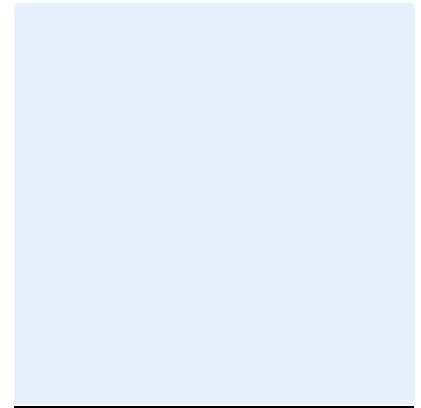


REQUEST FOR QUOTE



The signed document must be submitted to receive consideration for award.		BIDDER NAME	
QUOTE NUMBER	OPENING DATE/TIME	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OITRFQ-FY21-016	DATE: 04/12/2021 (4:00 p.m.)	CITY	STATE ZIP
Submit Quotes to OITAPRRRequests@das.ohio.gov		COUNTY	MBE/EDGE CERTIFICATE NUMBER
Attn: OITRFQ-FY21-016		TELEPHONE NO.	TOLL FREE NO.
		CONTACT PERSON	FAX NO.
REQ./INDEX NO. OITRFQ-FY21-016	NOTICE DATE 04/05/2021	BIDDER'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____Days, Net 30 Days			
BILL TO:		SHIP TO:	
DELIVERY REQUESTED		DELIVERY OFFERED (IF DIFFERENT)	
F.O.B./DEST. P.P.D. _____		F.O.B./DEST. P.P.D. _____	

THIS REQUEST IS FOR:

The State of Ohio Department of Administrative Services (DAS) is requesting quotes for voiceover services. There is a total of nine (9) documents that need to be recorded in all seven (7) languages, listed below, for a total of sixty-three (63) documents. All seven (7) files (Attachments A-G) are attached to this RFQ and incorporated herein.

The seven languages are:

- Mandarin**
- Arabic**
- Somali**
- French**
- Nepali**
- Vietnamese**
- Russian**

INQUIRIES: All inquiries should be submitted a minimum of 3 working days prior to the opening date through the Procurement website, www.procure.ohio.gov. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number"; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.

The signed response must be submitted on April 12, 2021 by 4:00 o'clock p.m. on the above listed opening date to receive consideration for award to the following email OITAPRrequests@das.ohio.gov.

TIME OF PERFORMANCE: This contract will become effective on the date of the signature by the State of Ohio on this contract. This contract shall remain in effect, until the work has been completed, or until terminated as provided in this contract.

The State of Ohio [STANDARD TERMS AND CONDITIONS](#), Revised 05/15/20, are a part of this solicitation. Copies may be downloaded by clicking the link above. All prior versions of the Contract Terms and Conditions are null and void.

CONTRACT COMPONENTS: Once awarded, the Contract will consist of: the complete REQUEST FOR QUOTE, including the Instructions, the Standard Contract Terms and Conditions, any Supplemental or Special Contract Terms and Conditions, the specifications and any written addenda or amendments to the solicitation or resulting Contract; Supplier's response, including proper modifications, clarifications and samples; and applicable, valid State of Ohio Purchase Orders or other ordering documents ("Contract").

CERTIFICATION STATEMENTS

- I. Bidders claiming preference for Domestic Source End Products, the Ohio preference, and/or the Veteran Friendly Business Enterprise (VBE) must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** The state reserves the right to clarify any information during the evaluation process.

*****BIDDERS MUST COMPLETE THE APPROPRIATE CERTIFICATION BELOW TO RECEIVE THE PREFERENCE.*****

A. DOMESTIC PREFERENCE (BUY AMERICAN): Revised Code 125:11 and Administrative Code 123:5-1(K)
[Not applicable to "[Excluded Products](#)"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico [\(Go to B-1\)](#)
 Other: (Specify Country) _____ [\(Go to A-2\)](#)
2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued. Yes [\(Go to Section B-1\)](#) No [\(Go to Section A-3\)](#)
3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country of Origin)

_____ (Item) _____ (Country of Origin)

B. OHIO PREFERENCE (BUY OHIO): Revised Code 125:09 and Administrative Code 123:5-1-06

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes No [\(Go to B-2\)](#)
2. Bidder has significant economic presence within the state of Ohio. Yes [\(Answer a, b, c, d below\)](#) No [\(Go to B-3\)](#)
 - a) Bidder has paid the required taxes due the state of Ohio Yes No
 - b) Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://sos.state.oh.us/>
 - c) Bidder has ten or more employees based in Ohio or border state. Yes No [\(Go to B-2d\)](#)
 - d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No [\(Go to B-3\)](#)
3. Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No [\(Go to B-4\)](#)
4. Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. VETERANS PREFERENCE (BUY VETERAN): Revised Code 9.318 and Administrative Code 123:5-1-16

- Is the bidder a certified Veteran Friendly Business Enterprise as defined in Administrative Code 123:5-1-01(KK)
 Yes No

SPECIFICATIONS

Contractor shall record **ONLY the sections highlighted in blue** (Attachments A-G below) in all seven languages. Sections highlighted in green, yellow and red do **NOT** need to be recorded.

DELIVERABLES & COMPENSATION

Deliverables	Unit Price	Amount
During the Contract Period, DAS and Contractor agree to the following:		
Voice over English (United States) -Mandarin		
Voice over English (United States) – Arabic		
Voice over English (United States) – Somali		
Voice over English (United States) – French		
Voice over English (United States) – Nepali		
Voice over English (United States) – Vietnamese		
Voice over English (United States) – Russian		
TOTAL CONTRACT AMOUNT		

SPECIAL CONTRACT TERMS AND CONDITIONS

ORDER OF PRECEDENCE. The order of precedence of the Contract will be the following: 1) Specifications and Deliverable Requirements; 2) Special Terms and Conditions; 3) Supplemental Terms and Conditions; and 4) Standard Terms and Conditions.

Amendments to Contract Standard Terms and Conditions. If the contract involves Supplies and/or Services, the following Amendments to the Standard Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Standard Contract Terms and Conditions, the Amendment will prevail.

Evaluation. The contract will be awarded to the lowest responsive and responsible bidder as determined by the State.

Firm-Fixed-Price Contract. If this contract involves Supplies and/or Services, the contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract, and any extensions thereto.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

Disclosure of Subcontractors / Joint Ventures

List names of subcontractors who will be performing work under the Contract.

The Bidder agrees that no changes will be made to this list of subcontractors without prior written approval of the State. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors without prior written approval of the State, will be deemed as a default. If a default should occur, the State will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract.

STATE OF OHIO
SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS

S-1. Contract Orders. The Ordering Agency will order supplies or services under this Contract from the Contractor directly. The Contractor may receive orders made by telephone, facsimile, electronically, in person, debit order or by State of Ohio payment card or purchase order from authorized employees of the participating agency. The State will not be responsible for orders placed by unauthorized employees. Contractor is not required to fill an order with a delivery date that is more than 30 days beyond the date of Contract expiration, termination or cancellation, unless the Contract provides for quarterly deliveries. Under a Contract that provides for quarterly deliveries, Contractor is not required to fill an order with a delivery date that is more than 90 days beyond the date of Contract expiration, termination or cancellation.

S-2. Compensation. In consideration for Contractor's performance the ordering agency will pay Contractor directly at the rate specified in the Contract. Payments may be made by the Ohio Payment Card, an Auditor of State warrant or by electronic funds transfer (EFT). Contractor must be registered with the Office of Budget and Management in order to be eligible for award of a Contract.

S-3. Time of Delivery. If Contractor is not able to deliver the supplies or services on the date and time specified on the agency's ordering document, Contractor must coordinate an acceptable date and time for delivery with the agency. If Contractor is not able to or does not provide the supplies or services to the agency by the date and time provided on the agency's ordering document or by the date and time later agreed upon, the State may obtain any remedy under Section II, "Contract Remedies", as described in the Standard Contract Terms and Conditions or any other remedy at law.

S-4. Minimum Orders-Transportation Charges. For purchase orders placed that are less than the stated minimum order, transportation charges will be prepaid and added to the invoice by the Contractor to the delivery location designated by the ordering agency. Shipment is to be made by private or commercial freight service provider, air, rail, water, parcel post, express or commercial package delivery, whichever is the most economical and expeditious method for proper delivery of the item. Failure of the Contractor to utilize the most economical mode of transportation shall result in the Contractor reimbursing the ordering agency the difference between the most economical mode of transportation and the mode of transportation used by the Contractor. Failure to reimburse the ordering agency shall be considered as a default.

S-5. Price Adjustments. If the Contract provides for a price increase, Contractor may request a price increase in accordance with the Contract. If the State or the Contractor becomes aware of a general price decrease for the supplies or services provided under Contract, Contractor must provide a price decrease to the State of Ohio. Failure to provide a decrease will be considered as a default.

S-6. Quality Assurance. At the option of the State samples may be taken from deliveries made and submitted for laboratory tests. The State will bear the cost of the testing when samples are found to be in compliance with the Contract. If samples do not conform to the Contract, Contractor will bear the costs of testing and the State will apply the terms and conditions of the Termination provision of this Contract.

S-7. Return Goods Policy. The State will apply the following Return Goods Policy on all purchases made under the Contract. The Supplier acknowledges to have read, understood, and agrees to this Policy.

- (A) Return goods, when due to Contractor error (i.e. over-shipment, defective merchandise, unapproved substitution, etc.) shall be returned to the Contractor, at the Contractor's expense. The Contractor shall make arrangements to remove the return goods from the agency premises within seven (7) calendar days after notification. The Contractor shall not apply any restocking or other charges to the agency. At the option of the agency, replacement items may be accepted and will be shipped within seven (7) calendar days of notification. Failure of the Contractor to arrange for return of the items within the specified time will result in the items being deemed as abandoned property and the agency will dispose of accordingly.
- (B) For orders of custom manufactured items, the Contractor will provide a production sample of the item to the ordering agency for acceptance. The production sample will be identical to the item to be provided. The ordering agency will provide written acceptance of the item prior to the Contractor continuing with production. Once delivery and acceptance has been completed and the ordering agency determines for any reason that any remaining quantities will not be used, the agency may request the return of the custom manufactured items. Acceptance of the return of custom manufactured items will be at the option of the Contractor. If the Contractor agrees to the return of these items, the agency will be responsible for all costs associated with packaging, shipment and transportation, to include the original shipment to the agency and subsequent return of goods to the location designated by the Contractor. The Contractor may assess restocking fees that are equivalent to restocking fees that are normally assessed to other customers or as published by the Contractor. Failure of the Contractor to provide a production sample and obtain written approval from the ordering agency will result in the Contractor bearing all responsibility and costs associated with the return of these goods.
- (C) Return goods of regular catalog stock merchandise, when due to agency error (i.e. over purchase, discontinued use, inventory reduction, etc.) will be accepted by the Contractor if notice is given by the agency within six (6) months of delivery and acceptance. All items to be returned must be unused and in their original containers and in suitable condition for resale. The ordering agency will be responsible for all transportation costs associated with both the original shipment of items to the agency and the subsequent return of the items to the location designated by the Contractor. The Contractor may assess a restocking fee associated with the return of the items to the location designated by the Contractor. The Contractor may assess a restocking fee not to exceed their

standard published restocking fee or equivalent restocking fee that is assessed to other customers of the Contractor. Return of regular stock catalog merchandise, when delivery and acceptance exceed six (6) months will be at the option of the Contractor.

S-8. Product Recall. In the event product delivered has been recalled, seized, or embargoed and/or has been determined to be misbranded, adulterated, or found to be unfit for human consumption by the packer, processor, manufacturer or by any State or Federal regulatory agency, the Contractor shall be responsible to notify the State within two business days after notice has been given. Contractor shall, at the option of the ordering agency, either reimburse the purchase price or provide an equivalent replacement product at no additional cost. Contractor shall be responsible for removal and/or replacement of the affected product within a reasonable time as determined by the ordering agency. At the option of the ordering agency, Contractor may be required to reimburse storage and/or handling fees to be calculated from time of delivery and acceptance to actual removal. Contractor will bear all costs associated with the removal and proper disposal of the affected product. Failure to reimburse the purchase price or provide equivalent replacement product will be considered a default.

SIGNATURE PAGE

Supplier certifies, by signature below that the information provided is accurate and complete. Additionally, Supplier declares to have read and understood and agrees to be bound by all of the instructions, contract terms, conditions and specifications of this request and agrees to fulfill the requirements of any awarded contract at the prices submitted.

IN WITNESS WHEREOF, the Parties by signing below indicate their agreement to this Contract.

Company Name

State of Ohio, Department of Administrative Service

[Signature, Blue Ink Only] Must be an individual authorized to legally bind the Company indicated above.

Matthew Whatley, Director

[Print Name & Title]

Date

Date