

REQUEST FOR PROPOSAL

RFP NUMBER: CSP903915
INDEX NUMBER: DEV013
UNSPSC CATEGORY: 80101500

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

Contractor Evaluation Services for the Ohio Third Frontier's Entrepreneurial Signature Program

OBJECTIVE: The Ohio Development Services Agency's (Development) Office of Technology Investments is requesting proposals from Proposers to provide services and other forms of technical assistance related to review of proposals submitted for funding under the Ohio Third Frontier's Entrepreneurial Signature Program for State fiscal years (FY) 2015 and 2016.

RFP ISSUED: July 14, 2014
INQUIRY PERIOD BEGINS: July 14, 2014
INQUIRY PERIOD ENDS: July 25, 2014 at 8:00 AM
PROPOSAL DUE DATE: July 28, 2014 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
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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SUPPLEMENTS

Entrepreneurial Signature Program background information:
http://development.ohio.gov/bs_thirdfrontier/esp.htm

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
ESP:	Entrepreneurial Signature Program
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 Development Services Agency (the Agency), is soliciting competitive sealed proposals (Proposals) for Contractor Evaluation Services for the Ohio Third Frontier's Entrepreneurial Signature Program (ESP). 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 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 two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND As part of the Ohio Third Frontier's program portfolio, the Entrepreneurial Signature Program was created to meaningfully advance Ohio's technology-based companies by fostering intensive entrepreneurial assistance and access to capital and other critical resources in defined geographic regions. The goal is to significantly increase the commercialization outcomes of Ohio's early-stage technology companies and reduce the time to achieve meaningful economic impacts in Ohio by filling gaps in the regional entrepreneurial ecosystems through a collaboration of Entrepreneurial Signature program organizations, incubators, accelerators, and other entrepreneurial support entities within the following Ohio Third Frontier technology focus areas:

- Advanced Materials related to advanced polymers, ceramics, composites, carbon fibers and nanotubes, and specialty metals and alloys
- Aeropropulsion Power Management
- Agbiosciences
- Fuel Cells and Energy Storage
- Medical Technology related to imaging, surgical instruments/equipment, implant devices, and regenerative medicine
- Software Applications for business and healthcare
- Sensing and Automation Technologies
- Shale
- Situational Awareness and Surveillance Systems
- Solar Photovoltaics

The Entrepreneurial Signature Program provides competitive funding to existing Entrepreneurial Signature Program grantees to support regional entrepreneurial activities that benefit Ohio technology-based companies in the Imagining, Incubating, and Demonstrating phases of commercialization. For additional information, please see http://development.ohio.gov/bs_thirdfrontier/esp.htm.

1.4 SCOPE OF WORK The Offeror(s) selected will (1) perform Ohio Third Frontier Entrepreneurial Signature Program proposal evaluations and (2) provide technical assistance services pertaining to the Ohio Third Frontier Program RFPs and other technology-based economic development activities under the Ohio Third Frontier.

For contract proposal evaluation purposes, Offerors must clearly define their Scope of Work and cost proposal. The State reserves the right to select multiple Offerors for the requested services.

Additionally, the State expects Offerors to bid for providing technical services pertaining to the Ohio Third Frontier Program RFPs and other technology-based economic development activities under the Ohio Third Frontier.

A. Proposal Evaluation Services

Ohio Third Frontier Entrepreneurial Signature Program

The proposals to be evaluated are in response to a FY 2015 Ohio Third Frontier Program RFP to be issued by Development. All Program information will be made available at http://development.ohio.gov/bs_thirdfrontier/esp.htm.

The evaluations (also referred to as reviews) of proposals will consist of two stages:

Stage 1 review – This point-based evaluation leads to a rank-ordered listing of proposals for program funding. In this stage, primarily the information presented in the applicant's written proposal is considered, but additional information or clarification may be requested from the applicants as needed. The contractor will recommend which proposals should be further considered in the second stage review. The proposals so recommended are considered by Development to be in the "competitive range". Development anticipates that the evaluator would present the initial findings from Stage 1 review to the Ohio Third Frontier Commission.

Stage 2 review – Proposals in the competitive range undergo a more in-depth review resulting in a rank-ordered listing of funding recommendations. The Stage 2 review includes due diligence and requires the contractor to go beyond the material contained in the applicants' proposals. This stage will include preparation of questions from the contractor to applicants and a subsequent review of the applicants' written responses. Development anticipates requesting the contractor to conduct on-site interviews with applicants, including traveling to the applicant and collaborator facilities in each region to verify and expand upon information received.

List of Entrepreneurial Signature Program Evaluation Services to be provided by Contractor

1. Prepare a written description of evaluation methodology based on evaluation criteria listed in the Program RFP issued by Development.
2. If applicable, participate in bidders' conference or equivalent informational forums conducted for prospective applicants. Bidders' conferences are held only in conjunction with an open RFP. Other informational conferences will be covered under the technical assistance hours.
3. Maintain communications with Development regarding status of the review process.

Contractor will perform the following services for the review steps listed above:

4. Perform initial evaluation of proposals for funding. The evaluation criteria are Program-specific and are set by Development.
5. Following the initial reviews, contractor will provide a briefing for Development staff regarding the contractor's rank-ordered recommendations to identify which proposals are to move forward to the Stage 2 review. The contractor will conduct further evaluation diligence, including a scheduled series of interviews with the selected applicants. Following the conclusion of the interviews, contractor will provide a briefing to Development staff regarding the contractor's recommendations to identify which proposals meet the RFP requirements for funding.
6. Prepare a Final Report explaining the evaluation results for each proposal reviewed, a summary of the proposal evaluation findings, and the proposal review process. The report should include scoring for each proposal against the evaluation criteria, appropriately-sized insightful summaries of strengths, weaknesses, and risks for proposals recommended for funding and for all other proposals reviewed. These reports will be shared with the Ohio Third Frontier Commission, other appropriate oversight entities, and applicants, and are also considered to be public documents and may not be copyrighted. The summaries should be of high-quality and suitable for publication to a broad, diverse audience.
7. Prepare high-quality presentation and written-handout materials to be used at Ohio Third Frontier Commission or other meetings, including the funding recommendations and the strengths and weaknesses of each proposal.
8. Participate in Ohio Third Frontier Commission or other meetings to present proposal evaluation methodology, results, and funding recommendations as requested by Development. The Ohio Third Frontier Commission meets bi-monthly unless noted otherwise. Additional meetings may be scheduled if needed; however, not all meetings incorporate funding recommendations.
9. Conduct debriefings for applicants with non-funded proposals.

B. Technical Services

At the direction of Development, the selected contractor(s) may also be asked to provide the following services in addition to the Application Evaluation Services:

1. Prepare written statements about modifications to applications and/or grant or loan agreement issues. The evaluators may recommend funding for a project contingent upon a change to the application or contingent upon a condition to the grant or loan to be included in the grant or loan agreement.
2. Prepare written suggestions for improving the RFP and evaluation processes. This task is to be performed upon request and is included in the planned technical assistance hours. If a recommendation for improvement is identified in the review process, Development will request that it be presented in writing.
3. Provide technical assistance to Development potentially related to, but not limited to, technologies, commercialization process, entrepreneurship, program design, market research, technology-based business attraction and any other related assistance requested by Development. This may occur throughout the year and is included in the technical assistance hours.

PROPOSAL REQUIREMENTS

In no more than eight (8) pages, firms choosing to respond to this RFP are asked to format their proposal(s) within the following order and content:

1. Provide a general description of the company's background, nature of business activities, and experience related to the program being addressed and substantiating the company's qualifications to provide the requested services.
2. The Offeror's plan should respond to each evaluation factor in Section 2.5: Evaluation of Proposals and describe or demonstrate the following:
 - a. Describe how the Offeror will arrive at a highly qualified and insightful evaluation of proposals received in response to Program RFP issued by Development.
 - b. Briefly discuss the management plan including the steps involved in the reviews, how reviewers will be selected and assigned, and how quality control will be achieved. Briefly describe the process for managing the reviews and how problems will be resolved, if encountered, to ensure deadlines are met.
 - c. Describe the qualifications of the team, both organizational experience and individuals who will be assigned to the project, in terms of subject matter expertise relative to the Entrepreneurial Signature Program.
 - d. Describe the Offeror's access to additional subject matter and business expertise, including specific individuals and/or organizations, and the Offeror's ability to involve those experts in the proposal review process.
3. Letters from individuals who are familiar with the Offeror's relevant experience and qualifications pertaining to the Entrepreneurial Signature Program, including commercialization experience, entrepreneurship experience, start-up experience, early-stage capital experience, experience related to organizational evaluation, and project management experience. No more than five (5) letters are to be included.
4. Confirm that the Offeror(s) is able to sign a Non-Disclosure Agreement prior to conducting the evaluation, if required.
5. Confirm that the Offeror(s) has the resources necessary to evaluate Entrepreneurial Signature Program proposals during FY 2015.
6. Confirm that the Offeror(s) understands and will abide by the Ethical Code of Conduct for Evaluation Contractors. The integrity of the proposal evaluation process is reliant on the ethical conduct of the individuals engaged in designing, conducting and managing the proposal evaluation activities. Offerors selected as Evaluation Contractors are expected to conduct their work according to professional standards and the following ethical code of conduct:

Ethical Code of Conduct for Evaluation Contractors

Evaluations must be conducted with independence, impartiality, credibility and be free of conflicts of interest.

Evaluation Contractors shall exercise independent judgment and ensure they are not unduly influenced by the views or statements of any party. It is the responsibility of the Evaluation Contractors to ensure independence of judgment is maintained. Evaluation Contractors shall refrain from any direct contact or communication with the applicant, collaborators and other parties with a vested interest in the outcome of the evaluation during the evaluation process, with the exception of the designated interview time slots. If Evaluation Contractors are contacted by the applicant, collaborators or other parties with a vested interest in the outcome of the evaluation, Evaluation Contractors are expected to not respond and to notify Development as soon as possible. Evaluation Contractors will not seek business from and will turn down all solicitations for services, assistance or advice from applicants who request Evaluation Contractors' services or the services of principals or employees of Evaluation Contractors during the evaluation contract with Development.

Evaluation Contractors shall ensure each evaluation is accurate, relevant and timely and provides a clear, concise and balanced presentation of the findings, issues, conclusions and recommendations. Evaluations shall be credible and based on reliable data and observations. Evaluations must include a comprehensive and balanced presentation of strengths and weaknesses of the project being evaluated. In the cases where it is determined that a project does not warrant a recommendation for funding, Evaluation Contractors shall clearly and unequivocally state the recommendation and the supporting evidence. Whenever possible, Evaluation Contractors shall seek to reduce any unnecessary harm that might occur to applicants and stakeholders as a result of the evaluation, but only provided that the clarity or integrity of the evaluation findings is not compromised.

Evaluation Contractors shall conduct themselves in a way that enhances the image of the State of Ohio and the Ohio Third Frontier.

7. Offerors must detail the process they will use to identify, disclose to Development and manage conflicts of interest with proposals forwarded to them by Development for review or requests from Development for technical assistance.

The following guidelines are to be used in identifying a conflict of interest. Conflicts of interest extend to immediate family members of the principals of the firm and employees of the firm assigned to the project. The identification of a conflict of interest needs to take into account:

- a. All names under which the firm, employees of the firm, or immediate family do business;
- b. All fee simple and leasehold interests to which the firm or employee of the firm holds legal title to or a beneficial interest in real property located within the state;
- c. Any business relationship or investment that the firm, employee of the firm, or anyone else for the benefit of the firm or employee of the firm had during the preceding year (from the contract date) that is valued at greater than one thousand dollars;
- d. Any office or fiduciary relationship held by the firm or employee of the firm during the year preceding the contract date; and
- e. Income that the firm or employee of the firm receives or expects to receive from an applicant for a Development program for which the firm has been engaged to evaluate proposals, whether or not the applicant was previously funded by a Development program, and/or any of identified collaborators of any program applicant.

Offerors must provide affirmation that they understand that if selected to perform evaluations, and a conflict of interest arises that they cannot manage internally, the Offeror(s) will be required to train a secondary contractor, selected by Development, in the use of the Offeror's evaluation tool(s) and methodology. The secondary contractor will evaluate the proposal and submit the result of its evaluation to be incorporated into the rank-ordered listing. The secondary contractor may be required to perform the same services in Section 1.4 as appropriate. The secondary contractor selected by Development will be required to sign a non-disclosure agreement with Development's proposal evaluation contractor to help protect trade secret information of Development's proposal evaluation contractor. Payment of costs of the secondary contractor will be the responsibility of Development.

8. Offerors must provide affirmation that they will comply with Ohio Ethics Laws to the extent applicable and will not provide services in connection with grant proceeds that result from a proposal evaluated by the proposer(s). **Offerors must also provide a signed Affirmation and Disclosure form included in Section 5.2.8 of this RFP.**

- 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 CSP903915 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 5.1.6 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 seven (7) copies for a total of eight (8) Proposal packages.

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 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
1. The Offeror must demonstrate, in its Proposal, it has relevant prior experience in reviewing and evaluating competitive technology-based proposals. The Offeror must provide detailed information to prove the specific experience and how it compares to this Work.

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	1125 Points
Proposal Cost	400 Points
Presentations, Interviews, Demonstrations (if applicable)	125 Points
Total	1650 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 Profile (General Instructions – Company Profile)			
1. Company history, number of years in business, number of employees, financial stability	10		
2. Capacity to do the Work	10		
Offeror Prior Projects			
1. Relevant experience within the past five years with projects of similar scope and size to the program addressed, substantiating the company's qualifications to provide the requested services.	20		
Staffing Plan (General Instructions – Personnel Profile)			
1. Relevant experience and qualifications of individuals (reviewers) who will be assigned to the project	20		
2. Breadth and depth of Offeror's knowledge and capabilities in entrepreneurial ecosystems, start-ups and early-stage capital	20		
3. Reviewer(s) experience in and knowledge of technology commercialization	10		
4. Demonstrated knowledge of technology-based economic development, the Ohio Third Frontier, and the requirements of the Entrepreneurial Signature Program	10		
5. Description of the applicant's access to additional subject matter and business expertise, including specific individuals and/or organizations, and the applicant's ability to involve those experts in the proposal review process	20		
6. Contractor's ability to adapt readily to changes initiated by the Agency to tasks or instructions, or increases or shifts in workload	10		
Scope of Work (Work Plan)			
1. Likelihood of arriving at a highly qualified and insightful evaluation of proposals received in response to the Program RFP	20		
2. Thoroughness and appropriateness of the approach outlined in the work plan that will be used to evaluate proposals received	10		
3. Timeline proposed to complete the work, and feasibility of schedule for performing the application reviews	10		
4. Recognition of the importance of protecting against potential conflicts of interest, adhering to the Evaluator Code of Conduct, and protecting confidentiality of materials received from applicants, and methods for doing all of the above	50		
5. Capabilities in technical writing and document presentation; (sample provided in response to demonstrate).	5		

Total Technical Score: _____

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

			Maximum Score
Presentations, Interviews, Demonstrations (if applicable)			
1. Presentation and Interview			125

Total Presentation Score: _____

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

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

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

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = (the total proposal evaluation cost for FY2015 + technical assistance cost for FY2015 and FY2016 estimated at 200 hours each) identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

Cost Score: _____

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

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

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

- 2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is 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 entire Work must be represented as the firm, fixed prices. Estimated quantities are listed for proposals to be evaluated and debriefed along with an estimated number of technical assistance hours for FY2015 and FY2016. Actual usages may change but the rates listed are firm. All costs for furnishing the services must be included in the Cost Proposal.

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

- 3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS

Ohio Development Services Agency (ODSA)
Office of Technology Investments – Grants/Contracts Administration
77 South High Street, 28th Floor
Columbus, OH 43215

Invoices may be submitted in arrears no more than twice per month for the work completed..

- 3.5 Development anticipates receiving 6 proposals. Please provide a separate project budget. The project budget must include the following information:

A total cost estimate for completing 6 two-stage proposal reviews, including services 1 – 9. The cost estimate should assume proposals are 75 narrative pages in length. On-site interviews with applicants will occur at various facilities throughout Ohio. Meetings with ODSA staff will occur in Columbus. The cost estimate should include cost detail for labor, travel, supplies, and all expenses and fees. Also, provide the number of hours of professional and staff time required. Development will not provide funds to purchase tracking software and open ended expenses to be billed at hours needed for a task are not allowable.

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COST SUMMARY (CONT'D)

RFP Title: Contractor Evaluation Services for **Ohio Third Frontier Entrepreneurial Signature Program**
 CSP906014
 UNSPSC CATEGORY CODE: 80101500
 OFFEROR: _____

FY15 consists of July 1, 2014 or upon award through June 30, 2015. FY16 consists of July 1, 2015 through June 30, 2016.

For the **Entrepreneurial Signature Program**, applicants are to include a budget table identical to the following table, complete with all requested information, in addition to the detail summary as described in Section 3.5.

Entrepreneurial Signature Program Proposal Evaluation Services	Quantity Estimated	Unit Price Each	FY2015
FIXED COSTS (not tied to number of Proposals; itemize any/all costs, if applicable)			
		\$	\$
		\$	\$
		\$	\$
TOTAL FIXED COSTS		\$	\$
PROPOSAL EVALUATION COSTS			
Total for Stage 1 Evaluations = Cost per Proposal x 6 proposals	6	\$	\$
Total for Stage 2 Evaluations = Cost per Proposal x 6proposals	6	\$	\$
DEBRIEFING COSTS			
Total Debriefing Costs = Cost per Debriefing x 6	6	\$	\$
TOTAL COSTS (Total fixed costs + total proposal evaluation costs + total debriefing costs)			
			\$
EVALUATION PERSONNEL INFORMATION			
Number of Evaluators per Proposal	_____		
Average Evaluation Hours Per Proposal	_____		
Evaluator Hourly Rate		\$	

Technical Assistance Services, Development anticipates requesting up to 200 hours of technical assistance each for the FY2015 and FY2016 Entrepreneurial Signature Program. Complete the following table with all requested information:

TECHNICAL ASSISTANCE	FY2015 Total	FY2016 Total
Hours of Technical Assistance	200 hours	200 hours
Personnel Hourly Rate	\$	\$
TOTAL COST PER FISCAL YEAR = HOURLY RATE X HOURS	\$	\$

All costs must be in U.S. Dollars.

Note: Any reimbursement if travel expenses made by Grantee in connection with the Contract shall be subject to the travel reimbursement rates, limitations, restrictions, and exclusions imposed by Ohio Administrative Code 126-1-02 and any other rules imposed by the Ohio Office of Budget and Management, as such rules may be amended from time to time.

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 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 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

5.2 Forms

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

5.3 Terms and Conditions

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

5.4 ADDITIONAL RESOURCES

- Entrepreneurial Signature Program (ESP) http://development.ohio.gov/bs_thirdfrontier/esp.htm
- EOD Reporting <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>
- Office of Budget and Management <http://obm.ohio.gov/LandingPages/Vendor/default.aspx>
- Office of Procurement Services <http://procure.ohio.gov/proc/index.asp>
- Ohio Shared Services <http://www.ohiosharedservices.ohio.gov/Home.aspx>
- Ohio Business Gateway <http://business.ohio.gov/>
- Ohio Secretary of State <http://www.sos.state.oh.us/SOS/Businesses.aspx>

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

- 6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.
- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.