Office of Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP900315
INDEX NUMBER: EDU066
UNSPSC CATEGORY: 80140000

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

TITLE: AGENCY CONFERENCE PLANNING AND COORDINATION

OBJECTIVE: DAS has the following objective that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work. The selected Contractor's responsibilities include but are not limited to planning and coordinating each conference, seminar or community activity in the state of Ohio including securing meeting space, necessary communications equipment, projectors, sound equipment, handouts, registrations and exhibitor registration and related space assignment. Statewide conferences are generally held in Columbus, Ohio.

RFP ISSUED:	June 4, 2014
INQUIRY PERIOD BEGINS:	June 4, 2014
INQUIRY PERIOD ENDS:	June 16, 2014 at 8:00 AM
PROPOSAL DUE DATE:	June 25, 2014 by 1:00 PM

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125

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:	**Name/Title:**
_____	_____
_____	_____
_____	
_____	Signature:_____
E-Mail Address:_____	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.
Phone Number: ( ) ____-_____, Ext._____	

TABLE OF CONTENTS

	Section Number
Cover Page (to be signed by Offeror) and Schedule of Events	Cover (Page 1)
Glossary of Terms	Page 2
Executive Summary (Objectives, Background and Scope of Work)	1.0
Evaluation of Proposals	2.0
Cost Summary	3.0
Award of the Contract	4.0
Links to Instructions, Forms, Terms and Conditions and additional resources	5.0
Guide for Proposal Submission	6.0

SUPPLEMENTS

ONE	OBM Rules and Regulations Link and G.S.A. per diem rates
TWO	Contract Performance Report for Agency Completion after Event

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

OTHER DEFINITIONS

Agency:	The Ohio Department of Education
Calendar Year:	January 1 through December 31 of the respective year
Contract Administrator:	The State representative responsible for Contract administration
Contractor:	A successful Offeror who shall perform the duties specified in the RFP and Contract
DAS:	The Department of Administrative Services
Electronic commerce technologies:	Electronic Data Interchange, Web Invoicing, and Payment cards
ODE:	The Ohio Department of Education
Offeror:	A company or individual submitting a Proposal in response to this RFP
RFP:	That certain Request for Proposal for the ODE, issued by the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, including any addenda, which by its terms is an integral part of the Contract.
State:	Refers to the state of Ohio, through any of its departments, agencies or representatives
State of OH fiscal year:	The period from July 1 of one calendar year through June 30 of the following calendar year.
Subcontractor:	Any service provider hired under contract with the Contractor to meet the requirements of this agreement.

1.0 EXECUTIVE SUMMARY

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

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

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date, or July 1, 2014 through June 30, 2016. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed three (3) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND The Ohio Department of Education (ODE) is an independent state agency that is legislatively charged with administering Ohio's elementary and secondary educational programs. The Department holds regional and statewide conferences and seminars throughout the year to provide educational experiences and training for school teachers, administrators, community leaders and parents.

1.4 OBJECTIVES ODE has the following objective that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work. The selected Contractor's responsibilities include but are not limited to planning and coordinating each conference, seminar or community activity in the state of Ohio including securing meeting space, necessary communications equipment, projectors, sound equipment, handouts, registrations and exhibitor registration and related space assignment. Statewide conferences are generally held in Columbus, Ohio.

The Contractor shall also provide decorating services for activities taking place at all designated locations; furniture, signage, and associated set up and move-out labor. Also included is the provision of advance storage, freight handling and drayage for exhibitors and show management as well as furnishings, entrance units, signage and associated labor for registration.

1.5 SCOPE OF WORK In addition to the Objectives (Section 1.3), the Contractor shall:

A. Plan each Agency Conference including Community Outreach programs
B. Secure Meeting place; utilize free government space as first priority
C. Obtain necessary communications equipment, projectors and sound equipment as needed; there will be no penalty or cost for the Agency using their own equipment whenever possible.
D. Provide furnishings and signage with associated personnel as requested.
E. Obtain advance storage and/or freight handling for exhibitors, at the exhibitor's cost.

1.5.1 TYPES OF MEETINGS WHICH MAY BE INCLUDED The estimated number of meetings or events will vary year to year. The number of attendees for each meeting will vary;

A. Annual Statewide conferences could involve 1,000 or more attendees;
B. Multi-day conferences with concurrent sessions in various rooms (International, National, Regional, State, Local);
C. Workshops/Seminars/Trainings;
D. Special Events;
E. Curriculum Development;
F. Parent or community outreach meetings;
G. Webinars.

1.5.2 QUALIFICATIONS The Offeror must document previous experience and expertise in providing a minimum of one (1) previous project, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Offeror must use the forms provided in this RFP to provide this information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

As a part of the submittal, the forms for prior projects, candidates and candidates' references must be included for a minimum of three (3) references for organizations and/or clients for whom the Offeror has successfully provided services on projects similar in nature, size and scope of work.

1.5.3 STAFFING PLAN The Offeror must provide a staffing plan that identifies all key personnel required to do the Project and their responsibilities on the Project. The State is seeking a staffing plan that matches the proposed Project personnel and qualifications to the activities and tasks that will be completed on the Project, including any subcontract work to be done. The plan must have the following information:

A. A matrix matching each key team member being utilized for the staffing requirements in this RFP
B. A contingency plan that shows the ability to provide qualified replacement personnel.
C. A discussion of the Offeror's ability to provide qualified replacement personnel.

1.5.4 STAFF RESPONSIBILITIES The following are examples of the staff that may be required to fulfill the Work.

MANAGER: Serve as the project manager, responsible for overseeing the project, planning, negotiating, located on-site and off-site of any meeting or conference as designated by the Agency.

OPERATIONS MANAGER: Serve as the logistics contact for the decorating, design, AV equipment, and set-up of the meeting or exhibit.

COMMUNICATIONS: Works with the Agency to coordinate marketing, communications to attendees, graphics design, software and printing.

DATABASE OPERATIONS: Responsible for the registration and tracking of attendees, exhibitors, updates of reports.

MEETING ADMINISTRATIVE ASSISTANT: Work with the managers to ensure all tasks are on target and communicated with the Agency Contact for each meeting/event.

REGISTRATION OF ATTENDEES: Works with all the managers to check on participants for their needs.

CREATIVE/GRAPHIC DESIGN: Provides layout and design, signage and printing as directed by the Agency

AV SPECIALIST: Works with the Agency to determine needs for AV equipment, rental, delivery, installation, maintains operational throughout the event

MANAGER OF LABOR: Manages and coordinates labor staff for receiving, unloading, loading, moving heavy equipment, exhibits, booths, dismantling and clean-up.

1.5.5 FINANCIAL ABILITY Part of the Proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP may expressly require the submission of financial statements from all Offerors in the Proposal Contents attachment. If the Proposal contents attachment does not make this an expressed requirement, DAS may still insist that an Offeror submit audited financial statements for up to the past three (3) years if DAS is concerned that an Offeror may not have the financial ability to carry out the Contract.

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

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

1.7 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.

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

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

1.10 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) 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	Accept	Reject
1. One year experience providing similar services to named references specified in the Proposal.		
2. Demonstrated ability to conduct registration and tracking of attendees, exhibitors, provide reports.		

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	495 Points
Proposal Cost	200 Points
Presentations, Interviews,(if applicable)	50 Points
Total	745 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

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	5		
2. Number of years in business, number of employees, financial stability	5		
3. Capacity to do the Work	8		
Offeror Prior Projects			
Provides proof of planning and coordinating a minimum of one (1) previous conference, seminar or community activity, of similar scope and size within the past five (5) years. Proof of same to be provided in Tab 2 of the response.	15		
Staffing Plan (General Instructions – Personnel Profile)			
1. Staff Qualifications – Staff resumes, including educational background and previous experience, if any.	12		
2. Experience of key personnel assigned to project	10		
Scope of Work (Work Plan)			
1. Methodologies proposed	10		
2. Plan of Action to work with the Agency	10		
3. Demonstrates understanding of Project	6		
4. Timeline proposed for tasks	5		
5. Solution proposed to meet requirements	8		
6. Offers other premium services for consideration (itemized and attached)	5		

Total Technical Score: _____

SUPPLEMENT ONE

LINK TO OFFICE OF BUDGET MANAGEMENT (OBM)

WEB SITE WITH ALL THE OBM RULES AND REGULATIONS AND O.R.C.

http://obm.ohio.gov/MiscPages/TravelRule/

WEB SITE WITH U.S. GENERAL SERVICES ADMINISTRATION (GSA) PER DIEM RATES (CONUS)
TRAVEL IS LIMITED TO THE TRAVEL REIMBURSEMENT IN ACCORDANCE TO:

http://www.gsa.gov/portal/category/100120

SUPPLEMENT TWO

State of Ohio – Department of Education
DAS/GSD/Office of Procurement Services
Contract Performance Report

(To be completed by the **Agency** for each project/service event)

Please take a moment to let us know how this Contract award has measured up to your expectation. If reporting on more than one Contractor or service, make additional copies as needed. The Administration will use the information to monitor and improve the Contract, when appropriate.

Contract No. CSP900315 EDU066 Contractor:_____

Service is defined as a deliverable under the RFP or Contract, which may include services and/or technology.

	Excellent	Good	Acceptable	Unacceptable
Service meets your needs				
Service meets contract specifications				
Pricing is competitive & fair				

Contractor:

	Excellent	Good	Acceptable	Unacceptable
Timeliness of delivery				
Completeness of order (fill rate)				
Responsiveness to inquiries				
Employee courtesy				
Problem resolution				

Comments:_____

_____

_____

_____

Did a problem generate a Complaint to Vendor submitted through the OPS Web site?_____ www.procure.ohio.gov

Agency:_____ Prepared by:_____

Address:_____ Title:_____

_____ Date:_____

_____ Phone:_____

_____ Email_____

Please detach or scan form and return by mail to:

Office of Procurement Services
EDU066
4200 Surface Road
Columbus, OH 43228
xxxxxxxxxxx@das.ohio.gov (to be determined after award)