



Office of  
Procurement Services  
Service · Support · Solutions

## REQUEST FOR PROPOSAL

RFP NUMBER: CSP910314  
INDEX NUMBER: EDU011  
UNSPSC CATEGORY: 93131703, 81131500, 80101606

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

### Evaluation of Straight A Fund Program

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH 125.081

**OBJECTIVE:** The Straight A Fund external evaluation will implement a mixed-methods approach that incorporates qualitative and quantitative data from multiple sources and stakeholder groups across the state in order to provide representative, objective and empirical evidence about the overall effectiveness of the fund as well as to identify best practices for dissemination locally and nationally.

RFP ISSUED:	April 7, 2014
INQUIRY PERIOD BEGINS:	April 7, 2014
INQUIRY PERIOD ENDS:	April 28, 2014 at 8:00 AM
PROPOSAL DUE DATE:	May 5, 2014 by 1:00 PM

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

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

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

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: (        ) _____ - _____, Ext. _____	<b>Name/Title:</b>  _____  _____  Signature: _____  By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

## 1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Evaluation of Straight A Fund Program. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

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

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2017. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed five (5) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND The Ohio Department of Education issues Straight A Fund grants to school districts, educational service centers, community schools, STEM schools, college preparatory boarding schools, individual school buildings, and education consortia (which may represent a partnership among school districts, school buildings, community schools or STEM schools), institutions of higher education, and private entities partnering with a school or district to achieve one or more of the following goals:

- A. Student achievement;
- B. Spending reduction in the five-year fiscal forecast; or
- C. Utilization of a greater share of resources in the classroom.

Since one of the purposes of the Straight A Fund is to identify and document best practices that can be shared and/or taken to scale based on demonstrated success, each grantee is required to conduct a local, site-specific evaluation which provides a "description of quantifiable results."

In addition, outside evaluation is warranted for the following reasons:

- D. Provide valid indicators of the success of project's efforts in terms of the project goals of increased student achievement, cost reduction and more effective use of resources in the classroom;
- E. Guide ongoing efforts to improve application and implementation process;
- F. Contribute data needed for future budget requests;
- G. Expand the evaluation capacity of individual projects by providing technical assistance with their individual evaluation efforts; and
- H. Support replicability of truly innovative projects through identification of successful projects and documentation of successes and struggles.

The overall structure of this evaluation will be comprised of three segments to be carried out as joint endeavors between the funded projects, the selected vendor or vendors and the Ohio Department of Education. Work will be divided into qualitative analysis, quantitative analysis and technical assistance to individual projects in carrying out their individual analysis and reporting. This structure is more completely described in the Evaluation Monitoring and Technical Assistance Plan, attached.

1.4 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.

The Straight A Fund external evaluation will implement a mixed-methods approach that incorporates qualitative and quantitative data from multiple sources and stakeholder groups across the state in order to provide representative, objective and empirical evidence about the overall effectiveness of the fund as well as to identify best practices for dissemination locally and nationally. Evaluation will center on the following research questions:

- A. Does the project meet the three stated funding goals: improved student achievement; reduction in cost; more dollars in the classroom?
- B. What is the influence on districts/schools of a substantive innovation grant when paired with a requirement to sustain the project through reduction/reallocation of other resources?
- C. Do the funded projects present the promise or reality of replication in order to more widely impact education across the state?

The evaluation will be both formative (to provide an ongoing continuous feedback loop) and summative (provide information on outcomes) and will use multiple measures over multiple groups of respondents. Below is a brief description of the proposed major tasks for the Straight A Fund external evaluation:

Quantitative (Summary of important data across projects)

1. Collection and analysis of documentation data, including application responses and other project implementation materials from the Ohio Department of Education and individual grantees;
2. Development of quantitative instruments, such as statewide surveys of key stakeholders (e.g. students, teachers, parents, administrative staff, community members, board members, etc.);
3. Collection of data – including statewide survey data as well as student achievement, fiscal and other outcome related data from individual sites and the Ohio Department of Education;
4. Summary (meta-analysis) of outcome data for all grantees, including comparison groups where applicable;
5. Develop a Straight A Fund evaluation database to house qualitative and quantitative data to be used for knowledge sharing and dissemination, as well as policy making and research.

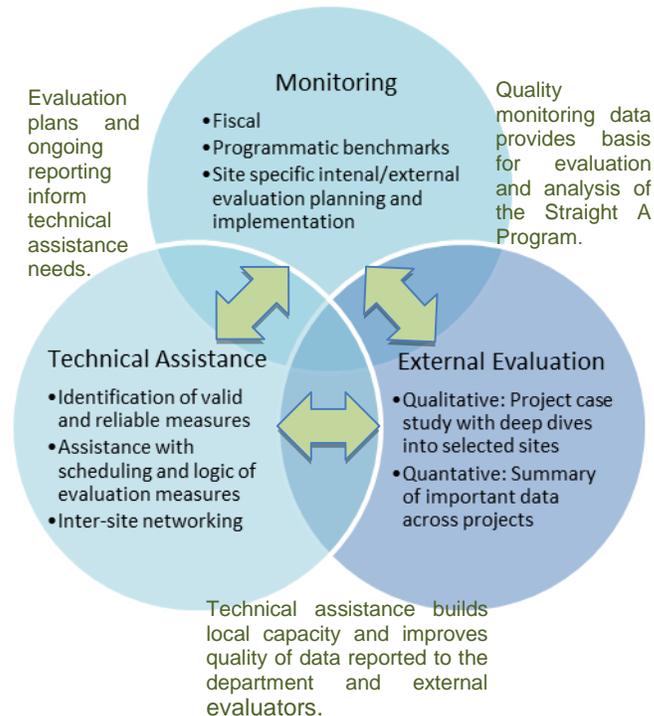
Qualitative (Process/implementation study of Straight A Program and selected sites)

6. Collection and analysis of documentation data, including application responses and other project implementation materials from the Ohio Department of Education and individual grantees.
7. Development of criteria for case studies of the projects, working with the Ohio Department of Education on the selection process for targeted sites;
8. Qualitative analysis of state level legislation, policy and activities;
9. Development of qualitative instruments, such as interview/focus group protocols for sampled state-level, district-level and school-level staff customized by type of grant (e.g. classroom-based activities, district initiatives, etc.).
10. Conduct case studies, including site visits, interviews, focus groups and observations for selected sites with a variety of sets of project activities;
11. Analyses of implementation data for sample sites, including comparison groups where applicable.

Technical Assistance

12. Review evaluation plans as submitted during the application process to determine training needs;
13. Develop and deliver training session(s) for site evaluators to ensure common understandings, suggest valid and reliable measures as needed and build on any possibly synergies;
14. Provide ad hoc assistance and individual review of evaluation plans to guide projects in finalizing their evaluation planning;
15. Convene, train and network with principal evaluators of all projects on implementation benchmarks, quantitative and qualitative outcomes; and
16. Develop a communication vehicle (online discussion board, etc.) to foster interaction between projects, monitor use, provide moderation, etc.

## Relationships among Monitoring, Technical Assistance and External Evaluation



**QUALIFIED APPLICANTS** It is preferred that Offerors have a presence within the state of Ohio. Offerors with a presence in the State of Ohio will be allowed three (3) additional points in their Technical Proposal Evaluation. The vendor must be free from any conflicts of interest that might interfere with the quality of their work. At a minimum, any non-university vendor already serving as external evaluator to one of the Straight A Funded projects will not be considered. University vendors that serve as either a partner or evaluator of a funded project must demonstrate that they are from a separate department or entity within the university from that which could be evaluated.

Bidders must demonstrate prior experience in evaluating innovative education projects of similar size or scope. Bidders are asked to provide evidence of sufficient capacity to carry out the work as detailed.

### 1.5 SCOPE OF WORK

#### A. DEFINITIONS.

1. Agency The Ohio Department of Education (ODE).
2. Calendar Year January 1 through December 31 of the respective year.
3. Conflict of Interest Offerors may have no institutional interest in the outcome of this evaluation, at a minimum, may not be a partner in any project funded by the Straight A Fund nor serve as evaluator for any individual site. In addition, no offeror may have provided grant-writing services for any project applicants, nor served as a grant scorer for this project.
4. Contract Administrator The State representative responsible for contract administration.
5. Contractor A successful Offeror who shall perform the duties specified in the Contract.
6. DAS The Department of Administrative Services.
7. ODE The Ohio Department of Education.
8. Offeror A company or individual submitting a Proposal in response to this RFP.
9. STEM Science, Technology, Engineering and Mathematics

10. RFP That certain Request for Proposal for the ODE, issued by the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, including any addenda, which by its terms is an integral part of this Contract.
  11. State Refers to the state of Ohio, through any of its departments, agencies, or representatives.
  12. State of Ohio fiscal year The period from July 1 of one (1) calendar year through June 30 of the following calendar year.
  13. Subcontractor Any service provider hired under contract with the Contractor to meet the requirements of this agreement.
- B. CONTRACTOR RESPONSIBILITIES The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

### PROJECT REQUIREMENTS

Twenty-four project sites are located throughout the state of Ohio. Geography will present a challenge. However the Ohio Department of Education is dedicated to providing ongoing opportunities for projects to network with one another in order to maximize opportunities for replication of innovations and shared learning. We anticipate that the need to travel may be kept to a minimum through a variety of virtual encounter mechanisms (webinars, online document sharing, etc). The case study analysis of qualitative work, however, will require sites to accomplish interviews and observations.

### DELIVERABLES—YEAR ONE

1. Identify specific data needs of the overall project evaluation.
2. Review evaluation plans as submitted during application process to determine training needs.
3. Convene an initial training of principal investigators of the projects:
  - a. Clarify the following kinds of measures to be used:
    - i. Implementation benchmarks;
    - ii. Formative/process measures to guide improvements;
    - iii. Quantitative outcome measures to ensure that Straight A Fund and individual project goals are met; and
    - iv. Qualitative measures of attitudes toward change, program satisfaction, etc.
  - b. Identify commonalities between projects and possible synergies (common measures, etc.):
    - i. Understanding of the elements of a satisfactory evaluation plan;
    - ii. Developing an evaluation timeline (ongoing, not just summative);
    - iii. Ensuring a good match between measures and project goals;
    - iv. Use of standard/validated measures where available, minimize need for creation of new metrics.
  - c. Develop a communication vehicle (online discussion board, etc) to foster interaction across projects specific to ongoing internal and external evaluation; monitor use, provide moderation, etc.
4. Identify six projects for in-depth qualitative study:
  - a. Three showing early promise of success;
  - b. Three showing early struggles;
  - c. Give consideration to representation of geography, ethnicity, typology, etc.
5. Develop a site visit protocol to review programmatic implementation at selected sites:
  - a. Specific stakeholders to meet with and discussion questions for each;
  - b. Pertinent documents to review (this will vary by site, but may include curricula, meeting notes, evidence of changes in such things as utility use, etc.);
  - c. Classroom (or other as warranted by project) observation; and
  - d. Follow each of these projects annually through the course of the project evaluation (3 years).
6. Initiate collection and review of project artifacts:
  - a. Application and budget materials;
  - b. Ongoing reporting/progress reports to ODE;
  - c. Internal evaluation materials including data collection instruments;
  - d. Stakeholder communications about the project; and
  - e. Curriculum and/or policy documents related to specific projects.
7. By September 2014 collect first year implementation and baseline outcome quantitative data from projects.
8. Assist ODE in compiling June 2015 progress report to Governor and Legislature

### DELIVERABLES—YEAR TWO

1. By September 2015 receive initial quantitative outcome data from projects.
2. Conduct site visits to sites selected for in-depth study during year one.
3. Conduct focus group discussions probing ongoing lessons learned, barriers, successes, etc. with the following groups:
  - a. Project treasurers/fiscal representatives;
  - b. Project administrators;
  - c. Front-line implementers (this will vary across projects, may be teachers in one district, bus drivers in another); and
  - d. Principal Investigators.
4. Make recommendations to ODE for formative adjustments and needed technical assistance based on early review of qualitative and quantitative data.
5. Assist in provision of needed technical assistance as it pertains to the ability of projects to produce quality data for evaluation.
6. Assist ODE in compiling June 2016 progress report to Governor and Legislature.

### DELIVERABLES—YEAR THREE

1. By September 2016 receive quantitative trend data from projects.
2. Synthesize all qualitative and quantitative information in relationship to the basic research questions and provide end of project report to ODE.
3. Assist ODE in compiling June 2017 progress report to Governor and Legislature.

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:

1. A matrix matching each key team member to the staffing requirements in this RFP.
2. A contingency plan that shows the ability to add more staff if needed to ensure meeting the Project's due date(s).
3. A discussion of the Offeror's ability to provide qualified replacement personnel.
4. 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.

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

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. 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. Confidential, proprietary or trade secret information should not be voluntarily 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.

See Instructions for further detail.

- 1.7 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.
- 1.8 INSTRUCTIONS Link to Web site for Instructions is available in Section 5.1.

1.9 **REQUIRED REVIEW** Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.10 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 **EVALUATION OF PROPOSALS**

2.1 **MANDATORY REQUIREMENTS** Determining the Offeror’s ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror’s response must be clearly labeled “Mandatory Requirements” and collectively contained in Tab 2 of the Offeror’s Proposal in the “Offeror Required Information and Certification” section.

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

2.2 **TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

Mandatory Requirements
There are no mandatory requirements for CSP910314

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

2.3 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror’s Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	653 Points
Proposal Cost	150 Points
Total	803 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
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror’s Total Technical Score in Table 3. Representative numerical values are defined as follows:

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Offeror Profile ( Form 5.2.3)</b>			
1. Company history, years of relevant experience	5		
2. Number of years in business, number of employees, financial stability	5		
3. Capacity to do the Work	20		
4. The Offeror must include a minimum of two (2) 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.	10		
5. The Offeror must document experience in providing a minimum of two (2) previous projects similar in size, scope, and nature in the previous five (5) years.	5		
<b>Offeror Prior Projects (Form 5.2.4)</b>			
1. Experience with projects similar in size and scope.	5		
2. Demonstrated sufficiency of resources to meet the Project timeline and deliverables.	10		
<b>Staffing Plan (Forms 5.2.5 and 5.2.6)</b>			
1. Proposed role definition of key personnel and the percentage of the time dedicated to the Work for respective role(s) and individuals.	10		
2. Expertise and previous experience of staff to develop quality deliverables in the allowable time frame.	5		
3. Qualifications of the key qualified personnel that will be involved in the Work.	10		
<b>Scope of Work</b>			
1. Appropriateness and quality of the methodology and Work Plan proposed.	20		
2. Description of any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties	5		
3. The proposed location and principal office from which work is to be done, ability to travel to sites as needed	5		
4. Demonstrates understanding of Project	10		
5. Timeline proposed	5		
<b>Ohio Presence (Three (3) points total for Offerors having an Ohio Presence)</b>			
	Yes or No		

Total Technical Score: \_\_\_\_\_

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

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

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

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

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

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

Cost Score: \_\_\_\_\_

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

Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ = Total Score: \_\_\_\_\_

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

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

- 2.9 Professional Liability Insurance is not applicable or required for contract CSP910314.

3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price, for a not-to-exceed total. All costs for furnishing the services must be included in the Cost Proposal.

3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS

Straight A Fund  
Ohio Department of Education  
25 S. Front Street  
Columbus Ohio 43215

3.5 FUNDING SOURCE.

50% Fund 4R70 ALI 200695  
50% GRF ALI 200321

Evaluation of Straight A Fund Program  
CSP910314  
UNSPSC CATEGORY CODE: 93131703, 81131500, 80101606

BUDGET: \$150,000 per year.

OFFEROR: \_\_\_\_\_

Please provide one summary page for each year of the evaluation. Cost should be broken out by deliverable.

Description	Cost
Total Not to Exceed cost for Year One Deliverables only.	\$
Total Not To Exceed Cost for Year Two Deliverables only.	\$
Total Not to Exceed Cost for All Year Three Deliverables only.	\$
Total Not To Exceed Cost	\$

All costs must be in U.S. Dollars.

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

4.0 AWARD OF THE CONTRACT

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

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

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

[https://procure.ohio.gov/Zip/RFP\\_Instructions/5.3%20Terms%20and%20Conditions.pdf](https://procure.ohio.gov/Zip/RFP_Instructions/5.3%20Terms%20and%20Conditions.pdf)

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

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

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

## 5.0 LINKS

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

### 5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

### 5.2 Forms

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

### 5.3 Terms and Conditions

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

### 5.4 Additional Resources

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

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

6.0 Guide for Proposal Submission.

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

- 6.1 \_\_\_\_\_ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 \_\_\_\_\_ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 \_\_\_\_\_ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 \_\_\_\_\_ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 \_\_\_\_\_ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 \_\_\_\_\_ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 \_\_\_\_\_ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 \_\_\_\_\_ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at [vendor@ohio.gov](mailto:vendor@ohio.gov). See section 5.4, Additional Resources.
- 6.9 \_\_\_\_\_ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 \_\_\_\_\_ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.

7.0

SUPPLEMENTAL MATERIALS

<http://education.ohio.gov/Topics/Straight-A-Fund>

[Eval Summary—listing of individual project plans for internal evaluation](#)

[Evaluation, Monitoring and Technical Assistance Plan](#)

[Fiscal and Programmatic Monitor Training Manual](#)