Office of Procurement Services
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REQUEST FOR PROPOSAL

RFP NUMBER: CSP906116
INDEX NUMBER: MAC031
UNSPSC CATEGORY: 80122001, 92111501

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

Mediators and Facilitators for the Office for Exceptional Children

OBJECTIVE: The objective of this Request for Proposal (RFP) is to identify trained, professional mediators who will assist Local Education Agencies (LEA)s and parents of children with disabilities and those children in resolving disputes in relation to the identification, evaluation, educational placement, and the provision of Free, Appropriate Public Education (FAPE) to those children. This RFP will establish a master roster of 10-15 qualified, trained mediators/facilitators. Mediators and facilitators are selected by the parties from the roster and are assigned for consideration to specific cases on a random, rotational or other impartial basis.

RFP ISSUED:	March 4, 2016
INQUIRY PERIOD BEGINS:	March 4, 2016
INQUIRY PERIOD ENDS:	March 24, 2016 at 8:00 AM
PROPOSAL DUE DATE:	April 1, 2016 by 1:00 PM

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

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:	**Name/Title:**
_____ _____ _____ _____	_____ _____
E-Mail Address:_____ Phone Number: ( ) _____-_____Ext._____	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
SEA:	State Education Agency
LEA:	Local Education Agency
FAPE:	Free, Appropriate Public Education
IDEA:	Individuals with Disabilities Education Act
IEP:	Individual Education Program
OEC:	Office for Exceptional Children

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

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

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2019. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed 36 months 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 MULTIPLE AWARD CONTRACT By County. This RFP is issued to establish a mandatory-use Multiple Award Contract (MAC). A MAC is a contract made with one or more contractors for the same or similar services at varying prices for delivery within the same geographic area. The State's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. Mandatory-use MAC contracts require state agencies to purchase these services from one of the awarded Contractors. The State offers no assurance of minimum quantities to any single MAC Contractor. In the event only one Contractor is selected for a particular county, or in the event one of the selected Contractors is terminated for any reason, the sole Contractor will be required to service all individuals in that county.

DAS intends to award the RFP to one or more Contractors that meet all requirements of the RFP. Each proposal for Mediators (Facilitators) will be evaluated separately.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

1.4 BACKGROUND The federal implementing regulation of the Individuals with Disabilities Education Act (IDEA) at 34 C.F.R. 300.506 requires that the State Education Agency (SEA) offer mediation to Local Education Agencies (LEAs) and parents and their children with disabilities, to enable the parties to resolve disputes relating to the identification, evaluation, educational placement and the provision of a Free, Appropriate Public Education (FAPE) to students with disabilities. The implementing regulations further state that the SEA must "maintain a list of individuals who are qualified mediators and knowledgeable in laws and regulations relating to the provision of special education and related services. See 34 C.F.R. 300.506(b)(3)(i). The implementing regulations further state that "the State must bear the cost of the mediation process". See 34 C.F.R. 300.506(b)(4). The Office of Exceptional Children (OEC) provides mediators for approximately 250 cases per year and each case may involve 4 to 5 meetings.

1.5 SCOPE OF WORK

Scope of Work Mediators (Facilitators) who are offered a contract with the Ohio Department of Education to assist parties in resolving such disputes would be required to attend Individual Education Programs (IEP) team meetings, evaluation team meetings, and mediations to resolve issues between LEAs, parents and students. These meetings are generally held within the boundaries of the LEA. Qualified mediators who are selected are to be placed on the list of mediators maintained by the OEC. Mediators will also receive additional training in order to facilitate meetings with IEP teams and evaluation teams. All OEC mediators will also facilitate IEP team meetings and evaluation team meetings.

Deliverables: After award, the selected offeror must:

a. Provide dates of scheduled mediation (facilitation) meetings to the mediation (facilitation) coordinator at ODE
b. Provide summaries of the meetings' outcome within 24 hours
c. Supply all meeting participants with ODE's Mediation (Facilitation) Evaluation forms

MAJOR WORK CHARACTERISTICS The successful offerors to be selected and placed on the list of mediators (facilitators) will demonstrate formal mediation training through community education programs, university or college programs, bar associations programs, etc. In addition, the successful offerors will demonstrate experience as a mediator (facilitator) through paid or volunteer positions. Ideal offerors will have a background in special education although this is not required. Ideal offerors will have experience with culturally diverse parties although this is not

required. Resumes will be reviewed by the evaluation team to determine which Offerors will be interviewed for a position on the OEC list. Interviews will be scheduled after the opening of this RFP and will be held in the Central Ohio area.
Mediators (Facilitators) must provide their own transportation and will not be reimbursed for travel expenses which include transportation-related costs, food and/or lodging. Selected Mediators (Facilitators) will be assigned to travel to an area that will be mutually agreed upon between contractors and OEC.

CONTRACTOR QUALIFICATIONS The Offeror must have been in business for a minimum of three (3) years as a corporation, partnership, individual or association that maintains and employs a staff of qualified personnel.

The Contractor must be able to provide service to all agreed upon areas within the State of Ohio. Failure to provide these services throughout the agreed area may result in a reduction of contract length, hours, assignments or position on the roster.

If the Contract is awarded to a corporation or partnership, there will be additional qualifications and information that will need to be provided at a later date.

The Offeror is to provide a statement that the individual or company does *not* have any of the following conflicts of interest: an employee of the Ohio Department of Education or LEA involved in the education or care of children, an employee of an LEA or State agency; an advocate for parents or schools, legal counsel for parents or schools.

RESUME AND REFERENCES The Offeror must provide with their Proposal the resumes of all mediators (facilitators) to be under consideration.

Offeror is to provide with their proposal at least three (3) references for jobs of similar scope which may include government agencies and private industries. The reference must provide the name and address of the company or agency, the name and telephone number(s) of the contract person, a brief description of services provided and the length of service for that company.

Upon request from the Department, the Offeror will provide additional references, if needed. Failure to provide references that are able, available and willing to answer questions pertinent to the Offeror's performance and job satisfaction may deem the Offeror as not responsive and further consideration for award may not be given.

TRAINING DEVELOPMENT REQUIREMENTS Mediators (facilitators) are required to attend training presented by the OEC and will also be required to complete a minimum of 20 hours per year of special education related training, at their own expense, during the contract period. This training will be determined by the individuals, but must be approved by the OEC prior to taking the training. Training must relate to special education law, the provision of services to special education students, the evaluation of children with disabilities, the requirements for IEPs, and other related topics as deemed appropriate by the mediation (facilitation) coordinator at OEC. If deemed necessary by OEC, individuals may be required to receive additional training to improve performance based on evaluations from LEAs, parents, and students.

AREAS OF SERVICE Offerors must provide a list of counties in Ohio where Mediation (Facilitation) services will be provided. Refer to Sections 7.0 and 7.1 for a list and map of all counties in Ohio.

1.6 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.

1.7 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.

1.8 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 CSP906116 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.

1.9 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.

2.0 EVALUATION OF PROPOSALS

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

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

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

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
The Offeror must demonstrate a minimum of three (3) years of experience in mediation and proof of completion of mediation training. Provide certificates of Continuing Legal Education, Continuing Education Units or college transcripts.

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

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

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	375 Points
Proposal Cost	125 Points
Interviews	150 Points
Total	650 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

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

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile Form 5.2.3			
Offeror to demonstrate a history of relevant experience in mediation and facilitation practices. Consideration will be given for experience working with educational entities.	10		
Offeror Prior Projects Forms 5.2.4, 5.2.5 and 5.2.6			
Provide examples of three (3) jobs of similar scope (government agencies and private industries) within the past five (5) years.	20		
Scope of Work			
1. Qualifications for company staff (Mediators) with identified roles, or qualifications for individual mediators. Specified percentage of time for work on this project. Offeror providing multiple staff (Mediators) must identify a Project Manager.	10		
2. The Offeror demonstrates having training in various techniques of mediation (facilitation) for themselves or staff conducting mediation (facilitation) for the awarded contract.	10		
3. Provide detailed mediation (facilitation) centered resume(s) of all mediators (facilitators)	25		

Total Technical Score: _____

2.6 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.

Interviews	weight	Rating 0-5	Maximum Score
Interviews: Demonstrate ability to provide mediation and facilitation services.	30		

Total Presentation Score: _____

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

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

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

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = (Total 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: _____

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

Technical Score: _____ + Interview:_____ + 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.

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

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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 Total Cost. 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

Ohio Department of Education
Office for Exceptional Children
Attn: Monica Drvota
25 South Front Street
Columbus, OH 43215

Mediators and Facilitators for the Office for Exceptional Children
CSP906116
UNSPSC CATEGORY CODE: 80122001, 92111501
BUDGET: A budget is not available for CSP90616.

OFFEROR: _____

Description	Cost
Hourly Rate for Mediation (Facilitation) Services.	$

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.

4.4 MINORITY BUSINESS ENTERPRISE PROGRAM. 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. This RFP is being issued as a minority set-aside contract in accordance Section 125.081 of the Ohio Revised Code. All OFFERORS must be an Ohio certified MBE as of the PROPOSAL due 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/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx

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

5.1 Instructions

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

5.2 Forms

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

5.3 Terms and Conditions

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

5.4 ADDITIONAL RESOURCES

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://www.obm.ohio.gov/
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	Ohio Shared Services
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
Special Education Dispute Resolution	http://education.ohio.gov/Topics/Special-Education/Dispute-Resolution

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

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

6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.

6.2 _____ Take advantage of the "question and answer" period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, 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.

7.0 Mark with an “X” to indicate which counties the Offeror can provide the requested service. Offerors may provide services in multiple counties. Reference Section 7.1 for a map of all state counties.

	District 1			**District 5**			**District 9**
	Defiance			Knox			Brown
	Paulding			Licking			Highland
	Van Wert			Fairfield			Adams
	Putnam			Perry			Ross
	Allen			Coshocton			Pike
	Hancock			Muskingum			Scioto
	Hardin			Guernsey			Jackson
	Wyandot						Lawrence
	District 2			**District 6**			**District 10**
	Williams			Union			Hocking
	Fulton			Madison			Vinton
	Henry			Fayette			Gallia
	Lucas			Morrow			Morgan
	Wood			Delaware			Athens
	Ottawa			Franklin			Meigs
	Sandusky			Pickaway			Noble
	Seneca			Marion			Washington
							Monroe
	District 3			**District 7**			**District 11**
	Erie			Darke			
	Huron			Auglaize			Holmes
	Crawford			Shelby			Tuscarawas
	Richland			Miami			Carroll
	Ashland			Montgomery			Harrison
	Lorain			Logan			Belmont
	Medina			Champaign			Jefferson
	Wayne			Clark			Columbiana
				Mercer			
	District 4			**District 8**			**District 12**
	Summit			Preble			Cuyahoga
	Stark			Butler			Geauga
	Portage			Hamilton			Lake
	Ashtabula			Warren			
	Trumbull			Clermont			
	Mahoning			Greene			
				Clinton			

7.1 Map of Ohio Counties