

REQUEST FOR PROPOSAL

RFP NUMBER: CSP903715
INDEX NUMBER: LOT015
UNSPSC CATEGORY: 84110000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Lottery Commission (Lottery), is requesting Proposals for:

TITLE: CPA TO PROVIDE FINANCIAL REVIEW OF CORPORATE AND INDIVIDUAL FINANCIAL FILINGS

OBJECTIVE: The Lottery is seeking a Certified Public Accounting Firm to provide professional and technical services. The Services will include the review of the Financial Viability Section of the License Application from Video Lottery Terminal (VLT) technology providers who are requesting a license to provide VLT's to the horse racing facilities in Ohio. The Contractor will also provide professional and technical services as it relates to the review of the "Personal Financial Statement" Section of the license application from prospective employees requesting a Key Gaming License to work at the horse racing facilities in Ohio. Additionally, reviews of corporate mergers and acquisitions, debt transactions, or other corporate financial filings may be required, as requested.

RFP ISSUED: June 20, 2014
INQUIRY PERIOD BEGINS: June 20, 2014
INQUIRY PERIOD ENDS: June 30, 2014 at 8:00 AM
PROPOSAL DUE DATE: July 11, 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.

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

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
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
VLT:	Video Lottery Terminal

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 Lottery Commission (the Agency), is soliciting competitive sealed proposals (Proposals) for a Certified Public Accounting Firm TO PROVIDE REVIEW OF CORPORATE AND INDIVIDUAL FINANCIAL FILINGS. 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 July 15, 2014 or the award date, whichever is later through June 30, 2015. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND The Ohio Lottery Commission (Lottery) issues licenses to corporations and individuals involved in the conduct of video lottery gaming at Ohio's racetracks. A component of the licensing process is to review certain financial documents to verify the financial viability of the applicant.

1.4 SCOPE OF WORK The Lottery is seeking a Certified Public Accounting Firm to provide professional and technical services. The Services will include the review of the financial documents submitted by technology providers, racetrack operators, and individuals in support of applications for licensures.

The Lottery is charged with reviewing numerous financial documents and License applications submitted as a part of the responses to the application by VLT technology providers and potential Key Gaming employees. The Lottery's goal is to assess each responding applicant's financial ability to undertake a contract with the horse racing facilities, or to become an employee of the same. The Lottery is not seeking to score or rank each applicant's financial strength but rather identify any areas of concern. Applicants who fail the Financial Viability review or the Financial Statement review, may not be licensed, permitted to contract with the horse racing facilities in Ohio, or become employed by the same.

The Lottery may also require review of corporate mergers and acquisitions, debt transactions, or other corporate financial filings.

1.4.1 ESTIMATED QUANTITY OF WORK The quantity will directly link to actual filings, however in FY2015 it is necessary to completely review new key gaming applications for two (2) tracks (estimated 12 per track) and renew key gaming licenses for Scioto Downs for 36 total key gaming reviews, not including any personnel changes at other locations. All twelve (12) technology providers licensed in 2012 must be reviewed. It is estimated that individual filing reviews require five (5) hours to complete; technology reviews require six (6) hours to complete. The review of any mergers and acquisitions can require up to 120 hours depending on the complexity, individual scope is agreed to in advance. At the moment we are unaware of any major corporate changes at the seven racetracks.

- 1.4.2 TECHNOLOGY PROVIDER LICENSE REVIEW Financial review for viability of a VLT technology provider applicant should include the following:
- A. Review the financial submission requirements in the application. <http://www.ohiolottery.com/Retailers/VLT-Central/VLT-Technology-Providers>
 - B. Review the financial documents submitted by applicants with respect to the application requirements and assess their compliance.
 - C. Identify and point out reported areas of financial weakness and help assess the potential impact of the applicant being able to provide VLT's or testing services to Ohio.
 - D. Deliver a summary of your review and statement of your findings for each applicant to the Lottery.
- 1.4.3 KEY GAMING APPLICANT LICENSE REVIEW Financial review for viability of a Key Gaming applicant should include the following:
- A. Review the financial submission requirements in the application. <http://www.ohiolottery.com/Retailers/VLT-Central/Racetrack-Employees>
 - B. Read over the Personal Financial information submitted by prospective employee noting any pertinent items.
 - 1. Total Debt to Net Worth (Criteria is 3 to 1 or lower)
 - 2. Categorize the individual's debt in the following categories:
 - i. Unsecured Debt
 - ii. Debt secured with collateral/income producing property (Criteria would be more than 50% of the debt being unsecured)
 - 3. Document any past Due Taxes (Criteria would be NO Past Due Taxes)
 - 4. Document any loans taken out against insurance policies or retirement accounts (Criteria would be Loans are less than 20% of annual earnings)
 - 5. Total Real Estate Value/Total Loans against Real Estate (Criteria would be a ratio of lower than 1:1)
 - 6. Document any Contingent Liabilities (Criteria would be potential Exposure that is more than 20% of annual earnings)
 - 7. Categorize assets into two group
 - I. Cash, Securities, Real Estate, Cash Surrender Value of Insurance, and Retirement Accounts
 - II. All other Assets (Criteria would be the Assets in the second group being greater than 50% of Total Assets)
 - C. Draft a report for each applicant reporting any matter as set forth above and any other significant items.
- 1.4.4 CORPORATE FINANCIAL REVIEW Financial review for certain corporate financial activities such as mergers, acquisitions, debt transactions, or other filings will be conducted on an as needed basis. The scope of each review will be developed in advance and a work estimate agreed to by both parties.
- A. Review the financial statements as required in the application. For mergers review the new entity as well as the merged entity. For acquisitions review the acquirer and pro forma of the combined entities as well as the debt covenants required for the transaction. For debt transactions and other filings review debt covenants as well as the changes to the financial condition of the entity.
 - B. Review the financial submissions for any additional financial information submitted by applicants with respect to the application requirements and assess their compliance.
 - C. Identify and point out reported areas of financial weakness and help assess the potential impact of the applicant being able to support ongoing operations.
 - D. Complete a credit check on any new principals as a result of a merger, acquisition, debt transaction or other changes that result in a new principal.
- 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.

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.

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 open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS Link to Web site for Instructions is available in Section 5.1.

1.8 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.

1.9 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 The following Table 1 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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
1. Must be a Certified Public Accounting Firm licensed in the state of Ohio with previous mergers and acquisitions experience. Evidence of license and proof of previous experience must be included in Tab 2 of the Offeror's response.

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	585 Points
Proposal Cost	200 Points
Presentations, Interviews, Demonstrations (if applicable)	50Points
Total	835 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
Offeror Profile (General Instructions – Company Profile)			
1. Company history, years of relevant experience, as a Certified Public Accountant licensed in the state of Ohio.	10		
2. Number of years in business, number of employees, financial stability	5		
3. Capacity to do the Work	8		
Offeror Prior Projects			
1. Similar scope and size; provides experience with review of financial statements and financial viability recommendations.	10		
2. Relevant experience within past five years particularly with respect to the review of entities in the gaming, entertainment, and hospitality industry.	10		
Staffing Plan (General Instructions – Personnel Profile)			
1. Staff Qualifications with licensed CPA assigned to the project	10		
2. Formal Education	5		
3. Experience and candidate references of assigned staff.	11		
Scope of Work (Work Plan)			
1. Methodologies proposed	10		
2. Plan of Action to work with the Agency	8		
3. Demonstrates understanding of Project	7		
4. Timeline proposed, estimated hours to complete reviews	7		
5. Provides a matrix of the amount of time (FTE) and capacity each designated employee will work on the project.	7		
6. Provides sample report(s) from previous projects to demonstrate professionalism and writing skills.	9		

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 applicable)			
1. Oral Presentation and Interview	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 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" = Annual Estimated Total for the Project 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 excessively high or low 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, for a 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 Lottery Commissions (Lottery)
615 W. Superior Avenue
Cleveland, OH 44113

CPA to Provide Review of Corporate and Individual Financial Filings
CSP900915
UNSPSC CATEGORY CODE: 884110000
BUDGET: \$100,000.00 Annual estimated total for the Project
OFFEROR: _____

The Contract agreement, regarding and in reference to requested professional and technical services as it relates to each category, would be based on a blended hourly rate.

Description of Work Category	Estimated Hours for Application /review	Blended Hourly Rate Per Hour
Review of the "Financial Viability" Section of the License application for prospective VLT technology providers, including all work and reports.	6 Hours Each	\$
Review of the "Personal Financial Statement" Section of the application for prospective employees requesting a Key Gaming License, including all work and reports.	5 Hours Each	\$
Financial review for certain corporate financial activities such as mergers, acquisitions, debt transactions, or other filings will be conducted on an as needed basis, including all work and reports.	Up to 120 Hours Total	\$

Invoices are to be submitted monthly in arrears for work completed each month. All costs and expenses incurred by the Contractor are to be included in the proposed cost.

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

4.0 AWARD OF THE CONTRACT

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

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

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

https://procure.ohio.gov/Zip/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	http://eodreporting.oit.ohio.gov/searchAffirmativeAction.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. 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.