

## REQUEST FOR PROPOSAL

RFP NUMBER: CSP901016  
INDEX NUMBER: EDU080  
UNSPSC CATEGORY: 8000

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

### **UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM ADMINISTRATIVE REVIEWS FOR SELECTED SCHOOL FOOD AUTHORITIES IN THE STATE OF OHIO**

OBJECTIVE: The Ohio Department of Administrative Services, Office of Procurement Services seeks an Ohio Certified Minority Business Enterprise Contractor to perform Administrative Reviews in accordance with the United States Department of Agriculture, National School Lunch and Breakfast Programs for School Food Authorities throughout the State of Ohio

#### **RFP FIRM DATES**

RFP ISSUED: May 11, 2015  
INQUIRY PERIOD BEGINS: May 11, 2015  
INQUIRY PERIOD ENDS: June 15, 2015 at 8:00 AM  
PROPOSAL DUE DATE: June 19, 2015 by 1:00 PM

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

Submit Sealed Proposals to:

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

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

The Offeror must submit this cover page (signed) with its Technical Proposal.

<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.
---	--

TABLE OF CONTENTS

	<u>Section Number</u>
Cover Page (to be signed by Offeror) and Schedule of Events	Cover (Page 1)
Glossary of Terms	Page 2
Executive Summary	1.0
Evaluation of Proposals	2.0
Cost Summary	3.0
Award of the Contract	4.0
Links to Instructions, Forms, Terms and Conditions, Special Provisions and Additional Resources	5.0
Guide for Proposal Submission	6.0

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
AR	Administrative Review
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
FSMC	Food Service Management Company
Mandatory:	Must, Will, Shall
MBE	Ohio Certified Minority Business Enterprise
NSLP	National School Lunch Program
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
SBP	School Breakfast Program
SFA	School Food Authority
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code
USDA	United States Department of Agriculture

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All Offerors must be an Ohio certified MBE as of the Proposal due/opening date. If a certification application has been submitted that needs to be expedited to meet the solicitation due/opening date, contact the DAS Equal Opportunity Division at 614-466-8380.

For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

RFP TARGET DATES

PROPOSAL EVALUATION	June 19, 2015 through August 31, 2015
CONTRACT AWARD	By September 15, 2015
CONTRACT INCEPTION	October 1, 2015

The above are target dates. The circumstances associated with the submission(s) and evaluation of this RFP may impact the above dates.

## 1.0 EXECUTIVE SUMMARY

1.1 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 Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for one contractor to conduct approximately 120 USDA NSLP and SBP Administrative Reviews for State of Ohio SFAs. 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 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 provides the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from October 1, 2015 through September 30, 2018. 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 three (3) 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, Office for Child Nutrition seeks a qualified Ohio Certified Minority Business Enterprise contractor to perform United States Department of Agriculture (USDA) National School Lunch and Breakfast Program Administrative Reviews (AR) for approximately 120 SFAs throughout the State of Ohio.

The Ohio Department of Education, Office for Child Nutrition provides meal reimbursement and technical assistance to school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). These programs are federally funded programs administered by the USDA. The National School Lunch Program regulations require an AR performed every three years for each participating SFA, ensuring compliance with program regulations.

The AR consists of both an offsite preparation and an onsite visitation to selected SFAs. The reviews will take place at SFAs containing no more than two review sites for the SFA. The reviews concentrate on five areas of compliance as dictated by the USDA: Meal Access and Reimbursement, Meal Pattern and Nutritional Quality, Resource Management, General Program Compliance, and Review of Other Federal Programs.

The ARs will be conducted through oral and written correspondence with the SFA and required onsite visitation to the SFA. The contractor will be required to access and input review information into pre-existing AR forms and workbooks. Each AR will determine whether the SFAs are in compliance with federal regulations related to the NSLP and SBP and other State and/or Federal programs (if applicable to the SFA). See the Administrative Review Manual developed by USDA for monitoring of program requirements under the National School Lunch Program and School Breakfast Program. This manual and the AR forms are posted on the USDA website at: <http://www.fns.usda.gov/school-meals/administrative-review-manual>.

Ohio Department of Education, Office for Child Nutrition staff will provide training for the selected contractor. The Contractor will train staff on the USDA Child Nutrition Programs and the AR process or hire staff knowledgeable in the USDA Child Nutrition Programs and the AR process. Ohio Department of Education, Office for Child Nutrition staff will continually work with the contractor to ensure compliance with USDA regulations.

### 1.4 SCOPE OF WORK

1.4.1 Requirement: The Contractor shall follow USDA regulations to conduct ARs for the Ohio Department of Education's target SFAs as outlined in the Administrative Review Manual developed by USDA for monitoring of program requirements under the National School Lunch Program and School Breakfast Program. This manual and the AR forms are posted on the USDA website at: <http://www.fns.usda.gov/school-meals/administrative-review-manual>.

1.4.2 Review Process: The Ohio Department of Education, Office for Child Nutrition desires for the awarded contractor to conduct 120 to 125 administrative reviews per school/Contract year. The following delineates the required Administrative Review process.

- A. Notify SFAs about the Administrative Review (AR): The Ohio Department of Education, Office for Child Nutrition will distribute a general notification letter to all SFAs scheduled for an AR in School Year 2015-2016 with unspecified dates. A copy of this notification letter and attachments will be provided to the Contractor upon award of a Contract. The Ohio Department of Education, Office for Child Nutrition will provide the awarded contractor a list of assigned reviews no later than October 1, 2015. The Contractor, in conjunction with each assigned SFA, shall determine the date of onsite portion of the AR. The Contractor must contact each SFA and agree upon a date to perform the on-site portion of the AR at least six weeks in advance. Prior to conducting the on-site portion of the AR, the Contractor shall complete the offsite assessment tools including, the Resource Management Risk Indicator Tool (which must be completed 4 weeks prior to the on-site review) and the Meal Compliance Risk Assessment tool, and to allow the SFA time to submit and/or to organize required AR documentation.
- B. Contractor shall complete off-site preparation portion of the AR as follows:
1. Complete the Resource Management Risk Indicator tool 4 weeks prior to the scheduled on-site review.
  2. Complete the Off-site Assessment Tool (this may be conducted on-site).
  3. Complete the Meal Compliance Risk Indicator Tool 4 weeks prior to the scheduled on-site review to indicate which of the reviewed schools is at high risk for nutrient analysis.
- C. Contractor shall complete the On-site portion of the AR as follows:
1. Travel on-site to each SFA.
  2. The Contractor must review the SBP at 50% of the schools that were selected for an AR, with a minimum of one school receiving a SBP review.
  3. Conduct an entrance conference with the food service director/manager and invite the school principal(s) and/or superintendent or designee.
  4. Validate answers provided in Off-site Assessment Tool, on-site.
  5. Ensure the SFA prepares, offers and serves meals to students that meet the meal pattern requirements for the appropriate age/grade groups on all reimbursable meal service lines.
  6. For Offer Vs Serve, the Contractor will ensure:
    - a. School is offering the appropriate food components/items on all reimbursable meal service lines.
    - b. Signage is posted so students understand how to select a reimbursable meal.
    - c. Students are selecting at least three food components/items in proper quantities.
    - d. Food service staff members at the point of service are trained to recognize a reimbursable meal.
    - e. Students are selecting at least ½ cup of fruit or vegetable based on current meal requirements
  7. To the extent possible, physically observe the majority of meal preparation for breakfast and lunch to ensure that standardized recipes are followed (e.g., ingredients are added in amounts specified in the recipe, measurements are being taken appropriately).
  8. Physically observe 5 to 25% of total lunches served to students for each reimbursable lunch meal service line in operation. The lunch meal observation must include an observation of meals served at the beginning, middle and end of the meal service for each line.
  9. Physically observe 5% to 25% of total breakfasts served to students if the SFA participates in the school breakfast program.
  10. Establish that meals claimed for reimbursement contain the appropriate meal components and quantities for the NSLP and SBP.
  11. Conduct a nutrient analysis for a high risk rating on the Meal Compliance Assessment Tool or if the Contractor identifies any of the following issues not immediately corrected during the AR:
    - a. missing meal components
    - b. missing vegetable subgroups
    - c. inadequate quantities
    - d. not meeting minimum requirements for grains, and/or meat/meat alternates
    - e. if observed practices that could indicated violations of the Dietary Specifications (salt shakers on the tables that are used liberally by the students).
  12. Review all SFA AR school meal program(s) related documents for accuracy and completeness.
  13. Complete all AR risk assessment tools, off-site and on-site assessment tools, applicable review forms, worksheets and fiscal action workbooks.
  14. If the Resource Management Risk Indicator Tool identified three or more of the seven areas with potential risk, the Contractor shall conduct a Resource Management Comprehensive Review of all five resource management areas. A Resource Management Comprehensive Review must also occur if this tool is not completed four weeks prior to the on-site portion of the review.
  15. If the SFA is contracting with a Food Service Management Company (FSMC), complete the appropriate additional FSMC questions in the Administrative Review.
  16. Follow selection and review criteria for other Federal Programs as specified in Administrative Review Manual.

17. Review all other Federal programs at the SFA including the Afterschool Snack Program and Special Milk Program as appropriate and according to the Administrative Review Manual. All Fresh Fruit and Vegetable Program reviews will be completed by the Ohio Department of Education, Office for Child Nutrition.
18. Conduct an exit conference with school food service director/manager, principal and/or superintendent or designee and other school representatives as requested by the SFA.
19. The Contractor shall notify the Ohio Department of Education, Office for Child Nutrition when significant and/or repeated critical or general area violations are found to determine if a follow-up review is necessary.

During the course of the review process, the Contractor shall provide technical assistance to the SFAs about the AR process as needed, send reminder letters, and follow up with telephone calls, emails or other means of communication to ensure the required information is provided to the Contractor for completion of the AR in a timely manner.

The Contractor must be easily accessible to SFAs and the Ohio Department of Education, Office for Child Nutrition for questions. In order to meet this requirement, the Contractor must have access to electronic mail, regular and cellular telephone, facsimile, and regular postal mail.

#### 1.4.3 Post Review Process

**Corrective Action Collection:** If a SFA is found to have insufficient documentation or otherwise found out of compliance to an AR related area, the SFA must develop and submit corrective action to the Ohio Department of Education, Office for Child Nutrition.

##### A. When corrective action is required:

1. The Contractor shall specify in the AR forms and report, the AR related areas that are out of compliance.
2. The Contractor shall develop a corrective action summary report based on guidance from the Ohio Department of Education, Office for Child Nutrition for each SFA.
3. The Contractor shall provide documentation to the SFA by completing the corrective action summary report. The Ohio Department of Education, Office for Child Nutrition will provide the corrective action summary report format to the contractor.
4. The Contractor shall monitor the corrective action submission.
5. The Contractor shall alert the Ohio Department of Education, Office for Child Nutrition of corrective action submission once a response is received for each corrective action required.
6. The Ohio Department of Education, Office for Child Nutrition will approve or deny the corrective action response(s).
7. The Ohio Department of Education, Office for Child Nutrition will notify the contractor and the SFA if the corrective action is sufficient or in need of additional response by the SFA.

##### B. SFA Appeals

When a SFA appeals any findings and requests an in person hearing, the Contractor may be called in as a witness. The Contractor shall ensure the person conducting the AR in question is present at the hearing if the Ohio Department of Education, Office for Child Nutrition makes such a request.

#### 1.4.4 Delivery Requirements

- A. The Contractor shall complete assigned on-site reviews for the AR process no earlier than the submission and processing of the October 2015 claim by any given SFA and all on-site reviews must be completed no later than May 31, 2016 and the same date in subsequent contract years for the duration of the awarded contract.
- B. Contractor must complete all school year 2015-16 Administrative Reviews by June 30, 2016 and on the same date in subsequent years for the duration of the awarded contract
- C. All Administrative Reviews must be closed and completed documentation provided to the Ohio Department of Education, Office for Child Nutrition by the Contractor no later than August 31, 2016 and the same date in subsequent years for the duration of the awarded contract

#### 1.4.5 Completion of the Administrative Review Process

##### A. The AR process shall be considered complete when the following conditions are met:

1. The Contractor has received all required information from the SFA/ agency/ sponsor.
2. The Contractor has completed all applicable AR assessment tools, worksheets, review forms and fiscal action workbooks as specified by USDA regulations.
3. All required corrective action(s) have been completed by the SFA and approve by the Ohio Department of Education, Office for Child Nutrition (if applicable).

4. The Contractor has notified the Ohio Department of Education, Office for Child Nutrition that the AR/ review documentation is completed and ready for final review.
  5. Upon notification by the Contractor that the AR/ review documentation is complete and ready for final review, the Ohio Department of Education, Office for Child Nutrition will review the AR/review documentation for a given SFA/ agency/ sponsor within 10 business days. The Ohio Department of Education, Office for Child Nutrition will either agree that the AR/ review is closed or provide feedback regarding additional required actions needed by the contractor.
- B. The Contractor shall use the appropriate forms provided by USDA for the Administrative Review process. These forms include:
1. Resource Management Risk Indicator and Meal Compliance Risk Assessment Tools
  2. Dietary Specifications Assessment Tool
  3. Nutrient Analysis & Validation Checklist (if required)
  4. Off-site and on-site assessment tools, worksheets, certification workbooks, fiscal action workbooks and review forms.
- C. Each AR reviewer that works on the AR process on behalf of the Contractor must have access to a laptop and internet. The completion of the review process will consist of completing electronic risk assessment tools, off-site and on-site assessment tools, fiscal review forms and fiscal action workbooks. Upon completion of the forms, the reviewer will submit the completed forms to the Ohio Department of Education, Office for Child Nutrition including any corrective action documentation and AR closure letter. The contractor will ensure the forms are 100% complete and there are no errors prior to submission.

#### 1.4.6 Progress Reports

The Contractor shall provide progress reports as to the status of the project as prescribed by the Ohio Department of Education (ODE), Office for Child Nutrition (OCN). The ODE / OCN will assign a project contact upon award of a contract. Reports shall be provided to that project contact in the form and for the periods prescribed by the project contract at the ODE / OCN.

#### 1.4.7 Billing

After Ohio Department of Education, Office for Child Nutrition has agreed that an AR/review is closed for an SFA/ agency, the contractor shall bill for the AR/review process for that SFA/agency. The Ohio Department of Education, Office for Child Nutrition will issue a closure letter to the SFA/ agency. The closure letter will include any reimbursement calculated by the contractor and reviewed by the Ohio Department of Education, Office for Child Nutrition.

- 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.
- 1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and available for public inspection after the Proposals are received.
- 1.7 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with CSP901016 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.
- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) Proposal packages.

## 2.0 EVALUATION OF PROPOSALS

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

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

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

**TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

Mandatory Requirements	Meets YES	Meets NO
A Registered Dietitian must be assigned to this project as a project lead. Use Form 5.2.6, Offeror's Candidate Education and Training to indicate this.		
The Offeror must show a record of past performance with USDA Child Nutrition Programs, specifically completion of compliance reviews. Use Form 5.2.4 Offer's Prior Projects to indicate this.		

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

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

**2.3 TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
<b>Proposal Technical Requirements</b>	<b>750 Points</b>
<b>Proposal Cost Score</b>	<b>250 Points</b>
<b>Interviews and/or Demonstrations (if required)</b>	<b>100 Points</b>
<b>Total</b>	<b>1100 Points</b>

**2.4 SCORE RATINGS** The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
---------------------------	-----------------	---------------------------	-------------------	-----------------------------	--------------------

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

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0=Does not Meet to 5= Strong)	Extended Score
<b>Offeror Company Profile</b>			
1. Offeror Company History, years of relevant experience.	5		
2. Number of years in business, number of employees, Offeror financial stability.	5		
3. Number of Employees who will work on this project, Offeror capacity to do the Work.	10		
<b>Offeror Staffing Plan</b>			
1. Staff Qualifications.	15		
2. Staff Formal Education.	10		
3. Staff Experience Relevant to this project.	10		
4. Registered Dietitian(s) on Staff, including License, Education and Experience as RD.	20		
<b>Offeror References</b>			
1. References from projects of similar scope and size.	5		
2. Public Sector Clients.	5		
3. Relevant experience within past five years.	5		
<b>Scope of Work (Work Plan)</b>			
1. Offeror's Methodologies proposed.	25		
2. Offeror's Action Plan.	10		
3. Offeror's Demonstrated Understanding of Project.	10		
4. Timeline proposed can be met.	10		
5. Offeror's Solution Fits Requirements.	5		

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

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

Presentations, Interviews, Demonstrations (if required)	Weight	Rating (0=Does not Meet to 5= Strong)	Maximum Score
1. Oral Presentation (if required)	10		
2. Product Demonstration (if required)	10		

**Total Presentation Score:** \_\_\_\_\_

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

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

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

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = the cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

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

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

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

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

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

### 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. All costs for furnishing the services must be included in the Cost Proposal.

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

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

3.4 BILL TO ADDRESS

Ohio Department of Education  
Office for Child Nutrition  
Attn: Lynn Coretti  
Mail Stop 303  
Columbus, OH 43215

All invoices must reference a purchase order number and must be submitted via email to:

[Fiscal.management@education.ohio.com](mailto:Fiscal.management@education.ohio.com)

FUNDING SOURCE. Federal State Administrative Expense (SAE) funding through the US Department of Agriculture

United States Department of Agriculture (USDA) National School Lunch and Breakfast Programs Administrative Reviews for Selected School Food Authorities in the State of Ohio

CSP901016

UNSPSC CATEGORY CODE: 8000

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

Description	Cost
Price for a complete Administrative Review (on-site and off-site) for SFA with one (1) review site. Includes preparation, completion and submission of all required forms, workbooks, reports and tools, online or otherwise including if required, Corrective Action Summary Report, monitoring, follow up and interaction with the SFA, ODE / OCN for a SFA serving Lunch Only	\$
Price for a complete Administrative Review (on-site and off-site) for SFA with one (1) review site including preparation, completion and submission of all required forms, workbooks, reports and tools, online or otherwise including if required, Corrective Action Summary Report, monitoring, follow up and interaction with the SFA, ODE / OCN for a SFA serving Breakfast and Lunch.	\$

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

#### **4.0 AWARD OF THE CONTRACT**

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

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

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

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

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

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

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

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

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

5.1 Instructions

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

5.2 Forms

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

5.3 Terms and Conditions

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

5.4 ADDITIONAL RESOURCES

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

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.