Office of Procurement Services
Service · Support · Solutions

# REQUEST FOR PROPOSAL

RFP NUMBER: CSP904615
INDEX NUMBER: EDU107
UNSPSC CATEGORY: 85131700

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: Research Project: Medicaid Schools Program (MSP) Random Moment Time Study (RMTS)

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH 125.081

OBJECTIVE: To select a qualified vendor that will facilitate the ODE in completing RMTS work for the MSP, as required by the Centers for Medicare and Medicaid Services (CMS).

| | |
|---|---|
| RFP ISSUED: | July 14, 2014 |
| INQUIRY PERIOD BEGINS: | July 14, 2014 |
| INQUIRY PERIOD ENDS: | July 21, 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:** | **Name/Title:** |
|---|---|
| _____<br>_____<br>_____<br>_____ | _____<br>_____ |
| E-Mail Address:_____<br>Phone Number: (  ) ____-_____, Ext._____ | Signature:_____<br>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

Time Study Guide – To be used as a reference
http://procure.ohio.gov/ProcOppForm/CSP904615_Time%20Study%20Guide.pdf

RFP GLOSSARY OF TERMS

| | |
|---|---|
| AA: | Affirmative Action |
| Contractor: | Vendor after Award |
| CMS: | Centers for Medicare and Medicaid Services |
| CSP: | Competitive Sealed Proposal |
| DAS: | Department of Administrative Services |
| EOD: | Equal Opportunity Division |
| FEI: | Federal Employer Identification |
| Mandatory: | Must, Will, Shall |
| MSP: | Medicaid Schools Program |
| OAC: | Ohio Administrative Code |
| OAKS: | Ohio Administrative Knowledge System (Ohio's Accounting System) |
| OBG: | Ohio Business Gateway |
| ODE: | Ohio Department of Education |
| ODM: | Ohio Department of Medicaid |
| Offeror: | Vendor Submitting Proposal |
| OPS: | Office of Procurement Services |
| ORC: | Ohio Revised Code |
| RFP: | Request for Proposal |
| RMTS: | Random Moment Time Study |
| SOS: | Secretary of State |
| TCM: | Targeted Case Management |
| 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 Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Research Project: Medicaid Schools Program Random Moment Time Study. 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 six (6) 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 Ohio has received approval from the federal government, specifically the Centers for Medicare and Medicaid Services (CMS), to operate a Medicaid Schools Program (MSP). This program is jointly administered through the Single State Medicaid Agency (the Ohio Department of Medicaid (ODM)) and the Ohio Department of Education (ODE). ODE has oversight responsibility for researching and surveying the Random Moment Time Study (RMTS) component of the MSP.

The MSP allows for the delivery of therapy services in educational settings otherwise available in the community. The program also allows for reimbursement for Targeted Case Management (TCM), and other administrative activities related to MSP. As part of the federal approval of the MSP, Ohio is required to discern the level of activities directly attributable to MSP in order to calculate reimbursements from all work completed by licensed therapists and administrators involved in the MSP.

The research required to calculate the percentage of time devoted to MSP activities will use a RMTS. RMTS is a statistically valid sampling methodology that gives a percentage of overall work time devoted to MSP activities as related to non-MSP work activities. RMTS will be employed in sampling work activities of direct medical service practitioners, administrators, and those providing Targeted Case Management (TCM) services working directly for MSP Providers of Record.

1.4 SCOPE OF WORK

A. Data Collection

Contractor must maintain a web-based system to collect time study moments. The data collection must be available to ODE in electronic format. There must be a dedicated Help Desk in order to resolve data entry issues. Time study participants are to be collected and participants grouped into cost pools. Contractor must maintain data collection infrastructure of quarterly time study results. Contractor must work on a calendar of events with ODE to ensure that data collection mandates for this program are met.

B. Data Analysis

Time study moments must be identified and analyzed to calculate the number of working days in a sample period. School district calendars must be reviewed to establish data collection periods. A pool of time study moments must be identified and documented for annual review. A validity check must be performed to assure minimum levels of acceptable reporting are met. Monitor non-responses and give reports on reasons for non-responses. Calculate time study results for Medicaid reimbursable activities quarterly- both direct service related and Medicaid administrative activities. Employ Central Coders who determine appropriate activity coding for time study moments. Establish an activity code- response matrix to map all responses to activity codes.

C. Data Reporting and Training

Conduct Time Study trainings for participants initially and ongoing. Prepare a Time Study user information and instructions. Prepare detailed RMTS User information and instructions and make training material accessible electronically. Provide documentation that verifies the training of Central Coders and MSP Coordinators and Assistant Coordinators, and provide annual verification of the annual review of school schedules. Provide a quarterly RMTS Validation reports. Maintain communication with ODE/ODM worker/regional patterns for help line questions, negative response rates, and positive response rates. Develop ad hoc reports and electronic data files related to RMTS that may be requested by ODE state agency staff. The contractor will use the ODE time study activity guide (Time Study Guide, link located on pages 2 and 12) in order to establish activity code matrix.

D. Objectives

The State has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the people the Contractor provides are qualified to perform their portions of the Work.

The objective of this RFP is to select a qualified vendor that will facilitate the ODE in completing RMTS work for the MSP, as required by CMS. The selected vendor will complete the following:

1. The Web-based system must be fully compatible with Internet Explorer browsers released by Microsoft from September 2007 to January 2014. In addition, the web based system must be compatible with Mozilla/Firefox and Google Chrome browsers released since September 2007 to January 2014.

2. All data analysis and reports must be made available in an electronic format. The expected electronic format will be ASCII delimited text flat files, or Microsoft Excel 2010 spreadsheet formats. ODE reserves the right to waive this requirement if data issues prevent the utilization of these data formats.

3. Maintain a dedicated Help Desk that can be accessed either on-line or through a toll-free number to resolve questions related to RMTS and the completion of time study moments.

4. Receive the list of time study participants from MSP providers each quarter, group them into job categories, and assign job categories into one of three cost pools.

5. Identify the pool of time study moments and calculate the number of working days in the sample period by annually reviewing district calendars to determine the date's schools will be in session; and to document the annual review.

6. Select the sample of moments and the sample of participants for the quarter and notify the participants three days prior to the selected moment by e-mail or written communication.

7. Perform a validity check of the time study results to assure that the minimum number of responses was received.

8. Monitor non-returned moments on a weekly basis and sort by MSP provider, send a list of the non-returned moments electronically (to the local MSP Coordinator and the ODE) and analyze data from time study participants identifying the reasons for non-returned moments. The Contractor must demonstrate a capability to follow-up with non-respondents in order to collect data after initial responses fail.

9. Calculate the quarterly time study results and identify the Medicaid reimbursable activities.
10. Conduct initial RMTS training of local MSP time study coordinators and assistant coordinators.

11. Conduct initial Web-based cost reporting infrastructure training of state and local MSP administrators.

12. Prepare detailed RMTS User information and instructions and make training material accessible through a Website.

13. Employ and train Central Coders who will determine the appropriate activity code for a reported time study moment and who may contact the local MSP time study coordinator for additional information, and assure that all moments will be coded by at least two coders. As part of satisfying this requirement, the vendor must supply a crosswalk document in an Excel spreadsheet format detailing the mapping of all potential RMTS responses in the drop-down menus to their corresponding activity codes for review by ODE state agency staff.

14. Provide a quarterly RMTS Validation report that verifies a sample of the coding process and original documentation quarterly.

15. Provide documentation that verifies the training of Central Coders and MSP Coordinators and Assistant Coordinators, and provide annual verification of the annual review of school schedules.

16. Maintain communication with ODE/ODM worker/regional patterns for help line questions, negative response rates, and positive response rates.

17. Develop ad hoc reports and electronic data files related to RMTS that may be requested by ODE state agency staff. Electronic data files should be made available to ODE agency staff in ASCII delimited text file format and/or a Microsoft Excel 2010 spreadsheet format unless ODE grants an exception prior to the data file submission.

E. Delivery Milestones and Completion Dates: Year 1
1. Completion of activity code- response matrix: August 15, 2014
2. Completion of initial time study quarter's participant information database: September 10, 2014
3. Demonstration of time study response reports: September 24, 2014
4. Completion of initial time study quarter response data: January 7, 2015
5. Completion of second time study quarter response data: April 7, 2015
6. Completion of final time study quarter: July 7, 2015

F. Delivery Milestones and Completion Dates: Year 2 and Later
1. Completion of initial time study quarter's participant information database: September 12, 2015
2. Completion of initial time study quarter response data: January 7, 2015
3. Completion of second time study quarter response data: April 7, 2015
4. Completion of final time study quarter: July 7, 2015

G. Deliverables: Year 1
1. Time study activity code- response matrix
2. Demonstration of the completion of initial time study quarter's participant information database
3. Demonstration of time study response reports
4. Report on initial time study quarter response data
5. Report on second time study quarter response data
6. Report on final time study quarter response data

H. Deliverables: Year 2 and Later
1. Demonstration of the completion of initial time study quarter's participant information database
2. Report on initial time study quarter response data
3. Report on second time study quarter response data
4. Report on final time study quarter response data

I. The Contractor's Fee Structure: Year 1
1. Completion of activity code- response matrix: 40% of annual award
2. Completion of initial time study quarter's participant information database: 15% of annual award
3. Demonstration of time study response reports: 15% of annual award
4. Completion of initial time study quarter response data: 10% of annual award
5. Completion of second time study quarter response data: 10% of annual award
6. Completion of final time study quarter response data: 10% of annual award

J. The Contractor's Fee Structure: Year 2 and Later
1. Completion of initial time study quarter's participant information database: 25% of annual award
2. Completion of initial time study quarter response data: 25% of annual award
3. Completion of second time study quarter response data: 25% of annual award
4. Completion of final time study quarter response data: 25% of annual award

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 CSP904615 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 five (5) copies for a total of six (6) 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 that staff involved in this work has completed Random Moment Time Study work for state-level Medicaid School-Based Services in Ohio or other state(s) that has been utilized as part of a CMS-approved reimbursement program. |
| 2. The Offeror must have demonstrated experience as the Microsoft Dynamics CRM implementer, using the HHS Framework, or a minimum of one government developmental disabilities project in the past five years within the State of Ohio. |
| 3. The Offeror must demonstrate a proficiency in Ohio's Medicaid Schools Program rules and cost report requirements. |

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 | 1275 Points |
| Proposal Cost | 300 Points |
| Total | 1575 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 |
|---|---|---|---|---|---|

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 | 15 | | |
| 2. Number of years in business, number of employees, financial stability | 10 | | |
| 3. Capacity to do the Work | 25 | | |
| | | | |
| Offeror Prior Projects | | | |
| 1. Similar scope and size | 20 | | |
| 2. Public Sector clients | 10 | | |
| 3. Relevant experience within education settings in past five years | 15 | | |
| 4. Relevant experience in Ohio settings in the last five years | 15 | | |
| | | | |
| Staffing Plan (General Instructions – Personnel Profile) | | | |
| 1. Staff Qualifications | 20 | | |
| 2. Formal Education | 15 | | |
| 3. Experience | 15 | | |
| | | | |
| Scope of Work (Work Plan) | | | |
| 1. Methodologies proposed | 25 | | |
| 2. Demonstrates understanding of Project | 20 | | |
| 3. Timeline proposed | 25 | | |
| 4. Solution | 25 | | |

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 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" = (Total Not-to-Exceed) 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: _____

2.7 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.

2.8 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.

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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 not-to-exceed total. 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
Mr. Mark Smith, CPM, MPA
Agency Medicaid Coordinator
Office for Exceptional Children, ODE
25 South Front Street, MS 409
Columbus, Ohio 43215-4183

Research Project: Medicaid Schools Program (MSP) Random Moment Time Study (RMTS)
CSP904615
UNSPSC CATEGORY CODE: 85131700

OFFEROR:_____

| Description | Cost |
|---|---|
| **Year 1 Deliverables** | |
| 1. Time study activity code- response matrix | $ |
| 2. Demonstration of the completion of initial time study quarter's participant information database | $ |
| 3. Demonstration of time study response reports | $ |
| 4. Report on initial time study quarter response data | $ |
| 5. Report on second time study quarter response data | $ |
| 6. Any Additional Costs | $ |
| **Year 1 Cost** | **$** |
| **Year 2 Deliverables** | |
| 1. Demonstration of the completion of initial time study quarter's participant information database | $ |
| 2. Report on initial time study quarter response data | $ |
| 3. Report on second time study quarter response data | $ |
| 4. Report on final time study quarter response data | $ |
| 5. Any Additional Costs | $ |
| **Year 2 Cost** | **$** |
| **Offeror's Total Not-to-Exceed Cost for Years 1 and 2** | **$** |

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

| | |
|---|---|
| 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 |
| Time Study Guide | http://procure.ohio.gov/ProcOppForm/CSP904615_Time%20Study%20Guide.pdf |

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.

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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.