



Ohio Department of Job and Family Services
Request for Letterhead Bids (RLB)
Data and Telecommunications Distribution System
RLB#: R-1011-10-8070

I. Purpose

The Ohio Department of Job and Family Services (ODJFS) is soliciting bids from vendors with a current and valid State Term Schedule (STS) to install telephone and data cables and perform industry standard testing at various ODJFS locations throughout the State of Ohio. This Request for Letterhead Bids (RLB) document is released by, and the subsequent contract will be with the ODJFS, Office of Information Services (OIS). This request will be used to establish an open State of Ohio Purchase Order for the purpose of supporting the relocation of staff in the various networked locations. This proposed work is for installation of cabling and telecommunications equipment for individual small relocations of employees and/or offices at various ODJFS sites. The number of installations of data and telephone will vary from one (1) to fifteen (15) or more, depending upon individual office requirements. It is expected that ODJFS may have up to two hundred (200) general installations through June 30, 2011. There is no guarantee as to the amount of work to be performed or even that work will be performed under this RLB.

II. Time and Date of Submission

Organizations, companies, firms, or individuals who are interested in submitting letterhead bids must make their submission not later than **10:00 a.m. Eastern Standard Time on Friday, July 15, 2010**. Faxes will not be accepted. Proposals must be addressed to:

**Office of Legal and Acquisition Services
Ohio Department of Job and Family Services
Attn: Contracts and Acquisitions
30 E. Broad Street, 31st Floor
Columbus, Ohio 43215-3414**

For hand delivery on the due date all proposals will be accepted at the Office of Contracts and Acquisitions Desk at 30 E. Broad Street, 31st Floor, Columbus, Ohio 43215. **DAS/OIT WILL NOT ACCEPT PROPOSALS FOR THIS RLB.** ODJFS is not responsible for any proposals delivered to any address other than the address provided above.

All submissions, whether by mail or hand delivery, must be received complete by the above date and time. Materials received after the submission deadline date, or partial submissions received regardless of the date, will not be added to previous submissions, nor be considered. No confirmations of mailed proposals received can be provided.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RLB, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the vendor selected.

III. Anticipated Procurement and Project Timetable

June 29, 2010	ODJFS Releases RLB to Potential Vendors. Q & A Period Opens - Vendors may submit inquiries for RLB clarification
July 07, 2010	Vendor Q & A Period closes. NOTE: No further inquiries for RLB clarification will be accepted after 8:00 a.m. Eastern Standard Time
July 15, 2010	Deadline for Vendors to Submit Proposals (10:00 a.m., Eastern Standard Time)
July 21, 2010	Proposal evaluation and vendor award (estimated)
July 30, 2010	Purchase Order approval – work may not begin until a state Purchase Order has been fully approved by OBM. (estimated)
July 30, 2010	Work begins with Vendor team onsite at 4200 E. Fifth Ave. (estimated date based on purchase order approval date)
June 30, 2011	All project work must be completed.

ODJFS reserves the right to revise this schedule if in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

- ❖ According to requirements of ORC 126.07, ODJFS contracts are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, which is indicated by the approval of the Purchase Order (P.O.) The selected vendor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the ODJFS Contract Manager’s providing notice that the requirements of section 126.07 of the Ohio Revised Code have been met.

IV. Internet Question & Answer Period; RLB Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RLB via the Internet during the Question and Answer (Q & A) Period as outlined in Section III. Anticipated Procurement Timetable. To ask a question, potential vendors must use the following Internet process:

- * Access the ODJFS Web Page at <http://jfs.ohio.gov>;
- * Select “About ODJFS” on the front page;
- * Select “Doing Business with ODJFS” listed on the left column of the page;
- * Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”
- * Select RLB Number [R-1011-10-8070](#);
- * Follow the link to the dedicated web page;
 - * Select “Submit Inquiry” near the bottom of the web page; and
- * Follow the instructions and guidelines as follows to send an e-mail question.

Questions to this RLB must reference the relevant part of this RLB, the heading for the provision under question, and the number and/or section of the RLB where the provision can be found. The potential vendor must also include his or her name, the company name, and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RLB provision or location, or which do not include an identification for the originator of the question. ODJFS will not respond to any questions submitted after **8:00 a.m.** on the date that the Q & A period closes.

ODJFS responses to all questions asked via the Internet will be posted on the Internet web site dedicated to this RLB, for reference by all potential vendors. Potential vendors will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the "ODJFS Question and Answer Document" for this RLB; when possible, ODJFS may post an interim Q & A Document as well as the final version. Vendor proposals in response to this RLB are to take into account any information communicated by ODJFS in the Final Q & A Document for the RLB. **It is the responsibility of all potential vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding any RLB.**

Accessibility to the ODJFS Q & A Document will be clearly identified on the web site dedicated to this RLB, once that document is made available.

IMPORTANT: Requests from potential vendors for copies of previous RLBs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RLB. PRRs, submitted in accordance with directions provided in Section XVI. Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RLB clarification do not apply to PRRs.

Requirements under a current project may or may not be required by ODJFS under any future contract, and so may not be useful information for vendors who choose to respond to the RLB; therefore, vendors are to base their RLB responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in the RLB and, if applicable, in the Q&A document, NOT on details of a current or past related contract. If vendors ask questions about existing or past contracts using the Internet Q & A process, ODJFS will use its discretion in deciding whether to provide answers.

ODJFS will only answer those questions submitted within the established time period for the vendor Q & A process (see Section III. Anticipated Procurement Timetable, above), and which pertain to issues of RLB clarity, and which are not requests for public records. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

V. Qualifications

Vendors' proposals must address all the following minimum qualifications as well as organizational and staff experience and capabilities:

In order to be considered for the purchase order expected to result from this RLB, ODJFS requires that interested vendors **must** be a current Office of Information Technology (OIT) State Term Schedule (STS) authorized vendor. Vendors are required to submit a copy of their STS cover page as part of their proposals. Proposals submitted from any other entity or individuals will be rejected.

For evaluation purposes, bids offered will be considered firm. Costs incurred in the preparation of bids/proposals are to be borne by the vendor, and ODJFS will not contribute in any way to the costs of the preparation.

This project is considered to be a time and materials project for planned and unplanned cabling projects at ODJFS state and county sites throughout the state. Pricing for all materials and labor must be at or below STS pricing at the time of installation. Material or labor pricing may change after award of the RLB if the vendor's STS pricing changes, but the percentage discount off of STS may not change. If vendors STS pricing does change upward for any item, those items must be discounted at the same percentage rate as bid in this RLB. If it is determined that STS price increases are excessive, ODJFS may decide to re-bid this project at any time. ODJFS may also, at its sole discretion negotiate with a selected vendor for additional price decreases at any time.

Invoicing: As this is a time and materials solicitation, the vendor will invoice upon completion of a single cabling project.

Vendors which do not meet all the of the following experience and qualifications as stated below will be disqualified from further consideration for award.

A. Organizational Experience and Capabilities

In order to be considered for the purchase order expected to result from this RLB, ODJFS requires that interested vendors provide the following:

1. Background information on the vendor, including subcontractors, if appropriate, indicating sufficient organizational experience and staffing to perform the required work. In the event that the vendor proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment are required as well;
2. Descriptions of at least two (2), but no more than four (4) projects completed in the past five (5) years that demonstrate expertise which are similar in size, scope, and effort that is described in Section VI, Scope of Work; and
3. Names and contact information from at least three (3) entities for which the vendor has performed similar scale projects in the past five (5) years.

B. Staff Experience and Capabilities

The vendor must demonstrate significant expertise by assigning qualified individuals for this project. For each of the individuals a vendor is offering to ODJFS to perform the work, the vendor must, at minimum:

1. Identify the individual to be assigned for the duration of this activity and specify why this individual is key to the activity's success;
2. Include a resume or curriculum vitae for the assigned positions expected to work on the project.

C. Vendors who plan to submit a bid proposal for this project must also certify that they are in compliance with the following:

1. Vendor certifies that neither vendor, nor any principal of vendor is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, 45 CFR Part 76, or other applicable statutes or regulations.
2. Vendor certifies that vendor is not on the list established by the Ohio Secretary of State pursuant to Section 121.23 of the Ohio Revised Code that identifies Vendor as having more than one unfair labor practice contempt of court finding.
3. Vendor certifies that vendor is not subject to a finding for recovery under Ohio Revised Code Section 9.24 or it has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section to contract with the State of Ohio.
4. Vendor certifies that all approvals, licenses or other qualifications necessary to conduct business in Ohio have been obtained and are operative. If any time during the contractual period vendor becomes disqualified from conducting business in Ohio, for whatever reason, vendor must immediately notify ODJFS of the disqualification, and vendor will immediately cease performance of its obligation hereunder.

5. Vendor, its officers, employees, members, and subcontractors hereby certifies current and ongoing compliance with the statutes and regulations pertaining to The Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

VI. Scope of Work

The purpose of this RLB is to solicit and secure labor and material rates for planned and unplanned cabling projects at ODJFS state and county offices statewide. This request will be used to establish an open Purchase Order for the purpose of supporting the relocation of staff in the various networked locations.

For the purposes of evaluating this RLB, vendors are required to provide line item quantities and prices for both labor and materials based on two (2) hypothetical scenarios and a materials list provided under VII. Format of Submission, TAB H - Pricing Spreadsheet and Cost Proposal Form.

The selected vendor will be notified and must be prepared to begin work upon receiving a State of Ohio Purchase Order from ODJFS, which is anticipated to be on or about July 30, 2010. Contracts are not valid and enforceable until all funding approvals as required by the Ohio Revised Code Section 126.07 have been obtained by the State, and the actual start-work date can be no earlier than the date of those funding approvals. The designated ODJFS Contract Manager will notify the selected vendor of the actual start-work date. Any work done by the vendor prior to that notification will not be reimbursed by ODJFS.

- A. Contractor must furnish all staff, tools, materials, and equipment necessary to install and test data and telephone cabling outlined in this RLB.
- B. All work must be done in accordance with all national, state, and local codes.
- C. Contractor shall be wholly responsible for any and all damages caused or affiliated with this service.
- D. Job site must be clean and maintained in a safe manner.
- E. Vendor is responsible for any and all permits necessary to perform this service.
- F. Contractor is responsible for bringing all materials and equipment to jobsite.
- G. Each telecommunication outlet and all backbone cabling run will be tested and documented according to the guidelines that are defined in **Attachment B** - Field Test Requirements.

VII. Format of Submission

Vendors interested in submitting letterhead bids must submit two (2) copies of their response in hard copy and two (2) copies of their response on compact disc (CD) in Microsoft Word, Microsoft Excel, or Adobe Portable Document Format (PDF).

The Technical Proposal must contain all the information as specified and requested for each of the components listed below (Tabs A through H). A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. The following outline for the preparation of the Proposal in response to this RLB is intended to assist in the development of effectiveness and clarity.

The vendor's technical proposal must contain the following components (organized in eight (8) primary tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RLB section number/letter such as charts, tables, timelines, excerpts of past related projects, etc., must be provided as an appendix to the proposal and so marked as an additional tab. However, the proposal will be scored based on the relevancy to the stated responsibilities as well as the conciseness, clarity, flow, and professionalism of the information presented. Vendors may add information not called for in the RLB,

but ODJFS reserves the right to review or not review any non-required materials. All pages shall be sequentially numbered.

- Tab A** – Cover Letter
- Tab B** – Vendor Profile
- Tab C** – Qualifications
- Tab D** – Request for Taxpayer ID Form W-9
- Tab E** – Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization (DMA) form
- Tab F** – Workers Compensation & Insurance Verification
- Tab G** – Required Vendor Information and Certifications Document
- Tab H** - Pricing Spreadsheet and Cost Proposal Form

Tab A – Cover Letter: The cover letter must provide the following and be signed by an individual authorized to legally bind the vendor.

- A. A statement regarding the vendor’s legal structure, federal tax identification number, and principle place of business;
- B. The name, address, phone number, and fax number of a contact person who has authority to answer questions regarding the proposal; and
- C. Vendors are required to submit a copy of their STS cover page as part of their proposals which includes their valid State Term Schedule (STS) number and expiration date.

Tab B – Vendor Profile: The vendor proposal must include all documents and information as outlined in **Section V., Items A and B** demonstrating how the vendor and its staff meet the requirements, specifically:

- Sub-Tab B.1** – Organizational Experience and Capabilities
- Sub-Tab B.2** – Staff Experience and Capabilities

Additionally, the vendor profile must include the type of organization (corporation, partnership, etc.), the type of ownership (corporate officers, partners), number of employees, number of employees engaged in tasks directly related to the work in this request, and any other information that will help the evaluators gauge the ability of the vendor to fulfill the obligations of a subsequent contract. Other documents supporting vendor qualifications may also be submitted.

Tab C – Vendor Qualifications: The vendor proposal must include all documents and information as outlined in **Section V., Item C**, demonstrating how the vendor and its staff meet the requirements, and specifically:

Sub-Tab C.1 – Vendor certifies that neither vendor, nor any principal of vendor is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, 45 CFR Part 76, or other applicable statutes or regulations. (Section V., Item A.)

Sub-Tab C.2– Vendor certifies that vendor is not on the list established by the Ohio Secretary of State pursuant to Section 121.23 of the Ohio Revised Code that identifies Vendor as having more than one unfair labor practice contempt of court finding. (Section V., Item B.)

Sub-Tab C.3 – Vendor certifies that vendor is not subject to a finding for recovery under Ohio Revised Code Section 9.24 or it has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section to contract with the State of Ohio. (Section V., Item C.)

Sub-Tab C.4 – Vendor certifies that all approvals, licenses or other qualifications necessary to conduct business in Ohio have been obtained and are operative. If any time during the contractual period vendor becomes disqualified from conducting business in Ohio, for whatever reason, vendor must immediately notify ODJFS of the disqualification, and vendor will immediately cease performance of its obligation hereunder. (Section V., Item D.)

Sub-Tab C.5 – Vendor, its officers, employees, members, and subcontractors hereby certifies current and ongoing compliance with the statutes and regulations pertaining to The Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973. (Section V., Item E.)

Tab D – Request for Taxpayer ID Form W-9: Vendors must complete, sign in Blue ink, and return with their proposal as part of Tab D of vendor proposal. **A copy can be obtained at the website below.**

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Tab E – Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization (DMA) Form:

All bidders are required to complete and attach the signed Ohio Homeland Security form, “Government Business and Funding Contracts”. A copy is attached for your convenience or a copy can be obtained at the website below.

http://www.homelandsecurity.ohio.gov/dma/dma_forms.asp

Click on: [DMA for funding and business contracts](#)

Bidders should check the current list of US State Department Terrorist Exclusion list at the Ohio Homeland Security website:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

Failure to complete, sign, and return the Government Business and Funding Contracts form and return it with your bid, may result in your bid being rejected as being non-responsive.

Tab F – Workers Compensation & Insurance Verification: Bidding Vendor must provide proof (copy of current certificate) that the Vendor is covered by Worker’s Compensation Insurance. The Bidding Vendor must also provide proof of Employers Liability or Contractor’s Insurance. **All** Bidding Vendors are subject to this requirement.

Tab G – Required Vendor Information and Certifications Document: Vendors must complete, sign in Blue ink, and return with their proposal as part of Tab G of vendor proposal. **A copy accompanies this RLB as Attachment E.**

Tab H – Pricing Spreadsheet and Cost Proposal Form: Bidding vendors are required to submit pricing using the attached Pricing Spreadsheet (**Attachment A**) and the Cost Proposal Form (**Attachment F**). Bidders who do not fill-in and submit the Pricing Spreadsheet and the Cost Proposal Form as specified in this RLB will have their bids rejected.

Any miscellaneous items required to complete this project, but not appearing on a State Term Schedule, can not and will not be billed to the state. Any items or materials that a vendor/contractor believe are necessary for the completion of the project that do not appear on the vendor/contractor’s State Term Schedule must be added to the vendor/contractor’s State Term Schedule prior to submission of a proposal or else such items may not be charged to the State. No extension time will be granted to allow additional time for the vendor/contractor to update their STS beyond the due date of bids to ODJFS.

The vendor must provide pricing for the following hypothetical scenarios and materials list:

Scenario A

A single one hundred foot CAT 5E cable run from the point of termination (existing patch panel) over a drop ceiling to an existing faceplate in a hard wall office. Pricing is requested for labor/travel to a site within 50 miles of downtown Columbus. **Please note:** No additional reimbursement for travel will be made; all travel costs must be included in labor rate.

Scenario B

A single one hundred foot CAT 5E cable run from the point of termination(existing patch panel) over a drop ceiling to an existing faceplate in a hard wall office. Pricing is requested for labor/travel to a site outside of 50 miles from downtown Columbus. **Please note:** No additional reimbursement for travel will be made; all travel costs must be included in labor rate.

Materials List

Item	Quantity	MFG	MFG Part Number
Corning CCH-01U	1		
CCH-UM12-05-70S	1		
CCH-CP12-E4	1		
10' CAT 5E Patch Cable (non-booted)	1		
15' CAT 5E Patch Cable (non-booted)	1		
2U Cable Management - Horizontal	1	Panduit	WMPF1E
1U Cable Management - Horizontal	1	Panduit	WMPSE
Cable Management - Vertical D ring	1	Panduit	CMVDR1
Cable Management - Vertical D ring	1	Panduit	CMVDR2
1M Fiber LC-LC 62.5u Multimode - Duplex	1		
3M Fiber LC-LC 62.5u Multimode - Duplex	1		
5M Fiber LC-LC 62.5u Multimode - Duplex	1		
10M Fiber LC-LC 62.5u Multimode - Duplex	1		
1M Fiber LC-LC 50u Multimode - Duplex	1		
3M Fiber LC-LC 50u Multimode - Duplex	1		
5M Fiber LC-LC 50u Multimode - Duplex	1		
10M Fiber LC-LC 50u Multimode - Duplex	1		
2 Port Ivory Face Plate	1		
4 Port Ivory Face Plate	1		
CAT 5e 568A/B Jack	1		
CAT 5E 568A/B 48 Port Patch Panel	1		

4 Post Rack 19in Adjustable 7'	1		
Wall Box	1		
350 MHZ Plenum Cable	100'		
Labor within 50 miles of Downtown Columbus	Per Hour		
Labor outside 50 miles of Downtown Columbus	Per Hour		

VIII. Selection Process

ODJFS may, at its sole discretion, choose to issue purchase orders to the next lowest and most responsive bidder to serve as a backup for the winning vendor.

This bid solicitation is based upon a vendor/contractor’s State of Ohio State Term Schedule. The Ohio Department of Job and Family Services has determined that all of the Labor and Materials required to perform this project should be on vendor/contractors’ State Term Schedules. Any proposal submitted must be limited to the labor and materials appearing on the vendor/contractor’s current State Term Schedule.

Vendors submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical Proposal. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS. Vendors should not assume that the review members are familiar with their current work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. Final selection of the vendor will be based upon the criteria specified in Sections V., and VI., of this RLB. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review committee may waive minor defects that are not material when no prejudice will result to the rights of any vendor or to the public. ODJFS reserves the right to require clarification of any information provided in vendors’ proposals. In scoring the proposals, ODJFS will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration.**

1. Was the vendor’s proposal received by the deadline and at the location specified in Section II. the RLB?
2. Did the vendor submit two (2) paper copies and two (2) electronic copies (CDs) of their Technical Proposal labeled: “Data and Telecommunications Distribution System RLB#: R-1011-10-8070”?
3. Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in this RLB?
4. Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (*i.e.*, the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?
5. Is the vendor a current Office of Information Technology (OIT) State Term Schedule (STS) authorized vendor.

B. Phase II. Review—Criteria for Scoring the Technical Proposal:

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review, by assessing how well the vendor meets the requirements as specified in Sections V., and VI., of this RLB. Using the score sheet for Phase II scoring (see **Attachment G** of this RLB for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

A maximum of **224** points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least **150** points (indicating that the vendor is capable of successfully performing contractual duties) out of the possible **224** points to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration and its cost proposal will neither be opened nor considered.

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”- a particular RLB requirement was not addressed in the vendor’s proposal, **Score: 0**

“Partially Meets Requirement”- Vendor proposal demonstrates some attempt at meeting a particular RLB requirement, but that attempt falls below acceptable level, **Score: 6**

“Meets Requirement”- Vendor proposal fulfills a particular RLB requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

“Exceeds Requirement”- Vendor proposal fulfills a particular RLB requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

IMPORTANT: Before submitting a proposal to ODJFS in response to this RLB, vendors are strongly encouraged to use the Technical Proposal Score Sheet (**Attachment G**) and the above technical performance scoring information to review their proposals for completeness, compliance, and quality.

C. Phase III. Review - Costs Scoring

Total Proposed Cost (**Attachment F**) will be scored by ranking the vendors on total proposed cost submitted with the proposal. The vendor offering the lowest total proposed cost will earn a score of forty (40) points for the Phase III cost score. Vendors offering total proposed cost no more than 10% above the lowest total proposed cost will earn a score of thirty (30) points; those whose total proposed cost are more than 10% above but less than 20% above will earn twenty (20) points; those whose total proposed cost more than 20% above but less than 30% above will earn ten (10) points; and those offering total proposed cost more than 30% above but less than 40% above will earn only five (5) points. Vendors offering total proposed cost in excess of 40% over the lowest total proposed cost offered will earn no points in the Phase III cost consideration. The points earned through this process are the vendor's Phase III score.

The final grand total score for each qualified vendor will be the sum of the Phase II Total Technical Score plus the offering vendor's Phase III Cost Score.

D. Final Selection

The PRT will recommend for selection the technically qualified vendor with the highest Final Total Score. At its sole discretion, ODJFS may choose to conduct interviews prior to final vendor selection. Interview question responses will then be considered according to a process comparable to the Technical Proposal Scoring described in Section VIII., Selection Process, of this RLB.

IX. Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR164.501 and any amendments thereto.

HIPAA compliance requires, at minimum, that the contractor:

- A. Shall not use or disclose PHI except as specifically required under the terms of the contract with ODJFS, or as otherwise required under the HIPAA regulations or other applicable law.
- B. Shall use appropriate safeguards to protect against use or disclosure not provided for by this Agreement.
- C. Shall promptly report to ODJFS any knowledge of uses or disclosures of PHI that are not in accordance with the contract or applicable law. In addition, the CONTRACTOR shall mitigate any adverse effects of such a breach to the extent possible.
- D. Shall ensure that all its agents and subcontractors that receive PHI from or on behalf of the contractor and/or ODJFS agree to the same restrictions and conditions that apply to contractor with respect to the use or disclosure of PHI.
- E. Shall make available to ODJFS such information as ODJFS may require to fulfill its obligations to provide access to, provide a copy of, and account for disclosures with respect to PHI pursuant to HIPAA and related regulations.
- F. Shall make PHI available to ODJFS in order for ODJFS to fulfill its obligations pursuant to HIPAA to amend the information and shall, as directed by ODJFS, incorporate any amendments into the information held by the contractor and ensure incorporation of any such amendments into information held by its agents or subcontractors.
- G. Shall make available its internal practices, books and records relating to the use and disclosure of PHI received from ODJFS, or created and received by the contractor on behalf of ODJFS, to ODJFS and to the Secretary of the U.S. Department of Health and Human Services for the purpose of determining ODJFS compliance with HIPAA and the regulations promulgated by the United States Department of Health & Human Services and any amendment thereto.
- H. Shall, upon termination of this Agreement, at the option of ODJFS, return to ODJFS, or destroy, all PHI in its possession, and keep no copies of the information except as requested by ODJFS or required by law. If the contractor or its agent or subcontractor destroy any PHI, then the contractor will provide ODJFS with documentation evidencing such destruction. Any PHI maintained by the contractor shall continue to be extended the same as required by HIPAA and ODJFS for as long as it is maintained.

In the event of a material breach of contractor obligations under this section, ODJFS may at its option terminate the contract according to provisions within the contract for termination.

X. State Contracts

Proposals must list any current contracts the vendor has with State of Ohio agencies. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed.

XI. Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in ORC 1333.61 in their proposals in response to any ODJFS Requests for Proposals (RFP), Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals voluntarily submitted in response to any ODJFS RFP to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to any RFP, RLB, etc., shall become the property of ODJFS. After the selection of the vendor, any proposals submitted in response to an RFP are deemed to be public records pursuant to R.C. 149.43. The term “proposal” shall mean both the technical and the cost proposals, if opened, submitted by the vendor, any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS RFP, RLB, etc. which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

XII. Contractual Requirements

Any purchase order resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the OIT State Term Schedule, which is available upon request. Potential vendors are strongly encouraged to download and read a copy of the Schedule to be fully aware of OIT Schedule requirements.

Any Contractor proposing to use a subcontractor for any part of the work described in this RLB must clearly identify the subcontractor(s) in their letter bid. The proposal must include a letter from the proposed subcontractor(s) signed by a person authorized to legally bind the subcontractor, indicating the following:

- A. The subcontractor’s legal status, federal tax ID number, and principle business address;
- B. The name, telephone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
- C. A complete description of the work the subcontractor will do;
- D. A commitment to do the work, if the primary contractor is selected;
- E. A statement that the subcontractor has read the RLB and understands the RLB, the nature of the work, and the requirements of the RLB.

XIII. Prevailing Wage

For the purpose of this RLB, it is not expected that any one work at a given site will exceed prevailing wage thresholds. However, where applicable, the vendor shall pay the prevailing wage rates of the project locality, as determined by the Ohio Department of Commerce, Wage and Hour Division, to laborers and mechanics performing work on this project. The vendor shall comply with the provisions, duties, obligations, and is subject to the remedies and penalties of Chapter 4115, ORC, “Wages and Hours on Public Works.” If and when this project should be awarded to a vendor/contractor that vendor/contractor must forward Certified Payroll Reports to ODJFS demonstrating that Prevailing Wages were paid to the vendor/contractor’s workforce during the course of this project to completion. ODJFS will review such reports and will then review the invoices for the project work for approval if the vendor/contractor has met the standards set for Prevailing Wage for a public project.

All vendor Prevailing Wage Reports during the term of the project are to be sent to:

**Prevailing Wage Coordinator
Office of Employee Business Services
Ohio Department of Job and Family Services
30 East Broad Street, 32nd Floor.
Columbus, Ohio 43215**

XIV. Ethical and Conflict of Interest Requirements

1. No contractor or individual, company or organization seeking a contract shall promise or give to any ODJFS employee of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No contractor or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees.
3. Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by ODJFS to enter into a contract.
4. ODJFS employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.
5. In submitting a bid in response to this solicitation the vendor certifies that it has reviewed, knows, and understands the State of Ohio's ethics and conflict of interest laws and the Governor's Executive Order 2007-01S pertaining to ethics. The vendor further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned executive order.

XV. Other Requirements

ODJFS is under no obligation to purchase any services as a result of this solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed with the project.

Costs incurred in the preparation of this proposal are to be borne by the bidder, and ODJFS will not contribute in any way to the costs of the preparation.

All agreements will require that the contractor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

Public release of any evaluation or monitoring reports funded under this agreement will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

XVI. Communications Prohibited

From the issuance date of this RLB until the contract award has been formally announced by the ODJFS Director, there may be no communications concerning the RLB between any vendor which expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RLB or the selection of the contractor(s).

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section IV, Internet Question and Answer Period;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor which could submit a proposal in response to this RLB;
3. As part of an interview or proposal clarification process initiated by ODJFS as necessary to make a final vendor selection;
4. If it becomes necessary to revise any part of this RLB, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RLB;* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

* **Important Note:** Amendments to the RLB or to any documents related to it will be accessible to interested vendors through the original web page established for the RLB. All interested vendors must refer to that web page regularly for amendments or other announcements. ODJFS will not specifically notify any vendor of changes or announcements related to this RLB except through the website posting. It is the affirmative responsibility of interested vendors to be aware of and to fully respond to all updated information posted on this web page.

ODJFS is not responsible for the accuracy of any information regarding this RLB that was obtained or gathered through a source other than the Question and Answer process described in this RLB. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

XVII. Indemnity

Vendors submitting proposals in response to this request who receive an award of this project to a vendor/contractor said contractor will indemnify the State against all liability or expense resulting from bodily injury to any person (including injury resulting in death) or damage to property arising out of the performance of any such award, providing that such bodily injury or property damage is due to the negligence of the Contractor, its employees, agents, or subcontractors.

Damages to Facility

Vendor will be held responsible for any damages to the facility caused by vendor staff.

XVIII. Equal Employment Opportunity

The bidder by submitting a bid for this project thereby certifies that the bidder is in compliance with all Ohio laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111, and all related Executive Orders of the Governor of Ohio.

XIX. Drug Free Workplace

Vendors submitting proposals in response to this request who receive an award for this project will make a good faith effort to ensure that none of its employees are under the influence of or possess illegal drugs or alcohol or abuse prescription drugs while they are on State property.

XX. Safety

Vendor will comply with any OSHA or site specific safety regulations.

XXI. Protests

Any potential, or actual, vendor objecting to the award of a contract resulting from the issuance of this solicitation may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual bidder objecting to the award of a purchase order resulting from this solicitation. The protest shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The name and number of the solicitation being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by ODJFS;
 - e. A statement as to the form of relief requested from ODJFS; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

2. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RLB or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. of the closing date for receipt of proposals as specified in Section II., Time and Date of Submission.

 - b. If the protest relates to the announced intent to make the award, the protest shall be filed no later than 3:00 p.m. of the **third (3rd) business** day after the issuance of notification to all responding vendors regarding the State's intent to the award. The date of this ODJFS notification to responding vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.

3. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item #2 of this section.

4. All protests must be filed at the following location:

Chief Legal Counsel, Office of Legal Services
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414

5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.

6. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

XXII. ATTACHMENTS / ACCOMPLISHMENTS

- A. Pricing Spreadsheet** (*Vendors are to complete, & return with their proposal as part of TAB H of Vendor Proposal*)
- B. Field Test Requirements Category 5e**
- C. Request for Taxpayer Identification Form W-9** (*Vendors are to complete, sign in BLUE ink, & return with their proposal as part of TAB D of Vendor Proposal*)
- D. Declaration Regarding Material Assistance/Nonassistance To A Terrorist Organization (DMA) Form** (*Vendors are to complete, sign, & return with their proposal as part of TAB E of Vendor Proposal*)
- E. Required Vendor Information and Certification Document** (*Vendors are to complete, sign, & return with their proposal as part of TAB G of Vendor Proposal*)
- F. Cost Proposal Form** (*Vendors are to complete, & return with their proposal as part of TAB H of Vendor Proposal*)
- G. Technical Proposal Score Sheet** (*Provided for vendor self-evaluation - not to be returned with the bid*)

Thank you for your interest in this project.



Attachment A: ODJFS FY2010 Wiring Bid Template

Instructions: Vendor must fill out the fields shaded in gray.

Vendor Name:

Item	Quantity	MFG	MFG Part Number	STS Number	STS Published Price	STS Page Number	Vendor Part Number	RLB Quoted Unit Price	Extended RLB Price
Corning CCH-01U	1								
CCH-UM 12-05-70S	1								
CCH-CP12-E4	1								
10' CAT 5E Patch Cable (non-booted)	1								
15' CAT 5E Patch Cable (non-booted)	1								
2U Cable Management - Horizontal	1	Panduit	WMPF1E						
1U Cable Management - Horizontal	1	Panduit	WMPSE						
Cable Management - Vertical D ring	1	Panduit	CMVDR1						
Cable Management - Vertical D ring	1	Panduit	CMVDR2						
1M Fiber LC-LC 62.5u Multimode - Duplex	1								
3M Fiber LC-LC 62.5u Multimode - Duplex	1								
5M Fiber LC-LC 62.5u Multimode - Duplex	1								
10M Fiber LC-LC 62.5u Multimode - Duplex	1								
1M Fiber LC-LC 50u Multimode - Duplex	1								
3M Fiber LC-LC 50u Multimode - Duplex	1								
5M Fiber LC-LC 50u Multimode - Duplex	1								
10M Fiber LC-LC 50u Multimode - Duplex	1								
2 Port Ivory Face Plate	1								
4 Port Ivory Face Plate	1								
CAT 5e 568A/B Jack	1								
CAT 5E 568A/B 48 Port Patch Panel	1								
4 Post Rack 19in Adjustable 7'	1								
Wall Box	1								
350 MHZ Plenum Cable	100'								
Labor within 50 miles of Downtown Columbus	Per Hour								
Labor outside 50 miles of Downtown Columbus	Per Hour								

Attachment B

Field Test Requirements

I. Cat 5e Installation: field test requirements upon completion of the installation.

A. General Requirements

1. Every cabling link in the installation shall be tested in accordance with the Telecommunications Industry Association (TIA) standard ANSI/TIA/EIA-568-B.1 (March 2001) Section 11.2: 100-Ohm twisted-pair transmission performance and field test requirements.
2. One hundred percent of the installed cabling links must be tested and must pass the requirements of the standards mentioned in I.A.2 above and as further detailed in Section I.B. Any failing link must be diagnosed and corrected. The corrective action shall be followed with a new test to prove that the corrected link meets the performance requirements. The final and passing result of the tests for all links shall be provided in the test results documentation in accordance with Section I.C below.
3. Trained technicians who have successfully attended an appropriate training program and have obtained a certificate as proof thereof shall execute the tests. Appropriate training programs include but are not limited to installation certification programs provided by BiCSi or the ACP (Association of Cabling Professionals).
4. The test equipment (tester) shall comply with or exceed the accuracy requirements for enhanced level II (Level II-E) field testers as defined in TIA-568-B; Annex I: Section I.4. The tester including the appropriate interface adapter must meet the specified accuracy requirements. The accuracy requirements for the permanent link test configuration (baseline accuracy plus adapter contribution) are specified in Table I.4 of Annex I of TIA/EIA-568-B.2. (Table I.5 in this TIA document specifies the accuracy requirements for the Channel configuration.)
5. The tester shall be within the calibration period recommended by the vendor in order to achieve the vendor-specified measurement accuracy.
6. The tester interface adapters must be of high quality and the cable shall not show any twisting or kinking resulting from coiling and storing of the tester interface adapters. In order to deliver optimum accuracy, preference is given to a permanent link interface adapter for the tester that can be calibrated to extend the reference plane of the Return Loss measurement to the permanent link interface. The contractor shall provide proof that the interface has been calibrated within the period recommended by the vendor. To ensure that normal handling on the job does not cause measurable Return Loss change, the adapter cord cable shall not be of twisted-pair construction.
7. The Pass or Fail condition for the link-under-test is determined by the results of the required individual tests (detailed in Section I.B). Any Fail or Fail* result yields a Fail for the link-under-test. In order to achieve an overall Pass condition, the results for each individual test parameter must Pass or Pass*.
8. A Pass or Fail result for each parameter is determined by comparing the measured values with the specified test limits for that parameter. The test result of a parameter shall be marked with an asterisk (*) when the result is closer to the test limit than the accuracy of the field tester. The field tester manufacturer must provide documentation as an aid to interpret results marked with asterisks.

Optional Requirements:

9. A representative of the end-user shall be invited to witness field testing. The representative shall be notified of the start date of the testing phase five business days before testing commences.

10. A representative of the end-user will select a random sample of 5% of the installed links. The representative (or his authorized delegate) shall test these randomly selected links and the results are to be stored in accordance with the prescriptions in Section I.C. The results obtained shall be compared to the data provided by the installation contractor. If more than 2% of the sample results differ in terms of the pass/fail determination, the installation contractor under supervision of the end-user representative shall repeat 100% testing and the cost shall be borne by the installation contractor.

B. Performance Test Parameters

The test parameters for Cat 5e are defined in TIA Cat 5e standard, which refers to the ANSI/TIA/EIA-568-B.2 standard. The test of each link shall contain all of the following parameters as detailed below. In order to pass the test all measurements (at each frequency in the range from 1 MHz through 100 MHz) must meet or exceed the limit value determined in the above-mentioned standard.

1. Wire Map

Wire Map shall report Pass if the wiring of each wire-pair from end to end is determined to be correct. The Wire Map results shall include the continuity of the shield connection if present.

2. Length

The field tester shall be capable of measuring length of all pairs of a basic link or channel based on the propagation delay measurement and the average value for NVP (1). The physical length of the link shall be calculated using the pair with the shortest electrical delay. This length figure shall be reported and shall be used for making the Pass/Fail decision. The Pass/Fail criteria are based on the maximum length allowed for the Permanent Link configuration (90 meters – 295 feet) plus 10% to allow for the variation and uncertainty of NVP.

3. Insertion Loss (Attenuation)

Insertion Loss is a measure of signal loss in the permanent link or channel. The term “Attenuation” has been used to designate “Insertion Loss.” Insertion Loss shall be tested from 1 MHz through 100 MHz in maximum step size of 1 MHz. It is preferred to measure insertion loss at the same frequency intervals as NEXT Loss in order to provide a more accurate calculation of the Attenuation-to-Crosstalk ratio (ACR) parameter. Minimum test results documentation (summary results): Identify the worst wire pair (1 of 4 possible). The test results for the worst wire pair must show the highest attenuation value measured (worst case), the frequency at which this worst case value occurs, and the test limit value at this frequency.

4. NEXT Loss

Pair-to-pair near-end crosstalk loss (abbreviated as NEXT Loss) shall be tested for each wire pair combination from each end of the link (a total of 12 pair combinations). This parameter is to be measured from 1 through 100 MHz. NEXT Loss measures the crosstalk disturbance on a wire pair at the end from which the disturbance signal is transmitted (near-end) on the disturbing pair. The maximum step size for NEXT Loss measurements shall not exceed the maximum step size defined in the standard as shown in Table 1, column 2. Minimum test results documentation (summary results): Identify the wire pair combination that exhibits the worst case NEXT margin (2) *and* the wire pair combination that exhibits the worst value of NEXT (worst case). NEXT is to be measured from each end of the link-under-test. These wire pair combinations must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

Frequency Range (MHz)	Maximum Step size (MHz)
1 – 31.25	0.15
31.26 – 100	0.25

Table 1

5. PSNEXT Loss

Power Sum NEXT Loss shall be evaluated and reported for each wire pair from both ends of the link under-test (a total of eight results). PSNEXT Loss captures the combined near-end crosstalk effect (statistical) on a wire pair when all other pairs actively transmit signals. Like NEXT this test parameter must be evaluated from 1 through 100 MHz and the step size may not exceed the maximum step size defined in the standard as shown in Table 1, column 2.

Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for PSNEXT. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

6. ELFEXT Loss, pair-to-pair

Pair-to-pair FEXT Loss shall be measured for each wire-pair combination from both ends of the link under-test. FEXT Loss measures the crosstalk disturbance on a wire pair at the opposite end (far-end) from which the transmitter emits the disturbing signal on the disturbing pair. FEXT is measured to compute ELFEXT Loss that must be evaluated and reported in the test results. ELFEXT measures the relative strength of the far-end crosstalk disturbance relative to the attenuated signal that arrives at the end of the link. This test yields 24 wire pair combinations. ELFEXT is to be measured from 1 through 100 MHz and the maximum step size for FEXT Loss measurements shall not exceed the maximum step size defined in the standard as in Table 1, column 2.

Minimum test results documentation (summary results): Identify the wire pair combination that exhibits the worst-case margin and the wire pair combination that exhibits the worst value for ELFEXT. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

7. PSELFEXT Loss

Power Sum ELFEXT is a calculated parameter that combines the effect of the FEXT disturbance from three wire pairs on the fourth one. This test yields eight wire-pair combinations. Each wire-pair is evaluated from 1 through 100 MHz in frequency increments that do not exceed the maximum step size defined in the standard as shown in Table 1, column 2. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst pair combinations must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

8. Return Loss

Return Loss (RL) measures the total energy reflected on each wire pair. Return Loss is to be measured from both ends of the link-under-test for each wire pair. This parameter is also to be measured from 1 through 100 MHz in frequency increments that do not exceed the maximum step size defined in the standard as shown in Table 1, column 2.

Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for Return Loss. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

9. ACR

(Attenuation to crosstalk ratio) [This parameter is not demanded by the standard but may be required in order to obtain the premise wiring manufacturer's warranty]. ACR provides an indication of bandwidth for the two wire-pair network applications. ACR is a computed parameter that is analogous to ELFEXT and expresses the signal to noise ratio for a two wire-pair system. This calculation yields 12 combinations – six from each end of the link. Minimum test results documentation (summary results): Identify the wire pair combination that exhibits the worst-case margin and the wire pair combination that exhibits the worst value for ACR. These wire pair combinations must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

10. PSACR

[This parameter is not required by the standard but may be required in order to obtain the premise wiring vendor's warranty]. The Power Sum version of ACR is based on PSNEXT and takes into account the combined NEXT disturbance of all adjacent wire pairs on each individual pair. This calculation yields eight combinations –one for each wire pair from both ends of the link. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for PSACR. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

11. Propagation Delay

Propagation delay is the time required for the signal to travel from one of the link to the other. This measurement is to be performed for each of the four wire pairs. Minimum test results documentation (summary results): Identify the wire pair with the worst-case propagation delay. The report shall include the propagation delay value measured as well as the test limit value.

12. Delay Skew

[as defined in TIA/EIA-568-B.1; Section 11.2.4.11] This parameter shows the difference in propagation delay between the four wire pairs. The pair with the shortest propagation delay is the reference pair with a delay skew value of zero. Minimum test results documentation (summary results): Identify the wire pair with the worst-case propagation delay (the longest propagation delay). The report shall include the delay skew value measured as well as the test limit value.

C. Test Result Documentation

1. The test results information for each link shall be recorded in the memory of the field tester upon completion of the test.
2. The test results records saved by the tester shall be transferred into a Windows™-based database utility that allows for the maintenance, inspection and archiving of these test records. A guarantee must be made that the measurement results are transferred to the PC unaltered, i.e., “as saved in the tester” at the end of each test and that these results cannot be modified at a later time. Superior protection in this regard is offered by testers that transfer the numeric measurement data from the tester to the PC in a non-printable format.
3. The database for the completed job shall be stored and delivered on CD-ROM including the software tools required to view, inspect, and print any selection of test reports.
4. A paper copy of the test results shall be provided that lists all the links that have been tested with the following summary information
 - a) The identification of the link in accordance with the naming convention defined in the overall system documentation
 - b) The overall Pass/Fail evaluation of the link-under-test including the NEXT Headroom (overall worst case) number
 - c) The date and time the test results were saved in the memory of the tester.
5. General Information to be provided in the electronic data base with the test results information for each link:
 - a) The identification of the customer site as specified by the end-user
 - b) The identification of the link in accordance with the naming convention defined in the overall system documentation
 - c) The overall Pass/Fail evaluation of the link-under-test
 - d) The name of the standard selected to execute the stored test results
 - e) The cable type and the value of NVP used for length calculations
 - f) The date and time the test results were saved in the memory of the tester
 - g) The brand name, model and serial number of the tester
 - h) The identification of the tester interface

- i) The revision of the tester software and the revision of the test standards database in the tester
- j) The test results information must contain information on each of the required test parameters that are listed in Section I.B and as further detailed below under paragraph I.C6.

6. The detailed test results data to be provided in the electronic database for each tested link must contain the following information (*only one of these two formats must be specified*):

- a) For each of the frequency-dependent test parameters, the value measured at every frequency during the test is stored. In this case, the PC-resident database program must be able to process the stored results to display and print a color graph of the measured parameters. The PC-resident software must also provide a summary numeric format in which some critical information is provided numerically as defined by the summary results (minimum numeric test results documentation) as outlined above for each of the test parameters.

Length: Identify the wire-pair with the shortest electrical length, the value of the length rounded to the nearest 0.1 m (1) and the test limit value

Propagation delay: Identify the pair with the shortest propagation delay, the value measured in nanoseconds (ns) and the test limit value

Delay Skew: Identify the pair with the largest value for delay skew, the value calculated in nanoseconds (ns) and the test limit value

Attenuation: Minimum test results documentation as explained in Section I.B for the worst pair

Return Loss: Minimum test results documentation as explained in Section I.B for the worst pair as measured from each end of the link

NEXT, ELFEXT, ACR: Minimum test results documentation as explained in Section I.B for the worst pair combination as measured from each end of the link

PSNEXT, PSELFEXT, and PSACR: Minimum test results documentation as explained in Section I.B for the worst pair as measured from each end of the link

- b) For each of the frequency-dependent test parameters, the minimum test results documentation shall be stored for each wire-pair or wire-pair combination as observed from each end of the link. The minimum test results documentation for each test parameter shall be in compliance with the information in Section I.B.

Link length, propagation delay, and delay skew shall be reported for each wire pair as well as the test limit for each of these parameters.

1: Nominal Velocity of Propagation (NVP) expresses the speed of the electrical signals along the cabling link in relation to the speed of light in vacuum (3×10^8 m/second). Insulation characteristics and twist rate of the wire pair influence NVP in minor ways. Typically, an 'average' value for NVP is published for all four wire-pairs in a data cable.

*2: 'Margin' designates the difference between the measured value and the corresponding test limit value. For passing links, 'worst case margin' identifies the **smallest** margin over the entire frequency range; the point at which the measured performance is "closest" to the test limit.*



Attachment E
Data and Telecommunications Distribution System
RLB # R-1011-10-8070

REQUIRED VENDOR INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (ODJFS) requires the following information on vendors who submit proposals or bids in response to any ODJFS Requests for Proposals (RFPs) or Requests for Letterhead Bids (RLBs), in order to facilitate the development of the contract (or finalization of a purchase) with the selected vendor. ODJFS reserves the right to reject your proposal if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your proposal\bid. **Failure to provide such required information will result in your proposal’s immediate disqualification.**

Instructions: Provide the following information regarding the vendor submitting the proposal or bid. Vendors may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their proposals. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the vendor. Vendors are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFP\RLB specified a maximum page limit for vendor proposals\bids, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will **NOT** be counted against that page limit.

Vendors must provide all information

1. ODJFS RFP/RLB #:	2. Proposal Due Date:
3. Vendor Name: (legal name of the vendor – person or organization – to whom contract\purchase payments would be made)	4. Vendor Federal Tax ID # or Social Security #: (this number MUST correspond with the name in Item # 3)
5. Vendor Corporate Address:	6. Vendor Remittance Address: (or “same” if same as Item # 5)
7. Print or type information on the vendor representative/contact person authorized to answer questions on the proposal\bid: Vendor Representative: Representative’s Title: Address: Phone #: Fax #: E-Mail:	

8. Print or type the name of the vendor representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in #7, provide the following information on each such representative and specify their function):

Vendor Representative:
Representative's Title:
Address:
Phone #:
Fax #:
E-Mail:

9. Is this vendor an Ohio certified MBE? Yes No If yes, attach a copy of current certification to proposal\bid. (IF ODJFS has specified the RFP\RLB\purchase document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification **WILL RESULT IN DISQUALIFICATION.**)

10. Mandatory Vendor Certifications:

ODJFS may not enter into contracts with/make purchases from any vendors who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Vendors responding to any ODJFS RFP\RLB or other purchase opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. **Failure to provide proper affirming signature on any of these statements will result in the disqualification of your proposal\bid.**

I _____ (signature of representative shown in Item # 7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

11. Work Location Declaration: Identify the location(s) (city, state/province, country) where all work for the proposed project will be performed, by the proposing Vendor and by any Subcontractors: _____

12. Equal Employment Opportunity Information on the Vendor and any Subcontractor(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	Nationwide:	Ohio Offices:
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

B. **If you are the selected vendor, will you subcontract any part of the work?**

NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: _____

Address: _____

Work To Be Performed: _____
(a brief description) _____

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): _____

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed subcontractors:

	Nationwide:	Ohio Offices:
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

C. Identify all state contracts which the vendor has had approved by the Controlling Board since the beginning of the last fiscal year (i.e., since July 01, 2004) through this fiscal year to date. Also include contracts approved for ODJFS or institutions of higher education:

Total number of contracts: _____

For each state contract, list the state agency and provide the following information:

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

Attach additional pages if needed

13. Vendor and Grantee Ethics Certification

As a vendor or grantee doing business with* or receiving grants from the State of Ohio, I certify on behalf of _____ (name of vendor or grantee):

I have reviewed and understand Ohio ethics and conflict of interests laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.

I have reviewed and understand Governor Strickland's Executive Order Number 2007-01S.

I will not do anything inconsistent with those laws or Executive Order Number 2007-01S.

I acknowledge that failure to comply with this certification, is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Signature of authorized agent

Date

*"Doing business with" includes all contracts for goods and services, excluding purchases made using the State of Ohio's Payment Card Program that cost less than \$1,000.

14. I have read the ODJFS Model Contract attached to the RFP/RLB, and if awarded a contract, I will not _____ (or) I will _____ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected vendor. All requested changes to model contract language are subject to ODJFS approval.) (NOTE: Item 14 is not applicable and not required when the subject ODJFS procurement opportunity is offered only to State Term Schedule Vendors.)

15. I _____, (vendor representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of _____ (vendor's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this proposal in response to the ODJFS RFP/RLB/other purchase opportunity is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)



ATTACHMENT F: COST PROPOSAL FORM

Instructions:

Vendors are to complete the Cost Proposal Form, provided as Attachment E, to the RLB according to instructions, sign it, and submit it fully completed as the cost proposal.

Vendors are to propose their firm, fixed, all-inclusive rates per A & B below.

Vendors are to use their business expertise in pricing the work described in this RLB, taking into consideration any intervening steps or activities that must be performed in order to complete the work, and offer their rates accordingly, even if ODJFS does not explicitly identify those intervening costs in this RLB. No separate expenses will be paid under the contract to result from this RLB.

(A) Total Material Price Total \$ _____

(B) Total Labor Price Within 50 miles of Columbus Per Hour x 8hr = Total \$ _____

(C) Total Labor Price Outside 50 miles of Columbus Per Hour x 8hr = Total \$ _____

Total Proposed Cost \$ _____

This is a low cost bid in which the vendor's grand total cost proposal is the sum of the Materials and Labor to complete the job listed under the Scope of Work in the RLB. This total along with attachment "A" detailed labor and material list is used for purposes of vendor selection.

Name (Signature) and Title

Date of Signature



ATTACHMENT G
Data and Telecommunications Distribution System
Technical Proposal Score Sheet
RLB#: R-1011-10-8070

PHASE I: Initial Qualifying Criteria

The proposal must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RLB Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline and at the location specified in Section II. the RLB?	II.		
2	Did the vendor submit two (2) paper copies and two (2) electronic copies (CDs) of their <u>Technical Proposal</u> labeled: “ Data and Telecommunications Distribution System RLB#: R-1011-10-8070 ”?	VII.		
3	Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in this RLB?	V., VI. and VII.		
4	Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (<i>i.e.</i> , the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	VIII.		
5	Is the vendor a current Office of Information Technology (OIT) State Term Schedule (STS) authorized vendor.	I.		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Ohio Health Plans. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RLB, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirements

A technical proposal’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **150** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **224** points, will be disqualified from further consideration, and its cost proposal will neither be opened nor considered. Only that vendor who’s Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	RLB SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
MANDATORY VENDOR QUALIFICATIONS							
1	Vendor has submitted a copy of their STS cover page as part of their proposals.	VII.	2				
2	Vendor has provided a completed the FY2010 Wiring Bid Template (Attachment A).	Attach. A	2				
3	Information provided on the completed FY2010 Wiring Bid Template was correct and accurate (Attachment A).	Attach. A	2				
4	Vendor has provided a completed the Cost Proposal Form (Attachment F).	Attach. F	2				
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
5	The vendor has provided documentation of the vendor's experience in the design, implementation and evaluation of similar types of projects and has included descriptions of at least two, but no more than four, similar-sized projects completed in the past five (5) years that demonstrate expertise to successfully accomplish various State-wide projects.	V. and VI.	5				
6	The vendor has provided names and contact information for at least three entities, other than ODJFS, for which the vendor has performed similar scale projects for in the past five (5) years – AND - has provided the following information about each project: a. Company name and address; b. Contact person and phone number; c. Project name and time span; and, d. A detailed description of the scope of services provided that relate to the requirements of this RLB.	V. and VI.	5				
STAFF EXPERIENCE & CAPABILITIES							
7	The vendor has identified by position and by name, those staff they consider key to the project's success.	V. and VI.	3				
8	The vendor has included a resume or curriculum vitae for the assigned technicians who will perform the field testing.	V. and VI.	3				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE:							

Based upon the Grand Total Technical Score earned, does the vendor's proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor's Grand Total Technical Score must be at least 150 points.)

Yes _____ No _____

(If "No," Vendor's Cost Proposal will not be opened.)