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**E. Submission of Proposal**

Electronic bids must be sent to [OhioMHASBidOpportunity@mha.ohio.gov](mailto:OhioMHASBidOpportunity@mha.ohio.gov) . Original bid may be sent via U.S. mail

**Attn: Lucille Fuller, Office of Fiscal Administration, 30 East Broad Street, Suite 1100 Columbus, Ohio 43215**

***The bid number **MHA15007** must be clearly marked on the sealed envelope.***

**On-site walk through is scheduled for July 7, 2014 at 10 am, to view the items and assess the scope of work to be completed at Ohio Mental Health & Addiction Services, 30 East Broad Street, Suite 1100, Columbus OH 43215-3430.**

**Please contact Mike Price at 614- 644-6380, if you plan to attend.**

Bids are to be submitted on your company’s letterhead before **2:00 PM on – July 9, 2014.**

Bids must include: vendor name, address, Federal Tax Identification Number, contact person, phone number, signature, total cost, and documentation identifying experience relevant to proposals.

Questions regarding the Request for Proposal must be sent via the State of Ohio Procurement Website [www.procure.ohio.gov](http://www.procure.ohio.gov) under the Request for Proposal “Submit Inquiry”.

**Minority Business Enterprise (MBE) Set-Aside.** The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP is being issued as a minority set-aside contract in accordance Section 125.081 of the Ohio Revised Code. All offerors must be an Ohio certified MBE as of the Proposal due date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>