.	20		
4. 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		
5. Offeror includes evaluation plan to measure impact of efforts on teen drivers and best interventions to reach parents.	15		

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

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = Total Not-to-Exceed identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

Cost Score: _____

2.7 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.

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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. 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

Accounts Payable
Ohio Department of Health
246 North High Street
Columbus, OH 43215

Parent Engagement in Teen Driving Safety
CSP907615
UNSPSC CATEGORY CODE: 85101705, 86101709

BUDGET: \$100,000.00

OFFEROR: _____

Description	Cost
1. Provide summary document of parent engagement in teen driving practices categorized by level of evidence by May 15, 2015.	
2. Provide template of evidence-based teen driving tool to be used for remainder of project by May 15, 2015.	
3. Provide meeting/conference call agendas and follow-up notes to demonstrate relationship building with ODPS Driver Training Program and BMV sites by May 30, 2015.	
4. Identify and provide a list of five (5) BMV sites with details on selection method to pilot the tool/intervention during first-time licensure visits with teen drivers by May 30, 2015.	
5. Provide list of data collection measures or new data collection tool to be used to evaluate intervention by BMV sites by June 15, 2015.	
6. Identify and provide a list of five (5) driver training schools with details on selection method to pilot the tool/intervention and parent engagement tool by June 30, 2015.	
7. Provide meeting/conference call agendas and follow-up notes to demonstrate relationship building with driver training schools by July 1, 2015.	
8. Provide list of data collection measures or new data collection tool to be used to evaluate intervention by driving schools by August 1, 2015.	

9. Provide revised intervention tools based on the feedback of pilot driver training sites and BMV first time licensure pilot sites by August 15, 2015.	
10. Deliver four (4) training sessions for implementation of the driver training school intervention by August 30, 2015.	
11. Produce a final report with evaluation summary and lessons learned for implementation of teen driver safety interventions in both BMV and driver training settings by September 15, 2015.	
TOTAL	

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

4.0 AWARD OF THE CONTRACT

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

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

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

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

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

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

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

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

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

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the

price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

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

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: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current 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. 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.