

REQUEST FOR PROPOSAL

RFP NUMBER: CSP904715
INDEX NUMBER: EDU012
UNSPSC CATEGORY: 86000000, 86100000

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:

Training for Pupil Transportation Services

OBJECTIVE: The Ohio Department of Education (ODE) is seeking proposals from qualified third-party applicants to provide various functions in support of ODE's responsibilities for ensuring a safe and effective pupil transportation system, meeting the needs of local education agencies providing pupil transportation, and satisfying all requirements in law and rule.

RFP ISSUED: July 31, 2014
INQUIRY PERIOD BEGINS: July 31, 2014
INQUIRY PERIOD ENDS: August 13, 2014
PROPOSAL DUE DATE: August 20, 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.

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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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
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 Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Training for Pupil Transportation Services. 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, 2016. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed six (6) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 OBJECTIVES

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

The Ohio Department of Education (ODE) is seeking proposals from qualified third-party applicants to provide various functions in support of ODE's responsibilities for ensuring a safe and effective pupil transportation system, meeting the needs of local education agencies providing pupil transportation, and satisfying all requirements in law and rule. The specific functions to be provided by a proposal are listed in the Scope of Work below.

Current maximum fees charged and kept by the contractor for training and registration shall be maintained through June 30, 2016. Registration fees for the Pre-Service Program shall not exceed \$50.00. All drivers attending the classroom portion shall be charged. Registration fees for the Advanced Driver Course shall not exceed \$75.00. Registration for driver recertification shall not exceed \$35.00. Registration for van driver certification shall not exceed \$35.00. On-the-bus instructor training will be provided at no cost to attendees.

The amount of the contract in the first fiscal year may be pro-rated for the percentage of the year covered by the contract, if needed. Contractor will furnish to ODE lists of all activities performed including location, trainees, trainer(s), fees collected and content for each training session. ODE may subsidize the contract if the cost of providing the services exceeds the fees collected by the provider as outlined above.

In summary, the Contractor shall:

Meet and consult with ODE.

Provide training to school transportation drivers and other personnel.

Provide statewide pupil transportation safety program.

Provide assistance in transportation data collection.

1.4 BACKGROUND

The Ohio Department of Education (ODE) is responsible for various functions and tasks related to pupil transportation in the state of Ohio, provided either directly by ODE staff or through a service provider. These functions and tasks include some that are primarily performed through a service provider (training/outreach), some that are performed by a combination of ODE staff and contracted services (safety), and some that are performed primarily by ODE staff (data collection, technical consultations, regulatory matters, oversight of school transportation at the local level, and payments).

Training for school transportation drivers is currently provided around the state, with 468 classes offered annually (all figures noted are from FY13), with 7,426 drivers trained. Courses taught include pre-service (new bus drivers), recertification (veteran drivers.), and van driver training. The certifications are as follows: pre-service – 1,585, recertification – 3,283, van certification – 2,558. In addition: two three-day advanced classes served more than 500 attendees.

1.5 SCOPE OF WORK

Qualified applicants must demonstrate knowledge of Ohio's pupil transportation laws, rules and practices, and demonstrate expertise in school transportation-related training and safety.

Contractor shall employ or contract with sufficient Ohio pre-service school bus driver training instructors to accomplish the scope of work. Ohio pre-service school bus driver training instructors shall perform the duties described for them in Ohio Administrative Code. Contractor shall ensure that current and to-be hired instructors meet the qualifications described below, shall consult with ODE before changing personnel, and shall evaluate the instructors annually. Contractor shall propose an improvement plan or alternate provider in the case of any unsatisfactory performance by an instructor. ODE reserves the right to, at any time, reject instructors to be paid via the contract after consultation with the Contractor.

Contractor shall specify and publish a process for expanding choices of providers for districts by contracting with additional individuals or entities who are interested and capable to perform some portion of the scope of work. The process shall include a communication plan for soliciting interested parties and marketing choices to districts, all pertinent deadlines, a proposal evaluation plan and a contracting plan.

A. Qualifications of Pre-Service Instructor:

1. A minimum of one year experience as pre-service instructor.
2. Knowledge of pupil transportation laws, rules and regulations, traffic laws, school bus safety, mechanics, and routing for school bus drivers, which may be acquired after employment but prior to providing services as pre-service instructor.
3. All newly hired instructors shall possess a valid Commercial Driver's License.

B. General Description of Duties of Pre-Service Instructor:

Maintain and promote positive community relations, instruct pupil transportation drivers, transportation supervisors, and on-the-bus instructors. Conduct performance evaluations and driver certification training as necessary. Schedule classes, act as Regional ROAD-E-O facilitator, provide opportunities for in-service training for school districts and other transportation providers, act in an advisory capacity to school districts, and serve on advisory committees to the Department as requested. ODE retains the right to monitor the selected vendor and to review and approve or reject any portion of the program not in compliance with the policies developed by the Department including presentation methods and qualifications of pre-service staff.

1. Document all pre-service training classes (minimum 15 hours per class) including name of participant, training dates, and number of hours of training. Records shall be maintained a minimum of ten (10) years.
2. Schedule classes with transportation supervisors and/or school administrators in assigned area.
3. Arrange for classrooms, school buses and other supplies and equipment as needed.
4. Keep accurate financial records so that a proper audit trail is maintained.
5. Insure that trainees enrolled in the program have knowledge of all pupil transportation driver requirements.
6. Arrange for certificate of completion for all trainees who successfully complete the program.
7. The pre-service instructor will be responsible to the Department designee for program content.
8. Assist schools in their understanding and use of school bus driver in-service program materials.
9. Maintain cooperative relations with other agencies and organizations having mutual interest in pupil transportation.
10. Serve on committees as may be assigned by the Department designee.
11. Train and supervise on-the-bus instructors in each school district pursuant to policies developed by the Department.
12. Instruct the Advanced Driver Course during the summer months.
13. Promote effective school bus safety practices and procedures for all districts.
14. Keep informed on new techniques and operations concerning pupil transportation.
15. Attend state and national workshops as needed.
16. Serve as a source of information in areas related to pupil transportation.
17. Insure Regional ROAD-E-O has chairperson and site, and assist with State ROAD-E-O.
18. Prepare all reports accurately and on time.
19. Report quarterly to the Department on program performance, pursuant to policies developed by the Department.
20. Develop and emphasize best practices in safe pupil transportation as an integral part of the training at all levels.

C. FINANCIAL ABILITY

Part of the Proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP requires the submission of financial statements from all Offerors in the Proposal contents attachment. The Offeror shall submit audited financial statements for at least one year from the past three (3) years.

D. DEFINITIONS

1. Agency. The Ohio Department of Education (ODE).
2. Calendar Year. January 1 through December 31 of the respective year.
3. Contract Administrator. The State representative responsible for contract administration.

4. Contractor. A successful Offeror who shall perform the duties specified in the Contract.
5. DAS. The Department of Administrative Services.
6. Electronic commerce technologies. Electronic Data Interchange, Web Invoicing, and Payment cards.
7. ODE. The Ohio Department of Education.
8. Offeror. A company or individual submitting a Proposal in response to this RFP.
9. RFP. That certain Request for Proposal for the ODE, issued by the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, including any addenda, which by its terms is an integral part of this Contract.
10. State. Refers to the state of Ohio, through any of its departments, agencies, or representatives.
11. State of Ohio fiscal year. The period from July 1 of one (1) calendar year through June 30 of the following calendar year.
12. Subcontractor. Any service provider hired under contract with the Contractor to meet the requirements of this agreement.

E. CONTRACTOR RESPONSIBILITIES

The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

GENERAL

1. Meet regularly with ODE to monitor progress of the contracted activities and propose ideas for continuous improvement.
2. In consultation with ODE, provide an annual program evaluation and implement a customer survey/needs assessment process.
3. Ensure quality control over the provision of the functions and tasks.

TRAINING/OUTREACH

4. Provide certifications, renewals and revocations as required by rule for pupil transportation drivers and other applicants.
5. Maintain training and certification records in a manner per ODE's direction.
6. Provide training that meets the needs of those to be trained, given their availability at certain times, and their physical location. Training may include the following: pre-service courses, advanced courses, evening classes, online courses, webinars, refresher courses, administrator courses, and on-the-bus instructor courses.
7. Produce, in consultation with ODE, standardized curriculum with appropriate evaluation tools, and training material updates including training videos and pupil (K-3) training materials. Contractor will provide training materials to training participants. ODE retains the right of final approval on all curriculum content.
8. Provide and maintain system for training registrations.
9. Provide creative communication methods to reach intended audiences with the aim of improving pupil transportation safety and minimizing injuries to students. Communication is to include maintenance of a website including listing of scheduled training opportunities and other resources.

SAFETY

10. Provide statewide campaigns and/or events to effectively promote school bus safety, including but not limited to Road-E-O and "Love the Bus" events.

DATA COLLECTION

11. Provide training and outreach so that pupil transportation providers submit accurate and timely information into ODE's on-line data collection system.

F. PROJECT IMPLEMENTATION AND TRANSITION

The Project Implementation Plan shall include a description of how the requirements of the Project will be implemented. Offerors must indicate a commitment to assume responsibilities and execute Program requirements within twenty (20) business days after the Offeror is notified of selection. Failure of the selected Offeror to execute program implementation within this time-frame shall be grounds for the State to cancel the award of the Contract to the selected Offeror, select another Offeror, and/or re-open the negotiation process.

G. OFFEROR PROFILE AND PRIOR PROJECTS

The Offeror must document previous experience and expertise in providing a minimum of one (1) previous project, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment 5.2.3 must be filled out completely for the project provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

H. OFFEROR REFERENCES

The Offeror must include a minimum of one (1) reference for organizations and/or clients for whom the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work. This reference must relate to work that was completed within the past five (5) years. This RFP includes an Offeror Reference Form as Attachment Six. Failure to recreate the form accurately may lead to the rejection of the Offeror's Proposal.

I. STAFFING PLAN

The Offeror must provide a staffing plan that identifies all key personnel required to do the Project and their responsibilities on the Project. The State is seeking a staffing plan that matches the proposed Project personnel and qualifications to the activities and tasks that will be completed on the Project.

In addition, the plan must have the following information:

1. A matrix matching each key team member to the staffing requirements in this RFP.
 2. A contingency plan that shows the ability to add more staff if needed.
 3. A discussion of the Offeror's ability to provide qualified replacement personnel.
 4. The Offeror must submit a statement and chart that clearly indicate the time commitment of the proposed work team, including the Project Manager, to the Project and any other, non-related work during the term of the Contract. The Offeror must also include a statement indicating to what extent, if any, the Project Manager may be used on other projects during the term of the Contract.
- J. Current maximum fees charged and kept by the contractor for training and registration shall be maintained through June 30, 2016. Registration fees for the Pre-Service Program shall not exceed \$50.00. All drivers attending the classroom portion shall be charged. Registration fees for the Advanced Driver Course shall not exceed \$75.00. Registration for driver recertification shall not exceed \$35.00. Registration for van driver certification shall not exceed \$35.00. On-the-bus instructor training will be provided at no cost to attendees.

The amount of the contract in the first fiscal year may be pro-rated for the percentage of the year covered by the contract, if needed. Contractor will furnish to ODE lists of all activities performed including location, trainees, trainer(s), fees collected and content for each training session.

ODE will subsidize the contract if the cost of providing the services exceeds the fees collected by the provider as outlined above.

1.6 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.

1.7 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.

1.8 INSTRUCTIONS

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

1.9 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.

1.10 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 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

Mandatory Requirements
There are no mandatory requirements for CSP904715

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	825 Points
Proposal Cost	100 Points
Total	925 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
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile (Forms 5.2.3)			
1. Company history, years of relevant experience	10		
2. The Offeror must document previous experience and expertise in providing a minimum of one (1) previous project, similar in size and complexity, in the previous five (5) years. This project must be of similar size, scope and nature. Details of the similarities must be included.	10		
3. Demonstrated sufficiency of resources to meet the Project timeline and deliverables, including capacity and financial capability of the applicant to quickly undertake and successfully complete the required tasks for this Project.	10		
Offeror Prior Projects (Forms 5.2.4)			
1. The Offeror must include a minimum of one (1) reference for organizations and/or clients for whom the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work. This reference must relate to work that was completed within the past five (5) years.	10		
Staffing Plan (Forms 5.2.5 and 5.2.6)			
1. Qualifications of the key qualified personnel that will be involved in the Work.	20		
2. Expertise and previous experience of staff demonstrating knowledge of Ohio pupil transportation laws, rules and processes.	10		
3. The Offeror must provide a staffing plan that identifies all key personnel required to do the Project and their responsibilities on the Project. The State is seeking a staffing plan that matches the proposed Project personnel and qualifications to the activities and tasks that will be completed on the Project.	20		
4. In addition, the plan must have the following information:	25		

<p>a. A matrix matching each key team member to the staffing requirements in this RFP.</p> <p>b. A contingency plan that shows the ability to add more staff if needed.</p> <p>c. A discussion of the Offeror's ability to provide qualified replacement personnel.</p> <p>d. The Offeror must submit a statement and chart that clearly indicate the time commitment of the proposed work team, including the Project Manager, to the Project and any other, non-related work during the term of the Contract. The Offeror must also include a statement indicating to what extent, if any, the Project Manager may be used on other projects during the term of the Contract.</p>			
<p>Criterion</p>	<p>Weight</p>	<p>Rating (0-5)</p>	<p>Extended Score</p>
<p>The Offeror identifies an appropriate staffing plan, indicates the number of FTE's assigned to the Project, and assures the State that assigned staff will be well versed in Project operations and contract administration issues.</p>	<p>5</p>		
<p>Scope of Work</p>			
<p>1. Appropriateness and quality of the methodology and Work Plan proposed to meet each objective.</p>	<p>25</p>		
<p>2. Appropriateness and quality of plan to incorporate additional providers during the contract.</p>	<p>10</p>		
<p>3. Anticipated difficulties and solutions to overcome the difficulties.</p>	<p>10</p>		

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.
- 2.9 Professional Liability Insurance is required for contract CSP904715. Refer to the link on page 15 of the RFP for the contract Terms and Conditions, page 4, Insurance, Professional Liability Insurance.

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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. 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
25 S Front St
Columbus OH 43215

Submit all invoices to the following email address: Fiscal.management@education.ohio.gov

FUNDING SOURCE. General Revenue Funds

Training for Pupil Transportation Services
CSP904715
UNSPSC CATEGORY CODES: 86000000, 86100000
BUDGET: The budget for this project is not yet available.

OFFEROR: _____

<u>DESCRIPTION</u>	<u>FY 2015</u>	<u>FY 2016</u>
Item 1 – General (communication with ODE)		
Estimated hours to perform the Work:		
Staff expenses:	_____hrs	_____hrs
General and administrative expenses:	\$ _____	\$ _____
Other (identify specifics):	\$ _____	\$ _____
SUBTOTAL - Cost to perform the Work:	\$ _____	\$ _____
Balance Cost to ODE	\$ _____	\$ _____

<u>DESCRIPTION</u>	<u>FY 2015</u>	<u>FY 2016</u>
<p>Item 2 – Training</p> <p>Estimated hours to perform the Work: _____ hrs</p> <p>Staff expenses: \$ _____</p> <p>General and administrative expenses: \$ _____</p> <p>Other (identify specifics): \$ _____</p> <p>SUBTOTAL - Cost to perform the Work: \$ _____</p> <p>Fees Collected (minus) Refer to Page 6, Section 1.5, J \$ _____</p> <p>Balance Cost to ODE \$ _____</p>		
<p>Item 3 - Safety</p> <p>Estimated hours to perform the Work: _____ hrs</p> <p>Staff expenses: \$ _____</p> <p>General and administrative expenses: \$ _____</p> <p>Other (identify specifics): \$ _____</p> <p>SUBTOTAL - Cost to perform the Work: \$ _____</p> <p>Balance Cost to ODE \$ _____</p>		
<p>Item 4 – Data Collection</p> <p>Estimated hours to perform the Work: _____ hrs</p> <p>Staff expenses: \$ _____</p> <p>General and administrative expenses: \$ _____</p> <p>Other (identify specifics): \$ _____</p> <p>SUBTOTAL - Cost to perform the Work: \$ _____</p> <p>Balance Cost to ODE \$ _____</p>		
<p>Total Not To Exceed Cost to ODE</p>	<p>\$ _____</p>	<p>\$ _____</p>

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/RFP_Instructions/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/searchAffirmativeAction.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx

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

6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

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