

REQUEST FOR PROPOSALS (RFP)

RFP Number: DMR-RFP-LEG-79

The Ohio Department of Developmental Disabilities (DODD), Legal Department is requesting proposals for:

Court Reporter Services

For the Period: **State Fiscal Year 2021 – September 1, 2020 through June 30, 2021**

RFP Issued: August 14, 2020
Inquiry Period Begins: August 14, 2020
Inquiry Period Ends: August 28, 2020
Proposals Due: September 4, 2020 12:00 PM Noon EST

Submit Proposals via e-mail to:

Ohio Department of Developmental Disabilities
DMRProcurement@dodd.ohio.gov

This RFP consists of five (5) parts and two (2) attachments, totaling nineteen (19) consecutively numbered pages. Please verify that you have a complete copy.

Please submit all inquiries about this RFP through the State Procurement web site at www.ohio.gov/procure. Please refer to Part Three of this RFP, "General Instructions", for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by Proposers will be posted on the State Procurement website for viewing by all prospective Proposers.

PART ONE: STRUCTURE OF THIS RFP

PARTS

Part One	Structure of this RFP
Part Two	Information on requested services
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Contract Award

ATTACHMENTS

Appendix 1 – Standard Affirmation and Disclosure Form

- Standard Affirmation and Disclosure Form must be signed by an authorized official of Proposer's organization and must be included for any proposal to be scored

Appendix 2 – Contractor Information Form

- Contractor Information Form must be completed and submitted with the proposal.

PART TWO: SERVICES REQUESTED INFORMATION

I. MISSION & GUIDING PRINCIPLES

The Ohio Department of Developmental Disabilities (DODD) (Agency) is responsible for overseeing a statewide system of services and supports for people with developmental disabilities and their families. The mission of DODD is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

DODD will:

- Create less complex service, deliver, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

II. PURPOSE

The Ohio Department of Developmental Disabilities (DODD) (Agency) is seeking proposals from qualified contractors to provide court reporting services as directed by the Department of Legal Services.

III. SCOPE OF WORK AND DELIVERABLES

The specifications are for court reporters to provide stenographic court reporting and electronic/digital court reporting. Bidders and their subcontractors are required to maintain a certification for the technology they are providing and utilizing under an awarded contract. The purpose for these specifications is to secure the services of qualified, certified/registered electronic/digital court reporters and/or stenographers capable of producing reliable, high quality accurate transcripts of hearings and proceedings conducted by the Ohio Department of Developmental Disabilities (DODD). Reporting services shall cover adjudicatory hearings, public hearings, judicial hearings, or any other hearings, when requested by the agency.

IV. CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

A. Contractor Staffing Qualifications

The Contractor shall meet the following requirements:

1. The Contractor and subcontractor(s) providing stenographic court reporters must maintain a valid Registered Professional Reporters (RPR) certificate.
2. The Contractor and subcontractor(s) providing electronic/digital court reporters must maintain a valid:
 - a. Certified Electronic Reporter (CER) certificate

- b. Certified Electronic Transcriber (CET) certificate
 - c. Internationally Certified Digital Reporter (ICDR) certificate
3. The Contractor must provide reporters that will be available for the agency each and every business day (i.e. weekdays excluding state holidays) at such time and place as the Agency, or its hearing examiner, shall determine. The Contractor will make reporters available on a normal notice of three (3) to five (5) business days. The Contractor's reporters must also be available, on occasion, on short notice, possibly as little as one day. Scheduled hearings may be canceled and rescheduled by the Agency with advance notice to the Contractor of twenty-four (24) hours or more before the scheduled hearing. As the hearings will be by videoconference for the foreseeable future, DODD requires the court reporter to attend a video conference practice session.

B. Qualified, Registered Court Reporter Requirements

1. Registered Professional Reporter is defined as an individual holding a valid:
 - a. Registered Professional Reporter (RPR) Certificate from the National Court Reporters Association (NCRA) or,
 - b. Certified Electronic Reporter (CER) Certificate or Certified Electronic Transcriber (CET) from the American Association of Electronic Reporters and Transcribers (AAERT) or,
 - c. Internationally Certified Digital Reporter (ICDR) certificate from the International Alliance of Professional Reporters and Transcribers (IAPRT).
2. The Contractor, its reporting staff and subcontractors, shall be licensed public notaries of the State of Ohio.
3. Each individual designated for court reporting duties must have a minimum of three (3) years reporting experience.

C. Verification of Qualifications – As part of the bid response, the Bidder shall:

1. Submit three (3) Contractor business references of clients whom their company has served during the past twelve (12) months. Reference information shall include the client phone number, contact person, and address of the client company to facilitate verification of such references.
2. Submit a list of all the court reporters' names that may be utilized for this Contract.
3. Submit a copy of each court reporter's current RPR, CER, CET or ICDR certificate and a copy of their current notary public license for each court reporter that may be utilized for this Contract.
4. Submit a statement attesting to the words per minute speed of each court reporter that may be utilized as a stenographer for this contract, or submit a statement attesting to no less than 98% accuracy for each electronic/digital recording and transcription produced.
5. Submit with the bid response references documenting at least three (3) years of reporting experience for each employee or subcontractor that may be assigned to this contract. Reference information shall include company phone number, contact person, and address of the company to facilitate verification of such references.

D. Transcript Requirements

1. The following general guidelines shall be followed when preparing transcripts:
 - No fewer than twenty-five typed lines on standard eight and one-half inch by eleven-inch paper;
 - The use of all caps is prohibited;
 - No fewer than ten characters to the typed inch;
 - Left-hand margin to be set at no more than one and three-quarters of an inch;
 - Right-hand margin to be set at no more than three-eighths of an inch;
 - Each question and answer to begin on a separate line;
 - Each question and answer to begin no more than five (5) spaces from the left-hand margin, with no more than five (5) spaces from the Q and A to the text;
 - Carry-over Q and A lines to begin at the left-hand margin.
2. For stenography, all hearings or proceedings will be recorded by the contractor's own qualified, registered professional reporters and/or subcontractors by means of mechanical or computerized stenographic or steno-type process. Audio and videotapes of hearings or proceedings will not be acceptable without prior written authorization of the Agency. The use of a "closed microphone" or "steno-mask" system will not be acceptable.
3. For digital recording the contractor shall provide all equipment necessary to produce an accurate electronic or digital recording for all hearings and proceedings. This includes multiple channel recording equipment and the ability to "playback" any recording for immediate review during a hearing or proceeding. The contractor shall provide all equipment setup in less than 30 minutes and equipment removal in less than 30 minutes. The use of a "closed microphone" or "steno-mask" system will not be acceptable.
4. The Contractor will, upon the Agency request, transcribe any audio tapes obtained by the Agency at hearings conducted without a qualified court reporter or contractor, including transcribing tapes from any recording media. Transcript pages of audiotapes are to be charged on a per transcript page basis only, without a reporter hourly charge being included. The transcription of such audiotapes will be prepared and delivered under the terms of preparation and delivery provided in the agency purchase order.
5. All condensed transcripts (i.e., 4 pages of transcription on one page) must come with a word index which includes all words used in the transcription, with the exception of words such as "and" or "the".
6. Upon request, the Contractor shall provide the Agency with transcripts on compact disks (CD's) compatible with Windows or Macintosh and translated into MS Word, PDF file or if not available, ASCII format.

7. Upon request, the contractor shall scan hard copy exhibits to an electronic format and copy to a CD.
8. Upon request, the Contractor shall provide the agency with video conferencing setup and equipment rental.
9. Special Requirements:
 - a. At the discretion of the Agency, the purchase may require specific requirements for the preparation and delivery of the hearing transcripts.
 - b. Such special requirements may include, but are not limited to, changes to the General Requirements, establishing a delivery due date, establishing protocols for the handling of exhibits, and transcript format.
10. Transcript Copies:

The Contractor should expect payment for the original transcript. Thereafter, the Agency shall have the option of making additional copies of transcripts as required for use by the Agency. Additional transcript copies shall also be made available from the Contractor at a per page rate.
11. Document Retention
 - a. The Contractor will maintain the hearing record notes, steno type tapes, electronic and digital tapes, recordings and other pertinent transcription source documents for a period of not less than five (5) years following the recording of any hearing or proceeding.
 - b. The Contractor will make transcript source documents available to the Agency or its hearing examiner, upon request.
12. Transcript Delivery
 - a. Under the "standard" timeline for delivery, the Contractor shall prepare and deliver a proper transcription of professional quality within fifteen (15) business days following the recording of each hearing or proceeding.
 - b. When requested by the Agency, the Contractor must provide transcripts on an "expedited" basis within ten (10) working days following the recording of any hearing or proceeding.
 - c. When requested by the Agency, the Contractor must provide transcripts on a "special delivery" basis within five (5) working days following the recording of any hearing or proceeding.
 - d. When requested by the Agency, the Contractor must provide transcripts on an "emergency" basis within two (2) working days following the recording of any hearing or proceeding.

E. Travel Expenses

Any travel or per diem required by the Contractor to carry out its obligations under the Contract will be at the Contractor's expense. Regardless of the hearing site, mileage or other travel expenses will not be paid by the Agency.

V. **ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS**

No contractor or individual, company or organization seeking a contract shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor or individual, company or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirement and prohibitions defined Section 102.03 or Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.

PART THREE: GENERAL INSTRUCTIONS

The following sections provide a calendar of events, details on how to respond to this RFP and how to get more information about this RFP. All responses must be complete and in the prescribed format.

I. **CALENDAR OF EVENTS & ON-LINE INFORMATION**

The schedule for this RFP is given below and is subject to change. DODD may change this schedule at any time. If DODD changes the schedule before the Proposal Due Date, it will do so through an announcement on the State Procurement web site area for this RFP at the following link: <http://procure.ohio.gov/proc/index.asp>. The web site announcement will be followed by an addendum to this RFP, which also will be made available through the same State Procurement web site.

It is each prospective Proposer's responsibility to check the State Procurement web site's question-and-answer area for this RFP for current information and the calendar of events scheduled through award of any contract.

Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with DODD until a contract award is announced. Notwithstanding this prohibition, DODD, at its sole discretion, may request additional information as part of the review process outlined below.

Firm Dates

RFP Issued:	August 14, 2020
Inquiry Period Begins:	August 14, 2020
Inquiry Period Ends:	August 28, 2020 8:00 am
Proposal Due Date:	September 4, 2020 12:00 pm noon EST

Estimated Dates

Contract Award Notification: September 11, 2020
Issuance of Purchase Order: To be determined

II. PROPOSAL FORMAT

Proposals must be prepared in accordance with instructions in this section. The proposal must clearly outline how each of the deliverables of Part 2 Section IV will be completed and with the time frames specified in that same section.

To be accepted, a proposal must include a technical proposal and a cost proposal as described in this section, contain all the information specified for each of the categories listed in this section, and meeting the requirements of this section

A. Technical Proposal

- a. Transmittal letter includes:
 - Identifies the bidder
 - The name, title, address, and telephone number of the proposer’s contract person with authority to answer questions concerning the RFP
 - The name, title, address, telephone number, and email address of the proposer’s contact person with authority to execute a contract on behalf of the proposer.

- b. Organizational experience including:
 - Information on the background of the firm or individual, including background information of any subcontractor(s). Include overall number of years of experience the organization has providing court reporting services
 - Provide three (3) Contractor business references of clients who they have provided reporting services for during the past twelve (12) months. Include client phone number, contact person, and address to facilitate verification of references.
 - Provide description of Contractor’s capacity to meet the staffing qualifications specified in Part Two: IV
 - Provide description of how the Contractor and/or subcontractor(s) will be able to provide transcripts in accordance with requirements outlined in Part Two: IV bullet D. of this RFP

- c. Personnel Qualifications:
 - Provide a list with the names of court reporters that may be utilized for this contract. For each court reporter provide:
 1. Their current RPR, CER, CET, or ICDR certificate;
 2. A copy of their current notary public license;
 3. A statement attesting to their words per minute speed or accuracy for electronic / digital recording transcription produced
 4. References documenting at least three (3) years of reporting experience. Include company phone number, contact person, and company address to facilitate verification of references.

 - Statement that Contractor and/or subcontractor(s) will be able to provide

transcripts in accordance with the requirements outlined with this RFP

B. Cost Proposal

The cost proposal must indicate a per unit cost breakdown for all of the goods and/or services listed below.

Contractor should provide any additional proposed costs not included in the table below, as the agency will not be responsible for any costs not identified in the proposal.

There will be no additional reimbursement to the Contractor for travel or other related expenses.

Service	Cost Unit	Proposed Cost
Charge Per Reporter Hour	Per Hour	
Minimum Charge (if any) Per Appearance	Per Appearance	
Minimum Charge (if any) Per Appearance for Video Conference Practice Session	Per Appearance	
Late Notification of Cancellation of Appearance (less than 24 hours)	Per Occurrence	
Charge Per Transcript Page (Regular Delivery Within 15 Business Days After Hearing)	Per Page	
Charge Per Transcript Page (Expedited Delivery Within 10 Business Days After Hearing)	Per Page	
Charge Per Transcript Page (Special Delivery Within 5 Business Days After Hearing)	Per Page	
Charge Per Transcript Page (Emergency Delivery Within 2 Business Days After Hearing)	Per Page	
Charge Per Transcript Page for Additional Copies Requested	Per Page	
Charge Per Transcript Page from Audio Tapes	Per Page	
Charge for Exhibits Scanned to an Electronic File Format and Provided on a CD	Per Page	
Video Conferencing Setup and Equipment Rental	Per Hearing	

III. PROPOSAL SUBMITTAL

Proposals must be submitted in the following manner:

- **Proposals must be submitted via e-mail by no later than September 4, 2020 12:00 pm noon (EST) to DMRProcurement@dodd.ohio.gov.**
- Subject of email should be "Court Reporters"
- All pages must be numbered consecutively using the format "Page [#] of [total number of pages]" (e.g., Page 2 of 20).
- Standard Affirmation and Disclosure form completed and submit with proposal
- Contractor Information form completed and submit with proposal

No proposals or corrections/additions to submitted proposals will be accepted after the Proposal Due Date. Proposals that are submitted after the Proposal Due Date will not be scored.

Proposals that are not submitted in the format requested will not be scored. Proposals that do not contain all of the required information will not be scored.

All costs incurred in the preparation of the Proposal shall be borne by the Proposer alone, and DODD shall not contribute, in any way, to the cost of the preparation of the Proposal.

Any and all documents developed by the Proposer during the course of this project will be provided to DODD upon request and will become the property of DODD, and the Proposer shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

All information submitted by the Proposer will be considered to be public information unless the proposer specifically demonstrates, in writing, which information it considers to be proprietary. "Proprietary information" is information which, if made public, would put the proposer at a disadvantage in the market place and trade in which the proposer is a part. Consequently, an assertion of "proprietary" information must be clearly identified and the basis of the assertion must be included. It is not adequate for the bidder to simply state that disclosure of the information will put it at a disadvantage in the market place. DODD will make the final decision as to whether information is "public" or "proprietary".

DODD reserves the right to:

- Accept or reject any and all Proposals and/or bids if DODD determines that it is in the best interests of the State to do so.
- Rebid this RFP, requesting new Proposals from qualified firms.
- Waive or modify minor irregularities in Proposals received.
- Negotiate with Proposer(s), within the requirements of this RFP, to best serve the interests of the State of Ohio.
- Require the submission of modifications or additions to Proposals as a condition of further participation in the selection process.
- Fund any Proposal in full or in part; any assignments of work by DODD under the scope of this RFP will be made dependent on need and the availability of adequate, specific funding.
- Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Proposers submitting responses will be awarded contracts.
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate.

- Contact Proposer to clarify any portion of the Proposer's submittal.

If, during the review process, DODD determines that it is necessary to make further distinctions between certain Proposers, DODD may request certain selected Proposers to interview or make a presentation to staff and reviewers. The Proposer shall bear the cost of travel to any scheduled interview.

In accordance with federal and state statutes and DODD policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

IV. INQUIRIES

From the issuance date of this RFP, until a contract is awarded to a proposer, there may not be communications concerning the RFP between any supplier who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP. The only exception is provided through the submission of written requests for clarification/interpretation via the state procurement website during the inquiry period.

Prospective Proposers may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events. To make an inquiry, prospective Proposers must use the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "Submit Inquiry" button.
8. On the document inquiry page, complete the required "Personal Information" section by providing the following:
 - a. First and last name of the prospective Proposer's representative who is responsible for the inquiry;
 - b. Name/Company/Business of the prospective Proposer;
 - c. Representative's business phone number; and
 - d. Representative's e-mail address.
9. Type the inquiry in the space provided, making certain to include the following:
 - a. A reference to the relevant part of this RFP;
 - b. The heading for the provision under question; and
 - c. The page number of the RFP where the provision can be found.
 - d. Enter the Security Number.
10. Click the "Submit" button.

Prospective Proposers submitting inquiries will receive an immediate acknowledgement by e-mail that their inquiry has been received. **The prospective Proposer who submitted the inquiry will not receive an e-mail response to the question, but will need to view the response on the State Procurement web site where it will be posted for viewing by all prospective Proposers.**

Prospective Proposers may view inquiries using the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select “for Suppliers”.
3. Under the title “Bid Opportunities”, select “All Opportunities”.
4. Enter the RFP Number found on Page 1 of this document as the “Document/Bid Number”.
5. Click the “Search” button.
6. Select this RFP.
7. On the document information page, click the “View Q & A” button to display all inquiries with responses submitted to date.

DODD will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. DODD will not respond to any inquiries received after 8:00 a.m. on August 28, 2020. Prospective Proposers who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFP and state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with DODD staff or any other agency of the State to discuss this RFP may result in the Proposer being deemed ineligible.

PART FOUR: EVALUATION OF PROPOSALS

I. EVALUATION PROCESS

DODD’s evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. DODD’s initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. DODD’s request for more information (clarifications, interviews, presentations, and/or demonstrations); and,
4. Negotiations or best offer requests.

At its sole discretion, DODD will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. DODD may add or remove sub-phases to phases 2 through 4 at any time if DODD believes doing so will improve the evaluation process.

II. PROPOSAL EVALUATION CRITERIA

In the proposal evaluation phase, DODD staff or reviewers selected by DODD (the committee) will rate the proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion.

Evaluation Criteria	Weight
Proposal clearly demonstrates the Contractor’s capacity to meet the identified requirements for qualified court reporters and transcript requirements	35
Proposal clearly demonstrates Contractor’s ability to provide qualified, registered court reporters and provides required documentation regarding court reporters to provide services under an awarded contract	35
Organizational court reporting experience: (1-3 years=5 pts), (4-6 years=10 pts), (7-9 years = 15 pts), (10+ years = 20 pts)	20
Cost Proposal – (Lowest Cost = 10 pts)	10
Total:	100 points

PART FIVE: CONTRACT AWARD

I. CONTRACTUAL REQUIREMENTS

Any contract(s) resulting from this issuance of this RFP are subject to the terms and conditions as provided in the personal services contract. The information contained in the RFP and in the proposal submitted by the selected contractor shall be considered part of the contract.

Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.

All aspects of the contract apply equally to work performed by any and all subcontractors.

The Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The Contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality including federal and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.

Before a contract can be awarded, an Affirmative Action Program Verification Form must be completed using the Ohio Business Gateway Electronic filing website (<https://ohiobusinessgateway.ohio.gov>). Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services.

II. CONTRACT AWARD PROCESS

It is DODD's intention to award one or more contracts under the scope of this RFP and as based on the RFP Calendar of Events schedule, so long as DODD determines that doing so is in the State's best interests and DODD has not otherwise changed the award date.

Any award decision by DODD under this RFP is final. After DODD makes its decision under this RFP, all Contractors will be notified (in writing or by phone, at DODD's discretion) of the final evaluation and determination as to their Proposals.

DODD will issue a notice of contract award to the selected Contractor(s), and finalized contract terms and conditions will be forwarded for signature. Contract will include RFP and attachments and the Contractor's accepted proposal. Once executed copies of the contract are submitted by the Contractor(s), and pending any further approvals that may be required (e.g., State Controlling Board), DODD will fully execute the contract.

Once the contract is fully executed, DODD will issue a purchase order (PO). DODD will issue to the Contractor(s) one (1) copy of the signed instrument and one (1) copy of the PO for its/their files.

Unless otherwise negotiated and included in the executed contract/scope of work, the selected contractor(s) shall be bound by all outlined services, policies and procedures as contained in the contractor's submitted and evaluated proposal.

Contractor may commence work upon receipt of a state issued purchase order.

The selected contractor(s) shall be compensated based on deliverables listed in the RFP. The personal services contract issued will further specify the timelines for completion of each deliverable and payment structure.

III. NUMBER OF AWARDS

DODD anticipates making at least one award depending on programs' needs and the fit of the Contractor(s) to the scope of this RFP.

IV. FUNDING APPROVAL THRESHOLD

In the event that contractual expenditures with the selected Contractor(s) will exceed \$50,000 in spending under any contract that results from this RFP, or that otherwise exceed \$50,000 in aggregate spending across all contracts between the contractor and DODD, the contract will be subject to the approval of the State of Ohio Controlling Board.

Appendix 1:

Executive Order 2019-12D

Governing the Expenditure of Public Funds for Offshore Services

No Contract Funds May be Spent Offshore

Executive Order 2019-12D “Governing the Expenditure of Public Funds for Offshore Services” prohibits the use of any public funds within the control of an executive agency to purchase services which will be performed outside of the United States. The Executive Order can be found at the following website:

<https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-12d>

To be considered by the DODD, a bid response must be accompanied by an Affirmation and Disclosure in the form attached to this RFP.

STANDARD AFFIRMATION AND DISCLOSURE FORM -EXECUTIVE ORDER 2019-12D
Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, Contractor affirms, understands and will abide by the requirements of Executive Order 2019-12D. Both Contractor and any of its subcontractors shall perform no services under any contract with the Department of Developmental Disabilities outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under any contract with the Department of Developmental Disabilities will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Name/Principal location of Contractor:

(Name) (Address, City, State, Zip)

2. Name/Principal location of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location(s) where services will be performed by Contractor or by subcontractors if different from principal location(s):

_____ (Address, City, State, Zip) _____ (Address, City, State, Zip)

4. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor or subcontractors if different from principal location(s):

_____ (Address, City, State, Zip) _____ (Address, City, State, Zip)

Contractor affirms that Contractor and all subcontractors shall immediately disclose to the Department of Developmental Disabilities any change or shift in location of services performed by Contractor or subcontractors after execution of any Contract with the Department. On behalf of the Contractor, I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is a part of any Contract that Contractor may enter into with the Department and is incorporated therein.

By: _____
Contractor Signature **Printed Name and Title**

Date: _____

Appendix 2:

Contractor Information Form

The Contractor Information Form must be filled out and returned with a bid response.

CONTRACTOR INFORMATION FORM

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL

CONTRACTOR NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AUTHORIZED CONTACT NAME: _____

PHONE NUMBER: _____ EMAIL: _____

1. Identify all of contracts currently with the State of Ohio (including DODD).

Total # of Contracts: _____

State Agency: _____ Amount: _____

Contracted Services: _____

Duration of Contract: _____

(Attach additional sheets if necessary.)

2. Provide current employee information on both a nationwide basis (including Ohio), and Ohio's based operations.

	<u>NATIONWIDE</u>	<u>OHIO</u>
Total # of Employees:	_____	_____
Percent of Women:	_____	_____
Percent of Minorities:	_____	_____

3. Provide OAKS Supplier ID or Tax Identification Number: _____

4. If your billing address is different than mailing address above, please provide below:

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature

Date