

REQUEST FOR PROPOSAL

RFP NUMBER: CSP906415
INDEX NUMBER: DNR007
UNSPSC CATEGORY: 70151500

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Natural Resources Division of Forestry (ODNR-DOF) is requesting Proposals for:

TITLE:

FORESTRY CERTIFICATION SERVICES

OBJECTIVE: To secure a contractor to provide Forest Certification services for lands managed by ODNR Division of Forestry. This will involve annual audits by the two certifying bodies which are Forest Stewardship Council and Sustainable Forestry Initiative.

| | |
|------------------------|---------------------------|
| RFP ISSUED: | March 6, 2015 |
| INQUIRY PERIOD BEGINS: | March 6, 2015 |
| INQUIRY PERIOD ENDS: | March 20, 2015 at 8:00 AM |
| PROPOSAL DUE DATE: | March 27, 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 |
| DNR: | Department of Natural Resources |
| DOF: | Department of Forestry |
| EOD: | Equal Opportunity Division |
| FEI: | Federal Employer Identification |
| FSC: | Forest Stewardship Council |
| 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 |
| SFI: | Sustainable Forestry Initiative |
| SOS: | Secretary of State |
| UNSPSC: | The United Nations Standard Products and Services Code |

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Natural Resources – Division of Forestry (the Agency), is soliciting competitive sealed proposals (Proposals) for Forestry Certification Services. 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 date of award through December 31, 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 two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.
- 1.3 BACKGROUND The Ohio Department of Natural Resources, Division of Forestry (ODNR-DOF), manages 23 State Forests covering more than 200,000 acres in 21 Ohio counties, mostly in Ohio's southern region, see supplement A, page 12. The Division of Forestry has approximately 85 employees working in 10 different administrative offices. Since 2010, Ohio's State Forests have been dual-certified to the principles and criteria of the Forest Stewardship Council and the Sustainable Forestry Initiative. The Division of Forestry has a complete forest management certification program. Ohio's State Forests are managed for multiple uses including sustainable timber production, wildlife habitat, soil and water protection, and recreation. Management of State Forests are guided by management plans and policy documents. The Chief of the Division of Forestry has statutory authority of the management of State Forests.
- 1.4 SCOPE OF WORK The Ohio Department of Natural Resources is in need of comprehensive certification services to conduct full assessments and ongoing surveillance audits of Ohio's State Forests relative to the principles and criteria of the Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI) certification programs. The successful Contractor must possess the appropriate qualifications and accreditation relative to FSC and SFI forest management certification. The successful Contractor will deliver an audit plan prior to each year's audit and an audit report at the conclusion of each year's audit.

1. Initial Certification Audits: The Contractor shall conduct a full assessment of ODNR-DOF's forest management relative to FSC and SFI standards. The assessments may include field audits, interviews, stakeholder meetings, mailings, and reporting. ODNR-DOF requires a timely audit that will result in no gaps in its certification. ODNR-DOF's current SFI certificate expires October 31, 2015. The current FSC certificate expires January 6, 2016.

2. Annual Surveillance Audits: The Contractor shall conduct annual surveillance audits relative to FSC and SFI standards and produce an annual audit findings report. Annual audits will be held subject to the completion of the full audit and based on a mutually acceptable timeline.

The ODNR-DOF does not procure any wood products. Any FSC criteria or SFI principle relating to procurement of wood products would not be applicable.

1.5 DELIVERABLES

1. Quarterly communications detailing Work performed.
 2. A full Forest Management Certification report of ODNR-DOF's compliance and conformance to the principles and criteria of FSC and SFI. Report shall include all results and findings of field audits, interviews, stakeholder meetings, and mailings. Reports shall also include recommendations and timeline for corrections of any minor or major non-conformity. Reports shall also include any raw data developed during the audit.
 3. Annual audit report, summarizing entire annual audit findings. Annual audits will be held subject to the completion of the initial audits and based on a mutually acceptable timeline.
- 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 CSP906415 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 three (3) copies for a total of four (4) 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 |
|---|
| 1. The Offeror must demonstrate experience and expertise in forest management certification services with a minimum of three clients, at least two of which are U.S. public land management agencies. |
| 2. Accreditation may be a dual FSC/SFI accreditation held by the prime Offeror, or it may be that the prime Offeror and its designated subcontractor each have either FSC or SFI accreditation, toward a combined dual accreditation. |
| 3. The Offeror must have on their team a credentialed Forester with a minimum of 5 years experience in forestry. |

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 | 500 Points |
| Proposal Cost | 100 Points |
| Total | 600 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

| TECHNICAL CRITERION | Weight | Rating (0-5) |
|--|--------|--------------|
| SCORING POINTS | | 0 |
| Offeror Experience | | |
| The Offeror must include a profile summary of its capability, capacity and any other pertinent background information to perform this Work. | 10 | |
| Offeror shall demonstrate it has provided this type of service for at least three (3) accounts; one of which is a government account within the past five (5) years. | 10 | |
| Offeror Profile | | |
| The Offeror will provide a minimum of three (3) prior jobs for previous work of similar size, scope and nature. a) Demonstrate it has sufficient resources to meet the requirements and deadline of the project. (i.e., sufficient office facilities, technology and support mechanisms; financial stability and capacity; sufficient time commitment by its staff). b) Demonstrate it can quickly undertake and successfully complete the required tasks for this project. State how many days after receipt of a purchase order the Offeror can begin work. c) Document it has an adequately skilled staff to develop quality deliverables in the allowable time frame. (Include in Tab 1.) | 30 | |
| Staffing Plan | | |
| a) A matrix matching each team member to the staffing requirements, including accreditation and certification as specified in this RFP. The matrix must identify which team member(s) will perform the duties of Project Manager. b) A contingency plan that shows the ability to add more staff if needed to ensure that the Work is appropriately managed c) The Offeror must explain in detail with timelines how they will accomplish its proposed Plan. | 10 | |

| TECHNICAL CRITERION | Weight | Rating (0-5) |
|---|--------|--------------|
| SCORING POINTS | | 0 |
| Scope of Work | | |
| a) The Offeror must clearly explain in detail how it will accomplish this Project (Work Plan) incorporating all of the deliverables including a complete and clear plan showing how all of the requirements specific to this project will be implemented as required by the Scope of Work. b) Must provide a detailed description of the audit methodology and report format to be used to address the FSC and SFI standards. c) The Offeror must express a sound and thorough grasp of the intentions of the Program. d) The Offeror should include any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties. (Include in Tab 1.) | 40 | |

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.

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 not to exceed. 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
ODNR Division of Forestry
2045 Morse Road, H1
Columbus, Ohio 434229-6693

FORESTRY CERTIFICATION SERVICES
CSP906415
UNSPSC CATEGORY CODE: 70151500
BUDGET: \$175,000.00 not to exceed.

OFFEROR: _____

| Description | Cost |
|--|------|
| 2015 Surveillance Audit for FSC and SFI including audit reports. | \$ |
| 2016 Surveillance Audit for FSC and SFI including audit reports. | \$ |
| 2017 Surveillance Audit for FSC and SFI including audit reports. | \$ |
| 2018 Full Verification Audit for SFI and Surveillance Audit for FSC including audit reports. | \$ |
| 2019 Surveillance Audit for FSC and SFI including audit reports. | \$ |
| TOTAL NOT TO EXCEED COST: | \$ |

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.

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 |
| Forest Stewardship Council | https://us.fsc.org/ |
| Sustainable Forestry Initiative | http://www.sfiprogram.org/ |

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.

SUPPLEMENT A
State Forest Locations

| State Forests: | | | |
|---|----------|-----------------------|---------|
| State Forest Units | District | Administrative Office | Acreage |
| BEAVER CREEK STATE FOREST Total | North | | 1,112 |
| BLUE ROCK STATE FOREST Total | South | X | 4,677 |
| BRUSH CREEK STATE FOREST Total | South | | 13,618 |
| CHAPIN FOREST RESERVATION Total | North | | 371 |
| DEAN STATE FOREST Total | South | X | 2,746 |
| FERNWOOD STATE FOREST Total | North | X | 3,023 |
| GIFFORD STATE FOREST Total | South | | 319 |
| GREEN SPRINGS STATE NURSERY Total | North | | 118 |
| HARRISON STATE FOREST Total | North | | 1,346 |
| HOCKING STATE FOREST Total | South | X | 9,786 |
| MARIETTA STATE NURSERY Total | South | | 2 |
| MAUMEE STATE FOREST Total | North | X | 3,194 |
| MOHICAN-MEMORIAL STATE FOREST Total | North | X | 4,541 |
| PERRY STATE FOREST Total | South | | 4,567 |
| PIKE STATE FOREST Total | South | | 12,158 |
| RICHLAND FURNACE STATE FOREST Total | South | | 2,523 |
| SCIOTO TRAIL STATE FOREST Total | South | X | 9,600 |
| SHADE RIVER STATE FOREST Total | South | | 2,859 |
| SHAWNEE STATE FOREST Total | South | X | 63,777 |
| SUNFISH CREEK STATE FOREST Total | South | | 634 |
| TAR HOLLOW STATE FOREST Total | South | | 16,463 |
| VINTON FURNACE STATE FOREST Total | South | | 12,085 |
| WATERLOO STATE FOREST Total | South | | 447 |
| WEST BLUE ROCK Total | South | | 698 |
| YELLOW CREEK STATE FOREST Total | North | | 756 |
| ZALESKI STATE FOREST Total | South | X | 27,374 |
| ZANESVILLE STATE NURSERY Total | South | | 203 |
| Grand Total | | | 198,997 |
| 23 State Forests, 3 Nursery Properties, 1 Forest Reservation managed by 3rd party | | | |