



**REQUEST FOR PROPOSAL**

RFP NUMBER: CSP901015  
 INDEX NUMBER: DRC015  
 UNSPSC CATEGORY: 53102700, 53102706

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

**TITLE: TURNKEY UNIFORM, GARMENT AND ONLINE ORDER MANAGEMENT SYSTEM FOR OHIO DEPARTMENT OF REHABILITATION AND CORRECTION UNIFORMED SECURITY STAFF**

**OBJECTIVE:** The objective of this RFP is to establish a contract for a turnkey uniform service which allows DRC’s security staff to maintain the authority, professionalism and utility conducive to the performance of their duties. Uniform garments proposed must be durable, strong, light, easy care, cost effective and exhibit features which lend themselves to the performance of security staff duties at a high level. As part of the proposal DRC also desires a secure, web-based, online ordering and order management system with multiple levels of security which allows for individual, institution or agency-wide ordering and provides the budget controls and management reports necessary to effectively and economically manage the agency’s security staff uniform garment needs.

RFP ISSUED: July 17, 2014  
 INQUIRY PERIOD BEGINS: July 17, 2014  
 INQUIRY PERIOD ENDS: August 15, 2014 at 8:00 AM  
 PROPOSAL DUE DATE: August 22, 2014 by 1:00 PM

Offeror must submit both a “Technical Proposal” and a “Cost Proposal” as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either “Technical Proposal” or “Cost Proposal” with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

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

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

<p><b>Offeror Name and Address:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>E-Mail Address: _____</p> <p>Phone Number: (        ) _____ - _____, Ext. _____</p>	<p><b>Name/Title:</b></p> <p>_____</p> <p>_____</p> <p>Signature: _____</p> <p>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.</p>
--	---

TABLE OF CONTENTS

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

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
BDU	Battle Dress Uniform
TDU	Tactical Duty Uniform
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DRC:	Ohio Department of Rehabilitation and Correction
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Fiscal Year:	July 1st through June 30th
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 Rehabilitation and Correction (the Agency), is soliciting competitive sealed proposals (Proposals) for a **TURNKEY UNIFORM, GARMENT AND ONLINE ORDERING SYSTEM FOR OHIO DEPARTMENT OF REHABILITATION AND CORRECTION SECURITY STAFF**. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

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

- 1.2 CONTRACT PERIOD: Once awarded, the term of the Contract will be from May 1, 2015 through October 31, 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 five (5) 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: DRC's current security staff uniform includes trousers (gray with black stripe), white and gray short and long sleeved security shirts a black military style lined outerwear garment. This uniform has been in place since the 1990's. In 2010 DRC authorized and DAS established a contract for a black security-type cargo pocket uniform duty trouser for security staff with the intent that this garment would eventually replace the gray w/black stripe trouser. Security staff is currently wearing both types of trousers. The uniform shirts and outerwear require the affixation of insignia (currently embroidered patches) consisting of an American Flag, an agency patch and rocker identifying the wearer as a corrections security staff officer, naming the officer's duty institution and an embroidered shield. Insignia affixation is currently accomplished within each correctional institution. While these garments

exhibited current style and garment technology when they were selected as uniform duty garments, DRC is aware that there are, currently, lighter, more durable and functional uniform garments available in the marketplace and requests respondents to identify those features and to offer them in their proposal(s).

Presently, DRC purchases security staff uniform garments through the quartermaster and business office at each institution and carries inventory of security uniform garments at each institution for eventual issuance to security staff assigned to that institution. This system creates issues with inventory out of stocks (sizes, items) and unusable inventory (wrong sizes) at some institutions. There is no easy way, internally, for DRC to share inventory across institutions. As part of this solicitation, DRC desires a proposal which includes a secure web-based, on-line ordering system with features as described in the Technical Evaluation Proposal section 2.5, below.

DRC's security staff fluctuates between 7,000 to 7,500 individuals; approximately 80% male, 20% female, located in 27 correctional facilities in the State of Ohio. A list of correctional facilities is included as Appendix I to this solicitation. Security staff assigned to individual institutions varies from 150 to 450, depending upon the institution and the total number of security staff fluctuates throughout the year. DRC provides up to three sets of trousers and shirts per security staff officer per fiscal year and outerwear and rainwear garments depending upon assignment and, as needed. These guidelines may be overridden based upon circumstances or necessity or annual budget. Upon award of a contract DRC will conduct a phase-out of the current uniform duty garments and a phase-in of the uniform duty garments selected as a result of this solicitation. The changeover period will be dictated by the costs of the garments awarded as well as DRC's discretionary budget during the term of the contract.

- 1.4 **SCOPE OF WORK:** The successful Contractor will exhibit a demonstrated successful track record of providing law enforcement or security uniform garments for at least two organizations comparable in size and scope of the Ohio Department of Rehabilitation and Correction security staff. Respondents shall complete all documents in section 5.2 of this RFP and submit them as part of its technical proposal.

DRC desires a contractor experienced and proficient in providing a turnkey uniform service for their 7,000 + uniformed security staff. The service must include a secure, robust, real-time, online order management and inventory system with multiple levels of security from individuals to and including the agency level. The system must be easy to use and provide management reports to aid DRC in managing the duty uniform spend.

DRC desires the following types of garments: duty uniform trousers, short and long sleeve security duty shirts, duty outerwear and rainwear and a duty watch cap, as described in the Technical Proposal Evaluation section 2.5, below. All duty uniform items proposed must be high quality, durable, cost effective, easy care and present a crisp professional appearance. Duty uniform items must be constructed of high quality materials and designed in such a way as to enhance and lend utility to the performance of security staff's daily duties within a correctional institution.

Offerors should be capable of performing alterations and embroidering or affixing insignia and patches furnished by DRC, in accordance with DRC uniform policy and standards. DRC encourages proposals describing and offering new types of badging and/or insignia technology.

**WEAR TESTING:** As part of the Technical Proposal Evaluation, DRC will conduct field wear tests of selected garments in the security staff duty environment. Wear testing may continue from one (1) to three (3) months. Wear testers will complete evaluations of the items tested in the areas of comfort, durability, professional appearance, ease of care and utility as regards position duties. After initial review of Proposals submitted, DAS / DRC may contact Offerors for samples of up to 10 of each garment to be wear tested. Wear test samples will be requested by DAS in writing. If requested, wear test samples must be delivered in the sizes and quantities in accordance with DAS' requests within then (10) working days after request. Wear test evaluations will be a part of the technical proposal evaluation process of this RFP. Offerors may offer more than one brand or style of individual uniform duty garment however after proposal evaluation is completed, DRC will select only one style of each type garment, (with the exception of outerwear for which two garments will be selected) as DRC's security staff duty uniform garment(s).

- 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.

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

See Instructions for further detail.

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 open for public inspection after the Proposals are received.

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

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

1.9 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and three (3) copies for a total of four (4) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD or thumb drive in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

## 2.0 **EVALUATION OF PROPOSALS**

2.1 **MANDATORY REQUIREMENTS** The following Table 1 contains items that are Mandatory Requirements for this RFP

Determining the Offeror's ability to meet or exceed the Desired Features 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 Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet or exceed Mandatory Requirements, the Proposal may be disqualified by DAS from further consideration.

## 2.2 **TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

Mandatory Requirements	Accept	Reject
1. There are no mandatory requirements for this RFP	N/A	N/A

2.3 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements; the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

## 2.4 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1050 Points
Proposal Cost	375 Points
Presentations, Interviews, Demonstrations (if applicable)	200 Points
Total	1625 or 1425 Points

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

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
---------------------------	-----------------	---------------------------	-------------------	-----------------------------	--------------------

DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

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

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

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

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

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

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

## 2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
<b>1. Offeror Profile</b> Each proposal must include a complete and detailed profile of the Offeror's history, capability, capacity and experience providing a turnkey uniform or garment service and order management and inventory system for law enforcement or corrections security staff comparable to that of the Ohio Department of Rehabilitation and Corrections. Include a narrative completely describing your experience and complete Form 5.2.3. for this purpose.	15		
<b>2. Offeror Previous Experience</b> The Offeror must include in its Proposal a complete and comprehensive description of at least two projects of a similar size and scope as this project which were completed in the last three (3) years. Include a narrative completely describing each project including identification of the project, number of wearers, project timeframe, types of garments, order management system and other associated services.	25		
<b>3. Offeror References</b> The Offeror must provide a minimum of three (3) references two of which are from the projects described in 2. Above. Use Form 5.2.5. Insure that all sections of that form are completed for each reference.	15		
Scope of Work			
<u>Order Management and Information System:</u> As part of this solicitation DRC desires a proposal which includes a secure web-based, on-line ordering system with multiple levels of security which can be used for ordering by individual security staff based on an individual security officer garment budget as well as ordering at the institution and at the agency headquarters level. The system proposed should be robust, allow for easy processing of returns, ease of adding and deleting users and updating individual budgets and management override of individual or institution budgets. The system should provide management reports necessary for DRC to effectively manage the agency's security staff garment needs. It is DRC's desire to allow individual security staff using the online ordering, inventory management and budgeting system to manage their own uniform garment wardrobe subject to agency assigned individual budgets, and ultimately reduce inventory, out of stocks and order lead times.	30		

<p>Offerors should provide a complete detailed description of their online, secure order management and inventory system including screen shots and descriptive information. A web link to an online demonstration of the system or to a system test site is desirable. Offeror must provide this online order management and information system at no charge to the State. DRC desires an order lead time not to exceed 7 days with shipping terms of FOB delivered freight prepaid.</p>			
<p><u>Uniform Duty Trousers.</u> Uniform duty trousers offered must be of a BDU or TDU style, present a neat, crisp professional appearance and be constructed of a polyester / cotton blend or all polyester rip-stop, tight weave all season fabric suitable for year round wear. The fabric must be breathable and water resistant. The trouser must be washable, easy-care, and wrinkle resistant. The trouser must exhibit abundant pocketing including cargo pockets which lie flat against the trouser leg and secured by hook and loop closures, slash side pockets and rear pockets with hook and loop securement. Additional pockets are a bonus. The trouser must have a wide adjustable / expandable waistband with two inch (2") belt loops. Waist closure must be accomplished by either by strong, high quality securely attached button or high quality snap(s). All zippers must be made of high quality brass or other suitable metal. The trouser must be bar tacked and reinforced at all stress points. Seams must be double or triple stitched and the trouser crotch must be gusseted for freedom and ease of movement.. The trouser must be available in both men's and women's cuts; sizes size 30 through 54 for men and sizes 2 through 24 for women. Additional larger, special order sizes are desirable.</p> <p>Offerors may propose more than one brand or style of uniform duty trouser. Each brand or style offered must be accompanied by detailed manufacturer specifications for the brand / style including features, photographs and other descriptive media. DAS may request samples of selected styles for inspection by proposal evaluators. If samples are required, the Offeror will have seven (7) calendar days after written request to provide the samples requested. Offerors must provide comprehensive size charts for each brand / style offered.</p>	25		
<p><u>Uniform Duty Shirt Short Sleeve:</u> Short sleeve uniform duty shirts offered must be constructed of a polyester / cotton or other blend which is fade resistant, breathable, stain resistant and moisture-wicking. The shirt must be a security style which presents a neat, crisp professional appearance, with a spread collar with integrated collar stays or other method of keeping the collar sharp and neat. The shirt must have a button front secured by high quality buttons and two chest pockets with flaps secured by either hook and loop material or high quality button(s). The pockets should lie flat against the shirt. Creases must be permanent. The shirt must washable and wrinkle-resistant and present a neat, sharp professional appearance. The shirt must be offered in regular and athletic cuts as well as both men's and women's sizing; men's sizes 14 through 22 and women's sizes 2 through 24. Additional larger, special order sizes are desirable. Required colors are white and gray.</p> <p>Offerors may propose more than one brand or style of short sleeve uniform duty shirts Each brand or style offered must be accompanied by detailed manufacturer specifications for the brand / style including features, photographs and other descriptive media. DAS may request samples of selected styles for inspection by proposal evaluators. If samples are required, the Offeror will have seven (7) calendar days after written request to provide the samples requested. Offerors must provide comprehensive size charts for each brand / style offered.</p>	25		

<p><u>Uniform Duty Shirt Long Sleeve:</u> The long sleeve uniform duty shirts offered must be constructed of a polyester / cotton or other blend which is fade resistant, breathable, stain resistant and moisture wicking. The shirt must be a security style which presents a neat, crisp, professional appearance with a spread collar and integrated collar stays or other method of keeping the collar sharp and neat. The shirt must have a button front secured by high quality buttons and two chest pockets with flaps secured by either hook and loop material or high quality button(s). Pockets should lie flat against the shirt. Creases should be permanent. The shirt must be washable and wrinkle-resistant and present a neat, sharp professional appearance. The shirt must be offered in regular and athletic cuts as well as both men's and women's sizes; men's sizes 14 to 22 and sleeve lengths 32 through 36 and women's sizes 2 through 24. Additional larger, special order sizes are desirable. Required Colors are white and gray.</p> <p>Offerors may propose more than one brand or style of long sleeve uniform duty shirts Each brand or style offered must be accompanied by detailed manufacturer specifications for the brand / style including features, photographs and other descriptive media. DAS may request samples of selected styles for review by proposal evaluators. If samples are required, the Offeror will have seven (7) calendar days after written request to provide the samples requested. Offerors must provide comprehensive size charts for each brand / style offered.</p>	25		
<p><u>Duty Outerwear Garments:</u> DRC desires two types of outerwear garments; a waist-length style and a longer mid-hip or mid-thigh style. Outerwear garments offered must be of the all-weather variety 3-in-1 or similar style comprised of an inner layer and outer shell. They must be washable, breathable, stain, wind and water resistant and have integrated hoods. Outerwear garments offered must have ample pocketing which does not restrict the ease or range of motion of the wearer. Garments must have strong, high quality, brass or other metal zippers and features which permit ease of access to security staff's duty belt. Outerwear garments offered must be of the highest quality construction of high quality materials, reinforced or bar tacked at all stress points. Outerwear garments must be offered in men's and women's sizes to 4XL Additional larger, special order sizes are desirable. Required color is black.</p> <p>Offerors may propose more than one brand or style of each type of duty outerwear garment. Each brand or style offered must be accompanied by detailed manufacturer specifications for the brand / style including features, photographs and other descriptive media. DAS may request samples of selected styles for review by proposal evaluators. If samples are required, the Offeror will have seven (7) calendar days after written request to provide the samples requested. Offerors must provide comprehensive size charts for each brand / style offered.</p>	25		
<p><u>Duty Watch Cap:</u> DRC desires a high quality skull style watch cap, of quality construction. One size fits all. Color: Black</p>	5		
<p><u>Duty Rainwear:</u> DRC desires a high quality, durable, functional two-piece (jacket and pants) duty rainwear garment manufactured of quality materials and of quality construction. The garments must contain features associated with quality rainwear such as sealed or taped seams, storm flaps, vents, high quality zippers and/or snaps and ample sizing to fit over outerwear garments. The garments must be water proof, breathable and washable. The jacket must have an integrated hood and must be constructed in such a way as to allow easy access to the security officer's duty belt. Both jacket and trousers should have adequate, ample pocketing which do not interfere with the officer's movement or range of motion. Sizes required are XS through 5XL Additional larger, special order sizes are desirable. Required color is black.</p>	15		

<p>Offerors may propose more than one brand or style of duty rainwear garments. Each brand or style offered must be accompanied by detailed manufacturer specifications for the brand / style including features, photographs and other descriptive media. DAS may request samples of selected styles for review by proposal evaluators. If samples are required, the Offeror will have seven (7) calendar days after written request to provide the samples requested. Offerors must provide comprehensive size charts for each brand / style offered.</p>			
<p><u>Accessorial and Other Services</u> DRC currently uses internal labor to perform alterations and affix insignia and patches to uniform garments. However in the future may desire to have these services provided by the awarded contractor. Describe all uniform and garment accessorial and related services your organization offers such as garment tailoring and alteration, affixation of patches, embroidering and other services. If available provide a complete description of any new technology your organization is capable of offering with regard to insignia, badging or other types of uniform or garment related services.</p>	5		

Total Technical Score: 1050

- 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.

<p>Presentations, Interviews, Demonstrations: Based upon the Proposals Received, DAS may determine a need for face-to-face meeting(s) with one or more Offerors. If face to face meetings are scheduled, the point values below will be assigned. If DAS determines no need for meetings the point values below will not be used.</p>			
<p>1. Oral Presentation (if required)</p>	20		
<p>2. Product Demonstration (if required)</p>	20		

Total Presentation Score: 200

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 Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost 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 180 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 firm, fixed prices, for the initial duration of the contract. Thereafter prices may be adjusted with appropriate supportive documentation during the annual renewal process as described in section 5.3.1. of the Contract Terms and Conditions ECONOMIC PRICE ADJUSTMENT. All costs for furnishing the goods and services must be included in the Cost Summary.

- 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 Department of Rehabilitation and Correction  
 770 West Broad Street  
 Columbus, OH 43215

TURNKEY UNIFORM, GARMENT AND ONLINE ORDER MANAGEMENT SYSTEM FOR OHIO DEPARTMENT OF REHABILITATION AND CORRECTION UNIFORMED SECURITY STAFF

CSP901015

UNSPSC CATEGORY CODE: 53102700, 53102706

BUDGET: To be determined after award of a contract.

The offeror shall download the Excel workbook titled "CSP901015 DRC015 OFFEROR COST SUMMARY WORKBOOK - through the link below.

Offeror shall enter the Offeror's full name at the top of each page of the workbook and complete the Cost Summary for all items and services offered. If additional space or rows are required, Offeror shall insert additional rows in the appropriate section(s) of the Cost Summary Workbook and complete those rows. Offeror shall submit the completed Excel workbook Cost Summary as required by the instructions in sections 3.0 through 3.3 above.

CSP901015, DRC015 OFFEROR COST SUMMARY WORKBOOK Link:

[http://www.procure.ohio.gov/pdf/CSP901015\\_DRC015\\_Offeror\\_Cost\\_Summary\\_Workbook.xls](http://www.procure.ohio.gov/pdf/CSP901015_DRC015_Offeror_Cost_Summary_Workbook.xls)

All costs must be in U.S. Dollars.

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 will award a contract for a turnkey uniform and garment service for DRC's security staff to a single contractor.

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/RFP Instructions/5.3%20Terms%20and%20Conditions.pdf](https://procure.ohio.gov/Zip/RFP%20Instructions/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 amended, 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.

## 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	<a href="http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx">http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx</a>
Office of Budget and Management	<a href="http://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.aspx</a>

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](mailto: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.

<b>Appendix I - ODRC SECURITY STAFF BY FACILITY</b>		
<b>Designation</b>	<b>Facility Name and Address</b>	<b>Staff</b>
AOCI	Allen Oakwood Correctional Institution 2338 North West Street Lima, Ohio 45801	284
BeCI	Belmont Correctional Institution 68518 Bannock Road St. Clairsville, Ohio 43950	289
CCI	Chillicothe Correctional Institution 15802 State Route 104 North Chillicothe, OH 45601	349
CRC	Correctional Reception Center 11271 State Route 762 Orient, Ohio 43146	320
DCI	Dayton Correctional Institution 4104 Germantown Street Dayton, Ohio 45417	251
FMC	Franklin Medical Center 1990 Harmon Ave Columbus, Ohio 43223	372
GCI	Grafton Correctional Institution 2500 South Avon Belden Road Grafton, Ohio 44044	230
LaeCI	Lake Erie Correctional Institution (LaeCI) 501 Thompson Road, Conneaut, OH 44030	144
LCI	Lorain Correctional Institution 2075 South Avon-Belden Road Grafton, Ohio 44044	252
LeCI	Lebanon Correctional Institution 3791 State Route 63 Lebanon, Ohio 45036	342
LoCI	London Correctional Institution 1580 State Route 56, SW London, Ohio 43140	201
MaCI	Madison Correctional Institution 1851 State Route 56, London, Ohio 43140	312
MCI	Marion Correctional Institution 940 Marion-Williamsport Road Marion, Ohio 43302	296
NCCC	North Central Correction Complex 670 Marion-Williamsport Road Marion, Ohio 43302	218
NCI	Noble Correctional Institution 15708 McConnellsville Road Caldwell, Ohio 43724	269
NEPRC	Northeast Pre-Release Center (NePRC) 2675 East 30th Street Cleveland, Ohio 44115	157
ORW	Ohio Reformatory for Women 1479 Collins Avenue Marysville, Ohio 43040	271
OSP	Ohio State Penitentiary (OSP) 878 Coitsville-Hubbard Road Youngstown, Ohio 44505	218
PCI	Pickaway Correctional Institution 11781 St. Route 762 Orient, Ohio 43146	224
RCI	Richland Correctional Institution 1001 Olivesburg Road Mansfield, Ohio 44905	250
RCI	Ross Correctional Institution 16149 State Rt. 104 Chillicothe, Ohio 45601	343
SCC-HCF	Hocking Correctional Facility 5900 B.I.S. Road Lancaster, Ohio 43130	273
SCC-SCI	Southeastern Correction Center 5900 B.I.S. Road Lancaster, Ohio 43130	290
SOCF	Southern Ohio Correctional Facility 1724 St. Rt. 728 Lucasville, Ohio 45699	458
TCI	Trumbull Correctional Institution (TCI) 5701 Burnett Road Leavittsburg, Ohio 44430-0901	244
ToCI	Toledo Correctional Institution 2001 East Central Avenue Toledo, Ohio 43608	273
WCI	Warren Correctional Institution 5787 State Route 63 Lebanon, Ohio 45036	237

The above staff assignments are averages which may fluctuate slightly during the year.