



Office of
Procurement Services
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REQUEST FOR PROPOSAL

RFP NUMBER: CSP905014
INDEX NUMBER: EDU063
UNSPSC CATEGORY: 86000000

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:

LITERACY AND MATH DESIGN COLLABORATIVE WITH CTE

OBJECTIVE: The purpose of this RFP is to select a Contractor to train eight (8) Literacy Trainers and eight (8) Math Trainers. In addition, the awarded Contractor will provide support and services to eight (8) Ohio Public Schools that are currently in the HSTW or MMGW networks for implementation of the Common Core Literacy Standards.

RFP ISSUED: July 23, 2013
INQUIRY PERIOD BEGINS: July 23, 2013
INQUIRY PERIOD ENDS: August 14, 2013 at 8:00 AM
PROPOSAL DUE DATE: August 21, 2013 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.

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

AA:	Affirmative Action
CCSLs:	Common Core State Literacy Standards
CCSS:	Common Core State Standards
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
CTE	Career Technical Education
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
HSTW:	High Schools That Work
LDC:	Literacy Design Collaborative
Mandatory:	Must, Will, Shall
MDC:	Math Design Collaborative
MMGW:	Making Middle Grades Work
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODE:	Ohio Department of Education
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 Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Literacy and Math Design Collaborative with CTE. 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 the award date through June 30, 2015. 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

The purpose of this RFP is to select a Contractor to train eight (8) Literacy Trainers and eight (8) Mathematics Trainers, and jointly provide services with them to eight (8) Ohio Public Schools that are currently in the High Schools That Work (HSTW) or Making Middle Grades Work (MMGW) networks for implementation of the Common Core State Literacy Standards (CCSLs). This will be a two-year plan to provide support and service to this select group of schools. This project will add support to meet Common Core State Standards through ODE's Literacy Design Collaborative (LDC) work and Math Design Collaborative (MDC) work.

The Literacy Design Collaborative (LDC) is a new way of thinking about and preparing all students with the literacy skills they need to be college and career ready. It is not a program or a random selection of curriculum ideas; rather, it is a literacy framework that connects the Common Core State Standards with secondary ELA, social studies, science, and electives classrooms such as career and technical classrooms.

The Math Design Collaborative (MDC) is a new way of thinking about and preparing all students with the mathematics skills they need to be college and career ready. It is not a program or a random selection of curriculum ideas; rather, it is a framework that embeds the Common Core State Standards for mathematics with secondary core content, and electives such as career and technical classrooms.

The LDC and MDC frameworks offer a system to help schools address the following:

- A. Teach reading, writing, and thinking in middle grades and high school in the content areas. The materials provide content area teachers the flexibility to personalize and tailor learning for every student to master the new Common Core State Standards (CCSS) for reading and writing in English, social studies, science and technical fields.
- B. Develop content reading skills that build teacher capacity to use reading and writing standards and literacy strategies to advance student engagement in complex texts and to create opportunities for students to express themselves, both orally and in writing, as a way of advancing academic achievement.
- C. Develop mathematics instructional tools built around lessons and strategies aligned to the CCSS and are intended to be integrated by the teacher into existing curriculum. Teachers can flexibly adapt these instructional tools wholesale or as needed.
- D. Create teaching tasks that become the foundation for learning challenging content and the literacy and math skills necessary in academic and technical coursework as well as the world at large.
- E. Help teachers differentiate instruction by combining appropriate literacy standards and mathematics standards based on student needs, and enable creativity in how students master standards and content.
- F. Help teachers use complex texts to advance students' abilities to read, comprehend and analyze those tasks resulting in student writing products that both meet the CCSLS and illustrate deep understanding of the content.
- G. Merge literacy and mathematics with content as a "both-and" strategy, supporting coherence in the content area and literacy and numeracy rather than focus on just one stand-alone aspect.
- H. Establish an aligned system for teaching literacy and math that supports college-ready literacy across core disciplines and college ready mathematics in a formative system that will work in grades 6 through 12.

The LDC and MDC frameworks provide content area teachers the flexibility to personalize and tailor learning for every student to master the Common Core State Standards for literacy and math in all content areas. There are two main components to the LDC and MDC systems teachers can adopt wholesale or adapt as needed:

The essence of the LDC and MDC design is to help principals select teacher leaders from each of the core discipline areas (English, social studies, science mathematics and a career/technical area) who are teacher leaders on their campus, have proven success with students, are adaptive to change and willing to implement these innovative tools. ODE has learned that when you select people for intensive training, they come back and begin to implement the materials learned, begin to meet and share their ideas with other teachers; and the ideas begin to migrate to other teachers in the building. Teacher collaboration is core to the design. Through sharing and growing ideas, teachers gain the skills and confidence to deeply implement LDC and MDC to impact student engagement and achievement.

The LDC and MDC Frameworks consist of:

- A. Template Tasks that provide LDC and MDC colleagues with a set of partially-built task templates aligned to the common core;
- B. Module Specifications that spell out requirements and options for LDC and MDC collaborates to follow when designing modules and using template tasks;
- C. Terminology which spells out the required terms and definitions used by LDC and MDC; and
- D. Jurying System spells out the system that the collaborative will use to give feedback on the quality of the tasks and modules created by teachers and others.

What makes a great teaching task?

The Common Core State Standards and the LDC/MDC frameworks “push the envelope” for students, on the premise that with clear goals and strong supports, they can read and write at much higher levels. Consequently, the teaching tasks must be challenging. The LDC and MDC Design Teams have developed a high-quality system for giving feedback on task and module quality.

Changes in Classroom Experiences

Traditional Classroom	LDC and MDC Classrooms
Teacher as Lecturer	Teacher as Facilitator
Teacher as Expert	Student as Expert
Teaching focus	Learning focus
Students working individually	Students working in pairs or small teams
Step-by-step instruction	Instruction is focused on key concepts with students identifying multiple solution pathways
Students complete “work” by completing pen and paper problems	Students complete lessons that allow for active understanding through the use of technology and hands on manipulative
Only the teacher discusses mathematics/literacy or uses mathematics/literacy terminology	Students actively discuss mathematics/literacy and use mathematical and literacy terminology in both oral and written formats
Teachers guide students by guiding them to the step to be completed	Teachers assist students by posing questions to identify misconceptions and/or to identify possible solution pathways

1.4 SCOPE OF WORK

The awarded Contractor shall design a program to:

- A. Train eight (8) selected coaches in LDC and eight (8) selected coaches in MDC with the skills to support classroom teachers on the implementation of the components of LDC and MDC. These coaches will deliver job embedded professional development to the teacher facilitation teams. Trainings shall be conducted in person. The Contractor shall be responsible for securing the training location and all costs associated with the trainings, with the exception of any food costs. Participants are responsible for their own food costs.
- B. Support coaches in the training of thirty-two (32) teacher facilitators in developing a module for use in the classroom twice a school year.
- C. Encourage collaboration across the teacher facilitator teams will provide support and expand capacity to the development of four modules for each team.
- D. Develop rubrics for evaluating student work is essential for continued quality and success.
- E. Deliver webinars and conference calls to support the teachers and the coach trainers as the work progresses.
- F. Instruct coaches and teacher facilitator teams to develop site action plans for implementation.
- G. Trainers/coaches will be certified by the provider with the competencies and skills to deliver the training to others.

1.4.1 WORK PLAN

Offeror's Work Plan shall include, at a minimum:

- A. A detailed plan to train the selected coaches. Plan must include length of training, skills to be covered, and any materials that may be provided as part of the training.
- B. A detailed description of the support that will be available to the coaches as they train the teacher facilitation teams. Offeror shall include the amount of time proposed for it to spend with the coaches and the teams.
- C. Proposed methods for encouraging collaboration across the teacher facilitation teams to provide support and expand capacity as the teams develop modules.
- D. Proposed rubrics for evaluating student work.
- E. Proposed plan for delivering webinars and conference calls, which includes a proposed schedule and topics.
- F. A plan to instruct coaches and teacher facilitator teams in developing site action plans for implementation.
- G. A description of the certification process.
- H. A timeline for all project activities.
- I. A discussion of any anticipated challenges and solutions to address those challenges.

1.5 CONFIDENTIAL INFORMATION The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

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 five (5) copies for a total of six (6) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD 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 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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Not applicable to this project.

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

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	1,035 Points
Proposal Cost	345 Points
Total	1,380 Points

The following scale (0-9) will be used to rate each Proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	MEETS 5 POINTS	EXCEEDS 7 POINTS	GREATLY EXCEEDS 9 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.

MEETS (5 pts.): Response generally meets the objectives (or expectations).

EXCEEDS (7 pts.): Response indicates the objectives will be exceeded.

GREATLY EXCEEDS (9 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 9)	Extended Score
Offeror Profile			
1. Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar in nature and scope. (Complete Form 5.2.3)	15		
2. Offeror provides description of number of years in business, number of full-time and part-time staff available to work on this project, and evidence of financial stability. (Include on Form 5.2.3)	10		
3. Offeror demonstrates ability to complete the project within the specified timeline.	10		
Offeror Prior Projects			
1. Offeror provides, at a minimum, two (2) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. (Complete Form 5.2.4)	10		
Staffing Plan			
1. Offeror provides description of Project Manager's qualifications and experience facilitating similar work as well as descriptions of prior experience with a project of this size and scope. Offeror shall complete Form 5.2.5 for both the Project Manager and key supporting staff.	10		
2. Offeror must submit Form 5.2.6 that details type of formal education of Project Manager and key supporting staff.	5		

Work Plan. Offeror's Work Plan shall include, at a minimum:			
1. A detailed plan to train the selected coaches.	15		
2. A detailed description of the support that will be available to the coaches as they train the teacher facilitation teams.	10		
3. Proposed methods for encouraging collaboration across the teacher facilitation teams.	5		
4. Proposed rubrics for evaluating student work.	5		
5. Proposed plan for delivering webinars and conference calls.	5		
6. A plan to instruct coaches and teacher facilitator teams in developing site action plans for implementation.	5		
7. A timeline for all project activities.	5		
8. A discussion of any anticipated challenges and solutions to address those challenges.	5		

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 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: _____

2.7 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 firm, fixed price, for a 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
Ohio Department of Education
6th Floor MS 609
25 South Front Street
Columbus, OH 43215
Attn: Dan Stacy

Literacy and Math Design Collaborative with CTE
CSP905014
UNSPSC CATEGORY CODE: 86000000
BUDGET: \$150,000.00 for Year 1 and \$150,000.00 for Year 2

OFFEROR: _____

Description	Year 1 Ending 6/30/14	Year 2 Ending 6/30/15
Training LDC Coaches		
Training MDC Coaches		
Design teacher facilitator LDC training		
Design teacher facilitator MDC training		
Working with LDC coaches and LDC teacher facilitators		
Working with MDC coaches and MDC teacher facilitators		
Delivery of job embedded training of LDC teacher facilitators		
Delivery of job embedded training of MDC teacher facilitators		
Certifying Ohio trainers in LDC modules		
Certifying Ohio trainers in MDC modules		
Total		

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 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 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

Literacy Design Collaborative	http://www.literacydesigncollaborative.org/
My Group Genius	http://www.mygroupgenius.org/literacy
My Group Genius	http://www.mygroupgenius.org/mathematics
Mathematics Assessment Project	http://map.mathshell.org/materials/mdc/index.php
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.



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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: Secretary of State Certification, Affirmative Action, 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.