

REQUEST FOR PROPOSALS

RFP NUMBER: CSP900312
INDEX NUMBER: DMH035
UNSPSC CATEGORY: 90101802

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Mental Health (DMH) is requesting proposals for:

FOOD SERVICE MANAGEMENT AND PATIENT FOOD SERVICE FOR OHIO DEPARTMENT OF MENTAL HEALTH (ODMH) HOSPITALS AND CAMBRIDGE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES (DODD) FACILITY

RFP ISSUED: March 8, 2011
INQUIRY PERIOD BEGINS: March 8, 2011
PRE-PROPOSAL SITE VISITS: March 16, 2011 beginning at
9:00 a.m. through 1:00 p.m. March 18, 2011.
PRE-PROPOSAL MANDATORY CONFERENCE: March 18, 2011 at 2:30 p.m. at
4200 Surface Road, Columbus, OH 43228
Office of Procurement Services (DAS/GSD)
INQUIRY PERIOD ENDS: March 23, 2011 at 8:00 a.m.
PROPOSAL DUE DATE: April 8, 2011 by 1:00 p.m.

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

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
ATTN: Bid Desk
4200 Surface Rd.
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

This RFP consists of five (5) parts and seventeen (17) attachments, totaling 105 consecutively numbered pages. Please verify that you have a complete copy.

PART ONE: EXECUTIVE SUMMARY

PURPOSE. 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 Mental Health (DMH) and Ohio Department of Developmental Disabilities (DODD) Cambridge, only (the Agency), is soliciting competitive sealed proposals (Proposals) for food service management and patient food service for Ohio Department of Mental Health (DMH) Hospitals and Ohio Department of Developmental Disabilities (DODD), Cambridge, Ohio, only, and this RFP is the result of that request. 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 the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

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

Once awarded, the term of the Contract will be from the award date, estimated to be July 1, 2011 through June 30, 2014. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further 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. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

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.

BACKGROUND. This RFP was developed to identify and select a qualified Contractor able to provide the ODMH and one (1) DODD facility with food service management and patient food services for all six (6) of the ODMH facilities and the one (1) DODD facility. Collectively, the seven (7) facilities have an average daily resident population (ADRP) of approximately 1100 patients/clients.

The ODMH has six (6) Behavioral Healthcare Organizations (BHOs) representing and operating six (6) healthcare facilities. The BHOs are administratively organized through the Integrated Behavioral Healthcare Systems (IBHS) office. These facilities provide comprehensive services to patients in both an inpatient and community supported environment.

The DODD is the primary state agency for Ohioans with developmental disabilities and is responsible for the oversight, policy-setting, and technical assistance to the eleven (11) state-operated developmental centers. Cambridge Developmental Center (CaDC) is the only DODD facility that will be served as a result of this RFP. Cambridge Developmental is a residential facility that provides long-term rehabilitation and programmatic services to individuals with developmental disabilities.

There is currently one (1) contractor that provides the food service and patient food service operations at the seven (7) facilities.

OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

ODMH and DODD believe that the success of their patient food service operation is directly dependent on the Contractor selected to manage the operation. In order to maintain Medicaid certification, a variety of meal options is required to meet the programmatic needs of the patients/clients. The agencies believe that the production requirements at each of the facilities are of a quantity sufficient to warrant each location be treated as a "stand alone" from a production perspective. While management structures can/could be consolidated, centralized production is not an acceptable option.

The State's desire is to continue our standard of services and contractual requirements through a single contractor which covers all seven (7) of the facilities. By these efforts, ODMH and DODD desire to maintain/improve the overall quality of the goods and services delivered through strengthened quality control and monitoring.

OVERVIEW OF THE CONTRACT'S SCOPE OF WORK. The scope of work for the Contract is provided in Attachment One: Part One of this RFP. This section gives only a summary of that Work. If there is any inconsistency between this summary and the attachment's description of the Work, the attachment will govern. The State is seeking proposals from qualified

contractors to provide food service management and patient food service at the six (6) ODMH inpatient facilities and at one (1) DODD facility. The State desires a contract based on a cost per meal/service beginning on July 1, 2011.

Food preparation must be maintained at all locations. The Contract will also include a contractor provided upgrade, if necessary, of the cook-chill meal delivery system used at each of the facilities. Those facilities that require an upgrade are identified in the Facility Specific Requirements section of Attachment One, Part One. The Contractor is responsible to maintain the labor/service agreement of all food delivery systems throughout the Contract and any subsequent renewals. This system upgrade must be amortized over the initial three (3) year contract term. The system upgrade must be completed within six (6) months of contract inception.

Offerors shall address the following items in their proposals:

Ensure quality operations through efficient staffing and personnel procedures.

Develop and provide a policy and procedure manual for dietary operations pertaining to the Contract.

Maintain appropriate sanitation and inspection schedules for all food service operation areas.

Prepare menus and provide for special dietary requirements as required by ODMH and DODD specifications.

Perform miscellaneous requirements as specified in this RFP.

Procure all food, dietary supplies, office supplies, and staff to provide quality food service operations.

Procure additional cook-chill system units for Northcoast Behavioral Healthcare's Northfield Campus to accommodate the new units in Building 22, Units 22C, 22D and 22E shall replace the units currently at the Cleveland Campus. The Cleveland Campus is scheduled to consolidate with the Northfield Campus before July 1, 2011. The necessary equipment needed is addressed under the individual hospital needs and in the Cost Summary Pages.

Develop, implement, and monitor a quality control program for food service operations.

Prepare and disseminate all invoices to the appropriate facility.

Provide the State with annual usage reports.

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	March 8, 2011
Inquiry Period Begins:	March 8, 2011
Pre-Proposal Site Visits:	March 16, 2011 beginning at 9:00 a.m. through March 18, 2011 at 1:30 p.m.
Pre-Proposal Mandatory Conference:	March 18, 2011 at 2:30 p.m. at 4200 Surface Road, Columbus, OH 43228, Office of Procurement Services (DAS/GSD)
Inquiry Period Ends:	March 23 2011, at 8:00 a.m.
Proposal Due Date:	April 8, 2011, by 1:00 p.m.

Estimated Dates

Contract Award Notification: April 25, 2011

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 p.m. on the due date will not be evaluated.

Mandatory Pre-Proposal Conference and Optional Site Visits. There will be site visits scheduled at each of the seven (7) facilities as listed in the following table. Attendance is strongly encouraged.

DAY AND DATE	LOCATION	TIME
Wednesday March 16, 2011	Northwest Ohio Psychiatric Hospital , Toledo Campus, 930 South Detroit Avenue, Toledo, OH 43614 Meet in the reception area.	9:00 a.m.
Wednesday March 16, 2011	Northcoast Behavioral Healthcare, Northfield Campus, 1756 Sagamore Road, Northfield, OH 44067 Meet in the reception area of the McKee building.	11:00 a.m.
Wednesday March 16, 2011	Heartland Behavioral Healthcare, Massillon Campus 3000 Erie Street South, Massillon, OH 44646-7993 Meet at the front entrance.	3:00 p.m.
Thursday March 17, 2011	Cambridge Developmental Center (CaDC) 55737 Old Twenty One Road Cambridge, OH 43725	9:00 a.m.
Thursday March 17, 2011	Appalachian Behavioral Healthcare - Athens Campus, 100 Hospital Drive, Athens, OH 45701 Meet in lobby of 100 Hospital Drive Main Building.	1:00 p.m.
Friday March 18, 2011	Summit Behavioral Healthcare Cincinnati Campus 1101 Summit Road, Cincinnati, OH 45237 Meet in the Administration Building	9:00 a.m.
Friday March 18, 2011	Twin Valley Behavioral Healthcare Columbus Campus 2200 West Broad Street, Columbus, OH 43223 Meet in the North Wing, Kosar Building	1:00 p.m.
Friday March 18, 2011	<u>Mandatory Pre-Proposal Conference</u> DAS/GSD Office of Procurement Services 4200 Surface Road, Columbus, OH 43228 Buckeye Room	2:30 PM

All prospective Offerors are required to attend the Pre-Proposal Conference (Mandatory) and are strongly encouraged to attend all seven (7) site visits and bring any personnel and/or subcontractors required for assessing the Work. The **mandatory** pre-proposal conference will be held at the Office of Procurement Services, DAS/GSD, 4200 Surface Road after completion of the site visits. Representatives from DAS, ODMH and DODD will be available to answer questions and clarify the exact extent of the requirements of the RFP for the collective as well as facility specific requirements. Offerors are to sign the attendance log for each site. Due to security considerations, no Offeror arriving late will be admitted. Offerors must be in attendance for the entire site visit/conference. The State will not allow alternate dates and times for site visits.

The State reserves the right to take questions under advisement and respond through the inquiry process. All questions posed after the pre-proposal conference must be submitted through the State Procurement Web site's Q&A process. A response will be provided in the Question and Answer section of the procurement opportunity detail page on the State Procurement Web site. At no time prior to or after the site visit, will Offerors obtain answers from facility personnel. Any new information not previously published in this RFP that is provided at the site visits will be published by means of the Q&A site.

To facilitate access to the buildings, please RSVP and provide a list of names of all representatives, including subcontractors that will be attending the conference/site visits. We reserve the right to limit the number of attendees from each company due to space limitations. All representatives must be prepared to present photo identification at the security/entrance desk. A valid driver's license or State ID will suffice. The list of attendees should be sent by E-mail to Jan Fitzpatrick at janice.fitzpatrick@das.state.oh.us no later than 2:00 p.m. on March 11, 2011.

PART TWO: STRUCTURE OF THIS RFP

ORGANIZATION. This RFP is organized into five (5) parts and seventeen attachments. The parts and attachments are listed below.

PARTS:

Part One	Executive Summary
Part Two	Structure of this RFP
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Award of the Contract

ATTACHMENTS:

Attachment One	Work Requirements and Special Provisions
Part One	Work Requirements
Part Two	Special Provisions
Attachment Two	Requirements for Proposals
Attachment Three	General Terms and Conditions
Part One	Performance and Payment
Part Two	Work & Contract Administration
Part Three	Ownership & Handling of Intellectual Property & Confidential Information
Part Four	Representations, Warranties, and Liabilities
Part Five	Acceptance and Maintenance
Part Six	Construction
Part Seven	Law & Courts
Attachment Four	Contract
Attachment Five	Offeror Profile Summary
5-A	Offeror Profile Form
5-B	Offeror Prior Project Form
5-C	Offeror Prior Project Form
5-D	Offeror Prior Project Form
Attachment Six	Offeror References
Attachment Seven	Offeror's Candidate Summary
7-A	Offeror's Candidate References
7-B	Offeror's Candidate Education, Training, Licensure, and Certifications
7-C	Offeror's Candidate Experience
Attachment Eight	Offeror Performance Form
Attachment Nine	Contractor / Subcontractor Affirmation and Disclosure Form
Attachment Ten	Facility Location Information
Attachment Eleven	ODMH Unit Profiles by BHO, December, 2010
Attachment Twelve	Dietary Usage Reports by Facility
Attachment Thirteen	Dietary Vital Statistics for all Hospitals, 2011
Attachment Fourteen	Dietary Matrix
Attachment Fifteen	Recommended Floor Stock and Snack Items
Attachment Sixteen	Employee Background Check
Attachment Seventeen	Cost Summary Form

PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

CONTACTS. The following person will represent DAS:

Janice Fitzpatrick, CPPB
Ohio Department of Administrative Services
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395

During the performance of the Work, a State representative (the "Agency Project Representative") will represent the Agency and be the primary contact for matters relating to the Work. The Agency Project Representative will be designated in writing after the Contract award.

INQUIRIES. Offerors may make inquiries regarding this RFP any time during the inquiry period listed in the Calendar of Events. To make an inquiry, Offerors must use the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFP Number found on Page 1 of the document. (RFP numbers begin with the letters "CSP")
5. Click "Find It Fast" button.
6. On the document information page, click "Submit Inquiry".
7. On the document inquiry page, complete the required "Personal Information" section by providing:
 - a. First and last name of the prospective Offeror's representative who is responsible for the inquiry.
 - b. Name of the prospective Offeror.
 - c. Representative's business phone number.
 - d. Representative's e-mail address.
8. Type the inquiry in the space provided including:
 - a. A reference to the relevant part of this RFP.
 - b. The heading for the provision under question.
 - c. The page number of the RFP where the provision can be found.
9. Click the "Submit" button.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt of the inquiry. Offerors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.

Offerors may view inquiries and responses using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFP Number found on Page 1 of the document. (RFP numbers begin with the letters "CSP")
5. Click "Find It Fast" button.
6. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

DAS will try to respond to all inquiries within 48 hours of receipt, excluding weekends and State holidays. DAS will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Offerors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, not on details of any other potentially related contract or project. If Offerors ask questions about existing or past contracts using the Internet Q&A process, DAS will use its discretion in deciding whether to provide answers as part of this RFP process.

DAS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions or deadlines.

PROTESTS. Any Offeror that objects to the award of a Contract resulting from the issuance of this RFP may file a protest of the award of the Contract, or any other matter relating to the process of soliciting the Proposals. Such protest must comply with the following information:

1. The protest must be filed by a prospective or actual bidder objecting to the award of a Contract resulting from the RFP. The protest must be in writing and contain the following information:
 - a. The name, address, and telephone number of the protester;
 - b. The name and number of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by DAS;
 - e. A statement as to the form of relief requested from DAS; and
 - f. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.
2. A timely protest will be considered by DAS, on behalf of the agency, if it is received by the DAS Office of Procurement Services (OPS) within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RFP, or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals, must be filed no later than five (5) business days prior to the proposal due date.
 - b. If the protest relates to the recommendation of the evaluation committee for an award of the Contract, the protest must be filed as soon as practicable after the Offeror is notified of the decision by DAS regarding the Offeror's proposal.
3. An untimely protest may be considered by DAS at the discretion of DAS. An untimely protest is one received by the DAS OPS after the time periods set in paragraph 2 above. In addition to the information listed in paragraph 1, untimely protests must include an explanation of why the protest was not made within the required time frame.
4. All protests must be filed at the following location:

Department of Administrative Services
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395

SUBJECT: CSP900312 DMH035

This protest language only pertains to this RFP offering.

ADDENDA TO THE RFP. If DAS decides to revise this RFP before the Proposal due date, an addendum will be announced on the State Procurement Web site.

Offerors may view addenda using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>;
2. From the Navigation Bar on the left, select "Find It Fast";
3. Select "Doc/Bid/Schedule #" as the Type;
4. Enter the RFP Number found on Page 1 of the document (RFP numbers begin with the letters "CSP");
5. Click "Find It Fast" button;
6. On the document information page, click on the addendum number to display the addendum.

When an addendum to this RFP is necessary, DAS may extend the Proposal due date through an announcement on State Procurement Web site. Addenda announcements may be provided any time before 5:00 p.m. on the day before the Proposal is due. It is the responsibility of each prospective Offeror to check for announcements and other current information regarding this RFP.

After the submission of Proposals, addenda will be distributed only to those Offerors whose submissions are under active consideration. When DAS issues an addendum to the RFP after Proposals have been submitted, DAS will permit Offerors to withdraw their Proposals.

This withdrawal option will allow any Offeror to remove its Proposal from active consideration should the Offeror feel that the addendum changes the nature of the transaction to the extent that the Offeror's Proposal is no longer in its interests. Alternatively, DAS may allow Offerors that have Proposals under active consideration to modify their Proposals in response to the addendum, as described below.

Whenever DAS issues an addendum after the Proposal due date, DAS will tell all Offerors whose Proposals are under active consideration whether they have the option to modify their Proposals in response to the addendum. Any time DAS amends the RFP after the Proposal due date, an Offeror will have the option to withdraw its Proposal even if DAS permits modifications to the Proposals. If the Offerors are allowed to modify their Proposals, DAS may limit the nature and scope of the modifications. Unless otherwise stated in the notice by DAS, modifications and withdrawals must be made in writing and must be submitted within ten (10) business days after the addendum is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to DAS at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than DAS has authorized may be rejected and treated as a withdrawal of the Offeror's Proposal.

PROPOSAL SUBMITTAL. Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Cost Proposal and Technical Proposal) in separate sealed envelopes/packages. Each Technical Proposal package must be clearly marked "CSP900312 RFP – Technical Proposal" on the outside of each Technical Proposal package's envelope. Each Cost Proposal package must be clearly marked "CSP900312 RFP – Cost Proposal" on the outside of each Cost Proposal package's envelope. Each Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) Proposal packages.

The Offeror must also submit, in the sealed package, a complete copy of the Proposals on CD-ROM in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal. Proposals are due no later than the proposal due date, at 1:00 p.m. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

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

DAS will reject any Proposals or unsolicited Proposal addenda that are received after the deadline. An Offeror that mails its Proposal must allow adequate mailing time to ensure its timely receipt. DAS recommends that Offerors submit proposals as early as possible. Proposals received prior to the deadline are stored, unopened, in a secured area until 1:00 p.m. on the due date. Offerors must also allow for potential delays due to increased security. DAS will reject late proposals regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. DAS is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.

ORC Section 9.24 prohibits DAS from awarding a Contract to any Offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a Proposal, the Offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding. ORC Section 9.231 applies to this contract.

DAS may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Offeror's Proposal fails to meet any requirement of this RFP. Any question asked during the inquiry period will not be viewed as an exception to the Terms and Conditions.

CONFIDENTIAL INFORMATION. DAS procures goods and services through a Request for Proposal (RFP), in a transparent manner. As such, the process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract. Further, the DAS will open for public inspection all proposals provided to the DAS in response to this RFP.

Therefore, an Offeror should not provide DAS with any information that the Offeror wishes the DAS not to provide to the public pursuant to a public request for such information. (Note: DAS will attempt to redact ancillary personal information such as social security numbers and Tax Identification Numbers from public inspection). Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

However, if the Offeror chooses to include information it deems proprietary or trade secret information, the Offeror may designate such information as confidential and request that such information not be considered as public records and open for inspection. DAS shall review such requests provided the following:

1. The Offeror provides both an electronic copy and paper (hard) copies of the Proposal;
2. The Offeror clearly designates such information as confidential, proprietary, or trade secret, as appropriate at the time of Proposal submission;
3. The Offeror submits the designated material in a sealed container clearly marked "Confidential" and such material is readily separable from the Proposal; and
4. The Offeror redacts such information from the electronic copy of the Proposal.

DAS will review such information to determine whether the material is of such nature that confidentiality is warranted.

The decision as to whether such confidentiality is appropriate rests solely with DAS. If DAS determines that the information marked as confidential, trade secret, or proprietary, is not ancillary to the Proposal and that DAS needs such information in the evaluation of the proposal or that the information does not meet a statutory exception to disclosure, DAS will make the information available to the public. DAS will inform the Offeror, in writing, of the information DAS does not consider confidential for purposes of public disclosure.

Upon receipt of DAS' determination that all or some portion of the Offeror's designated information is not confidential, the Offeror may exercise the following options:

1. Withdraw the Offeror's entire Proposal;
2. Request that DAS evaluate the Proposal without certain information DAS deemed "public" (DAS will return such information to the Offeror); or
3. Withdraw the designation of confidentiality, trade secret, or proprietary information for such information and request DAS review the Proposal in its entirety.

Finally, if information submitted in the Proposal is not marked as "Confidential", it will be determined that the Offeror waived any right to assert such confidentiality.

DAS will retain all Proposals, or a copy of them, as part of the Contract file for at least ten (10) years. After the retention period, DAS may return, destroy, or otherwise dispose of the Proposals or the copies.

WAIVER OF DEFECTS. DAS may waive any defects in any Proposal or in the submission process followed by an Offeror. DAS will only do so if it believes that it is in the State's interests and will not cause any material unfairness to other Offerors.

MULTIPLE OR ALTERNATE PROPOSALS. DAS accepts multiple Proposals from a single Offeror, but DAS requires each such Proposal be submitted separately from every other Proposal the Offeror makes. Additionally, the Offeror must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation, and other items this RFP requires for a Proposal to be complete and acceptable. No alternate Proposal may incorporate materials by reference from another Proposal made by the Offeror or refer to another Proposal. DAS will judge each alternate Proposal on its own merit.

ADDENDA TO PROPOSALS. Addenda or withdrawals of Proposals will be allowed only if the addendum or withdrawal is received before the Proposal due date. No addenda or withdrawals will be permitted after the due date, except as authorized by this RFP.

PROPOSAL INSTRUCTIONS. Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in Attachment Two of this RFP.

DAS wants clear and concise Proposals. Offerors should, however, take care to completely answer questions and meet the RFP's requirements thoroughly. All Offerors, including current contract holders, if applicable, must provide detailed and complete responses as Proposal evaluations, and subsequent scores, are based solely on the content of the Proposal.

No assumptions will be made or values assigned for the competency of the Offeror whether or not the Offeror is a current or previous contract holder.

The requirements for the Proposal's contents and formatting are contained in an attachment to this RFP.

DAS will not be liable for any costs incurred by an Offeror in responding to this RFP, regardless of whether DAS awards the Contract through this process, decides not to go forward with the Project, cancels this RFP for any reason, or contracts for the Project through some other process or by issuing another RFP.

PART FOUR: EVALUATION OF PROPOSALS

EVALUATION OF PROPOSALS. The evaluation process consists of, but is not limited to, the following steps:

1. Certification. DAS shall open only those proposals certified as timely by the Auditor of State.
2. Initial Review. DAS will review all certified Proposals for format and completeness. DAS normally rejects any incomplete or incorrectly formatted Proposal, though it may waive any defects or allow an Offeror to submit a correction. If the Offeror meets the formatting and mandatory requirements listed herein, the State will continue to evaluate the proposal.
3. Proposal Evaluation. The procurement representative responsible for this RFP will forward all timely, complete, and properly formatted Proposals to an evaluation committee, which the procurement representative will chair. The evaluation committee will rate the Proposals submitted in response to this RFP based on criteria and weight assigned to each criterion.

The evaluation committee will evaluate and numerically score each Proposal that the procurement representative has determined to be responsive to the requirements of this RFP. The evaluation will be according to the criteria contained in this Part of the RFP. An attachment to this RFP may further refine these criteria, and DAS has a right to break these criteria into components and weight any components of a criterion according to their perceived importance.

The committee may also have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with technical or professional experience that relates to the Work or to a criterion in the evaluation process. The committee may also seek reviews of end users of the Work or the advice or evaluations of various State committees that have subject matter expertise or an interest in the Work. In seeking such reviews, evaluations, and advice, the committee will first decide how to incorporate the results in the scoring of the Proposals. The committee may adopt or reject any recommendations it receives from such reviews and evaluations.

The evaluation will result in a point total being calculated for each Proposal. At the sole discretion of DAS, any Proposal, in which the Offeror received a significant number of zeros for sections in the technical portions of the evaluation, may be rejected.

DAS will document all major decisions in writing and make these a part of the Contract file along with the evaluation results for each Proposal considered.

4. Clarifications & Corrections. During the evaluation process, DAS may request clarifications from any Offeror under active consideration and may give any Offeror the opportunity to correct defects in its Proposal if DAS believes doing so does not result in an unfair advantage for the Offeror and it is in the State's best interests. Any clarification response that is broader in scope than what DAS has requested may result in the Offeror's proposal being disqualified.
5. Interviews, Demonstrations, and Presentations. DAS may require top Offerors to be interviewed. Such presentations, demonstrations, and interviews will provide an Offeror with an opportunity to clarify its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of DAS. DAS may record any presentations, demonstrations, and interviews. No more than the top three (3) Proposals may be requested to present an oral presentation of their proposed Work Plan to the committee.
6. Contract Negotiations. Negotiations will be scheduled at the convenience of DAS. The selected Offeror(s) are expected to negotiate in good faith.
 - a. General. Negotiations may be conducted with any Offeror who submits a competitive Proposal, but DAS may limit discussions to specific aspects of the RFP. Any clarifications, corrections, or negotiated revisions that may occur during the negotiations phase will be reduced to writing and incorporated in the RFP, or the Offeror's Proposal, as appropriate. Negotiated changes that are reduced to writing will become a part of the Contract file open to inspection to the public upon award of the Contract. Any Offeror whose response continues to be competitive will be accorded fair and equal treatment with respect to any clarification, correction, or revision of the RFP and will be given the opportunity to negotiate revisions to its Proposal based on the amended RFP.

Top-ranked Offeror. Should the evaluation process have resulted in a top-ranked Proposal, DAS may limit negotiations to only that Offeror and not hold negotiations with any lower-ranking Offeror. If negotiations are unsuccessful with the top-ranked Offeror, DAS may then go down the line of remaining Offerors, according to rank, and negotiate with the next highest-ranking Offeror. Lower-ranking Offerors do not have a right to participate in negotiations conducted in such a manner.

- b. Negotiation with Other Offerors. If DAS decides to negotiate with all the remaining Offerors, or decides that negotiations with the top-ranked Offeror are not satisfactory and negotiates with one or more of the lower-ranking Offerors, DAS will then determine if an adjustment in the ranking of the remaining Offerors is appropriate based on the negotiations. The Contract award, if any, will then be based on the final ranking of Offerors, as adjusted.

Negotiation techniques that reveal one Offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the Offeror as described below.

- c. Post Negotiation. Following negotiations, DAS may set a date and time for the submission of best and final Proposals by the remaining Offeror(s) with which DAS conducted negotiations. If negotiations were limited and all changes were reduced to signed writings during negotiations, DAS need not require the submissions of best and final Proposals.

It is entirely within the discretion of DAS whether to permit negotiations. An Offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal. DAS is free to limit negotiations to particular aspects of any Proposal, to limit the Offerors with whom DAS wants to negotiate, and to dispense with negotiations entirely.

DAS generally will not rank negotiations. The negotiations will normally be held to correct deficiencies in the preferred Offeror's Proposal. If negotiations fail with the preferred Offeror, DAS may negotiate with the next Offeror in ranking. Alternatively, DAS may decide that it is in the interests of the State to negotiate with all the remaining Offerors to determine if negotiations lead to an adjustment in the ranking of the remaining Offerors.

From the opening of the Proposals to the award of the Contract, everyone working on behalf of the State to evaluate the Proposals will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. They will also seek to keep this information away from other Offerors, and the evaluation committee will not be allowed to tell one Offeror about the contents of another Offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any Offeror that seeks to gain access to the contents of another Offeror's Proposal may be disqualified from further consideration.

The written changes will be drafted and signed by the Offeror and submitted to DAS within a reasonable period of time. If DAS accepts the change, DAS will give the Offeror written notice of DAS' acceptance. The negotiated changes to the successful offer will become a part of the Contract.

- d. Failure to Negotiate. If an Offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, DAS may terminate negotiations with that Offeror and collect on the Offeror's proposal bond, if a proposal bond was required in order to respond to this RFP.
7. Best and Final Offer. If best and final proposals, or best and final offers (BAFOs), are required, they may be submitted only once; unless DAS makes a determination that it is in the State's interest to conduct additional negotiations. In such cases, DAS may require another submission of best and final proposals. Otherwise, discussion of or changes in the best and final proposals will not be allowed. If an Offeror does not submit a best and final proposal, the Offeror's previous Proposal will be considered the Offeror's best and final proposal.
 8. Determination of Responsibility. DAS may review the highest-ranking Offerors or its key team members to ensure that the Offeror is responsible. The Contract may not be awarded to an Offeror that is determined not to be responsible. DAS' determination of an Offeror's responsibility may include the following factors: the experience of the Offeror and its key team members; past conduct and past performance on previous contracts; ability to execute this contract properly; and management skill. DAS will make such determination of responsibility based on the Offeror's Proposal, reference evaluations, and any other information DAS requests or determines to be relevant.

9. Reference Checks. DAS may conduct reference checks to verify and validate the Offeror's or proposed candidate's past performance. Reference checks indicating poor or failed performance by the Offeror or proposed candidate may be cause for rejection of the proposal. In addition, failure to provide requested reference contact information may result in DAS not including the referenced experience in the evaluation process.

The reference evaluation will measure the criteria contained in this part of the RFP as it relates to the Offeror's previous contract performance including, but not limited to, its performance with other local, state, and federal entities. DAS reserves the right to check references other than those provided in the Offeror's Proposal. DAS may obtain information relevant to criteria in this part of the RFP, which is deemed critical to not only the successful operation and management of the Project, but also the working relationship between the State and the Offeror.

FINANCIAL ABILITY. Part of the Proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP may expressly require the submission of financial statements from all Offerors in the Proposal contents attachment. If the Proposal contents attachment does not make this an expressed requirement, DAS may still insist that an Offeror submit audited financial statements for up to the past three (3) years if DAS is concerned that an Offeror may not have the financial ability to carry out the Contract.

In evaluating an Offeror's financial ability, the weight DAS assigns, if any, to that financial ability will depend on whether the Offeror's financial position is adequate or inadequate. That is, if the Offeror's financial ability is adequate, the value assigned to the Offeror's relative financial ability in relation to other Offerors may or may not be significant, depending on the nature of the Work. If DAS believes the Offeror's financial ability is not adequate, DAS may reject the Proposal despite its other merits.

DAS will decide which phases are necessary. DAS has the right to eliminate or add phases at any time in the evaluation process.

To maintain fairness in the evaluation process, all information sought by DAS will be obtained in a manner such that no Offeror is provided an unfair competitive advantage.

MANDATORY REQUIREMENTS. The following Table 1 contains items that are considered minimum requirements for this RFP.

Determining the Offeror's ability to meet the minimum requirements is the first step of the DAS evaluation process. The Offeror must demonstrate, to DAS, it meets all minimum requirements listed in the Mandatory Requirements section (Table 1). The Offeror's response to the minimum requirements must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 1 of the Offeror's Proposal in the "Cover Letter and Mandatory Requirements" section. (Refer to Attachment Two of the RFP document for additional instructions.)

DAS will evaluate Tab 1, alone, to determine whether the Proposal meets all Mandatory Requirements. If the information contained in Tab 1 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS and DAS will not evaluate any other portion of the Proposal.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
1. Offerors are required to attend the Pre-Proposal Conference Meeting. Acknowledge attendance in Tab 1		

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

PROPOSAL EVALUATION CRITERIA. If the Offeror provides sufficient information to DAS, in Tab 1, of its proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next part of the evaluation process which involves the scoring of the Proposal Technical Requirements, followed by the scoring of the Cost Proposals. In the Proposal evaluation phase, DAS rates the Proposals submitted in response to this RFP 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.

TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	200 Points
Total	700 Points

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.

TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
Offeror Profile			
1. Must have a minimum of three (3) years experience for a population of 40-250 beds, and currently providing total dietary services in a health care environment of at least 250 beds; Intermediate Care Facility/Developmental Disabilities, long-term care facility, or hospital.	10		
2. Must demonstrate successful multi-unit experience involving facilities similar to those required in the RFP.	10		
3. Must have prior dietary experience in the last five (5) years or current experience in an Intermediate Care Facility (ICF) and must have successfully complied with ICF standards during the tenure.	15		
Offeror References			
1. Must include a minimum of three (3) references for organizations and/or clients for whom the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work. These references must relate to work that was completed within the past five (5) years. References indicate compliance and satisfaction level. Offeror must report any deficiencies in any area of food service based upon standards set forth by the TJC (The Joint Commission) and CMS (Centers for Medicare/Medicaid) programs, state and local health department, and/or other recognized governing body.	10		
Scope of Work			
1. Proposed plan for procurement of food, development of menus, special dietary requirements, food preparation, quality control, maintenance, training for all seven (7) facilities	10		
2. Proposed Plan for production, receiving, delivery and clean-up	5		
3. Proposed Table of Organization governing on-site operations at each of the seven (7) facilities.	5		
4. Quality Control Program Manual provided on CD	5		
5. Report requirements, cost control, recordkeeping, and compliance	5		
6. Proposed Transitional Plan	5		
Personnel Profile			
1. Food Service Manager/Director for each of the seven (7) facilities with qualifications and experience, certification with HACCP	10		
2. Registered Dietitian(s) qualifications and experience	5		
3. Support Staff, including Regional Manager qualifications, experience, and compliance with health regulations	5		

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 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.

COST PROPOSAL POINTS. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror Proposals. 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 price 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: _____

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.

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 its interests to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Project through a new RFP or by other means.

DISCLOSURE OF PROPOSAL CONTENTS. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. DAS will prepare a registry of Proposals containing the name and address of each Offeror. That registry will be open for public inspection after the Proposals are opened.

PART FIVE: AWARD OF THE CONTRACT

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

The signature page for the Contract is included as Attachment Four of this RFP. In order for an Offeror's Proposal to remain under active consideration, the Offeror must sign, the two (2) copies enclosed, in blue ink and return the signed Contracts to DAS with its response. Submittal of a signed Contract does not imply that an Offeror will be awarded the Contract. In awarding the Contract, DAS will issue an award letter to the selected Contractor. The Contract will not be binding on DAS until the duly authorized representative of DAS signs both copies and returns one (1) to the Contractor, the Agency issues a purchase order, and all other prerequisites identified in the Contract have occurred.

DAS expects the Contractor to commence 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 Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

CONTRACT. If this RFP results in a Contract award, the Contract will consist of this RFP including all attachments, 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 change orders issued under the Contract. The general terms and conditions for the Contract are contained in Attachment Three of this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Offeror's proposal, as amended, clarified, and accepted by DAS; and
4. The documents and materials incorporated by reference in the Offeror's Proposal.

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

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

- I. SCOPE OF WORK. The Contractor must provide overall contract management for the tasks in the Contract, including the day-to-day management of its staff and coordinate with state staff as pertaining to their assignment to the Contract. The Contractor must provide administrative support for its staff and activities. Throughout the Contract, the Contractor must employ ongoing contract management techniques to ensure a comprehensive Work Plan is developed, executed, monitored, reported on, and maintained. The Contractor will be responsible for performing all of the Work necessary to fulfill the requirements of this Contract. All operating expenses associated with the management and maintenance, including without limitation, the Contractor's service fees, on-site salaries, wages, payroll taxes, benefits, materials, equipment, tools, parts, supplies, subcontractors, preventative and remedial maintenance contracts, and insurance must be included in the Contractor's Cost Proposal. The Contractor must provide and perform food service management and patient food service as identified in accordance with appropriate government regulations, industry standards, and those designated in this RFP. The selected Contractor must have qualified personnel that are able to perform the Work required and specified in this RFP. The State will provide staff, as it deems appropriate, to perform Contract monitoring, participate in quality control and configuration management tasks, and will participate in reviews.
 - A. General Requirements. Standards, Laws, and Regulations. The Contractor agrees to meet or exceed all food service laws and ordinances as adopted by federal, state, and local authorities. These laws and ordinances must include, but not be limited to:
 1. U.S. Department of Health and Human Services and its Medicaid Standards, Title XIX, Intermediate Care Facilities for the Mentally Retarded and Developmentally Disabled.
 2. Ohio Administrative Code, Sections 3717-1-01 through 3717-1-20, as it applies to food service operations.
 3. Ohio Department of Health and local laws, rules and regulations, including Hazard Analysis Critical Care Point (HACCP) regulations, as they apply to food service operations.
 4. Relevant facility policies and procedures.
 5. The Contractor agrees to meet or exceed all applicable standards as set forth by the Hospital Standards Manual as published by The Joint Commission (TJC) and standards set forth under Centers for Medicare/Medicaid (CMS).
 6. The Contractor agrees to adhere to all policies and procedures of the facility (ies) and any governing body under which the facility (ies) may operate now or in the future.
 - B. Facility Location Information. The seven (7) facilities, seven (7) sites are listed in detail in Attachment Ten.
 - C. Offeror Experience, Qualifications, and Capabilities.
 1. The Offeror shall have a minimum of three (3) years experience for a population of 40-250 beds, and be currently providing total dietary services in a health care environment of at least 250 beds; i.e. Intermediate Care Facility/Mental Retardation (ICF/MR), long-term care facility, or hospital. In order to receive award consideration, the Offeror must demonstrate successful multi-unit experience involving facilities of similar size and scope.
 2. The Offeror shall have prior dietary experience in the last five (5) years or current experience in an intermediate Care Facility (ICF) and must have successfully complied with ICF standards during that tenure.
 3. The Offeror shall have successfully provided dietary services for at least three (3) consecutive years with the same health care facility. While under contract with the Offeror, facilities must not have had any major repeat deficiencies in any area of food service based upon standards set forth by TJC (The Joint Commission) and CMS (Centers for Medicare and Medicaid Services) programs, state of local health department, and/or other recognized governing or accrediting body.
 4. The Offeror shall submit a listing of dietary-related deficiencies in the past two (2) years, per facility, served based upon standards set forth under the federal Medicaid program, state or local health department, and/or other recognized governing body; i.e., TJC and/or HCFA. Listing must include the name and telephone number of a contact person at each facility who can verify the Contractor's compliance with each standard.
 5. The Offeror shall have documented experience with various meal delivery systems (i.e. cafeteria, insulated trays, and rethermalization systems).

6. The Offeror shall provide current data describing the current organization, (audited) financial statement or annual report, number of employees, home office location, and any other general company profile information.
7. The Offeror shall submit a copy of the company's current Quality Control Program manual on CD in PDF format, which is currently being used in a health care environment of at least two-hundred fifty (250) beds (e.g. ICF/MR, long term care facility, or hospital).
8. The Offeror shall provide a complete list of its hospital food service clients where it is providing patient food service to include: company profile, current organization, and other relevant information.
9. The Offeror shall submit documentation to support the criteria specified above in Paragraphs 1-8; including The Joint Commission (TJC) and/or HCFA (Health Care for All) compliance.
10. The Offeror shall provide its proposed Table of Organization governing on-site operations at each of the seven (7) facilities. Such table shall reflect direct corporate supervision of the account as well as all staff and line positions responsible for functional service delivery on-site.
11. The Contractor shall ensure no major disruption of food delivery. In the event of an emergency, (e.g. strike, fire, utility outage) whereby meals cannot be prepared and/or delivered to the facility, the Contractor shall have in place a contingency plan that ensures the provision of meals which meet the basic nutritional requirements. It is expected that the Contractor maintain at least three (3) days supply of meals on-site at the facility, and at least three (days) supply of meals in the local area.

D. Staffing requirements and personnel Issues.

1. The Contractor will maintain an adequate staff of employees, to include adequate relief staff, on duty at all times to ensure the efficient operation of the dietary department's food service operations. Such staff shall include a minimum of one (1) Regional Manager for contract oversight and one (1) full time on-site Food Service Manager/Director at each of the seven (7) facility locations, plus appropriate food service personnel to meet the needs of the patients and conditions of the facility's management. All hiring of dietary food service personnel will be the responsibility of the Contractor.
2. Food Service Manager/Director.
 - a. The Food Service Manager shall have the following qualifications and experience, and shall provide the following services:
 - 1) The Food Service Manager must be a Certified Dietary Manager (CDM), or a graduate of a four-year accredited college with a degree in dietetics, foods and nutrition management, be a registered dietetic technician, or have three (3) years of food service management experience.
 - 2) The Food Service Manager must have a minimum of two (2) years experience in a food service management position at a hospital or similar health care facility (e.g., ICF/MR or long term care facility).
 - 3) The Food Service Manager must have successfully completed and be certified under the HACCP program.
 - 4) The Food Service Manager must have a minimum of 600 hours training in the operation of food system equipment; or six (6) months experience and three (3) courses in bookkeeping/budgeting; or three (3) months experience; or equivalent.
 - 5) The Food Service Manager must be on-site full time (40) hours per week and will maintain a work schedule which assures that the Food Service Manager is present during critical meal periods and is available for scheduled meetings, in service training, etc. The ODMH reserves the right to design/designate an appropriate timekeeping system for documenting compliance with this provision.
 - 6) The Food Service Manager, or his/her designated food service supervisor, must be available to the facility during non-scheduled working hours, via cell phone or other means of communication, to respond to all issues which require the Contractor's supervisory or managerial oversight.
 - 7) The Food Service Manager, in consultation with the facility dietitian, must manage and provide oversight to the entire contractual operation of the facility food service department.
 - 8) The Food Service Manager will be knowledgeable of, and able to implement, the approved ODMH dietary formulary and must provide his/her staff with ongoing training and spot evaluations of food service staff to assure consistent and accurate implementation.
 - 9) The Food Service Manager must assist the ODMH dietitians in the development of special individual services as needed, i.e., special meals/snacks, unique supplement needs, etc., along with special staff meals as needed.
 - 10) The Food Service Manager shall develop patient/client food service data and all corresponding monitoring systems and must assist the agencies' dietitians with analysis and oversight of individual food service data and all corresponding monitoring systems.
 - 11) The Food Service Manager must be responsible for implementing the Quality Control Program (QCP) to maintain a consistent level of high quality within the food service department.

- 12) The Food Service Manager is responsible for the completion of random, daily inspections of all food service areas in all buildings and locations designated elsewhere.
 - 13) The Food Service Manager is required to meet at least monthly with the facility's Operations Director for the purpose of evaluating the standards that have to be maintained, the performance of the Contractor, and to provide a forum for discussion/resolution of problems that may develop regarding the service provided under the Contract.
 - 14) The Food Service Manager must submit a monthly report to the Operations Director or dietitian, as designated by the Chief Executive Officer, detailing the Contractor's compliance with the provisions of the Contract. Such report must be submitted no later than ten (10) calendar days after the end of the month. The Food Service Manager will be responsible for the overall function of the dietary department's contract performance. Additionally, the Food Service Manager will be responsible for: development of policies and procedures, orientation, training and supervision of food service personnel, including compliance with applicable competency programs pursuant to TJC and Medicaid standards.
- b. The facility will retain the right to approve or disapprove the selection and retention of the Food Service Manager assigned to the facility. The Food Service Manager cannot be reassigned without thirty (30) days advance notice, unless otherwise agreed upon by DAS, DMH and DODD.
- c. Awarded Contractor will provide, as and when required, a Registered Dietitian to supplement Behavioral Healthcare staff Dietitians on a temporary, part or full time basis. The BHO will provide as much lead time as possible to the Contractor when a RD is needed. RD may be needed to cover a vacation, extended illness or position vacancy.
- 1) Registered dietitian (RD) is to interview referred patients, ages 18 years through geriatric, charting residents' likes/dislikes, special diets, allergies, food/drug interactions, etc.
 - 2) RD will be responsible to chart all Clinical dietetics in patient medical records, including admission information and routine updates as required, reporting pertinent information through administrative and clinical channels.
 - 3) Review and approved quarterly menus assuring overall quality of food, cost factors, seasonal availability and adaptability of foods to large scale preparation and service and is responsible for all diets prepared, meeting all standards in nutrition.
 - 4) The RD will perform other dietary related duties including, but not limited to, consultation with medical staff pertaining to special diets, drug interactions, food allergies, etc. Provide in-service for hospital and dietary staff, student nurses and therapeutic programming to patients. RD will be required to be familiar with all Hospital & Dietary Department policies and all clinical dietary standards required for accreditation and certification and maintain appropriate records. Will participate in routine evaluation or "test" trays, patient and staff satisfaction surveys, review and development of policies and procedures and attend meetings as required.
 - 5) Awarded Contractor will provide, as and when required, a Registered Dietitian to supplement Behavioral Health Organization Staff Dietitians on a temporary or full time basis. The BHO will provide as much lead time as possible to the Contractor when a RD is needed. RD may be necessary to cover a vacation, extended illness or position vacancy.
3. Contract Support Staff and Services. The Contractor must provide the following support staff and services:
- a. Regional Manager: A representative of the Contractor shall conduct a site visit to each facility at least once per month to provide assistance and supervision to the Food Service Manager and to assure full compliance with the terms of the Contract.
 - 1) During the monthly visitation, the Regional Manager shall meet with the Operations Director for mutually evaluating the performance of the Food Service Manager, ancillary personnel, and the delivery of services under the Contract.
 - 2) The Contractor's Regional Manager shall furnish a written report of on-site inspection of dietary operations to the Operations Director within fourteen (14) days of the visit.
 - b. Consultants and Support: The Contractor must make available to the agencies' consultants who have expertise in the areas of dietetics and dietary management. Such consultants may include, but not be limited to, training specialists; dietitians; inventory/procurement specialists; human resource professionals; and/or certified dietary managers.
 - c. At its discretion, the Contractor may employ one (1) or more food service supervisors. Such supervisor(s) must have the following experience and must comply with the Contract's performance requirements.

- 1) Food service supervisor(s) must have at least one (1) year of experience in a food service-related supervisory position at a hospital or similar health care facility (e.g., ICF/MR or long-term care facility).
 - 2) The food service supervisor(s) must report directly to the Food Service Manager.
 - 3) The food service supervisor(s) will audit and evaluate on a daily basis production quality, production needs, labeling, storage, delivery, and set-up meal practices as well as any other pertinent food service protocols. Food service supervisor(s) will also monitor the meal service provided by facility staff and provide feedback and recommendations to the dietary operations manager/dietitians via the Food Service Manager.
4. The Contractor shall provide all uniforms (Contractor's standard uniform) required for food service employees. Contractor's uniforms must conform to the facility's dress codes for food service workers.
 5. Except, as otherwise specified in this RFP, the facility shall have no direct control over the employees of the Contractor. Any provisions for such control shall be exercised only through the Contractor or the person assigned as the Contractor's Food Service Manager. The Contractor shall comply with reasonable requests of the facility to remove and replace employees objectionable to the facility. The Contractor must assure that background checks are in conformance with the criteria set forth in Attachment Fifteen and are performed on all employees prior to placement at any facility. No Contractor employee with a criminal conviction or pending charges that could constitute a first degree misdemeanor or a felony under the ORC or other State or Federal law within the past ten (10) years may be placed at any facility. Upon request, Contractor must provide verification of completion of required employee background checks. Failure to comply may result in termination of any Contract award. Contractor is responsible for monitoring and removing employees that do not remain in conformance or that incur a criminal conviction or pending charges that could constitute a first degree misdemeanor or a felony.
 6. All Contractor employees shall be properly trained, competent, and courteous personnel who meet all established health standards established by State law. Prior to employment, Contractor employees must pass an appropriate physical examination, including a tuberculosis test, as required by Ohio Food Service Laws and Regulations. Documentation of such examinations must be provided to the facility's designee; and all expenses related to the pre-employment health examinations must be borne by the Contractor.
 7. The Contractor must maintain appropriate personnel policies that are compatible with those of the State.
 8. The Contractor must develop and implement an orientation and training program and manual which is acceptable to the State, and which incorporates components from both the Contractor's and State's missions and service delivery systems.
 - a. The Contractor shall ensure that all new employees participate in the Contractor's food service orientation program, are provided ongoing in-service training, and ensure that the employees receive copies of all appropriate training materials. Documentation of such orientation and training must be submitted to the Operations Director for review on a monthly basis.
 - b. All food service employees shall be fully trained and evaluated by the Food Service Manager prior to being placed into any food service area.
 - c. In addition, the ODMH may periodically provide training to the Contractor's managers and staff in areas relevant to the agencies' missions, policies/procedures, programs, and food services. Notice of such training sessions shall be provided to the Food Service Manager in a timely manner.
 - d. The Contractor is responsible for providing all staff with mandated HACCP training and assuring ongoing compliance with HACCP requirements. Training criteria must include, as a minimum, how to protect persons' safety by eliminating the potential for food-borne illness because of improper food storage, preparation, temperature maintenance, and serving procedures.
 - e. Training: The Contractor will provide training, as necessary, to the staff of the facilities. Such training shall be scheduled during off peak hours. The Contractor will provide all documentation and/or progress reports as may be required by the center's training officer. Such training shall include, but not be limited to:
 - 1) Food handling and infection control;
 - 2) Portion control;
 - 3) Purpose of modified diets;
 - 4) Preparation methods of modified diets;
 - 5) Sanitation procedures;
 - 6) Food and supply storage;
 - 7) Policies and procedures;
 - 8) Methods of preparation;

- 9) Reading and using recipes;
 - 10) Sanitation of refrigerators and storage areas;
 - 11) Basic nutrition principles;
 - 12) Reading and using production sheets;
 - 13) Kitchen sanitation procedures.
9. The Contractor shall enforce the mandate of a drug-free environment; i.e., Contractor employees will not purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way while working on State property. Prescription and over-the-counter medications must be secured in a locked environment. Failure to comply may result in termination of any Contract award.
10. The Contractor shall enforce appropriate policies and reporting mechanisms to maintain an environment free from sexual harassment. Sexual harassment is a serious offense and will not be condoned or tolerated.
11. The Contractor's employees shall observe the rules and regulations of the agencies when engaged in work under the Contract.
12. The Contractor shall keep its management staff abreast of current trends in management, food quality, formed puree food processing, and sanitation by means of participation in continuing education programs.
13. Health Examination and Sanitation.
- a. The Contractor shall arrange for all food service employees to submit to periodic health examinations as required by law and the appropriate regulatory agencies, and will submit satisfactory evidence of compliance with all health regulations upon request.
 - b. It will be the Contractor's responsibility to obtain all necessary permits and/or licenses required to operate the food service department.
- F. Policies and Procedures. Within 30 days of award of the Contract, the Contractor shall develop and provide a policy and procedure manual (one for each facility/location) governing general dietary operation at the facilities.
1. ODMH approval. Such manual must be approved by the Operations Director, and must contain, at a minimum, consistently applied principles and procedures relating to personnel matters (i.e., selection, training, performance evaluation, and progressive corrective action), inventory control, etc., which are compatible with the agencies' policies and procedures.
 2. Procedural inconsistencies. In the event of inconsistencies between the Contractor's policy and procedure manual and those policies and procedures established by the agencies, the agencies' policies shall take precedence.
- G. Cleaning and Sanitation. The Contractor shall be responsible for the daily, weekly, monthly, quarterly, and semi—annual cleaning of the kitchen, food preparation (tray line) area, tray cleaning room, and all kitchen storage areas in compliance with applicable state and local codes. Frequency shall be as often as necessary to maintain these areas in a sanitary condition. ODMH shall maintain the right to perform random and unannounced inspections.
1. Standard procedures shall include, but not be limited to the following:
 - a) Wet clean floors. Wet clean floors with germicidal solution to kill both gram-positive and gram negative pathogen.
 - b) Spot Clean Floors. Check floors in kitchen and tray line, removing spots and spillage.
 - c) Spot Clean and Disinfect. Spot clean and disinfect doors, door sills, door hinges, and door knobs with germicidal solution. Remove finger marks and smudges.
 - d) Wastebaskets. Wet wipe using a germicidal solution. Reline wastepaper baskets as needed.
 - e) Kitchen. Wet wipe counters, stove and oven, clean sinks, spot clean exterior cabinets, cupboards, ice makers, refrigerators, and any other equipment. Clean interiors of refrigeration units, cabinets, cupboards, and icemakers weekly, or more often as necessary.
 - f) Dry storage areas. Spot clean as necessary and wet mop at least once per month, or as necessary.
 - g) Wall cleaning. Spot clean walls and ceiling throughout kitchen as needed using a tested and industry approved cleaning solution providing a high detergency rate, controlled low alkalinity, and non-abrasive properties. Rinse with germicide.
 - h) Windows. Clean windows as needed, if applicable.

- i) The Contractor will be responsible to remove all refuse from the food service area to the facilities' dumpsters.
 - j) It shall be the Contractor's responsibility to adhere to recycling processes per the facilities policy.
2. The Contractor shall be responsible for implementing routine inspections of food service related supplies and equipment to assure optimal cleanliness and suitability for continued use. The Contractor shall notify the Operations Director of any facility-owned equipment that is in need of repair or replacement. The Contractor shall ensure that the employees of the Contractor exercise due care in the use of all equipment.
 3. The Contractor shall routinely provide, to each facility, by unit, the following documentation for each meal, snack, customized meal program, etc.:
 - a) Conduct daily inspections of all dishware, glassware, and flatware, including adaptive devices; remove from service those items deemed unacceptable in condition and secure immediate replacement of such items.
 - b) Conduct bi-weekly inspections of all food transportation equipment to assure cleanliness and adherence to sanitation requirements.
 - c) Conduct bi-weekly inspections of point-of-service food service equipment, i.e., steam tables, utility tables, prep tables, and storage units/cabinets for cleanliness; such inspections to include interior and exterior surfaces, wheels, etc. Timely work requests must be issued by the Contractor to the facility's Operations Director for ongoing maintenance and repair of facility owned equipment.
 4. The Contractor shall be responsible for developing acceptable plans of correction and implementing the same for all citations/deficiencies identified in the aforementioned internal inspections or those issued by any other duly-authorized internal or external surveyor. Corrective action plans shall be in writing, signed by the food service manager, and submitted to the Operations Director on a weekly basis.
 5. The Contractor shall establish policies and procedures which define sanitation procedures and which comply with all applicable federal, state, and local regulations. The Contractor shall provide ongoing sanitation related training to its staff and maintain documentation of the same.
- H. Production, Delivery, and Clean-up.
1. The Contractor is responsible for identifying and maintaining an accurate inventory and production level of food, beverages, snacks, supplements, etc., (main kitchen) as well as in each individual unit in order to meet the nutritional and dietary needs of the patients/clients.
 2. The Contractor shall routinely provide to each unit the following documentation for each meal, snack, customized meal program, etc.
 - a) Copy of daily menu identifying all items to be served as well as all menu/portion size extensions.
 - b) Listing of all alternatives sent, including portion size.
 - c) Listing of all quantities of food items delivered.
 - d) Instructions for holding and displaying cold foods/trays.
 3. All food, beverages, snacks, supplements, etc., must be appropriately labeled and dated, including expiration dates where appropriate. The Contractor shall conduct daily checks of refrigerators and cabinets, both in the main kitchen and in unit kitchens, and remove unused foods in open containers and outdated foods. Daily temperature check of kitchen appliances (i.e., refrigerator, freezer and sanitizer) will also be performed and documented.
 4. All meal items to be distributed from the main kitchen must be sorted according to delivery site and must be packed in the applicable meal delivery system. The Contractor will deliver the units to each unit kitchen, along with the aforementioned documentation, assure all food items are present, set-up steam tables/trays in preparation for serving, take temperatures and document holding temperatures, to ensure that the food is served at the correct temperatures.
 5. Upon completion of the meal, the Contractor is responsible for collection, clean-up (including breakdown of steam tables, wipe down of counters, etc.), and return of ancillary mealtime equipment to the main kitchen, including but not limited to, steam table pans, trays, and transport carts. At no time will the Contractor leave such items in the unit after completion of the meal.

6. The Contractor will supply all dishwashing and sanitation supplies used in the main kitchen. The Contractor will be responsible for procurement of cleaning supplies to meet the cleaning and sanitation requirements of the Contract. The Contractor shall keep all Material Safety Data Sheets (MSDS) current and on file.

I. Menus and Special Dietary Requirements.

1. Menus

- a) All menus will fulfill the caloric and other general and specific nutritional requirements for each facility. The regular menu will be consistent with the Food Guide Pyramid and associated Dietary Guidelines for Americans as well as the Dietary Reference Intakes (DRI). The regular menu will provide a minimum of 2300-2400 kcals (kilocalories) per day and will consist of at least 6-7 oz (cooked weight) of meat or alternate from the meat and beans group, 3 cups of vegetables, 2 cups of fruit, 8 oz. or equivalent from the grain group, and 3 cups of milk or equivalent from the milk group (See Attachment Fourteen for the Contract's Dietary Matrix.)
- b) The menu will be provided to the facilities' dietitian by the Contractor at least one (1) month before service. The Contractor will further consult with the clinical staff to formulate a diet manual, using the Contractor's basic diet manual as a reference. A non-selection menu for all patients will be developed on a cycle with seasonal variations. A facility dietitian must approve all substitutions. Menus will be based on a four (4) week cycle, each not to exceed 26 weeks. All menus and extensions must be approved by the facility dietitian prior to inventory procurement and implementation.
- c) The Contractor is responsible for developing a minimum four (4) week cycle menu on semi-annual basis (i.e., Spring/Summer and Fall/Winter) unless otherwise mutually agreed between the Contractor and the State through DAS. The Contractor will provide a nutrient analysis of all menu extensions to ensure they meet the facilities' requirements.
 - (1) A facility-approved Dietary Formulary must be the basis for all menu definitions and extensions. This formulary is based on the "Heart Smart" philosophy adopted by the American Heart Association and the American Diabetes Association. Adaptations to the menus, as determined by the changing needs of the patients/clients, must be accommodated by the Contractor. The Contractor shall make every effort to provide the special nutritional needs of the individuals through the interpretation of the agencies' dietitians and as ordered by the Physician.
 - (2) Spring/Summer menus must be implemented on April 1 of each contract year while Fall/Winter menus must be implemented on October 1 of each contract year. Prior to implementation, all menus must be fully developed, including all supplemental spread sheets; approved by the agencies' dietitians; and distributed to designated points of service.
 - (3) All production and delivery staff provided under the terms of the Contract must be thoroughly trained regarding the Dietary Formulary, menu production, and the agencies' nutrition and meal time expectations.
- d) All diet orders, nutritional supplements, meal supplements, and specialty needs of patients/clients, as identified by the facilities, will be accommodated and provided by the Contractor as a part of the Contract. Substitutions and changes in the foregoing must be authorized by the respective dietitian. The Contractor shall retain appropriate documentation for approved changes and will implement a system for communicating such changes to the units in advance of the affected meal or snack service.
- e) The Contractor shall be responsible for maintaining unit food inventories, including but not limited to such items as juices, snacks, packaged cereals, etc. Food stock and par levels must be jointly determined by the Contractor and the respective dietitian in order to adequately meet patients/clients nutritional needs.
- f) The Contractor shall provide, utilize, and maintain a computerized menu processing system designed to produce menu-related documentation, including but not limited to menu spreadsheets, diet cards, labels (e.g., bag lunches, snacks, supplements, etc.) recipes, production sheets, inventory and ordering, nutrient analysis, individual likes and dislikes, unit dietary needs, etc. The Contractor must assure that all required distributions of resultant documentation occur correctly and in accordance with prescribe timeliness. The Contractor must also provide an adequate level of clerical support to assure accurate and timely generation of required documents.

- g) The Contractor shall operate and manage dietary services on the facilities' premises, including but not limited to the purchasing, preparation, and clean-up of food and food-related products. Food preparation includes regular and therapeutic diets via an approved four (4) week cycle menu and food for special events. Copies of the facilities' current cycle menus assessment are available.
- h) The Contractor shall work with clinical staff of each facility to develop diet menus specific to patients needs.
- i) The Contractor shall provide total food services for the benefit of patients at the rate of three (3) meals per day, one (1) evening snack per, seven (7) days per week including all holidays.
- j) The Contractor shall provide snacks and extra nourishment at other than meal times as determined by the dietary needs of the patients. (See Attachments Fourteen and Fifteen)
- k) The Contractor shall be able to prepare food, if requested by a facility, in such a manner as to be suitable for service in bulk or individual portioning at the point of service and accommodating adaptive equipment and/or disposable dishware (for isolation purposes).
- l) The Contractor shall provide meals by tray system, unless another system is demonstrated to be more cost effective without loss of quality. Written approval must be given by the facility to utilize another meal delivery system

2. Meal times

- a) Normal mealtime periods for patients/clients shall be at the discretion of the facility. Approximate times are:
 - 1) Breakfast: 7:00 a.m. to 9:00 a.m.
 - 2) Lunch: 11:30 a.m. to 2:00 p.m.
 - 3) Dinner: 5:00 p.m. to 7:00 p.m.
 - 4) Snack: 8:00 p.m.
- b) Snack times and weekend mealtime schedules may vary and will be communicated to the Contractor by each facility's dietitian.
- c) Approximately 8-10% of each of the BHO's and 20% of the CaDC's total annual meals may be cancelled 24 hours in advance (without penalty to the State) with the dietary Contractor to allow patients/clients to participate in off-ground activities and/or for habilitation purposes.
- d) The Contractor will be required, as needed, to furnish off-site meals to patients/clients at the awarded price. These meals may be sack lunches or the same menu that is being served at the facility.

3. Special Dietary Requirements

- a) The Contractor is responsible to keep a sufficient level of "floor stock" on living units (see Attachment 12). This stock will be ordered and inventoried by the Contractor. The facility will designate the quantities and types of "floor stock" after award.
- b) The Contractor shall furnish the facility with:
 - 1) Diabetic snacks
 - 2) Special order beverages (i.e., soda/pop, shakes, supplements, Gatorade)
 - 3) Special order food items (i.e., gluten free items, soymilk, or other items) to provide a special therapeutic diet as needed and requested by the dietitian. This may include high calorie supplements and snacks.
 - 4) Special order supplements (i.e., *Compleat*®, *Citrotein*®, *Isocal HN*®, *Pulmocare*®, *Sandoz*® *Instant Breakfast*, *Ensure*®, *Boost*®).
 - 5) The facility will designate the quantities and types of "special patient/client therapeutic needs" after award.

- 4. Special Events. The Contractor shall provide meals and/or ready-to-cook ingredients for picnics and special events. Special events are estimated to be one (1) per month, per living area. The Contractor shall also provide meals for a variety of special events, activities, and programs throughout the year at varying frequencies for patients/clients and other participants sanctioned by the facility. The facility reserves the right to increase or decrease the frequency and participation in such activities and events.

J. Miscellaneous.

1. The Contractor shall be responsible for all business related and/or personal long distance telephone calls made on-site by any of its personnel. The Contractor shall be responsible for the procurement of all office supplies; to include, but not necessarily limited to: facsimile services; computers; copy machines; and other office equipment necessary to do business. Such equipment shall be maintained at the Contractor's expense.
2. Delivery of the trays to the units will be the responsibility of the Contractor. The unit staff from the facility will supervise patient meal service.

K. Procurement, Inventory and Receiving.

1. The Contractor shall be responsible for all procurement of food and dietary supplies, including but not limited to ordering, delivery, payment, inventory control, distribution, and use at the request of the facility; products to be supplied by the Contractor include, but are not limited to: food; beverages; meal supplements; nutritional supplements; tube feeding products; plastic wrap; foil; disposable lunch boxes; and other meal related paper and plastic goods. The Contractor will ensure the supplier understands the Contractor is responsible for the purchase and payment of the products.
2. All purchases of food and food supplies are to be received, inventoried and stored by the Contractor on-site.
3. The Contractor shall provide staff to deliver food and food products from the main kitchen to the individual meal sites. Such deliveries will be made as needed, seven (7) days per week under the terms of the Contract for all meals and snacks, as required.
4. Throughout the duration of the Contract, title to such food and food related supplies shall remain with the Contractor.
5. Inventory and Receiving.
 - a) All purchases of food and food-related supplies must be received, inventoried, and stored by the Contractor, in accordance with generally accepted procedures for inventory maintenance and control. All supplier invoices must indicate the Contractor's name and not the State of Ohio, the ODMH and/or DODD, or the facility.
 - b) The Contractor shall ensure timely usage of food stuffs, by rotation of food items.

L. Equipment and Equipment Surrender.

1. The Contractor and the facility shall jointly conduct an inventory of all facility purchased equipment once each year. The facility shall have the right, however, to request a joint inventory at any time, outside of the annual inventory. The Contractor shall not remove any equipment from the facility without prior written permission.
2. The Contractor will be responsible for all the maintenance and repair of all food delivery equipment and kitchen equipment under the terms on this Contract. Normal wear and replacements of trays, plates, cups and utensils are excluded from this agreement.
3. At the termination of the Contract, the Contractor will surrender all equipment of the facilities in the same condition it was provided at the inception of the Contract, less reasonable wear and tear. The final decision as to replacement or repair of any items shall remain with the facilities.

M. Quality Control.

1. The Contractor shall be responsible for developing acceptable plans for correction and implementing the same for all citations/deficiencies identified in the aforementioned internal inspections or those issued by any other duly-authorized internal or external surveyor. Corrective action plans shall be in writing, signed by the Food Service Manager, and submitted to the facility's Operations Director or designee on a weekly basis.

2. The Contractor shall perform food acceptance studies, plate waste, and customer satisfaction survey quarterly. The Contractor will complete at least three (3) evaluations per week and report findings to the facility's Operations Director or designee. Specific units shall be rotated and if necessary, up on request, special food acceptance studies will be performed by the Contractor when complaints are received. During the first year of the Contract, the Food Acceptance and Customer Satisfaction results should average 70% or better. Year Two (2) averages should be 75% or better and year three (3) should average 80% or better. Other quality control systems shall be the responsibility of the Contractor. The Contractor shall establish policies and procedures, which define sanitation-related training to its staff and maintain documentation of the same.
3. The Food Service Manager shall submit a monthly quality control report to the facility's Operations Director or designee detailing the Contractor's compliance with the provisions of the Contract.
4. The Contractor shall furnish a written quality control manual for a health care facility, designed to maintain a consistent level of high quality service. The quality control manual must reflect a formalized, internal inspection format, providing daily, weekly, and monthly inspections.

N. Cost Control, Payment, and Record Keeping.

1. Billing and Payment.

- a. The Contractor must submit monthly itemized invoices to each facility. Each invoice must reflect the Contractor's name; address; mailing address (if different); date; Contract number; and must include the cost of each service, in detail, categorized and documented as follows:
 - 1) Meals: cost per meal and number of meals served per living area;
 - 2) Snacks: cost per snack and number of snacks served per living area;
 - 3) Supplements: actual contractor's cost, plus mark-up and quantity of stock provided per living area;
 - 4) Floor stocks: actual contractor's cost, plus mark-up and quantity of stock provided per living area;
 - 5) Special events: actual contractor's cost, plus mark-up, and summary of items served per event.
 - 6) Equipment to be amortized over three (3) years, equipment name, location, monthly payment (per meals upgrade).

Contractor is required to provide a copy of the invoice(s) to demonstrate the actual cost of the snacks, supplements and floor stocks purchased that are subject to the cost plus mark-up as proposed. The invoice from the Contractor's supplier must be attached to the invoice to the facility for audit purposes. Costs for supplements and food purchased by the Contractor and subject to the mark-up must display a cost savings as a result of volume buying power. The State reserves the right to audit the payment of all food, food service products, and food service equipment purchased by the Contractor for the purpose of the service of these facilities. Contractor is required to provide a copy of the invoice(s) to demonstrate the actual cost of equipment, approved mark-up %, and finance charge, if applicable.

- b. Invoices will be reviewed and proper invoices will be paid within thirty (30) days of receipt by the facilities.
2. Usage Reports. Every twelve (12) months, the Contractor must submit a report (written or on disk) to each facility indicating sales generated by the Contract. The report shall list usage by facility, by line item, showing the quantities/dollars generated by the Contract. A copy of all reports shall also be forwarded to the Ohio Department of Administrative Services, Attn: Janice Fitzpatrick, 4200 Surface Road, Columbus, OH 43228-1395.
3. The Contractor must maintain accounting books and records in connection with its operations under the Contract for a period of not less than seven (7) years. Such accounting books and records must be maintained in accordance with generally accepted accounting principles and with all statutory provisions as set forth by federal and state law, and must be acceptable to the State.
4. Copies of all cost control records and reports must be furnished to the facilities in compliance with mutually agreed upon reporting schedules or as requested.

O. Responsibilities of the ODMH and DODD Facilities

1. Professional Services. The facility will provide a registered dietitian to serve as liaison with the Contractor on clinical issues and may serve as the Operations Director's designee to be responsible for the oversight of the entire food service operations, including, but not limited to:

- a) Monitoring the daily operations of the food service department and the direct implementation of all provisions of this food service contract, to include monitoring of the Contractor's Food Service Manager.
 - b) Reviewing menus and special diets and consulting with the Food Service Manager regarding production planning, ordering, purchasing, etc.
 - c) Reviewing the Contractor's cycle menus provided by the Contractor, reviewing any substitutions made to those cycle menus, and assisting the Contractor in planning special diets.
 - d) Evaluating the quality of dietary service, i.e. checking for adherence to meal plans, inspecting dietary areas for compliance with local and state sanitation standards ensuring that the appropriate amount of food/snacks are being served, and interviewing patients/clients to determine their acceptance of menu items.
 - e) Documenting quantitative and qualitative reviews or inspections to monitor quality control of the food service operation.
 - f) Serving as facility liaison between the Operations Director and the Contractor's Food Service Manager and other representatives.
 - g) Determining client nutritional need and consulting with the Contractor's Food Service Manager for appropriate implementation and follow through on collected data as specified in the facilities policies and procedures.
2. Relevant Training. The facilities shall periodically provide training, at the facilities' expense (not to include wages for the Contractor's staff), to the Contractor's manager and staff in areas relevant to the facilities' mission(s), policies, procedures, programs, and/or food service delivery. Notice of such training shall be provided to the Food Service Manager in a timely manner. The expense of the Contractor's staff wages will be borne by the Contractor not the ODMH or DODD.
 3. Equipment and Utilities. The facilities shall provide all presently on-site fixed equipment, electricity, water, steam heat, and lighting of the food service department upon food service contract award. The facilities shall not be obligated to purchase any additional equipment prior to the effective date of the Contract. No equipment may be moved into or out of the facilities without a risk assessment and the written approval of the facility's Operations Director.
 4. Maintenance and Cleaning. Contractor will maintain all state owned equipment in good working order.
- P. Transitional Plans. The Offeror must describe its approach, methods, and specific steps required to pre-stage operations for the actual assumption of work associated with this RFP. The State is seeking a response that provides assurance of service continuity during the transition of food service operations from the current to the new Contractor. In addition, the Offeror must describe in detail the interaction necessary with the current Contractor to provide assurance of service continuity during the transition of food service management and operations functions from the current Contractor to the new Contractor. Further, the Offeror shall describe its approach, methods, and specific steps for transitioning the Work responsibilities to another Contractor upon completion of the Contract which is the subject of this RFP, should the Offeror not be awarded the subsequent Contract for ODMH food service operations. Should the current Contractor fail to win a future contract award, said current Contractor will be required to fulfill its obligations while assisting the subsequent Contractor during the "transition out" period. The transition out period will occur 60 days prior to the expiration of the Contract.

Q. Facility-Specific Requirements.

1. Appalachian Behavioral Healthcare – Athens Campus (APH - Athens), 100 Hospital Drive, Athens, OH 45701 – Appalachian BHO. The daily client census averages 81 patients at this facility. The patients are housed on four (4) units in one (1) building. A new meal delivery system is not required at this facility, but trays may need to be replaced over the life of this Contract. The trays are to be purchased by the Contractor when approved by the BHO's Operation Director and billed to the BHO on the monthly invoice once received and verified by the Operation Director. Additionally, the following equipment may need replaced during the Contract period:
CL44e Hobart Dishwasher,
DFG-100 Xcel full size dual flow gas convection oven,
SC-G gas convection steamer, and
KTT-E electric table top tilting kettle

The equipment is to be quoted as a part of this RFP; purchased by the Contractor when approved by the BHO's Operation Director and amortized over the life of the current Contract, excluding the renewal years, if any.

- a) All food is to be prepared in the central kitchen in the building on a daily basis. Food is to be served to each of the four (4) units utilizing Aladdin heat on demand tray system and its components. The Contractor is to provide biodegradable flatware and cups when disposable items are used. The trays and inserts are all reusable; flatware and cups are disposable.
 - b) Delivery of the trays/carts to each of the patient care units is by the Contractor. Distribution of the trays on the units to the patients is by facility staff.
 - c) The Contractor will provide meals on individual trays. All production (unless noted otherwise), tray line and cleaning/sanitation must occur in the dietary area and is the responsibility of the Contractor.
 - d) Central storage and delivery for all bulk items and supplies is located in the dietary areas. Key storage areas are:
 - 1) Freeze
 - 2) Cooler(s)
 - 3) Storeroom/dry storage
 - e) Office space for the dietary operations is contained within the dietary area.
 - f) The Contractor shall pick up and return dirty trays and carts to the dietary areas for washing and reprocessing.
 - g) The Contractor shall have the capabilities of providing meals and/or ready to cook ingredients for regularly scheduled and special events.
2. Cambridge Developmental (CaDC), 66737 Old Twenty-One Road, Cambridge, OH 43725 – DODD. The daily client census averages 113 patients at this facility. The patients are housed in Steele, Lankenau, Moore, Brown, and Rudolph Cottages. A new meal delivery system is not required at this facility.
 - a) All food is prepared in a central kitchen in the Dietary building on a daily basis.
 - b) The Contractor will deliver food to the individual living units via a truck provided by the Contractor. The Contractor shall have the ability to provide meals via family style to the kitchen areas on Steele, Lankenau, Moore, Brown and Rudolph Cottages, and shall provide a server to serve the meals to best meet the rehabilitative needs of the individuals residing at CaDC, a variety of meal types are required; i.e. must meet dietary needs of patients; easy to swallow, puree, low sodium, etc.
Aside from bulk family style presentation specified, CaDC requires bulk uncooked food and the ability to access the Contractor's petty cash or other accounts in order for the individuals to participate in rehabilitative shopping necessary for the preparation of entire meals as designated by individual cottage schedule.
 - c) The Contractor shall prepare food in such a manner as to be suitable for individual portioning at the point of service.
 - d) Upon completion of the meal, the Contractor must be responsible for collection, clean-up (including breakdown of steam tables, wipe down of counters, etc.), and return of ancillary mealtime equipment, including, but not limited to: steam table pans, trays, and Cambros to the main kitchen. At no time will the Contractor leave such items in the cottage after completion of the meal.
 - e) The Contractor shall pick up and return dirty trays and carts for washing in the appropriate unit.
 - f) Central storage for all bulk deliveries of food and supplies is located in the Dietary Building. Key storage areas are:

- 1) Freezer
 - 2) Cooler
 - 3) Storeroom/dry storage
- g) Office space is available for food service operations and is located in the Dietary Building.
- h) The Contractor shall have the capabilities of providing meals and/or ready to cook ingredients for regularly scheduled and special events.
- i) The Contractor will be required, as needed, to furnish off-site meals to the CaDC Workshop in Cambridge. These client meals will be at the awarded Contract price. These meals will consist of a sack lunch five (5) times per week plus an additional hot entrée to be served twice (2) per week. Sack lunches will be transported to the CaDC Workshop by residents.
3. Heartland Regional Psychiatric Hospital, Massillon Campus (HBH), 3000 Erie Street South, Massillon, OH 44646-7993 – Heartland BHO. The daily client census averages 108 patients at this facility. The patients are housed in one building: Rehabilitation. The Rehabilitation Building currently has five (5) living units: two (2) units; Wards D1 and D2 have a capacity of twenty-four (24) patients each; Ward C2 has a capacity of twenty-six (26) patients each; and Wards B1 and B2 have a capacity of twenty-eight (28) patients each. A new meal delivery system is not required at this facility, but food delivery carts may need to be replaced over the life of this Contract. The food delivery carts are to be quoted as a part of this RFP and purchased by the Contractor when approved by the BHO's Operation Director and billed to the BHO on the monthly invoice once received and verified by the Operations Director. Ownership stays with the Contractor until they are paid in full through the amortization billing; upon completion, the asset becomes the property of the state of Ohio.
- a) All food is to be prepared in a central kitchen in the dietary building, put on food carts, an Aladdin Thermo Tray System hot tray line system, and delivered to each living area ready to serve.
 - b) Storage for all bulk deliveries of food and supplies is located in food service area. Key storage areas are:
 - 1) Freezer
 - 2) Cooler
 - 3) Storeroom/ dry storage
 - c) Office space is available for food service operations and is located in the food service area.
4. Northcoast Behavioral Healthcare, Northfield Campus (NBH-Northfield), 1756 Sagamore Road, Northfield, OH 44067 – Northcoast BHO. By the start of this new Contract – July 1, 2011, the Cleveland Campus of NBH will have been closed and consolidated with the NBH Northfield Campus. Consolidation of the two campus' to Northfield are included in this description. The daily client census averages 260 patients at this facility. The patients are housed in two (2) buildings. Building 22, with six (6) patient care units, has a current census of 150 with a capacity for 160. The second building is the McKee Building, which has three (3) floors and three (3) units with a current census of 100. A new meal delivery system is required at this facility for three (3) new units – Building 22, units 22C, 22D and 22E. The additional patients will require the purchase of additional carts, trays and docking ports, which are the same as the current system in use at the Northfield campus. The equipment is to be quoted as a part of the RFP and purchased by the Contractor upon award of the contract and receipt of a valid, signed purchase order and when approved by the BHO's Operation Director and amortized over the life of the current Contract, excluding the renewal years, if any. The equipment listed below for NBH may be already ordered at the facilities' expense prior to the start of the Contract, thus negating the Contractor's requirement to procure such equipment. Provide quote in event it is needed at the time of the award. The food delivery equipment that is needed and is to be quoted includes as follows:

Aladdin Convect-Rite III Air Cooled System

1. Four (4) Docking stations 30, self-contained air cooled Part #10111
2. Eight (8) Convect-Rite III Carts, 30 capacity W/Auto Therm Part #99307
3. Two-hundred Sixty Four (264) Server, CRIII, undivided beige Part #98063
4. Forty-eight (48) Server, CRIII, Divided gray Part #94416
5. Three (3) Dome Storage carts, capacity 104 (used with Convect-Rite III) Part #97372
6. Two-hundred Forty (240) Dimension 9" Dome, High Heat, Evening Blue Part #98450
7. Four-hundred Eighty (480) Dimension 8 oz. Round Bowls, high heat, evening blue (uses B944A lid) Part #98454
8. Two-hundred Forty (240) Dimensions 8 oz. Mug, High heat, evening blue (uses B923A lid) Part #97488
9. Installation
10. Freight, prepaid and add

- a) All food is to be prepared in the central kitchen. Meals are to be served on each of the six (6) patient care units utilizing compartmentalized/insulated trays and delivery carts.
 - b) Trays should be delivered to the units in a manner consistent with the Contractors plating diagrams. Adjustments to the trays for "disturbances" caused by transportation to the pantries should be made by Contractor staff in the pantry area.
 - c) Delivery of the carts to each of the patient care units is by the Contractor who is also responsible for providing the vehicle(s). The vehicle will be safe and well maintained.
 - d) All food is to be prepared in a free standing 16,000 square foot Dietary Building located on the grounds. Trays and carts are delivered by truck provided by the Contractor from the Dietary Building to a central pantry located in each patient care building. Each pantry contains the equipment for beverage service. Trays are delivered in the carts from pantries to the patient care units by dietary staff. (In some instances, due to the population size of the unit, carts will need to be shared between units.) Distribution of the trays on the units to the patients is by facility staff.
 - e) Central storage and delivery for all bulk items and supplies is located in the Dietary Building. Key storage areas are:
 - 1) Freezer(s), including nitrogen blast freezer
 - 2) Cooler(s)
 - 3) Storeroom/dry storage
 - f) Office space (including Dietitians), locker rooms, break, and training areas for the dietary operations are contained within the Dietary Building.
 - g) The Contract will provide meals on individual trays. All production, tray line, and cleaning/sanitation must occur in the Dietary Building. Cleaning and sanitizing of the pantries is the responsibility of the Contractor. Carts will be transported to the pantry units for rethermalization and beverage service and then delivered to the individual patient care units within these buildings.
 - h) The Contractor will pick up and return dirty trays and carts to the Dietary Building for washing and re-processing by the Contractor.
5. Northwest Ohio Psychiatric Hospital (NOPH), 930 South Detroit Avenue, Toledo, OH 43614 – Northwest Ohio BHO. The daily census averages 90 patients at this facility. Currently, the patients are housed in one building. The Annex has four (4) patient care units (two with capacity of 20 and two with capacity of 24 patients each and the Main Building has one (1) unit on the second floor with a capacity of 26. There is an elevator available to access the second floor of the main part of the building. A new meal delivery system is not required at this facility.
- a) Meals are to be served on each of the five (5) patient care units utilizing the compartmentalized/insulated trays and delivery cart system.
 - b) NOPH has a complete Dietary Area located on the first floor and is equipped to provide full dietary service to the patients.
 - c) Central storage and delivery for all bulk items and supplies is located in the Dietary Area. Key storage areas are:
 - 1) Freezer(s)
 - 2) Cooler(s)
 - 3) Secure storeroom
 - d) Office space (including Dietitian's), locker rooms, break, and training areas for the Dietary operations are contained within the Dietary Area.
 - e) The Contractor will provide meals on individual trays. Unless noted otherwise, all food production, tray line, and cleaning/sanitization operations must occur in the Dietary Area. All such operations are the responsibility of the Contractor.
6. Summit Behavioral Healthcare (SBH), 1101 Summit Road, Cincinnati, OH 45237 – Summit BHO. The daily client census averages 242 patients at this facility. The patients are housed in one (1) building connected to five (5) PODS; each POD containing two (2) patient residential units for a total of ten (10) residential patient units. The patient PODS are connected to the main facility building. A new kitchen and cafeteria is located within the main facility building on a lower level. All patient units are located on the same (ground) level. Each patient unit has a maximum capacity of 28 patients. A new meal delivery system is not required at this facility. Each meal shall be prepared in a series of three (3) seatings to accommodate all patients in a cafeteria style service (nine [9] seatings a day).
- a) Meals will be provided via "hot-tray" cafeteria serving line located within the kitchen area. Patients will eat in common dining room located adjacent to the kitchen area. It is estimated that 80% of the facility patients will utilized the cafeteria dining room for their meals. Meals will be provided in the cafeteria three (3) times a day at times determined by the facility.

- b) Patients that are unable to eat in the cafeteria dining room, (approximately 20%) will eat on their respective units. Meals will be provided to necessary patient units via a “thermal cart” delivery system. Meals must be provided to necessary patient units at their listed meal times. Each unit will be assigned a meal time. The Contractor will be responsible for delivery and pick up of trays to necessary units.
 - c) The Contractor will be required to provide all necessary dishes, trays, plastic flatware and paper products necessary for serving meals. (All items must be approved by the facility). Contractor will also be responsible for providing all cooking equipment necessary for kitchen operation that is not provided by the facility, this includes pots, pans, and cooking utensils.
 - d) The Contractor may be required by the facility to provide special “therapeutic” items based on patient nutritional needs. Examples may include: diabetic snacks, special order beverages, special order food items to accommodate “specialty diets”.
 - e) The Contractor will be required to provide for a variety of special events, activities, and holidays throughout the year. Events can either be unit specific or campus wide.
 - f) Central storage and delivery for all bulk items and supplies is located within the kitchen area. Storage areas include:
 - 1) Freezer(s)
 - 2) Cooler(s)
 - 3) Storeroom/dry storage
 - g) Office space, locker room, and rest room for the Dietary Operations are located within the kitchen area.
 - h) The Contractor will be required to clean dining room area. This includes at each meal period while patients are eating, contractor staff will ensure that the dining room is cleaned, empty trash receptacles, mopping up spills, and sweeping floors as needed.
 - i) The Contractor may cook food in bulk; however individual trays will be prepared on a daily basis.
7. Twin Valley Behavioral Healthcare, Columbus Campus (TVBH-Columbus), 2200 West Broad Street, Columbus, OH 43223 – Twin Valley BHO. The daily patient/client census averages 195 patients at this facility. Patients are located in two buildings: Kosar Building with seven (7) living units and the Timothy B. Moritz Forensic Unit (TBMFU) building with six (6) living units and 76 beds. A new meal delivery system is not required at this facility. The selected vendor shall be responsible for the upkeep and repairs of the existing “Aladdin” rethermalization system by a service agreement with the manufacturer.
- a) All food is prepared in a central kitchen in the Kosar Building. Meals will be provided to the Kosar Building patients by an insulated tray system. Meals will be served to the TBMFU living units utilizing a rethermalized tray system that is delivered by truck provided by the Contractor.
 - b) Central storage for all bulk deliveries of food and supplies is located in the Kosar Building kitchen. Key storage areas are:
 - 1) Freezer
 - 2) Cooler
 - 3) Dry Storage
 - c) Office space is available for food service operations and is located in the Kosar Building kitchen.
 - d) The Contractor shall provide an individual tray food system through the delivery of trays to Kosar and TBMFU. By means of this system, the Contractor will assure facilities of meeting the diet requirements of patients. The Contractor will deliver trays to individual living units in Kosar and TBMFU via delivery trucks provided by the Contractor.
 - e) The Contractor shall have the ability to provide meals by tray system, unless another system is demonstrated to be more cost effective without loss of quality for TBMFU.
 - f) The Contractor shall have the capabilities of providing meals and/or ready to cook ingredients for picnics and special events.
 - g) The Contractor shall also provide for a variety of special events, activities, and programs throughout the year at varying frequencies for patients/clients and other participants as sanctioned by the facility. Such events, activities and programs include but shall not be limited to:
 - 1) Regularly scheduled facility events/activities
 - 2) Other events and activities sanctioned by the facility. The facility reserves the right to add to, or delete from, any of the activities or events referenced herein, and reserves the right to increase or decrease the frequency and participation in such activities and events.

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

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART TWO: SPECIAL PROVISIONS

THE OFFEROR'S FEE STRUCTURE. The Contractor will be paid as proposed on the Cost Summary Form after the Agency approves the receipt of product(s) and continued completion of all deliverables.

REIMBURSABLE EXPENSES. None.

BILL TO ADDRESS(ES).

Appalachian Behavioral Healthcare
Athens Campus (APH-Athens)
100 Hospital Drive
Athens, OH 45701

DODD Cambridge Developmental (CaDC)
66737 Old Twenty-One Road
Cambridge, OH 43725

Heartland Behavioral Healthcare
Massillon Campus (HBH)
3000 Erie Street South
Massillon, OH 44646-7993

Northcoast Behavioral Healthcare
Northfield Campus
1756 Sagamore Road
Northfield, OH 44067

Northwest Ohio Psychiatric Hospital (NOPH)
930 South Detroit Avenue
Toledo, OH 43614

Summit Behavioral Healthcare (SBH)
1101 Summit Road
Cincinnati, OH 45237

Twin Valley Behavioral Healthcare
Columbus Campus (TVBH-Columbus)
2200 West Broad Street
Columbus, OH 43223

HEALTH INSURANCE PORTABILITY & ACCESSIBILITY ACT (HIPAA) REQUIREMENTS. As a condition of receiving a contract from the State, the Contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and 164.504 (e) [relating to privacy] and 164.308 and 164.314 [relating to security] regarding disclosure and safeguarding of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Protected Health Information (PHI) is information received by the Contractor from or on behalf of the State Department of Administrative Services that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 C.F.R. 164.501 and any addenda thereto.

HIPAA compliance requires, at minimum, that the Contractor:

1. Shall not use or disclose PHI except as specifically required under the terms of the Contract with the State (DAS), or as otherwise required under the HIPAA regulations or other applicable law.
2. Shall use appropriate safeguards to protect against use or disclosure not provided for by this Agreement.

3. Shall promptly report to the State (DAS) any knowledge of uses or disclosures of PHI that are not in accordance with the Contract or applicable law. In addition, the Contractor shall mitigate any adverse effects of such a breach to the extent possible.
4. Shall ensure that all its agents and subcontractors that receive PHI from or on behalf of the Contractor and/or the State (DAS) agree to the same restrictions and conditions that apply to the Contractor with respect to the use or disclosure of PHI.
5. Shall make available to the State (DAS) such information as the State (DAS) may require fulfilling its obligations to provide access to, provide a copy of, and account for disclosures with respect to PHI pursuant to HIPAA and related regulations.
6. Shall make PHI available to the State (DAS) in order for the State (DAS) to fulfill its obligations pursuant to HIPAA to amend the information and shall, as directed by the State (DAS), incorporate any amendments into the information held by the Contractor and ensure incorporation of any such amendments into information held by its agents or subcontractors.
7. Shall make available its internal practices, books and records relating to the use and disclosure of PHI received from DAS, or created and received by the contractor on behalf of DAS, to DAS and to the Secretary of the U.S. Department of Health and Human Services for the purpose of determining the State's (DAS) compliance with HIPAA and the regulations promulgated by the United States Department of Health and Human Services and any amendment thereto.
8. Shall, upon termination of this Agreement, at the option of the State (DAS) return to the State (DAS), or destroy, all PHI in its possession, and keep no copies of the information except as requested by the State (DAS) or required by law.
9. If the Contractor or its agent or subcontractor destroys any PHI, then the Contractor will provide the State (DAS) with documentation evidencing such destruction. Any PHI maintained by the Contractor shall continue to be extended the same as required by HIPAA and the State (DAS) for as long as it is maintained.

In the event of a material breach of Contractor obligations under this section, the State (DAS) may at its option terminate the Contract according to provisions within the contract for termination.

ATTACHMENT TWO: REQUIREMENTS FOR PROPOSALS

PROPOSAL FORMAT. Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the Offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The Offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following information, chronologically in order, with tabbed sections as listed below:

1. Cover Letter and Mandatory Requirements
2. Certification
3. Signed Contracts
4. Offeror Profile and Prior Projects
5. Offeror References
6. Staffing Plan
7. Personnel Profile Summary
8. Work Plan
9. Support Requirements
10. Conflict of Interest Statement
11. Assumptions
12. Proof of Insurance
13. Payment Address
14. Contract Performance
15. W-9 Form and Additional Vendor Information Form
16. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA)
17. Affirmative Action Plan
18. Banning the Expenditure of Public Funds on Offshore Services
19. Cost Summary Form

REQUIREMENTS:

1. **Cover Letter.** The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the Offeror. The cover letter will provide an executive summary of the solution the Offeror plans to provide. The letter must also have the following:
 - a. A statement regarding the Offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business.
 - b. A list of the people who prepared the Proposal, including their titles.
 - c. The name, phone number, fax number, e-mail address, and mailing address of a contact person who has authority to answer questions regarding the Proposal.
 - d. A list of all subcontractors, if any, that the Offeror will use on the Project if the Offeror is selected to do the Work.
 - e. For each proposed subcontractor, the Offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
 - 1) The subcontractor's legal status, tax identification number, and principal place of business address.
 - 2) The name, phone number, fax number, e-mail address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations.
 - 3) A description of the work the subcontractor will do.
 - 4) A commitment to do the work if the Offeror is selected.
 - 5) A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.
 - 6) A statement that the Subcontractor will maintain any permits, licenses, and certifications required to perform work.

- f. A statement that the Offeror's proposed solution for the Project meets all the requirements of this RFP.
- g. A statement that the Offeror has not taken any exception to the Terms and Conditions.
- h. A statement that the Offeror does not assume there will be an opportunity to negotiate any aspect of the proposal.
- i. A statement indicating the Offeror will comply with all Federal and Ohio (Ohio Revised Code) Laws and Rules of the Ohio Administrative Code as those law and rules are currently enacted and promulgated, and as they may subsequently be amended and adopted.
- j. A statement that the Contractor shall not substitute, at Project start-up, different personnel from those evaluated by the State except when a candidate's unavailability is no fault of the Contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.).
- k. A statement that the Offeror is not now, and will not become subject to an "unresolved" finding for recovery under Revised Code Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding.
- l. A statement that all the Offerors personal and business associates are in compliance with Chapter 3517 of the Revised Code regarding limitations on political contributions and will remain in compliance for the duration of the Contract and with all applicable provisions that extend beyond the expiration of the Contract. Refer to the Political Contributions paragraph in Attachment Three, Part Seven of this RFP document.
- m. All contractors from whom the State or any of its political subdivisions make purchases in excess of \$2500.00 shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as referred to in division (E)(1) of section 122.71 of the Revised Code. Annually, each such contractor shall file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity office of the Department of Administrative Services. Provide a statement that the Offeror has been approved through this affirmative action program. Refer to the Affirmative Action paragraph in Attachment Two and to the Equal Employment Opportunity paragraph in Attachment Three, Part Seven of this RFP.
- n. Registration with the Secretary of State. By the signature affixed to this Offer, the Offeror attests that the Offeror is:
 - 1) An Ohio corporation that is properly registered with the Ohio Secretary of State; or
 - 2) A foreign corporation, not incorporated under the laws of the state of Ohio, but is registered with the Ohio Secretary of State pursuant to Ohio Revised Code Sections 1703.01 to 1703.31, as applicable.

Any foreign corporation required to be licensed under Sections 1703.01 to 1703.31 of the Ohio Revised Code, which transacts business in the state of Ohio, without being so licensed, or when its license has expired or been canceled, shall forfeit not less than \$250 nor more than ten thousand dollars. No officer of a foreign corporation shall transact business in the state of Ohio, if such corporation is required by Section 1703.01 to 1703.31 of the Revised Code to procure and maintain a license, but has not done so. Whoever violates this is guilty of a misdemeanor of the fourth degree.

Offeror attests that it is registered with the Ohio Secretary of State.

The Offeror's Charter Number is: _____.

Questions regarding registration should be directed to (614) 466-3910 or visit the Web site at:
<http://www.sos.state.oh.us>

All Offerors who seek to be considered for a contract award must submit a response that contains an affirmative statement using the language in paragraph(s) a. through n. above.

Responses to all Mandatory Requirements from Table 1 must be included in this section (Tab 1).

2. Certification. Each Proposal must include the following certification signed by the individual Offeror.

(Insert Company name) affirms they are the prime Offeror.

(Insert Company name) affirms it shall not and shall not allow others to perform work or take data outside the United States without express written authorization from DAS.

(Insert Company name) affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents.

(Insert Company name) affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

(Insert Company name) agrees that it is a separate and independent enterprise from the state of Ohio, the Agency, and the Department of Administrative Services. *(Insert Company name)* has a full opportunity to find other business and has made an investment in its business. Moreover *(Insert Company name)* will retain sole and absolute discretion in the judgment of the manner and means of carrying out its obligations and activities under the Contract. This Contract is not to be construed as creating any joint employment relationship between *(Insert Company name)* or any of the personnel provided by *(Insert Company name)*, the Agency, or the Department of Administrative Services.

(Insert Company name) affirms that the individuals supplied under the Contract are either: (1) employees of *(Insert Company name)* with *(Insert Company name)* withholding all appropriate taxes, deductions, or contributions required under law; or (2) independent contractors to *(Insert Company name)*.

If the Offeror's personnel are independent Contractors to the Offeror, the certification must also contain the following sentence:

(Insert Company name) affirms that it has obtained a written acknowledgement from its independent Contractors that they are separate and independent enterprises from the state of Ohio and the Department of Administrative Services and the Agency for all purposes including the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contributions Act, the provisions of the Internal Revenue Code, Ohio tax law, worker's compensation law and unemployment insurance law.

3. Signed Contracts. The Offeror must provide two (2) originally signed, blue ink copies of the included Contract, Attachment Four. Offeror must complete, sign and date both copies of the Contract and include it with their Proposal. (Attachment Four).
4. Offeror Profile and Prior Projects. Each Proposal must include a profile of the Offeror's capability, capacity, and relevant experience working on projects similar to this Work. The profile must also include the Offeror's legal name; address; telephone number; fax number; e-mail address; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks directly related to the Work; and any other background information that will help the State gauge the ability of the Offeror to fulfill the obligations of the Contract. The financial stability of the company should also be described and is considered a necessary component of this portion of the Proposal's response. This RFP includes Offeror Profile Summary Form as Attachment Five A which must be completed for the Offeror. The Offeror must use this form and fill it out completely to provide the Offeror requirement information.

The Offeror shall also provide information on the firm's background as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the Contract to ensure successful performance and contract compliance. Offerors must describe current operational capacity of the organization and the Offeror's ability to absorb the additional workload resulting from this Project. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

The Offeror must document previous experience and expertise in providing a minimum of three (3) previous projects, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the three (3) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

5. Offeror References. The Offeror must include a minimum of three (3) references for organizations and/or clients for whom the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work. These references must relate to work that was completed within the past five (5) years. This RFP includes an Offeror Reference Form as Attachment Six. Failure to recreate the form accurately may lead to the rejection of the Offeror's Proposal.

The State does not assume that since the experience requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Offerors must reiterate the experience being described, including the capacity in which the experience was performed and the role of the Offeror on the Project. It is the Offeror's responsibility to customize the description to clearly substantiate the qualification. Previous experience must include the conduct, management, and coordination of projects. Incumbents must ensure specifics are addressed. Evaluations will not be based on intrinsic knowledge of evaluation committee members.

The description of the related service shows the Offeror's experience, capability, and capacity to develop this Project's deliverables and/or to achieve this Project's milestones. Details such as the size of the contracting organizations, duration of involvement, level of responsibility, significant accomplishments, as well as a thorough description of the nature of the experience will be required for appropriate evaluation by the committee.

- a. Contact Information. The contact name, title, phone number, e-mail address, company name, and mailing address must be completely filled out. If the primary contact cannot be reached, the same information must be included for an alternate contact in lieu of the primary contact. Failure to provide requested contact information may result in the State not including the reference in the evaluation process.
- b. Project Name. The name of the project where the mandatory experience was obtained and/or service was provided.
- c. Dates of Experience. Must be completed to show the length of time the Offeror performed the experience being described, not the length of time the Offeror was engaged for the reference. The Offeror must complete these dates with a beginning month and year and an ending month and year.
- d. Description of the Related Service Provided. The State does not assume that since the experience requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Offerors must reiterate the experience being described, including the capacity in which the experience was performed and the role of the Offeror on the Project. It is the Offeror's responsibility to customize the description to clearly substantiate the qualification.
- e. Description of how the related service shows the Offeror's experience, capability and capacity to develop this Project's deliverables and/or to achieve this Project's milestones.
- f. The Offeror's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

When contacted, each reference must be willing to discuss the Offeror's previous performance on projects that were similar in their nature, size, and scope to the Work.

6. Staffing Plan. The Offeror must provide a staffing plan that identifies all key personnel required to do the Project and their responsibilities on the Project. The State is seeking a staffing plan that matches the proposed Project personnel and qualifications to the activities and tasks that will be completed on the Project. In addition, the plan must have the following information:
 - a. A matrix matching each key team member to the staffing requirements in this RFP.
 - b. A contingency plan that shows the ability to add more staff if needed to ensure meeting the Project's due date(s).
 - c. A discussion of the Offeror's ability to provide qualified replacement personnel.
 - d. The Offeror must submit a statement and chart that clearly indicate the time commitment of the proposed work team, including the Project Manager, to the Project and any other, non-related work during the term of the Contract. The Offeror must also include a statement indicating to what extent, if any, the Project Manager may be used on other projects during the term of the Contract. The Evaluation Committee may reject any Proposal that commits the proposed Project Manager to other work during the term of the Contract if the committee believes that doing so will be detrimental to the Offeror's performance.
7. Personnel Profile Summary. This RFP includes Offeror Candidate Forms as Attachments Seven A, B and C. The Offeror must use these forms and fill them out completely for each key candidate; (including the Food Service Manager/Director for each facility, Registered Dietitian, and Regional Manager at a minimum) referenced. The forms must be completed using typewritten or electronic means. The forms may be recreated electronically, but all fields and formats must be retained. Failure to recreate the forms accurately may lead to the rejection of the Offeror's Proposal.

All candidate requirements must be provided using the Offeror Candidate Forms (See Attachments Seven A, B and C.) The various sections of the form are described below:

- a. Candidate References. If fewer than three (3) projects are provided, the Offeror must include information as to why fewer than three (3) projects were provided. The State may disqualify the proposal if fewer than three (3) projects are given. (Refer to Attachment Seven A.)

For each reference the following information must be provided:

1. Candidate's Name.

2. **Contact Information.** The contact name, title, phone number, e-mail address, company name, and mailing address must be completely filled out. If the primary contact can not be reached, the same information must be included for an alternate contact in lieu of the primary contact. Failure to provide requested contact information may result in the State not including the reference experience in the evaluation process.
 3. **Dates of Experience.** Must be completed to show the length of time the candidate performed the technical experience being described, not the length of time the candidate worked for the company. The Offeror must complete these dates with a beginning month and year and an ending month and year.
 4. **Description of the Related Service Provided.** The State does not assume that since the technical requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Contractors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the reference project as it relates to this RFP Project. It is the Contractors' responsibility to customize the description to clearly substantiate the candidate's qualification.
- b. **Education and Training.** This section must be completed to list the education and training of the proposed candidates and will demonstrate, in detail, the proposed candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFP. Must include copies of any pertinent licenses and or certificates. (Refer to Attachment Seven B.)
 - c. **Required Experience and Qualifications.** This section must be completed to show how the candidate meets the required experience requirements. If any candidate does not meet the required requirements for the position the candidate has been proposed to fill, the Offeror's Proposal may be rejected as non-responsive. (Refer to Attachment Seven C.)

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

One of the criteria on which the State may base the award of the Contract is the quality of the Offeror's Work Team. Switching personnel after the award will not be accepted without due consideration. The Offeror must propose a Work Team that collectively meets all the requirements in this RFP. Additionally, each team member may have mandatory requirements listed in this RFP that the team member must individually meet. All candidates proposed must meet the technical experience for the candidate's position and be named.

8. **Work Plan.** Offeror must fully describe its current capacity, approach, methods, and specific work steps for doing the Work on this Project. The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to complete the Project satisfactorily. To this end, the Offeror must submit for this section of the Proposal the Project plan that will be used to create a consistent, coherent management plan of action that will be used to guide the Project. The Project plan should include detail sufficient to give the State an understanding of the Offeror's knowledge and approach, including Gantt charts documenting the successful completion of all of the deliverables to complete the Project.

The Work Plan must demonstrate an understanding of the requirements of the project as described in Attachment One Part One Work Requirements. Describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work. Provide a comprehensive Work Plan that gives ample description and detail as to how it proposes to accomplish this project and what resources are necessary to meet the deliverables.

The State seeks insightful responses that describe proven state-of-the-art methods. Recommended solutions should demonstrate that the Offeror would be prepared to immediately undertake and successfully complete the required tasks. The Offeror's Work Plan should clearly and specifically identify key personnel assignments. (NOTE: The staffing plan should be consistent with the Work plans).

Additionally, the Offeror should address potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.

9. **Support Requirements.** The Offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the Offeror should address the following:
 - a. Nature and extent of State support required in terms of staff roles, percentage of time available, etc.;
 - b. Assistance from State staff and the experience/qualification level required; and
 - c. Other support requirements.

The State may not be able or willing to provide the additional support the Offeror lists in this part of its Proposal. The Offeror must therefore indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the Offeror's Proposal if the State is unwilling or unable to meet the requirements.

10. Conflict of Interest Statement. Each Proposal must include a statement indicating whether the Offeror or any people that may work on the Project through the Offeror have a possible conflict of interest (e.g., employed by the State of Ohio, etc.) and, if so, the nature of that conflict. The State has the right to reject a Proposal in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.
11. Assumptions. The Offeror must provide a comprehensive listing of any and all of the assumptions that were made in preparing the proposal. If any assumption is unacceptable to the State, it may be cause for rejection of the Proposal. No assumptions shall be included regarding negotiation, terms and conditions, and requirements.
12. Proof of Insurance. In this section, the Offeror must provide the certificate of insurance required by the General Terms & Conditions, Attachment Three, Part Two. The policy may be written on an occurrence or claims made basis.
13. Payment Address. The Offeror must provide the address to which payments to the Offeror will be sent.
14. Contract Performance. The Offeror must complete Attachment Eight, Offeror Performance Form.
15. W-9 Form and Vendor Information Form. The Offeror must complete Federal Form W-9, Request for Taxpayer Identification Number and Certification form and the Vendor Information Form (OBM-5657) in their entirety. At least one (1) original of each form (signed in blue ink) must be submitted in the "original" copy of the Proposal. All other copies of the Proposal may contain duplicates of these completed forms. If a subsidiary company is involved, Offerors must have an original W-9 and OBM-5657 for both the parent and subsidiary companies. These documents and directions can be found on the OBM Web site under the heading "Vendor Forms" at <http://www.ohiosharedservices.ohio.gov/Vendors.aspx>

The form requires either a Standard Industrial Classification (SIC) code or a North American Industry Classification System (NAICS) code. These codes can be found at: http://www.osha.gov/pls/imis/sic_manual.html for the SIC codes or <http://www.census.gov/eos/www/naics/> for the NAICS codes. Offeror shall follow instructions to determine the proper code.

16. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA). The Offeror being awarded this Contract must be registered with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov> to file for DMA pre-certification; if you are not already registered you must:
 - a. Register with the Ohio Business Gateway (OBG) at:
<http://obg.ohio.gov>
 - b. Review the Terrorist Exclusion List at:
http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
 - c. Complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form at:
<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

Submit a hardcopy of this completed form with your RFP response. You must then return to the OBG and complete the form for online submission under "Electronic Filing." It is important that you submit the DMA form online at OBG and in hardcopy with the Proposal.

Failure to complete the certification may result in the Offeror being deemed not responsive and/or may invalidate any Contract award. If not submitted with the proposal response, the Offeror will have seven (7) calendar days, after notification, to submit the form.

17. Affirmative Action. Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

Copies of approved Affirmative Action plans shall be supplied by the Offeror as part of its Proposal or inclusion of an attestation to the fact that the Offeror has completed the process and is pending approval by the EOD office.

18. Banning the Expenditure of Public Funds on Offshore Services. Executive Order Requirements. The Contractor affirms to have read and understands Executive Order 2010-09S issued by Ohio Governor Ted Strickland and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following Web site:

<http://procure.ohio.gov/pdf/EO2010-09S.pdf>

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

19. Cost Summary Form. The Cost Summary Form (Attachment Seventeen) must be submitted with the Offeror's Proposal. The Offeror's total cost for the entire Project must be represented as per fiscal year cost, based on estimates provided. Offerors shall provide a comprehensive cost analysis; this cost must include all ancillary costs. All costs for furnishing the services must be included in the Cost Proposals as requested. No mention of or reference to, the Cost Proposals may be made in responses to the general, technical, performance, or support requirements of this RFP.

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.

NOTE: Offeror's should ensure Cost Proposals are submitted separately from the Technical Proposals, as indicated the Proposal Submittal paragraph of this RFP (see Part Three). This information should not be included in the Technical Proposal.

The State shall not be liable for any costs the Offeror does not identify in its Proposal.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART ONE: PERFORMANCE AND PAYMENT

STATEMENT OF WORK. The RFP and the Offeror's Proposal (collectively referred to as the "RFP") are a part of this Contract and describe the Work (the "Project") the Contractor will do and any materials the Contractor will deliver (the "Deliverables") under this Contract. The Contractor will do the Project in a professional, timely, and efficient manner and will provide the Deliverables in a proper fashion. The Contractor will also furnish its own support staff necessary for the satisfactory performance of the Project.

The Contractor will consult with the appropriate State representatives and others necessary to ensure a thorough understanding of the Project and satisfactory performance. The State may give instructions to or make requests of the Contractor relating to the Project. The Contractor will comply with those instructions and fulfill those requests in a timely and professional manner. Those instructions and requests will be for the sole purpose of ensuring satisfactory completion of the Project and will not amend or alter the scope of the Project.

TERM. Unless this Contract is terminated, or expires without renewal, it will remain in effect until the Project is completed to the satisfaction of the State and the Contractor is paid. The current General Assembly cannot commit a future General Assembly to an expenditure. Therefore, this Contract will automatically expire at the end of each biennium. The State however, may renew this Contract in the next biennium by issuing written notice to the Contractor of the decision to do so. This expiration and renewal procedure will also apply to the end of any subsequent biennium during which the Project continues. Termination or expiration of this Contract will not limit the Contractor's continuing obligations with respect to Deliverables that the State paid for before termination or limit the State's rights in such.

It is understood that the State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to continue funding for the payments and other obligations due as part of this Contract, the State's obligations under this Contract are terminated as of the date that the funding expires without further obligation of the State

The Project has a completion date that is identified in the RFP. The RFP may also have several dates for delivery of Deliverables or reaching certain milestones in the Project. The Contractor must make those deliveries, meet those milestones, and complete the Project within the times the RFP and the mutually agreed to Work Plan requires. If the Contractor does not meet those dates, the Contractor will be in default, and the State may terminate this Contract under the termination provision contained below. The State may also have certain obligations to meet. Those obligations, if any, are also listed in the RFP. If the State agrees that the Contractor's failure to meet the delivery, milestone, or completion dates in the RFP is due to the State's failure to meet its own obligations in a timely fashion, then the Contractor will not be in default, and the delivery, milestone, and completion dates affected by the State's failure to perform will be extended by the same amount of time as the State's delay. The Contractor may not rely on this provision unless the Contractor has in good faith exerted all professional management skill to avoid an extension and has given the State meaningful written notice of the State's failure to meet its obligations within five (5) business days of the Contractor's realization that the State's delay will impact the Project. The notice to the State must be directed at making the State aware of its delay and the impact of its delay. It must be sent to the Agency Project Representative and the State Procurement Representative. Remedies resulting from the State's delay will be at the State's discretion.

The State seeks a complete Project. Any incidental items omitted in the RFP will be provided as part of the Contractor's not-to-exceed fixed price. The Contractor must fully identify, describe, and document all systems that are delivered as a part of the Project. All hardware, software, supplies, and other required components (such as documentation, conversion, training, and maintenance) for the Project to be complete and useful to the State are included in the Project and the not-to-exceed fixed price.

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 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.

COMPENSATION. In consideration of the Contractor's promises and satisfactory performance, the State will pay the Contractor the amount(s) identified in the RFP (the "Fee"), plus any other expenses identified as reimbursable in the RFP. In no event will payments under this Contract exceed the "not-to-exceed" amount in the RFP without the prior, written approval of the State and, when required, the Ohio Controlling Board and any other source of funding. The Contractor's right to the Fee is contingent on the complete and satisfactory performance of the Project or, in the case of milestone payments or periodic payments of an hourly, daily, weekly, monthly, or annual rate, all relevant parts of the Project tied to the applicable milestone or period. Payment of the Fee is also contingent on the Contractor delivering a proper invoice and any other documents required by the RFP.

An invoice must comply with the State's then-current policies regarding invoices and their submission. The State will notify the Contractor in writing within fifteen (15) business days after it receives a defective invoice of any defect and provide the information necessary to correct the defect.

The Contractor will send all invoices under this Contract to the "bill to" address(es) in the RFP or in the applicable purchase order.

The State will pay the Contractor interest on any late payment as provided in Section 126.30 of the Ohio Revised Code (the "Revised Code"). If the State disputes a payment for anything covered by an invoice, within 15 business days after receipt of that invoice, the State will notify the Contractor, in writing, stating the grounds for the dispute. The State may then deduct the disputed amount from its payment as a non-exclusive remedy. If, in the opinion of the State, a material breach has occurred by the Contractor, the State retains the right to withhold payment from the Contractor. Both parties agree that an attempt at resolution of any claims or material breach or disputes will first be made jointly by the Contractor Project Manager, the Contractor Project Principal, the Agency Project Representative and the State Procurement Administrator. If, within 30 calendar days following the above notification, the claim or dispute has not been resolved, only then will it be submitted to non-binding mediation (pursuant to the rules as stipulated by the American Arbitration Association). A claim or dispute must be submitted to non-binding mediation prior to the initiation of any formal legal process. The State will consult with the Contractor as early as reasonably possible about the nature of the claim or dispute and the amount of payment affected. When the Contractor has resolved the matter to the State's satisfaction, the State will pay the disputed amount within 30 business days after the matter is resolved. No payments are required to be made by the State until the matter is resolved.

If the State has already paid the Contractor on an invoice but later disputes the amount covered by the invoice, and if the Contractor fails to correct the problem within 30 calendar days after written notice, the Contractor will reimburse the State for that amount at the end of the 30 calendar days as a non-exclusive remedy for the State. On written request from the Contractor, the State will provide reasonable assistance in determining the nature of the problem by giving the Contractor reasonable access to the State's facilities and any information the State has regarding the problem.

REIMBURSABLE EXPENSES. The State will pay all reimbursable expenses identified in the RFP, if any, in accordance with the terms in the RFP and, where applicable, Section 126.31 of the Revised Code. The Contractor will assume all expenses that it incurs in the performance of this Contract that are not identified as reimbursable in the RFP.

In making any reimbursable expenditure, the Contractor will always comply with the more restrictive of its own, then-current internal policies for making such expenditures or with the State's then-current policies. All reimbursable travel will require the advance written approval of the State's Agency Project Representative. All reimbursable expenses will be billed monthly and paid by the State within 30 business days of receiving the Contractor's invoice.

CERTIFICATION OF FUNDS. None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance, until all the following conditions have been met:

1. All statutory provisions under the Revised Code, including Section 126.07, have been met.
2. All necessary funds are made available by the appropriate state agencies.
3. If required, approval of this Contract is given by the Controlling Board of Ohio.

If the State is relying on Federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds have been made available.

EMPLOYMENT TAXES. Each party will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for its own personnel, including, but not limited to, Federal, state and local income taxes, social security, unemployment or disability deductions, withholdings, and payments (together with any interest and penalties not disputed with the appropriate taxing authority). All people the Contractor provides to the State under this Contract will be deemed employees of the Contractor for purposes of withholdings, taxes, and other deductions or contributions required under the law.

SALES, USE, EXCISE, AND PROPERTY TAXES. The State is exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Contractor in connection with the Project, such will be the sole and exclusive responsibility of the Contractor. The Contractor will pay such taxes, together with any interest and penalties not disputed with the appropriate taxing authority, whether they are imposed at the time the services are rendered or at a later time.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS. The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART TWO: WORK & CONTRACT ADMINISTRATION

RELATED CONTRACTS. The Contractor warrants that the Contractor has not and will not enter into any contracts without written approval of the State to perform substantially identical services for the State such that the Project duplicates the work done or to be done under the other contracts.

BANNING THE EXPENDITURE OF PUBLIC FUNDS ON OFFSHORE SERVICES.

1. Executive Order Requirements. The Contractor affirms to have read and understands Executive Order 2010-09S issued by Ohio Governor Ted Strickland and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following Web site: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

2. Termination, Sanction, Damages. If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State is not obligated to pay and shall not pay for such services. If Contractor or any of its subcontractors perform any such services, Contractor shall immediately return to the State all funds paid for those services. The State may also recover from the Contractor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.

The State may, at any time after the breach, terminate the Contract, upon written notice to the Contractor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If the State determines that actual and direct damages are uncertain or difficult to ascertain, the State in its sole discretion may recover a payment of liquidated damages in the amount of one percent (1.0 %) of the value of the Contract.

The State, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, the State may buy substitute services from a third party and recover from the Contractor any costs associated with acquiring those substitute services.

Notwithstanding the State permitting a period of time to cure the breach or the Contractor's cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract, including but not limited to recovery of funds paid for services the Contractor performed outside of the United States, costs associated with corrective action, or liquidated damages.

3. Assignment / Delegation. The Contractor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

SUBCONTRACTING. The Contractor may not enter into subcontracts for the Work after award without written approval from the State. The Contractor will not need the State's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the RFP.

The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold the State harmless for and will indemnify the State against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. The Contractor will be fully responsible for all default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor.

Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor will indemnify the State for the damage.

RECORD KEEPING. The Contractor will keep all financial records in accordance with generally accepted accounting procedures consistently applied. The Contractor will file documentation to support each action under this Contract in a manner allowing it to be readily located. The Contractor will keep all Project-related records and documents at its principal place of business or at its office where the work was performed.

The Contractor will keep a separate account for the Project (the "Project Account"). All payments made from the Project Account will be only for obligations incurred in the performance of this Contract and will be supported by contracts, invoices, vouchers, and any other data needed to audit and verify the payments. All payments from the Project Account will be for obligations incurred only after the effective date of this Contract unless the State has given specific written authorization for making prior payments from the Project Account.

AUDITS. During the term of this Contract and for three (3) years after the payment of the Contractor's Fee, on reasonable notice and during customary business hours, the State may audit the Contractor's records and other materials that relate to the Project. This audit right will also apply to the State's duly authorized representatives and any person or organization providing financial support for the Project.

Unless it is impracticable to do so, all records related to this Contract must be kept in a single location, either at the Contractor's principle place of business or its place of business where the work was done. If this is not practical, the Contractor will assume the cost of collecting, organizing, and relocating the records and any technology needed to access the records to the Contractor's office nearest Columbus whenever the State or anyone else with audit rights requests access to the Contractor's Project records. The Contractor will do so with all due speed, not to exceed five (5) business days.

If any audit reveals any material deviation from the Project's specifications, any misrepresentation, or any overcharge to the State, the State will be entitled to recover damages, as well as the cost of the audit.

For each subcontract in excess of \$25,000, the Contractor will require its subcontractors to agree to the requirements of this section and of the record-keeping section. Subcontracts with smaller amounts involved need not meet this requirement. The Contractor may not artificially break up contracts with its subcontractors to take advantage of this exclusion.

INSURANCE. The Contractor shall provide the following insurance coverage at its own expense throughout the term of this Contract:

1. Workers' compensation insurance, as required by Ohio law, and, if some of the Project will be done outside Ohio, the laws of the appropriate state(s) where work on the Project will be done. The Contractor shall also maintain employer's liability insurance with at least a \$1,000,000 limit.
2. Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, property damage. The defense cost shall be outside of the policy limits. Such policy shall designate the state of Ohio as an additional insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. At a minimum, the limits of the insurance shall be:

\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Per Occurrence Limit
\$1,000,000 Personal and Advertising Injury Limit
\$100,000 Fire Legal Liability
\$10,000 Medical Payments

The policy shall also be endorsed to provide the State with 30-day prior written notice of cancellation or material change to the policy. It is agreed upon that the Contractor's Commercial General Liability shall be primary over any other insurance coverage.

3. Commercial Automobile Liability insurance with a combined single limit of \$500,000.

Certificates for Worker's Compensation and proof of insurance must be provided. The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an "A-" rating by A.M. Best.

STATE PERSONNEL. During the term of this Contract and for one (1) year after completion of the Project, the Contractor will not hire or otherwise contract for the services of any state employee involved with the Project.

REPLACEMENT PERSONNEL. If the Offeror's Proposal contains the names of specific people who will work on the Project, then the quality and professional credentials of those people were material factors in the State's decision to enter into this Contract. Therefore, the Contractor will use all commercially reasonable efforts to ensure the continued availability of those people. Also, the Contractor will not remove those people from the Project without the prior, written consent of the State except as provided below.

The Contractor may remove a person listed in its Proposal from the Project if doing so is necessary for legal or disciplinary reasons. The Contractor must make a reasonable effort to give the State 30 calendar days' prior, written notice of the removal.

The Contractor must have qualified replacement people available to replace any people listed by name in its Proposal. When the removal of a listed person is permitted under this Section, or if a person becomes unavailable, the Contractor will submit the resumes for two (2) replacement people for each person removed or who otherwise becomes unavailable. The Contractor will submit the two (2) resumes, along with such other information as the State may reasonably request, within five (5) business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.

The State will select one of the two proposed replacements or will reject both of them within ten business days after the Contractor has submitted the proposed replacements to the State. The State may reject the proposed replacements for any legal reason(s). Should the State reject both replacement candidates due to their failure to meet the minimum qualifications identified in the RFP, or should the Contractor fail to provide the notice required under this Section or fail to provide two qualified replacement candidates for each removed or unavailable person, the Contractor will be in default and the cure period for default specified elsewhere in this Contract will not apply. In the event of such a default, the State will have the right to terminate this Contract and to have the damages specified elsewhere in this Contract for termination due to default.

The State may determine that proposed replacement candidates meet the minimum qualifications of this Contract and still substantially reduce the value the State perceived it would receive through the work of the original individual(s) the Contractor proposed and on whose credentials the State decided to enter into this Contract. Therefore, the State will have the right to reject any candidate that the State determines will provide it with diminished value.

Should the State reject both proposed candidates for any legal reason other than their failure to meet the minimum qualifications identified in the RFP, then such rejection may be deemed a termination for convenience.

The State has an interest in providing a healthy and safe environment for its employees and guests at its facilities. The State also has an interest in ensuring, and right to ensure, that its operations are carried out in an efficient, professional, legal, and secure manner. The State, therefore, will have the right to require the Contractor to remove any individual working on the Project if the State determines that any such individual has or may interfere with the State's interests identified above. In such a case, the request for removal will be treated as a case in which an individual providing services under this Contract has become unavailable, and the Contractor will follow the procedures identified above for replacing unavailable people. This provision applies to people engaged by the Contractor's subcontractors if they are listed as key people in the Proposal.

CONTRACT NON-COMPLIANCE. A primary goal of the Agency is to assure that the program receives high quality services from the Contractor. To this end, the Agency will work in partnership with the Contractor(s) to meet this goal. The partnership is defined by the Contract and it is important that communication between the Contractor and state agencies be open and supportive. Should contract non-compliance be an issue, the Agency shall make every effort to resolve the problem.

1. Non-Compliance Issues. Contractor non-compliance with the specifications and terms and conditions outlined in the Contract may result in the imposition of remedies as explained below in paragraph 2.

The Agency must be promptly notified of any procedural changes outside the technical requirements listed herein.

2. Resolution for Contract Non-Compliance. The Agency will be responsible for monitoring the Contractor's performance and compliance with the terms, conditions, and specifications of the contract.
 - a. For any infractions not immediately remedied by the Contractor, the Agency will notify DAS through a Complaint to Vendor (CTV) to help resolve the infraction.
 - b. DAS will impose upon the Contractor remedies for non-compliance regarding contract specifications and terms and conditions. Remedies imposed will be in proportion with the severity of the non-compliance and may be progressive in nature.

SUSPENSION AND TERMINATION. The State may terminate this Contract if the Contractor defaults in meeting its obligations under this Contract and fails to cure its default within the time allowed by this Contract, or if a petition in bankruptcy (or similar proceeding) has been filed by or against the Contractor. The State may also terminate this Contract if the Contractor violates any law or regulation in doing the Project, or if it appears to the State that the Contractor's performance is substantially endangered through no fault of the State. In any such case, the termination will be for cause, and the State's rights and remedies will be those identified below for termination for cause.

On written notice, the Contractor will have 30 calendar days to cure any breach of its obligations under this Contract, provided the breach is curable. If the Contractor fails to cure the breach within 30 calendar days after written notice or if the breach is not one that is curable, the State will have the right to terminate this Contract. The State may also terminate this Contract in the case of breaches that are cured within 30 calendar days but are persistent. "Persistent" in this context means that the State has notified the Contractor in writing of the Contractor's failure to meet any of its obligations three (3) times. After the third notice, the State may terminate this Contract without a cure period if the Contractor again fails to meet any obligation. The three (3) notices do not have to relate to the same obligation or type of failure. Some provisions of this Contract may provide for a shorter cure period than 30 calendar days or for no cure period at all. Those provisions will prevail over this one. If a particular section does not state what the cure period will be, this provision will govern.

The State may also terminate this Contract for its convenience and without cause or if the Ohio General Assembly fails to appropriate funds for any part of the Project. If a third party is providing funding for the Project, the State may also terminate this Contract should that third party fail to release any Project funds. The RFP identifies any third party source of funds for the Project.

The notice of termination, whether for cause or without cause, will be effective as soon as the Contractor receives it. Upon receipt of the notice of termination, the Contractor will immediately cease all work on the Project and take all steps necessary to minimize any costs the Contractor will incur related to this Contract. The Contractor will also immediately prepare a report

and deliver it to the State. The report must be all-inclusive; no additional information will be accepted following the initial submission. The report must detail the work completed at the date of termination, the percentage of the Project's completion, any costs incurred in doing the Project to that date and any Deliverables completed or partially completed but not delivered to the State at the time of termination. The Contractor will also deliver all the completed and partially completed Deliverables to the State with its report. If delivery in that manner would not be in the State's interest, then the Contractor will propose a suitable alternative form of delivery.

If the State terminates this Contract for cause, it will be entitled to cover for the Project by using another Contractor on such commercially reasonable terms as it and the covering contractor may agree. The Contractor will be liable to the State for all costs related to covering for the Project to the extent that such costs, when combined with payments already made to the Contractor for the Project before termination, exceed the costs that the State would have incurred under this Contract. The Contractor will also be liable for any other direct damages resulting from its breach of this Contract or other action leading to termination for cause.

If the termination is for the convenience of the State, the Contractor will be entitled to compensation for any work on the Project that the Contractor has performed before the termination. Such compensation will be the Contractor's exclusive remedy in the case of termination for convenience and will be available to the Contractor only once the Contractor has submitted a proper invoice for such, with the invoice reflecting the amount determined to be owing to the Contractor by the State. The State will make that determination based on the lesser of the percentage of the Project completed or the hours of work performed in relation to the estimated total hours required to perform the entire applicable unit(s) of Work.

The State will have the option of suspending rather than terminating the Project where the State believes that doing so would better serve its interests. In the event of a suspension for the convenience of the State, the Contractor will be entitled to receive payment for the work performed before the suspension. In the case of suspension of the Project rather than termination for cause, the Contractor will not be entitled to any compensation for any work performed. If the State reinstates the Project after suspension for cause, rather than terminating this Contract after the suspension, the Contractor may be entitled to compensation for work performed before the suspension, less any damage to the State resulting from the Contractor's breach of this Contract or other fault. Any amount due for work before or after the suspension for cause will be offset by any damage to the State from the default or other event giving rise to the suspension.

In the case of a suspension for the State's convenience, the amount of compensation due to the Contractor for work performed before the suspension will be determined in the same manner as provided in this section for termination for the State's convenience. The Contractor will not be entitled to compensation for any other costs associated with a suspension for the State's convenience. No payment under this provision will be made to the Contractor until the Contractor submits a proper invoice.

Any notice of suspension, whether with or without cause, will be effective immediately on the Contractor's receipt of the notice. The Contractor will prepare a report concerning the Project just as is required by this Section in the case of termination. After suspension of the Project, the Contractor will perform no work without the consent of the State and will resume work only on written notice from the State to do so. In any case of suspension, the State retains its right to terminate this Contract rather than to continue the suspension or resume the Project. If the suspension is for the convenience of the State, then termination of the Contract will be a termination for convenience. If the suspension is with cause, the termination will also be for cause.

The State will not suspend the Project for its convenience more than once during the term of this Contract, and any suspension for the State's convenience will not continue for more than 30 calendar days. If the Contractor does not receive notice to resume or terminate the Project within the 30-day period, then this Contract will terminate automatically for the State's convenience at the end of the 30 calendar day period.

Any default by the Contractor or one of its subcontractors will be treated as a default by the Contractor and all of its subcontractors. The Contractor will be solely responsible for satisfying any claims of its subcontractors for any suspension or termination and will indemnify the State for any liability to them. Each subcontractor will hold the State harmless for any damage caused to them from a suspension or termination. They will look solely to the Contractor for any compensation to which they may be entitled.

The Contractor may, at its discretion, request termination with a minimum 60 day notice in writing. The State will review the request and respond in writing to the Contractor with its findings.

CONTRACT REMEDIES.

1. Actual Damages. Contractor is liable to the state of Ohio for all actual and direct damages caused by Contractor's default. The State may buy substitute supplies or services, from a third party, for those that were to be provided by Contractor. The State may recover the costs associated with acquiring substitute supplies or services, less any expenses or costs saved by Contractor's default, from Contractor.
2. Liquidated Damages. If actual and direct damages are uncertain or difficult to determine, the State may recover liquidated damages in the amount of 1% of the value of the order, deliverable or milestone that is the subject of the default, for every day the default is not cured by Contractor.
3. Deduction of Damages from Contract Price. The State may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the contract, upon prior written notice being issued to the Contractor by the State.

REPRESENTATIVES. The State's representative under this Contract will be the person identified in the RFP or a subsequent notice to the Contractor as the "Agency Project Representative". The Agency Project Representative will review all reports made in the performance of the Project by the Contractor, will conduct all liaison with the Contractor, and will accept or reject the Deliverables and the complete Project. The Agency Project Representative may assign to a manager, responsibilities for individual aspects of the Project to act as the Agency Project Representative for those individual portions of the Project.

The Contractor's Project Manager under this Contract will be the person identified in the Proposal as the "Project Manager." The Project Manager will conduct all liaisons with the State under this Contract. Either party, upon written notice to the other party, may designate another representative. The Project Manager may not be replaced without the approval of the State if that individual is identified in the Proposal as a key individual on the Project.

WORK RESPONSIBILITIES. The State will be responsible for providing only those things expressly identified, if any, in the RFP. If the State has agreed to provide facilities or equipment, the Contractor, by signing this Contract, warrants that the Contractor has either inspected the facilities and/or equipment or has voluntarily waived an inspection and will work with the equipment and/or facilities on an "as is" basis.

The Contractor will assume the lead in the areas of management, design, and development of the Project. The Contractor will coordinate the successful execution of the Project and direct all Project activities on a day-to-day basis, with the advice and consent of the Agency Project Representative. The Contractor will be responsible for all communications regarding the progress of the Project and will discuss with the Agency Project Representative any issues, recommendations, and decisions related to the Project.

If the Project, or parts of it, requires installation on the State's property, the State will provide the Contractor with reasonable access to the installation site for the installation and any site preparation that is needed. After the installation is complete, the Contractor will complete an installation letter and secure the signature of Agency Project Representative certifying that installation is complete and the Project, or applicable portion of it, is operational. The letter will describe the nature, date, and location of the installation, as well as the date it was certified as installed and operational by the Agency Project Representative.

Unless otherwise provided in the RFP, the Contractor will be responsible for obtaining all official permits, approvals, licenses, certifications, and similar authorizations required by any local, state, or Federal agency for the Project and maintaining them throughout the duration of this Contract.

CHANGES. The State may make reasonable changes, within the general scope of the Project. The State will do so by issuing a written order under this Contract describing the nature of the change ("Change Order"). Additionally, if the State provides directions or makes requests of the Contractor without a change order, and the Contractor reasonably believes the directions or requests are outside the specifications for the Project, the Contractor will have the right to request a Change Order from the State. Scope of Work changes will be managed as follows: pricing will be provided from the Contractor to the State. The State will execute a Change Order once it and the Contractor have agreed on the description of and specifications for the change as well as any equitable adjustments that need to be made in the Contractor's Fee or the performance schedule for the Work. Within five (5) business days after receiving the Change Order, the Contractor will sign it to signify agreement.

If a change causes an increase in the cost of, or the time required for, the performance of the Project, the Contractor will notify the State in writing and request an equitable adjustment in the Contractor's Fee, the delivery schedule, or both before the Contractor signs the Change Order. If the Contractor claims an adjustment under this section in connection with a change to the Project not described in a written Change Order, the Contractor must notify the State of the claim within five (5) business days after the Contractor is notified of the change and before work on the change begins. Otherwise, the Contractor will have waived the claim. In no event will the State be responsible for any increase in the Fee or revision in any delivery schedule unless the relevant change was specifically ordered in writing by the State and the Contractor has complied with the requirements of this section. Provided the State has complied with the procedure for Change Orders in this section, nothing in this clause will excuse the Contractor from proceeding with performance of the Project, as changed.

Where an equitable adjustment to the Contractor's Fee is appropriate, the State and the Contractor may agree upon such an adjustment. If the State and the Contractor are unable to agree, and the Contractor seeks an equitable adjustment in its Fee, either party may submit the dispute to the senior management of the Contractor and the State for resolution. If, within 30 calendar days following referral to senior management, the claim or dispute has not been resolved, only then will it be submitted to non-binding mediation (pursuant to the rules as stipulated by the American Arbitration Association). A claim or dispute must be submitted to non-binding mediation prior to the initiation of any formal legal process. Costs of mediation will be shared equally. Both parties further agree to use best efforts to resolve any claims or disputes arising during the performance of this Contract within 30 calendar days following the initiation of the dispute process. The resolved amount will

be the not-to-exceed amount of the Change Order. If the change involves removing a requirement from the Project or replacing one part of the Project with the change, the State will get a credit for the work no longer required under the original scope of the Project. The credit will be calculated in the same manner as the Contractor's Fee for the change, and the not-to-exceed amount will be reduced by this credit.

The Contractor will be responsible for coordinating changes with its subcontractors and adjusting their compensation and performance schedule. The State will not pay any subcontractor for the Change Order. If a subcontractor will perform any work under a Change Order, that work must be included in the Contractor's not-to-exceed amount and calculated in the same manner as the Contractor's equitable adjustment for the portion of the work the Contractor will perform. The Contractor will not receive an overhead percentage for work a subcontractor will do under a Change Order.

EXCUSABLE DELAY. Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delayed party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. In the event of any such excusable delay, the date of performance or of delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party must also describe the cause of the delay and what steps it is taking to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the delayed party has not taken commercially reasonable steps to mitigate or avoid the delay. Things that are controllable by the Contractor's subcontractors will be considered controllable by the Contractor, except for third-party manufacturers supplying commercial items and over whom Contractor has no legal control.

INDEPENDENT STATUS OF THE CONTRACTOR. The parties will be acting as independent contractors. The partners, employees, officers, and agents ("Personnel") of one party, in the performance of this Contract, will act only in the capacity of representatives of that party and not as Personnel of the other party and will not be deemed for any purpose to be Personnel of the other. Each party assumes full responsibility for the actions of its Personnel while they are performing services pursuant to this Contract and will be solely responsible for paying its Personnel (including withholding of and/or paying income taxes and social security, workers' compensation, disability benefits and the like). Neither party will commit, nor be authorized to commit, the other party in any manner. The Contractor's subcontractors will be considered the agents of the Contractor for purposes of this Contract.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART THREE: OWNERSHIP & HANDLING OF INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION

CONFIDENTIALITY. The State may disclose to the Contractor written material or oral or other information that the State treats as confidential ("Confidential Information"). Title to the Confidential Information and all related materials and documentation the State delivers to the Contractor will remain with the State. The Contractor must treat such Confidential Information as secret if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interests of the public, other contractors or potential contractors with the State, or individuals or organizations about whom the State keeps information. By way of example, information should be treated as confidential if it includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, trade secrets, data, business records, or marketing information. By way of further example, the Contractor also must treat as confidential materials such as police and investigative records, files containing personal information about individuals or employees of the State, such as personnel records, tax records, and so on, court and administrative records related to pending actions, any material to which an attorney-client, physician-patient, or similar privilege may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements.

The Contractor agrees not to disclose any Confidential Information to third parties and to use it solely to do the Project. The Contractor will restrict circulation of Confidential Information within its organization and then only to people in the Contractor's organization that have a need to know the Confidential Information to do the Project. The Contractor will be liable for the disclosure of such information whether the disclosure is intentional, negligent, or accidental, unless otherwise provided below.

The Contractor will not be liable for any unintentional disclosure of Confidential Information that results despite the Contractor's exercise of at least the same degree of care as it normally takes to safeguard its own secrets, except when the Contractor's procedures are not reasonable given the nature of the Confidential Information or when the disclosure nevertheless results in liability to the State.

The Contractor will not incorporate any portion of any Confidential Information into any work or product, other than a Deliverable, and will have no proprietary interest in any of the Confidential Information. Furthermore, the Contractor will cause all of its employees who have access to any Confidential Information to execute a confidentiality agreement incorporating the obligations in this section.

The Contractor's obligation to maintain the confidentiality of the Confidential Information will not apply where such: (1) Was already in the Contractor's possession before disclosure by the State, and such was received by the Contractor without obligation of confidence; (2) Is independently developed by the Contractor; (3) Is or becomes publicly available without breach of this Contract; (4) Is rightfully received by the Contractor from a third party without an obligation of confidence; (5) Is disclosed by the Contractor with the written consent of the State; or (6) Is released in accordance with a valid order of a court or governmental agency, provided that the Contractor (a) Notifies the State of such order immediately upon receipt of the order and (b) Makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production. The Contractor will return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Contract.

The Contractor may disclose Confidential Information to its subcontractors on a need-to-know basis, but they will be obligated to the requirements of this section.

HANDLING OF THE STATE'S DATA. The Contractor must use due diligence to ensure computer and telecommunications systems and services involved in storing, using, or transmitting State data are secure and to protect that data from unauthorized disclosure, modification, or destruction. To accomplish this, the Contractor must:

1. Apply appropriate risk management techniques to ensure security for all sensitive data, including but not limited to any data identified as Confidential Information elsewhere in this Contract.
2. Ensure that its internal security policies, plans, and procedures address the basic security elements of confidentiality, integrity, and availability.
3. Maintain plans and policies that include methods to protect against security and integrity threats and vulnerabilities, as well as and detect and respond to those threats and vulnerabilities.
4. Maintain appropriate identification and authentication process for information systems and services associated with State data.
5. Maintain appropriate access control and authorization policies, plans, and procedures to protect system assets and other information resources associated with State data.
6. Implement and manage security audit logging on information systems, including computers and network devices.

The Contractor must maintain a robust boundary security capacity that incorporates generally recognized system hardening techniques. This includes determining which ports and services are required to support access to systems that hold State data, limiting access to only these points, and disable all others. To do this, the Contractor must use assets and techniques such as properly configured firewalls, a demilitarized zone for handling public traffic, host-to-host management, Internet protocol specification for source and destination, strong authentication, encryption, packet filtering, activity logging, and implementation of system security fixes and patches as they become available. The Contractor must use two-factor authentication to limit access to systems that contain particularly sensitive State data, such as personally identifiable data.

Unless the State instructs the Contractor otherwise in writing, the Contractor must assume all State data is both confidential and critical for State operations, and the Contractor's security policies, plans, and procedure for the handling, storage, backup, access, and, if appropriate, destruction of that data must be commensurate to this level of sensitivity. As part of the Contractor's protection and control of access to and use of data, the Contractor must employ appropriate intrusion and attack prevention and detection capabilities. Those capabilities must track unauthorized access and attempts to access the State's data, as well as attacks on the Contractor's infrastructure associated with the State's data. Further, the Contractor must monitor and appropriately address information from its system tools used to prevent and detect unauthorized access to and attacks on the infrastructure associated with the State's data.

The Contractor must use appropriate measures to ensure that State's data is secure before transferring control of any systems or media on which State data is stored. The method of securing the data must be appropriate to the situation and may include erasure, destruction, or encryption of the data before transfer of control. The transfer of any such system or media must be reasonably necessary for the performance of the Contractor's obligations under this Contract.

The Contractor must have a business continuity plan in place. The Contractor must test and update the IT disaster recovery portion of its business continuity plan at least annually. The plan must address procedures for response to emergencies and other business interruptions. Part of the plan must address backing up and storing data at a location sufficiently remote from the facilities at which the Contractor maintains the State's data in case of loss of that data at the primary site. The plan also must address the rapid restoration, relocation, or replacement of resources associated with the State's data in the case of a disaster or other business interruption. The Contractor's business continuity plan must address short- and long-term restoration, relocation, or replacement of resources that will ensure the smooth continuation of operations related to the State's data. Such resources may include, among others, communications, supplies, transportation, space, power and environmental controls, documentation, people, data, software, and hardware. The Contractor also must provide for reviewing, testing, and adjusting the plan on an annual basis.

The Contractor may not allow the State's data to be loaded onto portable computing devices or portable storage components or media unless necessary to perform its obligations under this Contract properly. Even then, the Contractor may permit such only if adequate security measures are in place to ensure the integrity and security of the data. Those measures must include a policy on physical security for such devices to minimize the risks of theft and unauthorized access that includes a prohibition against viewing sensitive or confidential data in public or common areas. At a minimum, portable computing devices must have anti-virus software, personal firewalls, and system password protection. In addition, the State's data must be encrypted when stored on any portable computing or storage device or media or when transmitted from them across any data network. The Contractor also must maintain an accurate inventory of all such devices and the individuals to whom they are assigned.

Any encryption requirement identified in this provision must meet the Ohio standard as defined in Ohio IT standard ITS-SEC-01, "Data Encryption and Cryptography".

The Contractor must have reporting requirements for lost or stolen portable computing devices authorized for use with State data and must report any loss or theft of such to the State in writing as quickly as reasonably possible. The Contractor also must maintain an incident response capability for all security breaches involving State data whether involving mobile devices or media or not. The Contractor must detail this capability in a written policy that defines procedures for how the Contractor will detect, evaluate, and respond to adverse events that may indicate a breach or attempt to attack or access State data or the infrastructure associated with State data.

In case of an actual security breach that may have compromised State data, including but not loss or theft of devices or media, the Contractor must notify the State in writing of the breach within 24 hours of the Contractor becoming aware of the breach, and fully cooperate with the State to mitigate the consequences of such a breach. This includes any use or disclosure of the State data that is inconsistent with the terms of this Contract and of which the Contractor becomes aware, including but not limited to, any discovery of a use or disclosure that is not consistent with this Contract by an employee, agent, or subcontractor of the Contractor.

The Contractor must give the State full access to the details of the breach and assist the State in making any notifications to potentially affected people and organizations that the State deems are necessary or appropriate. The Contractor must document all such incidents, including its response to them, and make that documentation available to the State on request. In addition to any other liability under this Contract related to the Contractor's improper disclosure of State data, and regardless of any limitation on liability of any kind in this Contract, the Contractor will be responsible for acquiring one year's identity theft protection service on behalf of any individual or entity whose personally identifiable information is compromised while it is in the Contractor's possession.

OWNERSHIP OF DELIVERABLES. All deliverables produced by the Contractor and covered by this Contract, including any software modifications, and documentation, shall be owned by the State, with all rights, title, and interest in all intellectual property that come into existence through the Contractor's custom work being assigned to the State. Additionally, the Contractor waives any author rights and similar retained interests in custom-developed material. The Contractor will provide the State with all assistance reasonably needed to vest such rights of ownership in the State. The Contractor will retain ownership of all tools, methods, techniques, standards, and other development procedures, as well as generic and preexisting shells, subroutines, and similar material incorporated in any custom Deliverable ("Pre-existing Materials") if the Contractor provides the non-exclusive license described in the next paragraph.

The Contractor may grant the State a worldwide, non-exclusive, royalty free, perpetual license to use, modify, sell, and otherwise distribute all Pre-existing Materials that are incorporated in any custom-developed Deliverable rather than grant the State ownership of the Pre-existing Materials provided however, that the State may distribute such Pre-existing materials to the extent required by governmental funding mandates. The Contractor will not include in any custom Deliverable any intellectual property unless such has been created under this Contract or qualifies as Pre-existing Material. If the Contractor wants to incorporate any Pre-existing Materials in a custom Deliverable, the Contractor must first disclose this and seek the State's approval for doing so in advance. On the request of the Contractor, the State will incorporate any proprietary notice the Contractor may reasonably want for any Pre-existing Materials included in a custom Deliverable in all copies the State makes of that Deliverable.

Subject to the limitations and obligations of the State with respect to Pre-existing Materials, the State may make all custom Deliverables available to the general public without any proprietary notices of any kind.

LICENSE IN COMMERCIAL MATERIAL. As used in this section, "Commercial Material" means anything that has been developed at private expense by the Contractor or a third party, commercially available in the marketplace, subject to intellectual property rights, and readily copied through duplication on magnetic media, paper, or other media. Examples include written reports, books, pictures, videos, movies, computer programs, and computer source code and documentation.

Any Commercial Material that the Contractor intends to deliver as a Deliverable must have the scope of the license granted in such material disclosed in the RFP or as an attachment referenced in the RFP, if that scope of license is different from the scope of license contained in this section for Commercial Materials.

Except for Commercial Material that is software ("Commercial Software"), if the Commercial Material is copyrighted and published material, then the State will have the rights permitted under the Federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material is patented, then the State will have the rights permitted under the Federal patent laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material consists of trade secrets, then the State will treat the material as confidential. In this regard, the State will assume all obligations with respect to the Commercial Material that the Contractor assumes under the Confidentiality section of this Contract with respect to State secrets. Otherwise, the State will have the same rights and duties permitted under the Federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor, whether or not the material is copyrighted when delivered to the State.

For Commercial Software, the State will have the rights in items (1) through (8) of this section with respect to the software. The State will not use any Commercial Software except as provided in items (1) through (8) of this section or as expressly stated otherwise in this Contract. The Commercial Software may be:

1. Used or copied for use in or with the computer or computers for which it was acquired, including use at any State installation to which such computer or computers may be transferred.
2. Used or copied for use in or with a backup computer for disaster recovery and disaster recovery testing purposes or if any computer for which it was acquired is inoperative.
3. Reproduced for safekeeping (archives) or backup purposes.

4. Modified, adapted, or combined with other computer software, but the modified, combined, or adapted portions of the derivative software incorporating any of the Commercial Software will be subject to same restrictions set forth in this Contract.
5. Disclosed to and reproduced for use on behalf of the State by support service contractors or their subcontractors, subject to the same restrictions set forth in this Contract.
6. Used or copied for use in or transferred to a replacement computer.

However:

7. If the Commercial Software delivered under this Contract is published and copyrighted, it is licensed to the State without disclosure prohibitions.
8. If any Commercial Software is delivered under this Contract with the copyright notice in 17 U.S.C. 401, it will be presumed to be published, copyrighted, and licensed to the State without disclosure restrictions, unless a statement substantially as follows accompanies such copyright notice: "Unpublished -- rights reserved under the copyright laws of the United States." The State will treat such Commercial Software as Confidential Information to the extent that such is actually the case.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART FOUR: REPRESENTATIONS, WARRANTIES, AND LIABILITIES

GENERAL WARRANTIES. The Contractor warrants that the recommendations, guidance, and performance of the Contractor under this Contract will: (1) Be in accordance with sound professional standards and the requirements of this Contract and without any material defects; (2) Unless otherwise provided in the RFP, be the work solely of the Contractor; and (3) No Deliverable will infringe on the intellectual property rights of any third party.

Additionally, with respect to the Contractor's activities under this Contract, the Contractor warrants that: (1) The Contractor has the right to enter into this Contract; (2) The Contractor has not entered into any other contracts or employment relationships that restrict the Contractor's ability to perform the contemplated services; (3) The Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control; (4) The Contractor has good and marketable title to any goods delivered under this Contract and in which title passes to the State; (5) All hardware, software, firmware, and similar devices and materials provided under this Contract will be designed to operate without regard to the turning of a century and process dates in a manner that takes into account dates occurring before and after the turning of a century; and (6) The Contractor has the right and ability to grant the license granted in any Deliverable in which title does not pass to the State.

The warranty regarding material defects is a 1-year warranty. All other warranties will be continuing warranties. If any portion of the Project fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor will correct such failure with all due speed or will refund the amount of the compensation paid for such portion of the Project. The Contractor will also indemnify the State for any direct damages and claims by third parties based on a breach of these warranties. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim is based on the modification or misuse. The State agrees to give the Contractor notice of any such claim as soon as reasonably practicable. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor will do one (1) of the following four (4) things: (1) Modify the Deliverable so that it is no longer infringing; (2) Replace the Deliverable with an equivalent or better item; (3) Acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract; or (4) Remove the Deliverable and refund the amount the State paid for the Deliverable and the amount of any other Deliverable or item that requires the availability of the infringing Deliverable for it to be useful to the State.

SOFTWARE WARRANTY. If this Contract involves software as a Deliverable, then, on acceptance and for 12 months after the date of acceptance of any Deliverable that includes software, the Contractor warrants as to all software developed under this Contract that: (a) the software will operate on the computer(s) for which the software is intended in the manner described in the relevant software documentation, the Contractor's Proposal, and the RFP; (b) the software will be free of any material defects; (c) the Contractor will deliver and maintain relevant and complete software documentation, commentary, and source code; and (d) the source code language used to code the software is readily available in the commercial market, widely used and accepted for the type of programming involved, and support programming in the language is reasonably available in the open market; and (e) the software and all maintenance will be provided in a professional, timely, and efficient manner.

For Commercial Software licensed from a third party that is incorporated in a Deliverable, the Contractor represents and warrants that it has done 1 of the following 3 things: (a) obtained the right from the third-party licensor to commit to the warranties and maintenance obligations in this Section; (b) obtained a binding commitment from the licensor to make those warranties and maintenance obligations directly to the State; or (c) fully disclosed in the RFP any discrepancies between the requirements of this section and the commitment the third-party licensor has made.

In addition, for Commercial Software that is incorporated in a Deliverable, the Contractor will: (a) maintain or cause the third-party licensor to maintain the Commercial Software so that it operates in the manner described in the RFP (or any attachment referenced in the RFP) and relevant Commercial Software documentation; (b) supply technical bulletins and updated user guides; (c) supply the State with updates, improvements, enhancements, and modifications to the Commercial Software and documentation and, if available, the commentary and the source code; (d) correct or replace the Commercial Software and/or remedy any material programming error that is attributable to the Contractor or the third-party licensee; (e) maintain or cause the third-party licensor to maintain the Commercial Software and documentation to reflect changes in the subject matter the Commercial Software deals with; (f) maintain or obtained a commitment from the third-party licensor to maintain the Commercial Software so that it will properly operate in conjunction with changes in the operating environment in which it is designed to operate.

For purposes of the warranties and the delivery requirements in this Contract, software documentation means well written, readily understood, clear, and concise instructions for the software's users as well as a system administrator. The software documentation will provide the users of the software with meaningful instructions on how to take full advantage of all of the capabilities designed for end users. It also means installation and system administration documentation for a system administrator to allow proper control, configuration, and management of the software. Source code means the uncompiled operating instructions for the entire System.

The Contractor will not be obligated to provide source code for Commercial Software unless it is readily available from the licensor. The source code will be provided in the language in which it was written and will include commentary that will allow a competent programmer proficient in the source language to readily interpret the source code and understand the purpose of all routines and subroutines contained within the source code.

EQUIPMENT WARRANTY. If any electrical equipment, mechanical device, computer hardware, telecommunications hardware, or other type of physical machinery ("Equipment") will be a part of any Deliverable, the following warranties apply. The Contractor warrants that the Equipment fully complies with all government environmental and safety standards applicable to the Equipment. The Contractor also warrants for 1 year from the acceptance date of the Equipment that the Equipment will perform substantially in accordance with specifications described in the RFP, the user manuals, technical materials, and related writings published by the manufacturer for the Equipment. The foregoing warranties will not apply to Equipment that is modified or damaged after title passes to the State

The Contractor will notify the State in writing immediately upon the discovery of any breach of the warranties given above.

The Contractor will do the following if any Equipment does not meet the above warranties:

1. Cause the Equipment to perform as required, or, if that is not commercially practicable, then;
2. Grant the State a refund equal to the amount the State paid for the Equipment or, if such has not been individually priced, the manufacturer's suggested retail price for the Equipment.

Except where the Contractor's breach of a warranty makes it not possible for the State to do so, the State will return the affected Equipment to the Contractor in the case of a refund under the previous paragraph.

GENERAL EXCLUSION OF WARRANTIES. The State makes no warranties, express or implied, other than those express warranties contained in this contract. The contractor also makes no warranties of merchantability or fitness for a particular purpose except as follows: If the Contractor has been engaged under the scope of work in the RFP to design something to meet a particular need for the State, then the Contractor does warrant that the contractor's work will meet the stated purpose for that work.

INDEMNITY. The Contractor will indemnify the State for any and all claims, damages, law suits, costs, judgments, expenses, and any other liabilities resulting from bodily injury to any person (including injury resulting in death) or damage to property that may arise out of or are related to Contractor's performance under this Contract, providing such bodily injury or property damage is due to the negligence of the Contractor, its employees, agents, or subcontractors.

The Contractor will also indemnify the State against any claim of infringement of a copyright, patent, trade secret, or similar intellectual property rights based on the State's proper use of any Deliverable under this Contract. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim of infringement, is based on the modification or misuse. The State agrees to give the Contractor notice of any such claim as soon as reasonably practicable and to give the Contractor the authority to settle or otherwise defend any such claim upon consultation with and approval by the Office of the State Attorney General. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor will take one (1) of the following four (4) actions:

1. Modify the Deliverable so that is no longer infringing.
2. Replace the Deliverable with an equivalent or better item.
3. Acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract.
4. Remove the Deliverable and refund the fee the State paid for the Deliverable and the fee for any other Deliverable that required the availability of the infringing Deliverable for it to be useful to the State.

LIMITATION OF LIABILITY. NOTWITHSTANDING ANY LIMITATION PROVISIONS CONTAINED IN THE DOCUMENTS AND MATERIALS INCORPORATED BY REFERENCE INTO THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

1. NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS OR DAMAGE OF ANY KIND, INCLUDING BUT NOT LIMITED TO LOST PROFITS, EVEN IF THE PARTIES HAVE BEEN ADVISED, KNEW, OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES.
2. THE CONTRACTOR FURTHER AGREES THAT THE CONTRACTOR SHALL BE LIABLE FOR ALL DIRECT DAMAGES DUE TO THE FAULT OR NEGLIGENCE OF THE CONTRACTOR.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART FIVE: ACCEPTANCE AND MAINTENANCE

STANDARDS OF PERFORMANCE AND ACCEPTANCE. If the RFP does not provide otherwise, the acceptance procedure will be an informal review by the Agency Project Representative to ensure that each Deliverable and the Project as a whole comply with the requirements of this Contract. The Agency Project Representative will have up to 30 calendar days to do this. No formal letter of acceptance will be issued, and passage of the 30 calendar days will imply acceptance, though the State will issue a notice of noncompliance if a Deliverable or the Project as a whole does not meet the requirements of this Contract. If the Agency Project Representative issues a letter of noncompliance, then the Contractor will have 30 calendar days to correct the problems listed in the noncompliance letter. If the Contractor fails to do so, the Contractor will be in default without a cure period. If the Agency Project Representative has issued a noncompliance letter, the Deliverables or the Project as a whole will not be accepted until the Agency Project Representative issues a letter of acceptance indicating that each problem noted in the noncompliance letter has been cured. If the problems have been fixed during the 30 day period, the Agency Project Representative will issue the acceptance letter within 15 calendar days.

If the Project fails to meet the standard of performance after 90 calendar days from the start of the performance period, the Contractor will be in default and will not have a cure period. In addition to all other remedies the State may have under this Contract, the State will have the right to request correction or replacement of the relevant portion of the Project.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART SIX: CONSTRUCTION

ENTIRE DOCUMENT. This Contract is the entire agreement between the parties with respect to the subject matter and supersedes any previous statements or agreements, whether oral or written.

BINDING EFFECT. This Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.

AMENDMENTS – WAIVER. No change to any provision of this Contract will be effective unless it is in writing and signed by both parties. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective. Either party may at any later time demand strict performance.

SEVERABILITY. If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity.

CONSTRUCTION. This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

HEADINGS. The headings used herein are for the sole sake of convenience and will not be used to interpret any section.

NOTICES. For any notice under this Contract to be effective it must be made in writing and sent to the address of the appropriate contact provided elsewhere in the Contract, unless such party has notified the other party, in accordance with the provisions of this section, of a new mailing address. This notice requirement will not apply to any notices that this Contract expressly authorized to be made orally.

CONTINUING OBLIGATIONS. The terms of this Contract will survive the termination or expiration of the time for completion of Project and the time for meeting any final payment of compensation, except where such creates an absurdity.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART SEVEN: LAW & COURTS

COMPLIANCE WITH LAW. The Contractor agrees to comply with all applicable federal, state, and local laws in the conduct of the Work.

DRUG-FREE WORKPLACE. The Contractor will comply with all applicable state and Federal laws regarding keeping a drug-free workplace. The Contractor will make a good faith effort to ensure that all the Contractor employees, while working on state property, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

CONFLICTS OF INTEREST. No Personnel of the Contractor may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor will not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the Project to acquire an interest in anything or any entity under the Contractor's control if such an interest would conflict with that official's or employee's duties. The Contractor will disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. The Contractor will take steps to ensure that such a person does not participate in any action affecting the work under this Contract. This will not apply when the State has determined, in light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

OHIO ETHICS AND ELECTIONS LAW.

A. Ethics Law

All Contractors who are actively doing business with the state of Ohio or who are seeking to do business with the state of Ohio are responsible to review and comply with all relevant provisions of O.R.C. Sections 102.01 to 102.09.

Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws.

B. Political Contributions

The Contractor affirms in its cover letter that, as applicable to the Contractor, all personal and business associates are in compliance with Chapter 3517 of the Revised Code regarding limitations on political contributions and will remain in compliance for the duration of the Contract and with all applicable provisions that extend beyond the expiration of the Contract.

DECLARATION OF MATERIAL ASSISTANCE. In accordance with R.C. 2909.33(C), I certify that I meet one of the following conditions:

- A. I have not received, nor will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year;

Or

- B. 1. I have received, or will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year.

And

2. I have either pre-certified with the Office of Budget and Management, or have completed the Declaration of Material Assistance form as certifying that I have not provided material assistance to any organization on the Terrorist Exclusion List, as that term is defined in R.C. 2909.21.

EQUAL EMPLOYMENT OPPORTUNITY. The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

INJUNCTIVE RELIEF. Nothing in this Contract is intended to limit the State's right to injunctive relief if such is necessary to protect its interests or to keep it whole.

ASSIGNMENT. The Contractor may not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of the State.

GOVERNING LAW. This Contract will be governed by the laws of Ohio, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

ATTACHMENT FOUR
CONTRACT

This Contract, which results from RFP CSP900312, entitled – Food Service Management and Patient Food Service for ODMH Hospitals and Cambridge DODD Facility - is between the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the –Ohio Department of Mental Health and the Department of Developmental Disabilities- (the "State") and

(the "Contractor").

If this RFP results in a contract award, the Contract will consist of this RFP including all attachments, written addenda to this RFP, the Contractor's 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 change orders issued under the Contract. The form of the Contract is this one (1) page attachment to the RFP, which incorporates by reference all the documents identified above. The general terms and conditions for the Contract are contained in another attachment to the RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
4. The documents and materials incorporated by reference in the Contractor's Proposal.

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

This Contract has an effective date of the later of July 1, 2011 or the occurrence of all conditions precedent specified in the General Terms and Conditions.

IN WITNESS WHEREOF, the parties have executed this Contract as of the dates below.

_____ (Contractor)	<u>Department of Administrative Services</u> <u>(State of Ohio Agency)</u>
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	<u>Hugh Quill</u> <u>(Printed Name)</u>
_____ (Title)	<u>Director, Department of Administrative Services</u> <u>(Title)</u>
_____ (Date)	_____ (Date)

ATTACHMENT FIVE A
OFFEROR PROFILE FORM

Offeror's Legal Name:	Address:	
Phone Number:	Fax Number:	E-mail Address:
Home Office Location:	Date Established:	Ownership:
Firm Leadership:	Number of Employees:	Number of Employees Directly involved in Tasks Directly Related to the Work:
Additional Background Information:		

ATTACHMENT FIVE B
OFFEROR PRIOR PROJECT FORM

Customer Company Name:	Contact:	
Address:	Phone Number:	E-mail:
Project Name:	Beginning Date of Project (Month/Year):	Ending Date of Project (Month/Year):
<p>The Offeror must document previous experience and expertise in providing a minimum of three (3) previous projects working, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the three (3) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.</p>		

ATTACHMENT FIVE C
OFFEROR PRIOR PROJECT FORM

Customer Company Name:	Contact:	
Address:	Phone Number:	E-mail:
Project Name:	Beginning Date of Project (Month/Year):	Ending Date of Project (Month/Year):
<p>The Offeror must document previous experience and expertise in providing a minimum of three (3) previous projects working, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the three (3) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.</p>		

ATTACHMENT FIVE D
OFFEROR PRIOR PROJECT FORM

Customer Company Name:	Contact:	
Address:	Phone Number:	E-mail:
Project Name:	Beginning Date of Project (Month/Year):	Ending Date of Project (Month/Year):

The Offeror must document previous experience and expertise in providing a minimum of three (3) previous projects working, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the three (3) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

ATTACHMENT SIX
OFFEROR REFERENCES

Offeror must provide a minimum of three (3) professional references who have received services from the Offeror in the past five (5) years. The professional references had to have done business with the Offeror for three (3) consecutive years with the same health care facility within the last five (5) years.

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

**ATTACHMENT SEVEN A
 OFFEROR'S CANDIDATE REFERENCES
 FOOD SERVICES MANAGER/DIRECTOR (COMPLETE ONE FOR EACH FACILITY/LOCATION)**

Candidate's Name: _____

Candidate's Proposed Position: _____

Three (3) professional references who have received services from the candidate in the past three (3) years

Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Project Name:		Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.			
Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Project Name:		Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.			
Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Project Name:		Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.			

ATTACHMENT SEVEN A
OFFEROR'S CANDIDATE REFERENCES
REGIONAL MANAGER

Candidate's Name: _____

Candidate's Proposed Position: _____

Three (3) professional references who have received services from the candidate in the past three (3) years

Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		
Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		
Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		

ATTACHMENT SEVEN A
OFFEROR'S CANDIDATE REFERENCES
REGISTERED DIETITIAN

Candidate's Name: _____

Candidate's Proposed Position: _____

Three (3) professional references who have received services from the candidate in the past three (3) years

Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		
Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		
Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		

ATTACHMENT SEVEN B
OFFEROR'S CANDIDATE INFORMATION
EDUCATION AND TRAINING
FOOD SERVICES MANAGER/DIRECTOR (ONE FOR EACH FACILITY/LOCATION)

Candidate's Name: _____

Education and Training: This section must be completed to list the education and training of the proposed candidate.

Name and Address	Months/Years	Degree/Major
College		
Technical School		
Licenses		
Certifications		

ATTACHMENT SEVEN B
OFFEROR'S CANDIDATE INFORMATION
EDUCATION AND TRAINING
REGIONAL MANAGER

Candidate's Name: _____

Education and Training: This section must be completed to list the education and training of the proposed candidate.

Name and Address	Months/Years	Degree/Major
College		
Technical School		
Licenses		
Certifications		

ATTACHMENT SEVEN B
OFFEROR'S CANDIDATE INFORMATION
EDUCATION AND TRAINING
REGISTERED DIETITIAN

Candidate's Name: _____

Education and Training: This section must be completed to list the education and training of the proposed candidate.

Name and Address	Months/Years	Degree/Major
College		
Technical School		
Licenses		
Certifications		

**ATTACHMENT SEVEN C
 OFFEROR'S CANDIDATE EXPERIENCE REQUIREMENT
FOOD SERVICES MANAGER/DIRECTOR (ONE FOR EACH FACILITY/LOCATION)**

Candidate's Name: _____

Candidate's Proposed Position: _____

Client Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
		E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year	
Description of the related services provided:			
Client Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
		E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year	
Description of the related services provided:			
Client Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
		E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year	
Description of the related services provided:			

ATTACHMENT SEVEN C
OFFEROR'S CANDIDATE EXPERIENCE REQUIREMENT
REGIONAL MANAGER

Candidate's Name: _____

Candidate's Proposed Position: _____

Client Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
		E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year	
Description of the related services provided:			
Client Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
		E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year	
Description of the related services provided:			
Client Company Name:		Client's Project Supervisor Contact Name:	
Address:		Phone Number:	
		E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year	
Description of the related services provided:			

ATTACHMENT SEVEN C
OFFEROR'S CANDIDATE EXPERIENCE REQUIREMENT
REGISTERED DIETITIAN

Candidate's Name: _____

Candidate's Proposed Position: _____

Client Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
	E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of the related services provided:		
Client Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
	E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of the related services provided:		
Client Company Name:	Client's Project Supervisor Contact Name:	
Address:	Phone Number:	
	E-Mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of the related services provided:		

ATTACHMENT EIGHT
OFFEROR PERFORMANCE FORM

The Offeror must provide the following information for this section for the past seven (7) years. Please indicate yes or no in each column.

Yes/No	Description
	The Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number.
	The Offeror has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity.
	Has trading in the stock of the company ever been suspended? If so provide the date(s) and explanation(s).
	The Offeror, any officer of the Offeror, or any owner of a twenty percent (20%) interest or greater in the Offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Offeror, any officer of the Offeror, or any owner with a twenty percent (20%) interest or greater in the Offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is affirmative, the Offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an Offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Offeror's proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Offeror's performance on the project, and the best interests of the State.

ATTACHMENT NINE
CONTRACTOR / SUBCONTRACTOR AFFIRMATION AND DISCLOSURE

By the signature affixed to this response, the Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S. The Contractor affirms to have read and understands Executive Order 2010-09S issued by Ohio Governor Ted Strickland and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following Web site:

<http://procure.ohio.gov/pdf/EO2010-09S.pdf>

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

The Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Offeror not responsive and no further consideration will be given to the response. The Offeror's Proposal will not be considered. If the Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

ATTACHMENT TEN
FACILITY LOCATION (CONTACT) INFORMATION

FACILITY	ADDRESS
Appalachian Behavioral Healthcare: Athens Campus	100 Hospital Drive Athens, OH 45701
Cambridge Developmental Center	66737 Old Twenty One Road Cambridge, OH 43725
Heartland Behavioral Healthcare	3000 Erie Street South Massillon, OH 44648
Northcoast Behavioral Healthcare: Northfield Campus	1756 Sagamore Road Northfield, OH 44067
Northwest Ohio Psychiatric Hospital	930 South Detroit Avenue Toledo, OH 43614
Summit Behavioral Healthcare	1101 Summit Road Cincinnati, OH 45237
Twin Valley Behavioral Healthcare: Columbus Campus	2200 West Broad Street Columbus, OH 43223

Contact names and details will be provided to the Awardee upon award of a Contract. Offerors are prohibited from contacting anyone at the facility while the RFP is pending.

ATTACHMENT ELEVEN
ODMH UNIT PROFILES BY BHO (provided only for the hospitals), DECEMBER, 2010

Site	Unit	Auth Beds	Occupancy	Occupancy Rate	(ADRP) Average Daily Resident Population
Athens	1 N	21	14	67%	
	1 S	21	17	81%	
	2 N	23	20	87%	
	2 S	23	22	96%	
		88	73	83%	81.9
Cincinnati	A	28	25	89%	
	B	28	28	100%	
	C	28	28	100%	
	D	28	26	93%	
	E	28	18	64%	
	F	28	28	100%	
	G	28	28	100%	
	H	28	27	96%	
	I	28	26	93%	
	J	28	28	100%	
	K	4	0	0%	
	284	262	92%	246.4	
Cleveland	3 L	20	20	100%	
	3 R	20	20	100%	
	4 R	20	20	100%	
	5 L	20	18	90%	
	5 R	20	15	75%	
	100	93	93%	94.9	
Columbus	A	11	8	73%	
	B	15	12	80%	
	C	13	11	85%	
	D	13	10	77%	
	E	12	0	0%	
	F	12	0	0%	
	K2	26	23	88%	
	K3	26	26	100%	
	K6	26	22	85%	
	K7	26	23	88%	
K8	26	21	81%		
K9	26	21	81%		
	232	177	76%	182.8	
Massillon	B1	28	19	68%	
	B2	28	19	68%	
	C2	26	23	88%	
	D1	24	24	100%	
	D2	24	23	96%	
	130	108	83%	114.1	

ATTACHMENT ELEVEN (CONT'D)
ODMH UNIT PROFILES BY BHO, (provided only for the hospitals), DECEMBER, 2010

Site	Unit	Auth Beds	Occupancy	Occupancy Rate	(ADRP) Average Daily Resident Population
Northfield	MCK 2	29	29	100%	
	MCK 3	37	37	100%	
	MCK 4	42	42	100%	
	22A	26	23	88%	
	22B	20	20	100%	
	22F	26	20	77%	
		<hr/>	180	171	95%
Toledo	A- 100	24	18	75%	
	A- 200	20	17	85%	
	A- 300	24	18	75%	
	A- 400	20	16	80%	
	500	26	20	77%	
		<hr/>	114	89	78%
Hospital Total		1128	973	86%	980

ATTACHMENT TWELVE
DIETARY USAGE REPORT BY FACILITY

Heartland Behavioral Healthcare								
		Tray cost	Meals	Meal Revenue	Snack Revenue	Stock Revenue	*Other Revenue	Total Revenue
Year Two								
2	JUL	\$4.29	10,585	\$45,357	\$3,419	\$3,718	\$1,819	\$54,313
0	AUG	\$4.29	10,909	\$48,068	\$3,610	\$3,514	\$1,745	\$56,937
0	SEP	\$4.29	10,389	\$44,560	\$3,398	\$3,031	\$1,091	\$52,080
7	OCT	\$4.29	10,217	\$43,780	\$3,716	\$2,944	\$2,265	\$52,705
	NOV	\$4.29	9,649	\$41,346	\$3,377	\$2,298	\$1,645	\$48,666
	DEC	\$4.29	9,598	\$41,127	\$3,115	\$2,531	\$1,412	\$48,185
2	JAN	\$4.29	10,192	\$43,673	\$3,382	\$2,449	\$1,513	\$51,017
0	FEB	\$4.29	9,723	\$41,663	\$3,366	\$2,524	\$1,985	\$49,538
0	MAR	\$4.29	10,351	\$44,354	\$3,587	\$1,470	\$2,029	\$51,440
8	APR	\$4.29	9,643	\$41,320	\$3,135	\$1,908	\$1,869	\$48,232
	MAY	\$4.29	9,994	\$42,824	\$3,356	\$2,566	\$1,304	\$50,050
	JUN	\$4.29	9,919	\$42,503	\$3,125	\$2,510	\$1,463	\$49,601
			121,169	\$520,575	\$40,586	\$31,463	\$20,140	\$612,764
Year Three								
	JUL	\$4.41	9,880	\$43,571	\$3,267	\$2,406	\$1,890	\$51,134
	AUG	\$4.41	10,644	\$46,940	\$3,401	\$2,333	\$1,621	\$54,295
	SEP	\$4.41	10,247	\$45,189	\$3,168	\$2,703	\$1,421	\$52,481
	OCT	\$4.41	9,973	\$43,981	\$3,098	\$2,969	\$1,622	\$51,670
	NOV	\$4.41	9,442	\$40,459	\$3,029	\$2,461	\$1,369	\$47,318
	DEC	\$4.41	9,791	\$44,358	\$3,172	\$2,689	\$1,701	\$51,920
2	JAN	\$4.41	9,973	\$43,981	\$3,196	\$2,763	\$2,126	\$52,066
0	FEB	\$4.41	8,592	\$37,891	\$2,775	\$1,786	\$1,331	\$43,783
0	MAR	\$4.41	10,324	\$45,529	\$3,163	\$2,850	\$1,885	\$53,427
9	APR	\$4.41	8,953	\$39,483	\$2,902	\$2,872	\$1,843	\$47,100
	MAY	\$4.41	9,579	\$42,243	\$2,973	\$2,224	\$2,114	\$49,554
	JUNE	\$4.41	9,372	\$41,331	\$2,920	\$2,421	\$1,374	\$48,046
			116,770	\$514,956	\$37,064	\$30,477	\$20,297	\$602,794
Opt. Year One								
	JUL	\$4.50	9,585	\$43,132	\$3,109	\$2,585	\$2,565	\$51,391
	AUG	\$4.50	9,457	\$42,557	\$3,305	\$2,713	\$1,476	\$50,051
	SEP	\$4.50	8,252	\$37,134	\$3,032	\$2,731	\$1,709	\$44,606
	OCT	\$4.50	9,289	\$41,800	\$3,173	\$3,986	\$1,630	\$50,589
	NOV	\$4.50	9,436	\$42,462	\$3,453	\$4,679	\$1,716	\$52,310
	DEC	\$4.50	8,961	\$40,324	\$3,431	\$4,949	\$1,622	\$50,326

* Other revenue is defined as special events for the patients, birthdays, and holidays.

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Heartland Behavioral Healthcare (Cont'd)								
				Meal	Snack	Stock	Other	Total
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Revenue
2	JAN	\$4.50	9,351	\$42,079	\$3,627	\$3,957	\$2,707	\$52,370
0	FEB	\$4.50	8,024	\$36,108	\$3,281	\$3,585	\$1,931	\$44,905
1	MAR	\$4.50	9,369	\$42,160	\$3,796	\$4,521	\$2,716	\$53,193
0	APR	\$4.50	9,030	\$40,635	\$3,547	\$4,086	\$1,879	\$50,147
	MAY	\$4.50	9,277	\$41,747	\$3,592	\$3,735	\$2,061	\$51,135
	JUN	\$4.50	9,251	\$41,629	\$3,543	\$4,360	\$1,561	\$51,093
			109,282	\$491,767	\$40,889	\$45,887	\$23,573	\$602,116

Northcoast Behavioral Healthcare - Cleveland										
				Meal	Snack	Stock	Other	*Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
Year Two										
2	JUL	\$4.45	10,391	\$46,240	\$2,654	\$8,426	\$3,583	\$1,618	\$60,903	\$59,285
0	AUG	\$4.45	10,665	\$47,459	\$2,847	\$9,576	\$3,342	\$1,661	\$63,224	\$61,563
0	SEP	\$4.45	10,316	\$45,906	\$2,585	\$8,275	\$2,969	\$1,606	\$59,735	\$58,129
7	OCT	\$4.45	10,701	\$47,619	\$2,820	\$7,935	\$4,185	\$1,666	\$62,559	\$60,893
	NOV	\$4.45	10,215	\$45,457	\$2,687	\$8,257	\$2,924	\$1,590	\$59,325	\$57,735
	DEC	\$4.45	10,211	\$45,439	\$2,670	\$7,498	\$4,338	\$1,590	\$59,945	\$58,355
2	JAN	\$4.45	10,626	\$47,286	\$2,768	\$9,437	\$2,634	\$1,654	\$62,125	\$60,471
0	FEB	\$4.45	9,844	\$43,806	\$2,590	\$6,808	\$2,723	\$1,533	\$55,927	\$54,394
0	MAR	\$4.45	10,783	\$47,894	\$2,896	\$8,887	\$2,662	\$1,679	\$62,339	\$60,660
8	APR	\$4.45	10,342	\$46,201	\$2,719	\$7,447	\$2,407	\$1,610	\$58,774	\$57,164
	MAY	\$4.45	10,658	\$47,428	\$2,808	\$11,165	\$2,481	\$1,659	\$63,882	\$62,223
	JUN	\$4.45	10,254	\$45,630	\$2,677	\$8,191	\$2,509	\$1,597	\$59,007	\$57,410
			125,006	\$556,365	\$32,721	\$101,902	\$36,757	\$19,463	\$727,745	\$708,282

**ATTACHMENT TWELVE (CONT'D)
 DIETARY USAGE REPORT BY FACILITY**

Northcoast Behavioral Healthcare - Northfield										
		Tray cost	Meals	Meal Revenue	Snack Revenue	Stock Revenue	Other Revenue	Equipment Amort	Total Revenue	Revenue Amort
Year Two										
2	JUL	\$4.26	15,052	\$64,121	\$4,251	\$7,682	\$12,890	\$12,182	\$88,944	\$76,762
0	AUG	\$4.26	15,190	\$67,777	\$4,483	\$9,049	\$13,901	\$12,293	\$95,210	\$82,917
0	SEP	\$4.26	15,666	\$66,694	\$4,452	\$8,644	\$14,561	\$12,678	\$94,351	\$81,673
7	OCT	\$4.26	16,701	\$71,149	\$4,729	\$7,962	\$11,069	\$13,516	\$94,909	\$81,393
	NOV	\$4.26	15,861	\$67,568	\$4,486	\$9,350	\$13,557	\$12,836	\$94,961	\$82,125
	DEC	\$4.26	16,028	\$68,279	\$4,559	\$9,805	\$14,240	\$12,971	\$96,883	\$83,912
2	JAN	\$4.26	15,391	\$65,566	\$4,358	\$9,766	\$13,007	\$12,456	\$92,697	\$80,241
0	FEB	\$4.26	14,175	\$60,385	\$4,046	\$9,398	\$11,528	\$11,472	\$85,357	\$73,885
0	MAR	\$4.26	16,941	\$72,164	\$4,780	\$8,244	\$12,765	\$13,710	\$97,953	\$84,243
8	APR	\$4.26	16,496	\$70,273	\$4,652	\$11,360	\$13,045	\$13,350	\$99,330	\$85,980
	MAY	\$4.26	16,311	\$69,485	\$4,626	\$9,749	\$13,300	\$13,200	\$97,160	\$83,960
	JUN	\$4.26	15,298	\$65,169	\$4,336	\$10,943	\$12,550	\$12,381	\$92,998	\$80,617
			189,110	\$808,630	\$53,758	\$111,952	\$156,413	\$153,047	\$1,130,753	\$977,706
Year Three										
	JUL	\$4.39	15,298	\$65,169	\$4,335	\$10,942	\$12,552	\$12,381	\$92,998	\$80,617
	AUG	\$4.39	16,141	\$70,858	\$4,657	\$9,837	\$13,710	\$13,063	\$99,062	\$85,999
	SEP	\$4.39	15,348	\$67,377	\$4,349	\$9,387	\$13,885	\$12,421	\$94,998	\$82,577
	OCT	\$4.39	15,213	\$66,785	\$4,319	\$14,357	\$11,042	\$12,312	\$96,503	\$84,191
	NOV	\$4.39	15,206	\$66,754	\$4,313	\$9,039	\$12,895	\$12,306	\$93,001	\$80,695
	DEC	\$4.39	15,667	\$68,778	\$4,434	\$9,933	\$13,358	\$12,679	\$96,503	\$83,824
2	JAN	\$4.39	16,259	\$71,377	\$4,616	\$11,333	\$12,705	\$13,158	\$100,031	\$86,873
0	FEB	\$4.39	14,595	\$64,072	\$4,335	\$7,869	\$11,672	\$11,812	\$87,948	\$76,136
0	MAR	\$4.39	15,860	\$69,625	\$4,512	\$9,874	\$13,347	\$12,835	\$97,358	\$84,523
9	APR	\$4.39	15,348	\$67,377	\$4,148	\$8,722	\$12,362	\$12,421	\$92,609	\$80,188
	MAY	\$4.39	15,873	\$67,333	\$4,488	\$6,596	\$12,676	\$12,846	\$91,093	\$78,247
	JUN	\$4.39	15,371	\$69,805	\$4,363	\$6,037	\$12,335	\$12,440	\$92,540	\$80,100
			186,179	\$815,310	\$52,869	\$113,926	\$152,539	\$150,675	\$1,134,644	\$983,969
Opt. Year One										
	JUL	\$4.48	15,560	\$74,188	\$4,809	\$2,809	\$53		\$81,859	
	AUG	\$4.48	16,202	\$72,584	\$4,656	\$3,306	\$1		\$80,547	
	SEP	\$4.48	15,279	\$68,449	\$4,431	\$4,092	\$185		\$77,157	
	OCT	\$4.48	16,337	\$73,189	\$4,739	\$6,194	\$1		\$84,123	
	NOV	\$4.48	14,844	\$66,501	\$4,297	\$5,849	\$ -		\$76,647	
	DEC	\$4.48	15,032	\$67,343	\$4,361	\$7,339	\$ -		\$79,043	

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Northcoast Behavioral Healthcare – Northfield (Cont'd)										
				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
2	JAN	\$4.48	15,328	\$68,669	\$4,448	\$5,981	\$367		\$79,465	
0	FEB	\$4.48	13,816	\$61,895	\$4,005	\$6,297	\$132		\$72,329	
1	MAR	\$4.48	15,351	\$68,772	\$4,450	\$6,092	\$443		\$79,757	
0	APR	\$4.48	13,848	\$62,039	\$4,004	\$8,113	\$414		\$74,570	
	MAY	\$4.48	14,238	\$63,786	\$4,127	\$7,662	\$208		\$75,783	
	JUN	\$4.48	14,145	\$63,575	\$4,101	\$8,364	\$282		\$76,322	
			179,980	\$810,990	\$52,428	\$72,098	\$2,086	\$	\$937,602	

Northwest Ohio Psychiatric Hospital										
				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
Year Two										
2	JUL	\$4.75	7,882	\$37,439	\$1,232	\$7,788	\$4,280	\$1,233	\$50,739	\$49,506
0	AUG	\$4.75	7,914	\$37,591	\$1,237	\$8,113	\$4,728	\$1,238	\$51,669	\$50,431
0	SEP	\$4.75	7,230	\$34,342	\$1,130	\$8,123	\$3,263	\$1,131	\$46,858	\$45,727
7	OCT	\$4.75	7,667	\$36,418	\$1,199	\$6,737	\$4,369	\$1,199	\$48,723	\$47,524
	NOV	\$4.75	7,103	\$33,739	\$1,110	\$8,900	\$4,484	\$1,111	\$48,233	\$47,122
	DEC	\$4.75	7,462	\$35,444	\$1,167	\$7,715	\$6,086	\$1,167	\$50,412	\$49,245
2	JAN	\$4.75	7,731	\$36,722	\$1,209	\$8,059	\$4,803	\$1,209	\$50,793	\$49,584
0	FEB	\$4.75	7,329	\$34,812	\$1,146	\$10,089	\$4,683	\$1,146	\$50,730	\$49,584
0	MAR	\$4.75	7,872	\$37,392	\$1,231	\$8,687	\$4,030	\$1,231	\$51,340	\$50,109
8	APR	\$4.75	7,340	\$34,865	\$1,394	\$8,601	\$4,018	\$1,148	\$48,878	\$47,730
	MAY	\$4.75	7,337	\$34,850	\$1,402	\$8,103	\$4,957	\$1,148	\$49,312	\$48,164
	JUN	\$4.75	7,950	\$37,762	\$1,243	\$7,736	\$5,596	\$1,243	\$52,337	\$51,094
			90,817	\$431,376	\$14,700	\$98,651	\$55,297	\$14,204	\$600,024	\$585,820

Year Three										
	JUL	4.89	9,249	\$45,227	\$1,865	\$10,449	\$5,181	\$1,447	\$62,722	\$61,275
	AUG	4.89	9,712	\$47,491	\$1,718	\$10,746	\$5,718	\$1,519	\$65,673	\$64,154
	SEP	4.89	8,681	\$42,450	\$1,357	\$9,784	\$4,798	\$1,358	\$58,389	\$57,031
	OCT	4.89	8,452	\$41,330	\$1,321	\$10,309	\$4,673	\$1,322	\$57,633	\$56,311
	NOV	4.89	8,143	\$39,819	\$1,273	\$5,961	\$6,287	\$1,274	\$53,340	\$52,066
	DEC	4.89	8,634	\$42,220	\$1,641	\$7,882	\$5,937	\$1,350	\$57,680	\$56,330

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Northwest Ohio Psychiatric Hospital (Cont'd)

				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
2	JAN	4.89	8,760	\$42,836	\$1,661	\$7,570	\$3,685	\$1,370	\$55,752	\$54,382
0	FEB	4.89	8,203	\$40,112	\$1,626	\$6,830	\$4,498	\$1,283	\$53,066	\$51,783
0	MAR	4.89	9,047	\$44,238	\$1,926	\$7,625	\$3,526	\$1,415	\$57,315	\$55,900
9	APR	4.89	8,758	\$42,827	\$1,650	\$7,578	\$4,209	\$1,370	\$56,264	\$54,894
	MAY	4.89	9,004	\$44,029	\$1,527	\$8,453	\$4,038	\$1,408	\$58,047	\$56,639
	JUN	4.89	8,788	\$42,973	\$1,696	\$8,429	\$4,027	\$1,374	\$57,125	\$55,751
			105,431	\$515,552	\$19,261	\$101,616	\$56,577	\$16,489	\$693,006	\$676,517
	Opt. Year One									
	JUL	4.99	9,122	\$45,518	\$1,729	\$7,965	\$3,165		\$58,377	
	AUG	4.99	9,706	\$48,432	\$1,912	\$7,513	\$2,823		\$60,680	
	SEP	4.99	9,374	\$46,776	\$1,815	\$8,716	\$2,381		\$59,688	
	OCT	4.99	8,806	\$43,941	\$1,730	\$8,576	\$1,730		\$55,977	
	NOV	4.99	8,769	\$43,757	\$1,706	\$7,166	\$2,526		\$55,155	
	DEC	4.99	8,354	\$41,686	\$1,692	\$7,776	\$2,615		\$53,769	
2	JAN	4.99	8,309	\$41,461	\$1,631	\$8,095	\$3,388		\$54,575	
0	FEB	4.99	8,029	\$40,064	\$1,794	\$7,783	\$1,921		\$51,562	
1	MAR	4.99	8,000	\$39,920	\$1,567	\$6,895	\$2,682		\$51,064	
0	APR	4.99	7,778	\$38,812	\$1,517	\$6,873	\$2,666		\$49,868	
	MAY	4.99	7,582	\$37,834	\$1,724	\$5,474	\$2,570		\$47,602	
	JUN	4.99	8,111	\$40,473	\$1,911	\$4,840	\$2,257		\$49,481	
			101,940	\$508,674	\$20,728	\$87,672	\$30,724	\$ -	\$647,798	\$ -

Summit Behavioral Healthcare

				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
	Year Two									
2	JUL	\$4.52	23,157	\$104,669	\$3,872	\$4,410	\$6,317	\$1,294	\$119,268	\$117,974
0	AUG	\$4.52	21,807	\$98,567	\$3,858	\$4,939	\$9,161	\$1,219	\$116,525	\$115,306
0	SEP	\$4.52	20,000	\$90,400	\$3,671	\$4,677	\$5,530	\$1,118	\$104,278	\$103,160
7	OCT	\$4.52	22,573	\$102,029	\$3,783	\$3,721	\$5,161	\$1,262	\$114,694	\$113,432
	NOV	\$4.52	21,292	\$96,239	\$3,484	\$5,636	\$5,828	\$1,190	\$111,187	\$109,997
	DEC	\$4.52	19,988	\$90,345	\$3,295	\$4,633	\$5,918	\$1,117	\$104,191	\$103,074

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Summit Behavioral Healthcare (Cont'd)										
				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
2	JAN	\$4.52	20,087	\$90,973	\$3,278	\$3,781	\$5,407	\$1,123	\$103,439	\$102,316
0	FEB	\$4.52	19,343	\$87,430	\$3,228	\$4,682	\$5,844	\$1,081	\$101,184	\$100,103
0	MAR	\$4.52	20,383	\$92,131	\$3,378	\$4,183	\$6,002	\$1,139	\$105,694	\$104,555
8	APR	\$4.52	20,770	\$93,880	\$3,458	\$4,659	\$5,952	\$1,161	\$107,949	\$106,788
	MAY	\$4.52	21,924	\$99,096	\$3,685	\$5,262	\$8,236	\$1,226	\$116,279	\$115,053
	JUN	\$4.52	21,784	\$98,463	\$3,721	\$5,123	\$8,324	\$1,218	\$115,631	\$114,413
			253,108	\$1,144,222	\$42,711	\$55,706	\$77,680	\$14,149	\$1,320,319	\$1,306,170
	Year Three									
	JUL	\$4.66	24,185	\$112,702	\$3,957	\$5,111	\$8,732	\$1,352	\$130,502	\$129,150
	AUG	\$4.66	24,204	\$112,790	\$4,030	\$6,130	\$8,551	\$1,353	\$131,501	\$130,148
	SEP	\$4.66	22,610	\$105,326	\$3,752	\$5,934	\$10,814	\$1,264	\$125,826	\$124,562
	OCT	\$4.66	23,550	\$109,743	\$3,753	\$6,849	\$10,200	\$1,316	\$130,545	\$129,229
	NOV	\$4.66	23,171	\$107,976	\$3,713	\$6,188	\$8,727	\$1,295	\$126,604	\$125,309
	DEC	\$4.66	24,680	\$115,008	\$3,924	\$6,339	\$11,367	\$1,380	\$136,638	\$135,258
2	JAN	\$4.66	24,684	\$115,027	\$3,717	\$8,754	\$9,225	\$1,380	\$136,723	\$135,343
0	FEB	\$4.66	29,919	\$102,142	\$3,175	\$6,595	\$8,481	\$1,672	\$120,393	\$118,721
0	MAR	\$4.66	23,821	\$111,005	\$3,506	\$5,599	\$8,177	\$1,332	\$128,287	\$126,955
9	APR	\$4.66	23,313	\$108,638	\$3,498	\$5,413	\$8,473	\$1,303	\$126,022	\$124,719
	MAY	\$4.66	22,912	\$106,769	\$3,529	\$6,068	\$8,434	\$1,281	\$124,800	\$123,519
	JUN	\$4.66	22,403	\$104,397	\$3,419	\$5,280	\$9,069	\$1,252	\$122,165	\$120,913
			289,452	\$1,311,523	\$43,973	\$74,260	\$110,250	\$16,180	\$1,540,006	\$1,523,826
	Opt. Year One									
	JUL	\$4.75	23,597	\$112,085	\$3,623	\$7,384	\$7,440		\$130,532	
	AUG	\$4.75	23,909	\$113,567	\$3,532	\$4,838	\$7,060		\$128,997	
	SEP	\$4.75	23,467	\$111,468	\$3,566	\$5,394	\$6,834		\$127,262	
	OCT	\$4.75	23,005	\$109,273	\$3,566	\$6,431	\$7,516		\$126,786	
	NOV	\$4.75	22,811	\$108,352	\$3,539	\$6,055	\$6,364		\$124,310	
	DEC	\$4.75	24,523	\$116,484	\$5,425	\$1,899	\$11,519		\$135,327	

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Summit Behavioral Healthcare (Cont'd)										
				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
2	JAN	\$4.75	24,411	\$115,952	\$3,662	\$6,353	\$8,305		\$134,272	
0	FEB	\$4.75	21,633	\$102,756	\$3,286	\$5,062	\$7,858		\$118,962	
1	MAR	\$4.75	23,740	\$112,765	\$3,691	\$6,720	\$6,810		\$129,986	
0	APR	\$4.75	22,707	\$107,858	\$3,657	\$6,603	\$6,132		\$124,250	
	MAY	\$4.75	22,976	\$109,136	\$3,667	\$4,992	\$6,051		\$123,846	
	JUN	\$4.75	22,540	\$107,065	\$3,553	\$5,881	\$5,289		\$121,788	
			279,319	\$1,326,761	\$44,767	\$67,612	\$87,178		\$1,526,318	

Twin Valley Behavioral Healthcare										
				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
Year Two										
2	JUL	\$4.28	19,088	\$79,112	\$3,324	\$6,909	\$16,788	\$8,897	\$106,133	\$97,236
0	AUG	\$4.28	19,085	\$76,516	\$3,307	\$8,524	\$16,036	\$8,896	\$104,383	\$95,487
0	SEP	\$4.28	17,878	\$76,517	\$3,212	\$8,487	\$16,323	\$8,333	\$104,539	\$96,206
7	OCT	\$4.28	18,706	\$80,061	\$3,250	\$7,365	\$17,466	\$8,719	\$108,142	\$99,423
	NOV	\$4.28	17,155	\$75,991	\$3,166	\$9,541	\$16,570	\$7,996	\$105,268	\$97,272
	DEC	\$4.28	18,228	\$78,015	\$3,302	\$7,638	\$17,075	\$8,496	\$106,030	\$97,534
2	JAN	\$4.28	19,319	\$82,685	\$3,278	\$7,880	\$17,967	\$9,005	\$111,810	\$102,805
0	FEB	\$4.28	17,944	\$76,800	\$3,077	\$10,159	\$16,263	\$8,364	\$106,299	\$97,935
0	MAR	\$4.28	19,094	\$81,722	\$2,641	\$7,778	\$16,830	\$8,900	\$108,971	\$100,071
8	APR	\$4.28	17,125	\$73,295	\$3,781	\$6,153	\$17,581	\$7,982	\$100,810	\$92,828
	MAY	\$4.28	18,587	\$79,552	\$3,432	\$12,708	\$18,981	\$8,663	\$114,673	\$106,010
	JUN	\$4.28	19,108	\$81,782	\$3,565	\$11,137	\$20,500	\$8,906	\$116,984	\$108,078
			221,317	\$942,048	\$39,335	\$104,279	\$208,380	\$103,156	\$1,294,042	\$1,190,886

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Twin Valley Behavioral Healthcare (Cont'd)										
				Meal	Snack	Stock	Other	Equipment	Total	Revenue
		Tray cost	Meals	Revenue	Revenue	Revenue	Revenue	Amort	Revenue	Amort
Year Three										
	JUL	\$4.40	19,835	\$87,274	\$3,856	\$11,460	\$19,415	\$9,245	\$122,005	\$112,760
	AUG	\$4.40	20,411	\$89,808	\$3,660	\$12,825	\$21,755	\$9,514	\$128,048	\$118,534
	SEP	\$4.40	19,356	\$85,166	\$3,102	\$11,639	\$22,580	\$9,022	\$122,487	\$113,465
	OCT	\$4.40	20,374	\$89,645	\$3,117	\$11,007	\$23,285	\$9,496	\$127,054	\$117,558
	NOV	\$4.40	19,691	\$86,640	\$3,124	\$16,831	\$22,005	\$9,178	\$128,600	\$119,422
	DEC	\$4.40	20,107	\$88,470	\$3,185	\$10,807	\$21,437	\$9,372	\$123,899	\$114,527
2	JAN	\$4.40	20,420	\$89,848	\$3,231	\$10,951	\$21,709	\$9,518	\$125,739	\$116,221
0	FEB	\$4.40	18,220	\$80,168	\$2,847	\$9,970	\$22,271	\$8,492	\$115,256	\$106,764
0	MAR	\$4.40	20,160	\$88,704	\$3,246	\$7,821	\$22,312	\$9,397	\$122,083	\$112,686
9	APR	\$4.40	20,004	\$88,017	\$3,310	\$11,150	\$21,016	\$9,324	\$123,493	\$114,169
	MAY	\$4.40	20,551	\$90,424	\$3,005	\$10,840	\$22,128	\$9,579	\$126,397	\$116,818
	JUN	\$4.40	19,823	\$87,221	\$2,808	\$11,496	\$25,559	\$9,240	\$127,084	\$117,844
			238,952	\$1,051,385	\$38,491	\$136,797	\$265,472	\$111,376	\$1,492,145	\$1,380,769
Opt. Yr. One										
	JUL	\$4.49	20,161	\$90,523	\$3,102	\$12,252	\$17,486		\$123,363	
	AUG	\$4.49	19,815	\$88,969	\$3,013	\$10,340	\$12,351		\$114,673	
	SEP	\$4.49	19,089	\$85,854	\$2,921	\$10,404	\$13,598		\$112,777	
	OCT	\$4.49	19,378	\$87,007	\$3,027	\$9,605	\$17,670		\$117,309	
	NOV	\$4.49	19,326	\$86,773	\$2,964	\$6,093	\$13,128		\$108,958	
	DEC	\$4.49	19,911	\$89,400	\$3,012	\$12,265	\$13,596		\$118,273	
2	JAN	\$4.49	19,396	\$87,088	\$2,825	\$10,556	\$12,867		\$113,336	
0	FEB	\$4.49	18,033	\$80,968	\$2,568	\$10,795	\$12,798		\$107,129	
1	MAR	\$4.49	19,195	\$86,185	\$2,695	\$7,740	\$14,730		\$111,350	
0	APR	\$4.49	18,672	\$83,837	\$2,673	\$12,778	\$14,681		\$113,969	
	MAY	\$4.49	18,621	\$83,608	\$2,678	\$13,140	\$13,244		\$112,670	
	JUN	\$4.49	18,009	\$80,860	\$2,607	\$4,235	\$13,822		\$101,524	
			229,606	\$1,031,072	\$34,085	\$120,203	\$169,971	\$	\$1,355,331	\$

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Appalachia Behavioral Healthcare (Cambridge & Athens)

		Tray cost	Meals	Meal Revenue	Snack Revenue	Stock Revenue	Other Revenue	Total Revenue
Year Two								
2	JUL	\$4.92	18,304	\$90,055	\$4,266	\$7,539	\$5,579	\$107,439
0	AUG	\$4.92	18,039	\$88,752	\$4,295	\$7,805	\$8,167	\$109,019
0	SEP	\$4.92	17,839	\$87,768	\$4,404	\$6,874	\$6,694	\$105,740
7	OCT	\$4.92	17,963	\$88,378	\$4,452	\$10,172	\$6,989	\$109,991
	NOV	\$4.92	17,601	\$86,597	\$4,252	\$7,196	\$7,572	\$105,617
	DEC	\$4.92	17,414	\$85,677	\$4,051	\$6,926	\$7,564	\$104,218
2	JAN	\$4.92	18,253	\$89,805	\$4,482	\$7,925	\$8,695	\$110,907
0	FEB	\$4.92	16,519	\$81,273	\$4,083	\$9,086	\$6,698	\$101,140
0	MAR	\$4.92	17,628	\$86,729	\$4,327	\$7,859	\$8,099	\$107,014
8	APR	\$4.92	17,048	\$83,876	\$4,174	\$7,758	\$5,262	\$101,070
	MAY	\$4.92	16,926	\$83,276	\$4,026	\$9,333	\$9,521	\$106,156
	JUN	\$4.92	15,110	\$74,341	\$3,611	\$7,779	\$7,078	\$92,809
			208,644	\$1,026,527	\$50,423	\$96,252	\$87,918	\$1,261,120
Year Three								
	JUL	\$5.07	15,179	\$76,957	\$4,148	\$6,977	\$5,451	\$93,533
	AUG	\$5.07	15,385	\$78,002	\$4,203	\$8,392	\$9,065	\$99,662
	SEP	\$5.07	15,660	\$79,396	\$3,902	\$7,719	\$5,503	\$96,520
	OCT	\$5.07	16,134	\$81,799	\$4,584	\$8,390	\$8,389	\$103,162
	NOV	\$5.07	15,478	\$78,473	\$4,242	\$11,392	\$7,413	\$101,520
	DEC	\$5.07	15,911	\$80,821	\$4,038	\$6,759	\$9,960	\$101,578
2	JAN	\$5.07	15,444	\$78,301	\$3,967	\$4,315	\$8,600	\$95,183
0	FEB	\$5.07	14,244	\$72,116	\$4,073	\$7,787	\$4,858	\$88,834
0	MAR	\$5.07	16,577	\$84,045	\$4,000	\$7,558	\$6,362	\$101,965
9	APR	\$5.07	16,368	\$82,986	\$4,422	\$12,085	\$3,377	\$102,870
	MAY	\$5.07	16,510	\$83,705	\$4,361	\$10,049	\$4,322	\$102,437
	JUN	\$5.07	15,722	\$79,710	\$4,175	\$7,120	\$2,854	\$93,859
			188,612	\$956,311	\$50,115	\$98,543	\$76,154	\$1,181,123

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Appalachia Behavioral Healthcare (Cont'd) (Cambridge & Athens)

	Tray cost	Meals	Meal Revenue	Snack Revenue	Stock Revenue	Other Revenue	Total Revenue
Option Year One							
JUL	\$5.17	16,340	\$84,478	\$3,549	\$7,047	\$1,587	\$96,661
AUG	\$5.17	16,227	\$83,894	\$3,187	\$10,574	\$7,201	\$104,856
SEP	\$5.17	15,843	\$81,908	\$3,082	\$9,723	\$17,427	\$112,140
OCT	\$5.17	8,143	\$42,099	\$1,791	\$3,435	\$6,503	\$53,828
NOV	\$5.17	7,853	\$40,615	\$1,733	\$4,425	\$7,441	\$54,214
DEC	\$5.17	7,932	\$41,008	\$1,775	\$3,804	\$7,528	\$54,115
2 JAN	\$5.17	7,922	\$40,956	\$1,773	\$4,808	\$6,789	\$54,326
0 FEB	\$5.17	7,198	\$37,213	\$1,602	\$3,561	\$7,355	\$49,731
1 MAR	\$5.17	7,968	\$41,195	\$1,780	\$4,427	\$7,423	\$54,825
0 APR	\$5.17	7,922	\$40,957	\$1,730	\$3,614	\$7,126	\$53,427
MAY	\$5.17	7,922	\$40,956	\$1,726	\$6,252	\$7,531	\$56,465
JUN	\$5.17	7,745	\$40,042	\$1,721	\$3,730	\$8,011	\$53,504
		119,015	\$615,321	\$25,449	\$65,400	\$91,922	\$798,092

**Year
Two**

2 JUL
 0 AUG
 0 SEP
 7 OCT
 NOV
 DEC
 2 JAN
 0 FEB
 0 MAR
 8 APR
 MAY
 JUN

**Year
Three**

JUL
 AUG
 SEP
 OCT
 NOV
 DEC

ATTACHMENT TWELVE (CONT'D)
DIETARY USAGE REPORT BY FACILITY

Appalachia Behavioral Healthcare (Cont'd) (Cambridge & Athens)

	Tray cost	Meals	Meal Revenue	Snack Revenue	Stock Revenue	Other Revenue	Total Revenue
2 JAN							
0 FEB							
0 MAR							
9 APR							
MAY							
JUN							
Option Year One							
JUL							
AUG							
SEP							
OCT	\$5.17	7,413	\$38,006	\$1,373	\$5,899	\$1,024	\$46,302
NOV	\$5.17	7,477	\$38,656	\$1,422	\$5,875	\$1,274	\$47,227
DEC	\$5.17	6,906	\$35,705	\$1,346	\$4,503	\$7,528	\$42,845
2 JAN	\$5.17	6,903	\$35,688	\$1,365	\$5,217	\$1,426	\$43,696
0 FEB	\$5.17	5,908	\$30,544	\$1,088	\$4,563	\$1,428	\$37,623
1 MAR	\$5.17	6,818	\$35,249	\$1,347	\$5,793	\$1,545	\$43,934
0 APR	\$5.17	6,844	\$35,383	\$1,360	\$5,759	\$1,659	\$44,161
MAY	\$5.17	7,438	\$38,454	\$1,490	\$5,842	\$2,541	\$48,327
JUN	\$5.17	7,122	\$36,820	\$1,418	\$5,551	\$1,914	\$45,703
		62,829	\$324,505	\$12,209	\$49,002	\$20,339	\$399,818

ATTACHMENT THIRTEEN
DIETARY VITAL STATS FOR ALL HOSPITALS 2011

SITE DATA	Appalachian BHO		Heartland BHO	Northcoast BHO	Northwest	Summit BHO	Twin Valley BHO
	Athens Campus	Cambridge DODD	Massillon Campus	Northfield Campus	Toledo Campus	Cincinnati Campus	Columbus Campus
Estimated # of meals per year	87,600	112,785	142,350	284,700	109,500	225,570	186,150
Caloric requirements	2,300 – 2400 Kcals		2,300 – 2400 Kcals	2,300 – 2400 Kcals		2,300 – 2400 Kcals	2,300 – 2400 Kcals
Estimated # of snacks served per year	29,200	37,595	47,450	94,900	36,500	91,250	75,190
# of inpatient units	4		5	9	5	10	11
ADRP	80	103	108.4	260	91	247	206
Bed Capacity	88	103	130	280	114	253	224
Method of meal delivery system	Aladdin tray (heated inserts)	Prepare, deliver, clean-up and assist with serving of meals to residents.	Tray line with insulated tray delivery (not thermal)	Cook/ Chill Delivery truck needed	Thermo trays	Cafeteria/ thermo trays	Kosar – Ready Serve Cart/Tray System Moritz Re-Thermalization (Aladdin Temp-Rite System)
# of buildings served/site	1	Multiple	1	2	1	1	2
Kitchen			Central	Separate Building			
Menus	4 week cycle						
Incumbent	Morrison – Current Contract Expires 6/30/11						

ATTACHMENT FOURTEEN
DIETARY MATRIX

Proposed Diet Guidelines						
Calories	No Restrictions	Low Sodium	Low Cholesterol	Vegetarian	Mechanical Soft	High Fiber
2300 - 2400	x	x	x	X	x	x
2000	x	x	x	x	x	x
1800	x	x	x	x	x	x
1500	x	x	x	x	x	x

1. All Calorie controlled diets will comply with ADA.
2. Restricted diets can be combined - A low sodium, high fiber 1800 calorie diets as an example.
3. Special diets can be established with higher caloric content on a case by case basis.
4. Kosher meals to be purchased by the Contractor from an outside provider.
5. All menus will fulfill the caloric and other general and specific nutritional requirements for each facility.
6. The regular menu will be consistent with the Food Guide Pyramid and associated Dietary Guidelines for Americans as well as the Dietary Reference Intakes (DRI).
7. The regular menu will provide a minimum of 2300-2400 Kcals per day and will consist of at least 6-7 oz (cooked weight) of meat or alternate from the meat and beans group, 3 cups of vegetables, 2 cups of fruit , 8 oz or equivalent from the grain group, and 3 cups of milk or equivalent from the milk group.

ATTACHMENT FIFTEEN
RECOMMENDED FLOOR STOCK AND SNACK ITEMS

SNACK ITEMS: Snack includes 8 oz milk plus an appropriate food item. Items may include, but need not be limited to the listing below.

Low fat Blueberry Muffin	Nutrigrain Bars	Ice Cream
Low fat Cherry Muffins	Snackwells	Frozen Dessert Cup
Goldfish Crackers	Oreos	Swiss Crème
Vanilla Wafers	Chocolate Chip Cookies	Lite Yogurt
Sugar Cookies	Mini Rice Cakes	Fruited Yogurt
Gingersnaps	Pretzels	Ensure Pudding
Animal Cookies	Cheezits	Pudding
Lorna Doones	Cheetos	Plain Gelatin
Chocolate Graham Crackers	Popcorn	Applesauce
Graham Crackers	Caramel Popcorn	Cold Cereal
Teddy Grahams	Cheddar Popcorn	Hot Cereal
Chewy Granola Bars	Potato Chips	Tuna Salad/Saltines
Fig Bars	Taco Chips	Peanut Butter/Saltines
Oatmeal Raisin Cookies	Corn Chips	Peanut Butter/Toast Crackers

One (1) snack per day is the required frequency.

1. The Contractor will be responsible for the delivery of patient snacks and floor stock to the unit.
2. The Contractor will provide snacks and extra nourishments at other than mealtimes as determined by the dietary needs of the patient.
3. The Contractor may be required by the facility to provide special "therapeutic" items based on patient nutritional needs.

Examples include:

- a. Diabetic snacks
- b. Special order beverages
- c. Special order food items to accommodate "specialty diets"

ATTACHMENT SIXTEEN

EMPLOYEE BACKGROUND CHECK

With regard to each employee who will be placed at any facility pursuant to the Contract, Contractor shall:

1. Require each employee who has lived outside of Ohio in the past five (5) years to sign a waiver authorizing all law enforcement agencies with jurisdiction in employee's area(s) of residence outside of Ohio during that time to release to Contractor all information concerning any pending criminal charges or convictions involving employee that would constitute a first degree misdemeanor or a felony under Ohio Revised Code or other applicable law. Request the above described information from each law enforcement agency with jurisdiction in employee's areas of residence outside of Ohio. The responses from the law enforcement agencies shall be retained in the employee's personnel file.
2. Require each employee to be fingerprinted via fingerprint card, electronic fingerprinting, or other method approved by the Bureau of Criminal Identification and Investigation (BCI&I). Fingerprint cards shall be forwarded to the Bureau of Criminal Identification and Investigation, P.O. Box 365, London, Ohio 43140. Fingerprints obtained by electronic fingerprinting shall be transmitted to BCI&I; via methods approved by BCI&I. The BCI&I response as to any first degree misdemeanor or felony convictions or pending criminal charges shall be retained in the employee's personnel file.
3. Failure of employee to provide the necessary waivers or the fingerprints shall disqualify the employee for placement in any facility pursuant to the Contract. Evidence or notice of any pending criminal charges or convictions involving employee that would constitute a first degree misdemeanor or a felony under Ohio Revised Code or other applicable law shall disqualify the employee for placement in any facility pursuant to the Contract.

ATTACHMENT SEVENTEEN
COST SUMMARY FORM

FOOD SERVICE MANAGEMENT AND PATIENT FOOD SERVICE FOR OHIO DEPARTMENT OF MENTAL HEALTH (ODMH) HOSPITALS AND CAMBRIDGE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES (DODD) FACILITY

CSP900312
 UNSPSC CATEGORY CODE: 90101802

APPALACHIAN BEHAVIORAL HEALTHCARE – ATHENS CAMPUS

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011 - June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	29,200	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	29,200	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	29,200	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	29,200	\$ Per Snack	\$ Per Snack	\$ Per Snack
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs must include equipment, FOB: delivered costs, installation, and set-up and any per annum interest charges.

Equipment:
CL44e Hobart Dishwasher
DFG-100 Xcel full size dual flow gas convection oven
SC-G gas convection steamer
KTT-E electric table top tilting kettle

ATTACHMENT SEVENTEEN (CONT'D)
COST SUMMARY FORM

CAMBRIDGE DEVELOPMENTAL CENTER

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011 - June 30, 2012	July 1, 2012- June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	37,595	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	37,595	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	37,595	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	37,595	\$ Per Meal	\$ Per Meal	\$ Per Meal
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST T		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs
 must include equipment, FOB: delivered costs, installation, and set-up and any per annum
 interest charges.

ATTACHMENT SEVENTEEN (CONT'D)
COST SUMMARY FORM

HEARTLAND BEHAVIORAL HEALTHCARE – MASSILLON CAMPUS

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011 - June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	47,450	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	47,450	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	47,450	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	47,450	\$ Per Snack	\$ Per Snack	\$ Per Snack
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs
 must include equipment, FOB: delivered costs, installation, and set-up and any per annum
 interest charges.

Equipment:	Itemized Cost:
Replacement food delivery carts	\$

ATTACHMENT SEVENTEEN (CONT'D)
COST SUMMARY FORM

NORTHCOAST BEHAVIORAL HEALTHCARE – NORTHFIELD CAMPUS

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011- June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	94,900	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	94,900	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	94,900	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	94,900	\$ Per Snack	\$ Per Snack	\$ Per Snack
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs must include equipment, FOB: delivered costs, installation, and set-up and any per annum interest charges.

Equipment: Aladdin Convect-Rite III Air Cooled System:	Itemized Cost:
1.Four (4) Docking stations 30, self-contained air cooled Part #10111	\$
2.Eight (8) Convect-Rite III Carts, 30 capacity W/Auto Therm Part #99307	\$
3.Two-hundred Sixty Four (264) Server, CRIII, undivided beige Part #98063	\$
4.Forty-eight (48) Server, CRIII, Divided gray Part #94416	\$
5. Three (3) Dome Storage carts, capacity 104 (used with Convect-Rite III) Part #97372	\$
6. Two-hundred Forty (240) Dimension 9" Dome, High Heat, Evening Blue Part #98450	\$
7. Four-hundred Eighty (480) Dimension 8 oz. Round Bowls, high heat, evening blue (uses B944A lid) Part #98454	\$
8. Two-hundred Forty (240) Dimensions 8 oz. Mug, High heat, evening blue (uses B923A lid) Part #97488	\$
9.Installation	\$
10.Freight, prepaid and add or Freight, prepaid and delivered (no charge)	\$

ATTACHMENT SEVENTEEN (CONT'D)
COST SUMMARY FORM

NORTHWEST OHIO PSYCHIATRIC HOSPITAL – TOLEDO CAMPUS

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011 - June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	36,500	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	36,500	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	36,500	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	36,500	\$ Per Snack	\$ Per Snack	\$ Per Snack
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs must include equipment, FOB: delivered costs, installation, and set-up and any per annum interest charges.

ATTACHMENT SEVENTEEN (CONT'D)
COST SUMMARY FORM

SUMMIT BEHAVIORAL HEALTHCARE

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011 - June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	75,190	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	75,190	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	75,190	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	75,190	\$ Per Snack	\$ Per Snack	\$ Per Snack
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs
 must include equipment, FOB: delivered costs, installation, and set-up and any per annum
 interest charges.

ATTACHMENT SEVENTEEN (CONT'D)
COST SUMMARY FORM

TWIN VALLEY BEHAVIORAL HEALTHCARE – COLUMBUS CAMPUS

DESCRIPTION	ESTIMATED NO. OF MEALS ANNUALLY	INITIAL CONTRACT YEARS		
		July 1, 2011 - June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014
BREAKFAST	62,200	\$ Per Meal	\$ Per Meal	\$ Per Meal
LUNCH	62,200	\$ Per Meal	\$ Per Meal	\$ Per Meal
DINNER	62,200	\$ Per Meal	\$ Per Meal	\$ Per Meal
SNACK	62,200	\$ Per Snack	\$ Per Snack	\$ Per Snack
NUTRIENT SUPPLEMENT		____% Mark-up	____% Mark-up	____% Mark-up
FLOOR STOCKS		____% Mark-up	____% Mark-up	____% Mark-up
SPECIAL EVENTS		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT PERCENTAGE MARK-UP FROM CONTRACTOR'S COST		____% Mark-up	____% Mark-up	____% Mark-up
EQUIPMENT AMORTIZATION PER MEAL, IF APPLICABLE		\$	\$	\$
EQUIPMENT FINANCE CHARGE, IF APPLICABLE		____%	____%	____%

Supplements: actual contractor's cost, plus proposed % mark-up.
 Floor stocks: actual contractor's cost, plus proposed % mark-up.
 Special events: actual contractor's cost, plus proposed % mark-up.

Equipment cost, if any to be itemized and attached to the Proposal for each facility.
 Cost of equipment shall be amortized/reflected over the initial three (3) year term. Costs
 must include equipment, FOB: delivered costs, installation, and set-up and any per annum
 interest charges.

All costs must be in U.S. Dollars.
 The State will not be responsible for any costs not identified.
 There will be no additional reimbursement for travel or other related expenses.