



REQUEST FOR PROPOSAL

RFP NUMBER: CSP903217
INDEX NUMBER: DPS052
UNSPSC CATEGORY: 7210xxxx, 7215xxxx

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Public Safety, is requesting Proposals for:

TITLE: Data Center - HVAC, Fire Protection, Electrical and Associated Systems Preventative Maintenance

OBJECTIVE: The Ohio Department of Public Safety is seeking a Contractor to coordinate and perform all of the preventative maintenance and repairs required for the HVAC, fire protection, electrical and associated systems for its four data centers in central Ohio.

RFP ISSUED:	July 11, 2016
INQUIRY PERIOD BEGINS:	July 11, 2016
MANDATORY SITE VISITS	Wednesday July 20, 2016 (see section 1.9)
INQUIRY PERIOD ENDS:	August 14, 2016 at 8:00 AM
PROPOSAL DUE DATE:	August 19, 2016 by 1:00 PM

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

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk CSP903217
4200 Surface Road
Columbus, OH 43228-1395

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

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

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

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

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Public Safety (DPS) (the Agency), is soliciting competitive sealed proposals (Proposals) for Data Center - HVAC, Fire Protection, Electrical and Associated Systems Preventative Maintenance. 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 gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through September 30, 2019. 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 60 months 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 Public Safety (DPS) maintains four data centers in central Ohio that support the various aspects of the DPS mission. These four data centers are critical and the supporting services (HVAC, fire detection and protection, electrical etc.) must be maintained at a high level of performance. In 2014 DPS hired Karpinski Engineering to do a report detailing the expected level of preventative maintenance required for the four data centers.

1.4 SCOPE OF WORK

1.4.1 Overview

DPS is seeking a Contractor to Coordinate and oversee a preventative maintenance and repair program for its four data centers in central Ohio. The services covered under this Contract will include HVAC, fire detection and protection, electrical, UPS and emergency backup. Not all services are required at all locations.

1.4.2 Locations

OSHP LEADS DATA CENTER – POST 23 - 3800 Lancaster - Circleville Road Lancaster, OH 43130
OSHP LEADS DATA CENTER – ALUM CREEK FACILITY - 1583 Alum Creek Dr. Columbus, OH 43209
ODPS DATA CENTER – SHIPLEY BUILDING - 1970 West Broad Street Columbus, Ohio 43223
EMA DATA CENTER – EMA FACILITY - 2855 W Dublin Granville Rd, Columbus, OH 43235

1.4.3 Subcontracting

The Contractor may subcontract parts of the required work to achieve the best quality service levels required by this Contract. All subcontractors must be identified in the Staffing and Work Plans of the Offeror's Proposal. The Offeror may use the experience of an identified subcontractor to meet requirements of the RFP.

1.4.4 Karpinski Engineering Report

The Karpinski Engineering report must be used as a minimum guideline for the required level of service. A link to the report is provided on the last page of this document.

1.4.5 Covered Equipment

A link to the updated covered equipment section of the Karpinski Engineering report is provided on the last page of this document. The updated list may not be 100 percent accurate.

1.4.6 Requirements

1.4.6.1 The Contractor must coordinate and oversee all required preventative maintenance and repair services for the covered equipment under this Contract at all four sites.

1.4.6.2 The Contractor's preventative maintenance schedule and preventative maintenance activities must meet or exceed the manufacturer's provided schedule and activities.

- 1.4.6.3 All Contractor-scheduled preventative maintenance and regular services must be done at times approved by the appropriate DPS site representative. All preventative maintenance and general service activities should be performed during regular business hours unless the particular service request requires otherwise.
- 1.4.6.4 All Contractor provided services must be performed by OEM trained or properly certified personnel.
- 1.4.6.5 The Contractor must include in its preventative maintenance program all costs related to any required local or State periodic inspections and/or certifications of covered equipment.
- 1.4.6.6 All preventative maintenance costs for parts, materials, travel etc. must be included in the monthly preventative maintenance fee.
- 1.4.6.7 The Contractor must report with its monthly invoice all services performed on Contract equipment.
- 1.4.6.8 The Contractor must maintain a posted log at each facility showing check-in and check-out times, personnel present and services provided.
- 1.4.6.9 The Contractor must provide a 24 hour, seven day a week, 365 day a year method for direct contact.
- 1.4.6.10 The Contractor must respond to emergency service calls and have appropriate staff onsite within 2 hours of the initial call.
- 1.4.6.11 Emergency service calls will be billed at the rate identified on the Contractor's Cost Summary and only for the time spent onsite.
- 1.4.6.12 Regular service calls will be billed at the rate identified on the Contractor's Cost Summary and only for the time spent onsite.
- 1.4.6.13 Parts and materials for emergency service calls and DPS requested repair services will be billed at the Contractor's supplier invoice rate plus the markup identified on the Contractor's Cost Summary. Contractor supplier invoices for billable parts and materials must be submitted with the DPS invoice for payment.

1.4.7 Deliverables

1.4.7.1 Accurate current equipment and condition list

The Contractor must provide DPS with an accurate equipment list for each site within 30 or less calendar days of Contract inception. This list must include all identifying equipment information (manufacturer, model, serial number etc.), the age and the current condition of the particular piece of equipment.

1.4.7.2 Preventative maintenance manual

The Contractor must provide DPS with an operations and preventative maintenance manual for each site within 60 calendar days of Contract inception. The manual must include all operations (start-up, steady-state operation, shutdown, seasonal etc.) procedures required for each piece of equipment. The manual must include all preventative maintenance schedules required by the OEM.

1.4.7.3 Repair, replacement and modifications report

The Contractor must provide DPS with a repair, replacement and modifications report for each site within 90 calendar days of Contract inception. This report must outline with proposed schedules any repairs, replacements or modifications needed to improve the reliability and efficiency of the covered data center equipment. The report must be a multi-year into the future look ahead. This report would be used by DPS for future budget planning.

1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the State of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.

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

- 1.7 **PROPOSAL SUBMITTAL** Offeror must submit both a “Technical Proposal” and a “Cost Proposal” as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either “Technical Proposal” or “Cost Proposal” with CSP903217 and due date on each. Offeror must submit this signed cover page with its Technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.5 in the Instructions for further detail.
- 1.8 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages.
- 1.9 **MANDATORY SITE VISITS** A mandatory site visit will be held at each of the four DPS data centers to survey the facility and discuss the requirements of the RFP. The site visits will commence promptly on the date and time listed below, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The state will not be responsible to an Offeror for their failure to obtain information discussed during the site visit due to their arriving after the site visit has convened. Offerors who fail to attend all four mandatory site visits will be deemed not responsive.

OSHP LEADS DATA CENTER – POST 23 (P23)
OSHP LEADS DATA CENTER – ALUM CREEK FACILITY (ACF)
ODPS DATA CENTER – SHIPLEY BUILDING (SHIPLEY)
EMA DATA CENTER – EMA FACILITY (EMA)

#	Arrival Time	Building	Location	Allotted Time
1	8:00 AM	SHIPLEY	1970 West Broad St., Columbus OH, 43223	8:00 – 10:00 AM
2	10:30 AM	EMA	2855 W. Dublin-Granville Rd., Columbus OH. 43235	10:30 – 11:30 AM
3	Lunch			11:30 – 1:00 PM
4	1:30 PM	ACF	1583 Alum Creek Dr., Columbus OH 43209	1:00 – 2:00 PM
5	3:15 PM	P23	3800 Lancaster-Circleville Rd, Lancaster, OH 43130	2:45 – 3:45 PM

Note: The schedule above is subject to adjust as needed. The goal is to visit all four (4) sites on Wednesday July 20th. However the site visits may need to finish the following day.

Due to security at the ODPS locations, Offerors must RSVP with Deborah Bryan at DBryan@dps.ohio.gov by noon on July 18, 2016. Please include the names, phone numbers, and email address for anyone attending. The State cannot ensure attendance at the site visit for Offerors that fail to register by the deadline.

- 1.10 **BACKGROUND CHECKS** A complete and thorough background check, at the ODPS’ expense, will be performed on all persons employed by the Contractor for this contract. An extensive investigation will be conducted by the OSHP prior to assignment of Contractor staff to any contract location.

Background checks will be performed to determine if current or potential employees of the Contractor have any type of convictions in the following areas:

- Any record of violence, domestic or otherwise
- Drug-related convictions
- Theft

Contractor employees or potential Contractor employees with felony convictions or other criminal records, unless specifically approved by the ODPS, will not be permitted to be employed at any contract location.

2.0 **EVALUATION OF PROPOSALS**

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

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

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

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
The Offeror must demonstrate that it has been in the business of performing preventative maintenance services for at least 4 years.
The Offeror and/or its identified subcontractors must document at least three multi-year projects within the past 5 years providing preventative maintenance services including HVAC.
The Offeror must demonstrate that it has been in the business of performing emergency maintenance and repairs with 24/7 365 coverage for at least 4 years.

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

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

2.3 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	925 Points
Proposal Cost	300 Points
Total	1225 Points

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

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Only Profile			
Offeror profile (use form 5.2.3)	5		
Offeror and Subcontractor Prior Projects (use form 5.2.4)			
Computer room specific prior projects	10		
HVAC prior projects	10		
Fire detection / protection prior projects	10		
Electrical service prior projects	10		
Emergency generator prior projects	10		
Additional prior projects related to covered equipment not listed above	10		
Overall prior projects meet project requirements	20		
Offeror and Subcontractor Staffing Plan			
Key Offeror personnel (use forms 5.2.5 and 5.2.6)	10		
Key subcontractor personnel (use forms 5.2.5 and 5.2.6)	10		
Overall Staffing Plan meets project requirements	20		
Work Plan			
Work Plan is organized	10		
Work Plan shows a clear understanding of the project requirements	10		
Work Plan provides a clear schedule of events to complete the work	10		
Work Plan clearly defines all deliverables	10		
Overall Work Plan meets project requirements	20		

Total Technical Score: _____

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

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

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

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = Total Estimated Annual Cost (for evaluation) as identified in the Cost Summary section of Offeror's Proposal.

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

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

Cost Score: _____

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

Total Technical Score: _____ + Cost Score: _____ = Total Score: _____

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

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

3.0 COST SUMMARY

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

The Offeror's total cost for the Work must be represented as the firm, fixed price on the Cost Proposal. All costs for furnishing the services must be included in the Cost Proposal.

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

- 3.3 REIMBURSABLE EXPENSES The State will not be responsible for any costs not identified in this RFP or the Offeror's Cost Summary.

3.4 BILL TO ADDRESS

Ohio Shared Services
Attn: Vendor Maintenance
P.O. Box 182880 Cols., OH 43218-2880
vendor@ohio.gov
Fax: 1 (614) 485-1052

ODPS FISCAL SERVICES
P.O.BOX 182081
COLUMBUS, OH 43218-2081

COST SUMMARY

RFP: Data Center - HVAC, Fire Protection, Electrical and Associated Systems Preventative Maintenance
CSP903217
UNSPSC CATEGORY CODE: 7210xxxx, 7215xxxx

OFFEROR: _____

The Offeror must provide all entries in the following table.

Site	Service	Rate	Quantity	Annual Cost
Post 23 - Lancaster	Monthly PM	\$	12	\$
Alum Creek Facility	Monthly PM	\$	12	\$
Shipley Building	Monthly PM	\$	12	\$
EMA Facility	Monthly PM	\$	12	\$
Total Fixed Annual Preventative Maintenance Cost				\$
Post 23 - Lancaster	Hourly Regular Service	\$	5	\$
Alum Creek Facility	Hourly Regular Service	\$	5	\$
Shipley Building	Hourly Regular Service	\$	5	\$
EMA Facility	Hourly Regular Service	\$	5	\$
Total Estimated Annual Regular Service Cost				\$
Post 23 - Lancaster	Hourly Emergency Service	\$	5	\$
Alum Creek Facility	Hourly Emergency Service	\$	5	\$
Shipley Building	Hourly Emergency Service	\$	5	\$
EMA Facility	Hourly Emergency Service	\$	5	\$
Total Estimated Annual Emergency Service Cost				\$
Materials and Parts Markup over Contractor Supplier Cost		\$5,000	+	% = \$
Total Estimated Annual Cost (for evaluation)				\$

For evaluation only, the State will use 5 hours of regular services hours per site.
For evaluation only, the State will use 5 hours of emergency services hours per site.
For evaluation only, the State will use \$5,000 in materials and repair parts for all sites combined.

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

4.0 AWARD OF THE CONTRACT

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

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

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

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

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

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

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

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

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

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

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

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and Documentation Required

5.2 Forms

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

5.3 Terms and Conditions

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

5.4 ADDITIONAL RESOURCES

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

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

- 6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.
- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.12, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the State of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.

7.0 Additional Instructions for Proposal preparation and document links

5. Prior projects

The Offeror must provide multiple prior project experiences for each of the identified categories of covered equipment listed in Table 3 to show complete coverage for all covered equipment. The prior projects must be organized by category in the Offeror's proposal. If the Offeror is using a subcontractor for prior project experience, it must be identified on the prior project form. Include any prior project experience for categories of covered equipment not identified in Table 3 in the 'Additional prior projects related to covered equipment not listed above' section.

6. Staffing Plan

The Staffing Plan must include all identified Offeror and subcontractor key personnel that will be working on this project. If the Offeror is using subcontractor personnel, it must be identified on the Staffing Plan. The Staffing Plan must include procedures for securing additional staff or subcontractors if required in responding to regular service calls and responding to emergency service calls.

8. Work Plan

The Work Plan must provide a complete description of how the Contractor is going to meet all of the Contract requirements. The Work Plan must include a schedule that covers all necessary Contract activities from Contract award through the initial term of the Contract including all required deliverables. The Work Plan must include any operational procedures developed such as communications protocols and procedures for regular service and emergency responses.

[Link to the Karpenski Report Operations Overview](#)

[Link to the Karpenski Report Basis Recommendations](#)

[Link to the updated covered equipment list](#)