Office of Procurement Services
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REQUEST FOR PROPOSAL

RFP NUMBER: CSP904514
INDEX NUMBER: COS001
UNSPSC CATEGORY: 91100000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of The Ohio State Board of Cosmetology, is requesting Proposals for:

Partnership to Offer Corrective Action Measures to Violators of Ohio Revised and Administrative Code 4713

OBJECTIVE: The Board seeks a private or public sector Partner who will provide the logistical support for the delivery of corrective action measures.

RFP ISSUED:	July 25, 2013
INQUIRY PERIOD BEGINS:	July 25, 2013
PRE-PROPOSAL CONFERENCE:	August 8, 2013
INQUIRY PERIOD ENDS:	August 16, 2013 at 8:00 AM
PROPOSAL DUE DATE:	August 23, 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:	**Name/Title:**
_____ _____ _____ _____ E-Mail Address:_____ Phone Number: ( ) ____-_____, Ext.___ ____	_____ _____ 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
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
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 State Board of Cosmetology (the Agency), is soliciting competitive sealed proposals (Proposals) for Partnership to Offer Corrective Action Measures to Violators of Ohio Revised and Administrative Code 4713. 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 Board seeks a private or public sector Partner who will provide the logistical support for the delivery of corrective action measures. Corrective action measures are educational programming designed to teach those licensees, or those purporting to be licensees of the Board, or permit holders, and continuing education providers aspects of the law or rules that, after the conclusion of the adjudication process for an administrative agency violation as set forth in Chapter 119 of the Revised Code ("affected persons"), these affected persons have been found to have violated. The Board's staff created content for various aspects of laws and rules that these affected persons have commonly violated. The content of the courses shall include, but not be limited to licensing; infection control; safety, tanning rules and laws, continuing education laws and rules, and Ohio business law as it relates to Independent Contracting and Salon Management.

The Board's private or public sector Partner will provide the ability for The Board to communicate the information and content created by The Board staff to those who have been found in violation of the law. This would include the delivery of course content either through rigorous correspondence courses, in-person training, online educational training, or some combination thereof. The successful Offeror will demonstrate a maximum capacity to educate affected persons with the expectation that the education would fill any educational gaps and would prevent repetition of the violation(s). Thus, developing the information from The Board into a rigorous corrective action educational course is the goal of the partnership.

1.4 SCOPE OF WORK

A. An Offeror is asked to provide in great detail the manner in which the Offeror will present the content that The Board will develop. The content from The Board shall be in four separate categories; infection control and safety, licensing and legal, record keeping, and tanning permits. The Offeror shall provide corrective action courses in the four categories directed to the following groups of persons:
   1. Cosmetology Salons, Managing Cosmetologists, Cosmetologists, and Independent Contractors.
   2. Esthetic Salons, Managing Estheticians, Estheticians, and Independent Contractors.
   3. Manicuring Salons, Managing Manicurists, Manicurists, and Independent Contractors
   4. Hair Designing Salons, Managing Hair Designers, Hair Designers, and Independent Contractors.
   5. Natural Hair Design Salons, Managing Natural Hair Designers, Natural Hair Designer, and Independent Contractors.
   6. Tanning Facility Permit Holders, and Certified Operators of sunlamp equipment.
   7. Schools of Cosmetology, and Instructors in Schools of Cosmetology
   8. Continuing Education Providers

B. In addition, the Offeror will also assure the following measures are taken for the integrity of the program:

   1. Biometrics or some similar manner of assuring that the person who has violated the law, the affected person, is the person who is actually taking the coursework. An identifier to make certain that only the affected person is actually taking the corrective action course.
   2. A grading system to measure the knowledge learned by the affected person taking the course.
   3. The ability to relay the grading scores of the affected person to The Board.
   4. The ability to reassign an affected person, who has a grading score of less than seventy-five percent (75%) to a repeat course containing similar subject matter.

5. A tracking mechanism to measure the percentage of the affected persons passing the course upon taking it for the first time, for the second time, etc., to help The Board determine the effectiveness of the material and the manner in which it is being delivered to the applicable persons.
6. The ability to provide designated segments of the content of the courses on The Board's website or other instructional purposes to educate persons working in the cosmetology profession and or members of the general public to prevent future violations. The segments may be in electronic or print format.
7. Customer service assistance in the scheduling and handling of details for each corrective action course, as well as proof that the affected person has been contacted by telephone, electronic mail, United States Mail, or in person to schedule the course and accommodate the affected person's schedule.
8. A verification and tracking mechanism of the customer service and scheduling system. This mechanism will provide The Board and the Offeror the ability to make sure that those affected persons assigned to take the coursework are actually scheduled for the course.
9. The Offeror will charge the licensee directly for the program and will be responsible for collection of the appropriate fee. The fee will be developed based upon the criteria described in the section of this RFP titled "PRICING OF PROGRAM."
10. Programs will be presented in the English language either verbally or in writing. Information in programs may be presented in person, on printed materials, video, film, digital, power point or any other understandable format.
11. Course Materials, including work material or study guide for each person taking the course.
12. All coursework shall be presented in a format consistent with four hours of corrective action programming either through in-person classes, printed materials, video, film, digital, power point, or any other understandable format.
13. The ability to provide corrective action courses to licensees throughout the state of Ohio.
14. All Proposals are a matter of public record and subject to the public records laws of the State of Ohio. Any proprietary information shall be clearly marked by **"BOLD QUOTATION MARKED PROSE"** so that it could be struck out in the event of a public records request.
15. All laws and rules of the State Board shall be followed in the application of the coursework.

C. PRICING OF PROGRAM:

This is a no-cost contract for the State of Ohio. The contractor is responsible for collecting course fees from licensees for corrective action courses.

No corrective action program course shall cost an affected person any more than the amount legally allowed per instance of violation under Section 4713.64 of the Ohio Revised Code that allows the Board to levy a fine in an amount not to exceed $500.00 per violation or a corrective action course in lieu of a fine. No corrective action measure shall exceed the maximum sanction allowed by law. An individual failing the course and taking it for a second time shall pay one fourth of the original charge and that amount shall decrease by half for each subsequent time the individual needs to retake the course. Each individual course must be priced out individually for each course type offered. Failure to comply with this provision will be considered as a default and will be subject to Termination or Suspension of the contract.

D. COURSE DESCRIPTIONS:

The Board is interested in the possibility of presenting the classes in different ways, as the Board is looking to find an Offeror who provides a creative means of reaching the licensees and maintain course costs under the cost of $500. The method of course presentation can be instructor led, in-class, by video or film or internet digital content, by skype hook-up, catalogue, and/or by a combination of all of these or by another means not listed here. The Board would be open to seeing pricing variations, for example lecturer and lecturer with produced video, in other words a "blended learning" atmosphere is acceptable.

1. **License and Legal** – 4 hours will include ---Laws & Rules pertaining to licensing of salons & Independent Contracting. Involving All Salons, All licensees/ Cosmetologists, Estheticians, Manicurists, Natural Hair Stylists, Hair Designer, All Managers from each of the above branches & Independent Contractors.
2. **Disinfection & Infection Control Cosmetology**—4 hours will include—Laws & Rules pertaining to Salon operations, Proper instruction on Sanitation, Disinfection & Infection Control. Involving Cosmetology Salons, Managing Cosmetologist, Cosmetologists & Independent Contractors.
3. **Disinfection & Infection Control Manicurist** -—4 hours will include – Laws & Rules pertaining to Manicurist Salon operations, Proper instruction on Sanitation, Disinfection & Infection Control. Involving Nail Salons, Managing Manicurists, Manicurists & Independent Contractors
4. **Disinfection & Infection Control Hair Designer**—4 hours will include— Laws & Rules pertaining to Hair Designer Salon operations, Proper instruction on Sanitation, Disinfection & Infection Control. Involving Hair Designer Salons, Managing Hair Designers, Hair Designers & Independent Contractors
5. **Licensing and Proper Operation of Tanning Facilities**—4 hours will include -- Laws & Rules pertaining to Tanning Facility Operations, Proper instruction on Sanitation, Disinfection, Infection Control & Records Keeping, involving Tanning Facility Permit Holders & Certified Operators of sunlamp equipment.

6. **Licensing and Legal Schools**—4 hours will include – Laws & Rules pertaining to licensing and record keeping, involving Schools of Cosmetology & Instructors in Schools of Cosmetology
7. **Disinfection & Infection Control Esthetician**—4 hours will include-- Laws & Rules pertaining to Esthetician Salon operations, Proper instruction on Sanitation, Disinfection & Infection Control. Involving Esthetician Salons, Managing Estheticians, Estheticians & Independent Contractors.
8. **Disinfection & Infection Control Schools**—2 and 4 hours will include -- Laws & Rules pertaining to Schools of Cosmetology operations & Proper instruction on Sanitation, Disinfection & Infection Control, involving Schools of Cosmetology & Instructors in Schools of Cosmetology.
9. **Disinfection & Infection Control Natural Hair Designer**—2 and 4 hours will include-- Laws & Rules pertaining to Natural Hair Designer Salon operations, Proper instruction on Sanitation, Disinfection & Infection Control, Involving Natural Hair Designer Salons, Managing Natural Hair Designers, Natural Hair Designers & Independent Contractors.
10. **Continuing Education**—2 hours – laws, rules and requirements for offering continuing education courses to Board licensees.

E. PRE-PROPOSAL CONFERENCE:

A Pre-Proposal conference will be held on August 8, 2013 at The Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123 to discuss the requirements of the proposal. The conference will commence promptly at 1:00pm, barring an unforeseen circumstance that results in a delay of the conference. Attendance will be taken. The state will not be responsible to an Offeror for their failure to obtain information discussed during the pre-proposal conference due to their failure to attend and/or arriving after the conference has convened.

Please contact Ann Marie Zarella-Lydic by August 6, 2013 at (614) 643-2933 during regular business hours to make arrangements for authorization to enter the facility.

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 six (6) copies for a total of seven (7) 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

There are no mandatory requirements for Request for Proposals CSP904514.

2.2 PROPOSAL EVALUATION CRITERIA

If the Offeror provides sufficient information to DAS in its Proposal, 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 2), 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 1 - Scoring Breakdown. Each Proposal 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. In addition, The three (3) highest scoring Offerors will be invited to present for one hour at The Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123. The presentations will be scored in accordance with the evaluation criteria shown in Table 3.

2.3 TABLE 1 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	900 Points
Proposal Cost	90 Points
Presentations, Interviews, Demonstrations (if applicable)	234 Points
Total	1224 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

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.

2.4 TABLE 2 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 9)	Extended Score
Offeror Profile			
1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience with educational related projects. (Links/Forms 5.2.3).	10		
2. Each Proposal must include the number of years in business, number of employees, financial stability	5		
Offeror Prior Projects			
1. The Offeror must document at least one similar project completed within the past five (5) years demonstrating experience in the development of educational programming. (Links/Forms 5.2.4)	15		
Staffing Plan			
1. The Offeror demonstrates that the staff is sufficient in size to meet the timeframes in this RFP and has the knowledge and experience necessary to successfully complete the scope of work. Staff members must be listed in order of their importance to this project.	10		
2. The Offeror must submit Personnel Profiles for each key member of the work team which include candidate's references, education, training and experience qualifications and proposed work assignment (Links/Forms 5.2.5 and 5.2.6).	10		
Scope of Work			
1. Provide the methodology used to create, develop and deliver the classes throughout the State of Ohio.	5		
2. Plan of Action including: a. Security of Services Provided to Assure Integrity and Verification of the Process. b. Detail and manner in which the Offeror describes delivery of content in 1.4 Scope of Work, Section A. c. Logistics and ability to Administer the program. d. The manner in which the Offeror will deliver the content The Board will develop. e. Ability to track results under Section 1.4 Scope of Work, Section B.	30		
3. Provide the security used to verify that the affected person is the person who is actually taking the coursework.	5		
4. Provide timeline for the creation, and implementation of courses.	5		
5. Discussion of any anticipated difficulties relative to this project and a method to overcome such difficulties	5		
Maximum Points			900

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.

TABLE 3 – EDUCATIONAL DELIVERY PRESENTATION EVALUATION SUMMARY

Criterion	Weight	Rating (0=Does not Meet to 9=Strong)	Extended Score
Mechanism of Content; technically accurate, useful tools, well-organized, logical, interesting presentation, holds attention of viewers, easy to use and well-organized materials for course attendees, sufficient time for presentation of educational material and questions from attendees, materials given to attendees are affective, accurate, interesting and easy to use, course presented within the hour time limit, starting and ending no more than five minutes later or earlier than the presentation.	12		
Instructor characteristics; effectively taught, treated participants with respect, patience, encouraged student input, involvement of students interactively, confident, no distracting mannerisms, pronounced words clearly and with adequate volume, held the interest of the participants.	8		
Scheduling, Identification Protection and Licensee Verification.; offerors shall be able to prove an ability to effectively schedule and to work with The Board during the process of scheduling, able to prove the ability to shield confidential material, such as social security numbers, and protect it from disclosure, ability to verify that the licensee charged with the violation of The Board's laws or rules is the individual who takes the course.	3		
Interview, Question and Answer Session	3		

Total Presentation Score: _____

Educational Delivery Presentation **for up to eight highest scoring Offerors after the Technical and Cost scores are determined. Ranking may change as a result of the** Educational Delivery Presentation **and interview.**

Criteria	Maximum Points
Presentation/Interview	234

Educational Delivery Presentation. The time of the presentation will be given to Offerors invited to make a presentation. An Offeror will be responsible for any costs of transportation or other expenses related to the presentation. If using any technical or media equipment as part of the presentation, the Offeror will need to bring that equipment to the Board. The Offeror will have one hour in which to present portions of a previously completed educational project, to discuss the Offeror's ideas for the presentation of the Cosmetology-related educational material, to describe the Offeror's means of providing security, and how the Offeror envisions working with the Board on these courses. The Offeror will present the portions of a previously completed educational project as if the audience were students or Board licensees with violations. The audience will consist of Evaluation Committee members, Content experts from The Ohio State Board of Cosmetology staff, and DAS staff. After the hour presentation, the audience will ask questions. The Offeror should not use this time to advertise the merits of the company or the instructors, but should provide past project(s) as an example of the skills and talents of the Offeror, and then should focus on explaining how the Offeror would meet the Board's needs. The presentation(s) will be scored in accordance with the evaluation criteria shown in Table 3.

A. A standardized evaluation form used to evaluate the Educational Delivery Presentation will be provided a week prior to the presentation to those Offerors who are invited to present the sample modules and participate in the Interview. It will include the following categories:

1. Content knowledge, including use of examples, explanation of technical terms;
2. Instructor characteristics, including the ability to present difficult technical knowledge to a lay audience, to actively involve students in the learning process;
3. Effective use of time;
4. Course materials, including student materials and audio-visual aids;
5. Interview Q & A Session.

B. Guidelines; instructor(s) may select the module to teach

1. The length of the module presentation will be one hour, including approximately five minutes for the Instructor to introduce himself/herself and his/her company;
2. The module should include;
   a) Mechanism of Content Delivery;
   b) Appropriate audio visual, props, or other related equipment;
   c) Sample materials to support the Educational Delivery Presentation;
   d) "Hands-on" application or exercise, if applicable;
3. The module will be followed by a 30-minute question-and-answer session with the Evaluation Committee and Subject Matter Experts, covering subject content and instructional techniques;
4. Vendors must submit one entire sample student manual that was designed for the same or similar course, which could be customized if the vendor is awarded the Contract;
5. Vendors are responsible for travel and lodging costs when presenting an Educational Delivery Presentation during the preview.

C. Procedures for presenting sample Educational Delivery Presentation; DAS will contact vendors approximately one week prior to the preview date to schedule the preview.

Offerors are required to provide all equipment needed for their presentation.

The evaluation and scoring for any interviews, presentations, demonstrations or discussions will be scored on the weighted criteria, and a recommended award will be determined solely on the presentation, demonstration and interview scores of the highest one to three offerors determined to be most qualified by the technical and cost scores. The Educational Delivery Presentation, Demonstration, and Interview are critical to the award of this Contract as it will reflect the best Instructor(s) for the courses, as required.

2.5 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: _____

2.6 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: _____+ Presentation 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.

2.7 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 This is a no-cost contract for the State of Ohio. The contractor is responsible for collecting course fees from licensees for corrective action courses. The Offeror's cost is the cost to each licensee to take a course.

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.

3.2 If an Offeror wishes to offer alternative methods of delivering the information, the Offeror may do so by attaching an Addendum with the description of the course's delivery method and the corresponding cost to the licensee provided in the same format as on pages 12 and 13 of the RFP. Refer to page 4 Section D for more information.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price, for a not-to-exceed amount per class. All costs for furnishing the services must be included in the Cost Proposal.

Partnership to Offer Corrective Action Measures to Violators of Ohio Revised and Administrative Code 4713
CSP904514
UNSPSC CATEGORY CODE: 91100000
BUDGET: CSP904514 is a no cost contract; there will be no budget for this project.

OFFEROR:_____

Description and Length of Course	Method(s) of Delivery	Cost to Licensee for Course
License and Legal – 4 hour course		$
Disinfection & Infection Control Cosmetology– 4 hour course		$
Disinfection & Infection Control Manicurist– 4 hour course		$
Disinfection & Infection Control Hair Designer– 4 hour course		$
Licensing and Proper Operation of Tanning Facilities – 4 hour course		$
Licensing and Legal Schools– 4 hour course		$

Description and Length of Course	Method(s) of Delivery	Cost to Licensee for Course
Disinfection & Infection Control Esthetician– 4 hour course		$
Disinfection & Infection Control Esthetician– 2 hour course		$
Disinfection & Infection Control Schools– 4 hour course		$
Disinfection & Infection Control Natural Hair Designer– 4 hour course		$
Disinfection & Infection Control Natural Hair Designer–2 hour course		$
Continuing Education – 2 hour course		$
Total cost (For Evaluation Purposes Only)		$

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 award of the Contract. 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

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.