



Office of
Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP905614
INDEX NUMBER: DOH010
UNSPSC CATEGORY: 86000000

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

RAPE PREVENTION EDUCATION STATEWIDE EVALUATOR

OBJECTIVE: The Ohio Department of Health (ODH) on behalf of the Sexual Assault and Domestic Violence Prevention Program (SADVPP) is seeking proposals from qualified individuals, agencies or organizations to provide professional services to work with both the ODH program staff and up to fifteen (15) SADVPP funded agencies.

RFP ISSUED:	September 20, 2013
INQUIRY PERIOD BEGINS:	September 23, 2013
INQUIRY PERIOD ENDS:	October 11, 2013 at 8:00 AM
PROPOSAL DUE DATE:	October 18, 2013 by 1:00 PM

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

Submit Sealed Proposals to:

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

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

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

AA:	Affirmative Action
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
ODH:	Ohio Department of Health
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SADVPP:	Sexual Assault and Domestic Violence Prevention Program
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 Health (the Agency), is soliciting competitive sealed proposals (Proposals) for a Rape Prevention Education Statewide Evaluator. 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 November 1, 2013 through October 31, 2014. 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 four (4) 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

Sexual assault is a significant threat to public health and a fundamental human rights issue. Ohio, like most other states and nations, struggles to shake history's record of sexual violence as a powerful and successful weapon of oppression. Generations of societal tolerance, silence, and misplaced blame have permitted a wide spectrum of sexually violent acts to continue to be perpetrated against our citizens and communities.

FBI reports, which use a very limited definition of rape, show 3,631 rapes reported to law enforcement in Ohio in 2011. Estimates are that sixty percent or more of all rapes are never reported. To understand the true impact of sexual assault, one must consider what the statistics say, and what they cannot say, regarding prevalence. While sexual assault is one of the most commonly committed and repeated crimes, it is also the most underreported. The stigma associated with sexual assault makes it difficult for victims to disclose their experiences, leading to uncertainty about any statistics.

Sources: Sourcebook of Criminal Justice Statistics, Bureau of Justice Statistics: <http://www.albany.edu/sourcebook>
A Call to Action: Ending Sexual Assault in Ohio, 2002:
<http://www.ems.ohio.gov/trauma/INJ%20PREV/Ending%20Sexual%20Assault.pdf>

ODH through the Sexual Assault and Domestic Violence Prevention Program (SADVPP) seeks to improve the health status of Ohio women by identifying issues that affect women's health and developing programs to address those issues, including programs that address sexual assault prevention and services. The program administers federal Rape Prevention Education funds from the Violence Against Women Act to fifteen (15) agencies statewide to ensure the implementation of sexual assault prevention education and support the operation of rape crisis hotlines.

SADVPP-funded agencies are also expected to evaluate the effectiveness of their sexual violence prevention efforts and outcomes related to measurable objectives that address knowledge, attitude, belief and behavior change. Organizational capacity to complete effective and informative evaluation based on measurable objectives varies greatly among the fifteen (15) agencies. Few staff at either the local or state level have any formal training in evaluation methods. With the assistance of a contract evaluator, SADVPP has been and plans to continue development of standardized, statewide evaluation tools for use across all SADVPP funded grantees, as well as providing technical assistance to local programs on their evaluation strategies. This RFP addresses this initiative of program evaluation via the Rape Prevention Education Statewide Evaluator.

1.4 SCOPE OF WORK

The Ohio Department of Health (ODH) on behalf of the Sexual Assault and Domestic Violence Prevention Program (SADVPP) is seeking proposals from qualified individuals, agencies or organizations to provide professional services to work with both the ODH program staff and up to fifteen (15) SADVPP funded agencies. See Supplement A.

The awarded Contractor shall:

1. Work with the sexual assault prevention team to develop and implement an action plan to improve program evaluation infrastructure and capacity for the rape prevention education program. Currently the team consists of three (3) ODH staff, one (1) staff person from the Ohio Alliance to End Sexual Violence and one (1) graduate student.

2. Conduct and facilitate unique and specific training and technical assistance to develop and increase asset-based individual and organizational program evaluation capacity by “meeting the agency staff where they are” or building on existing strengths. This may include training to local programs both in how to use the evaluation tools that have been developed, how to understand and utilize the evaluation results, and how to report on the results obtained using these standardized tools.
3. Facilitate and assist in the development of a program evaluation plan for the statewide RPE program that is feasible, cost effective and directly relevant to the primary prevention of sexual assault, based on SADVPP available resources.
4. Additional technical assistance on evaluation for local funded projects may be further developed and prioritized in consultation with the SADVPP staff and the SADVPP-funded agencies.

1.4.1 Deliverables

1. The Contractor shall deliver to ODH monthly written activity reports, detailing the progress of the project and technical assistance provided. The initial activity report shall be due to ODH thirty (30) calendar days after execution of the contract.

The final activity report shall be due to ODH sixty (60) days after completion the contract.

2. The successful Offeror shall deliver to ODH quarterly expenditure reports following the execution of the contract and one final report. All reports are due to ODH within fourteen calendar (14) days after the end of the each quarter and at contract end. Expenditure reports can also be submitted monthly, at the discretion of the Offeror.

1.4.2 Contractor Responsibilities

The Contractor shall furnish its own support staff as necessary for the satisfactory performance of the Work described above. Unless otherwise specified in the contract, ODH will not provide any staff, services, or material to the Contractor for the purpose of assisting the Contractor in the performance of the contract.

The Contractor shall consult with the ODH Project Manager as necessary to assure mutual understanding of the Work to be performed and the satisfactory completion thereof.

1.4.3 Meeting Attendance and Reporting Requirements

The Contractor's project management approach must adhere to the following Project meeting and reporting requirements:

1. A pre-performance meeting may be required to select the reporting format, review performance requirements and method of reporting.
2. The successful Offeror may be required to attend meetings during the course of this Contract.
3. ODH may require information and/or data be provided at different frequencies of time based on the Work being performed and the schedule of performance.
4. Interim progress reports are required as requested by ODH.
5. Immediate Reporting: The project manager or his or her designee must immediately report any certified Project Team staffing changes to the Agency Project Representative (See Terms and Conditions. Section 5.3.2: Replacement Personnel).

1.4.4 Work Plan

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

1. A demonstration of Offeror's familiarity with primary prevention concepts as they relate to sexual violence.
2. A description of the Offeror's understanding of the principle of social justice that informs how to provide training and technical assistance, especially in the interpretation of evaluation results.
3. Plans and methodology for on-going assessment of the evaluation needs and resources of the SADVPP staff and local SADVPP-funded agencies, including review and continued development of logic models.
4. A plan for developing program evaluation tools that are feasible, cost effective and directly relevant to the primary prevention of sexual assault, including a focus on evaluation at the outer levels of the social ecological model.
5. A plan to collect process and outcome data and describe how this data will provide evidence about the success of the statewide program objectives.
6. A plan for implementation and analysis of the statewide program evaluation.
7. A proposed plan to assist the local agencies in the implementation and analysis of their program evaluation.

- 8. A plan for additional training and technical assistance for the local funded agencies.
- 9. A Gantt chart of timeline and proposed milestones.

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 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 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	Accept	Reject
Offeror must document a minimum of five (5) years of experience and expertise in the delivery of evaluation services (Attachment 5.2.3).		
Offeror must document, at a minimum, two (2) previous jobs providing evaluation services within the last five (5) years and provide details of similarities (Attachment 5.2.4).		

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	650 Points
Proposal Cost	70 Points
Total	720 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 9)	Extended Score
Offeror Profile			
Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar in nature and scope (Complete Form 5.2.3).	5		
Offeror provides description of number of years in business, number of full-time and part-time staff available to work on this project, and evidence of financial stability (Include on Form 5.2.3).	5		
Staffing Plan			
The Offeror shall provide a Project Manager that has managed a similar project as specified above within the last three (3) years and complete Forms 5.2.5 and 5.2.6 for the proposed manager.	10		
Offeror provides description of qualifications and experience for each key member of the work team and their proposed work assignment (complete Forms 5.2.5 and 5.2.6 for each key staff member).	5		
Scope of Work. The Work Plan must include, at a minimum:			
1. A demonstration of Offeror's familiarity with primary prevention concepts as they relate to sexual violence.	25		

Criterion	Weight	Rating (0 to 9)	Extended Score
2. A description of Offeror's understanding of the principle of social justice that informs how to provide training and technical assistance, especially in the interpretation of evaluation results.	10		
3. Plans and methodology for on-going assessment of the evaluation needs and resources of the SADVPP staff and local SADVPP-funded agencies, including review and continued development of logic models.	10		
4. A plan for developing program evaluation tools that are feasible, cost effective and directly relevant to the primary prevention of sexual assault, including a focus on evaluation at the outer levels of the social ecological model.	25		
5. A plan to collect process and outcome data and describe how this data will provide evidence about the success of the statewide program objectives	15		
6. A plan for implementation and analysis of the statewide program evaluation.	5		
7. A proposed plan to assist the local agencies in the implementation and analysis of their program evaluation.	5		
8. A plan for additional training and technical assistance for the local funded agencies.	5		
9. A Gantt chart of timeline and proposed milestones.	5		

Total Technical Score: _____

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

2.6 **COST PROPOSAL POINTS** DAS will use the information Offeror gives on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

- 2.7 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.8 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.



3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price, for a not-to-exceed total cost. 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 Health
Attn.: Accounts Payable
246 N. High Street
Columbus, OH 43215

Rape Prevention Education Statewide Evaluator
CSP905614
UNSPSC CATEGORY CODE: 86000000
BUDGET: \$75,000.00 per year maximum.

OFFEROR: _____

Description	Cost
Provide support at the state level to assess the evaluation needs and resources of the SADVPP staff and local funded agencies, and assist in development of program evaluation tools that are feasible, cost effective, and directly relevant to the primary prevention of sexual assault with a focus on evaluation at the outer levels of the social ecological model.	
Assist in the collection of process and outcome data and implementation and analysis of statewide program evaluation.	
Develop and facilitate training (may be webinar based or in-person at regional or statewide meetings) for local projects based on needs identified through assessment of evaluation needs.	
Provide individual training and technical assistance to each locally funded agency, as funds are available, for up to fifteen local agencies.	
NOT-TO-EXCEED TOTAL COST	

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as amended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 Additional Resources

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.



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.

SUPPLEMENT A
RAPE PREVENTION PROGRAM – VAWA-FUNDED PROJECTS

<u>County</u>	<u>Counties Served</u>	<u>Project</u>	<u>Project Contact</u>
ALLEN 00260044VW0113	ALLEN	Crime Victim Services 330 N. Elizabeth Street 2 nd Floor Lima OH 45801	Laurel Neufeld Weaver 419/222-8666
ATHENS 00560064VW0113	ATHENS HOCKING VINTON	Appalachian Peace and Justice Network 14 N College Street Athens OH 45701	Mara Giglio 740/592-2608 Sarah Flick
CUYAHOGA 01860074VW0613	CUYAHOGA	Cleveland Rape Crisis Center 526 Superior Avenue - Suite 1400 Cleveland OH 44114	Megan O'Bryan 216/619-6194 Sondra Miller, Alex Leslie, Brian Dodyk
CUYAHOGA 01860214VW0113	STATE OF OHIO	The Ohio Alliance to End Sexual Violence 526 Superior Avenue - Suite 1400 Cleveland OH 44114	Katie Hanna 216/658-1381 Jasmine Finnie 216/658-1381
DELAWARE 02160014VW0613	DELAWARE MORROW	Helpline of Delaware and Morrow Counties, Inc. 11 N. Franklin St. Delaware OH 43015	Nancy Radcliffe 740/363-1835 Brande Urban
FRANKLIN 02560424VW0113	FRANKLIN	(OhioHealth Corporation) Sexual Assault Response Network of Central Ohio (SARNCO) 1299 Olentangy River Rd. Columbus OH 43212	Heather Herron-Murphy 614/566-5847 Sue Wismar Maytal Russ
HAMILTON 03160034VW0613	CLARK, GREENE, MIAMI, MONTGOMERY, PREBLE, SHELBY	Planned Parenthood Southwest Ohio Region 2314 Auburn Ave. Cincinnati OH 45219-2802	Leslie Mitchel 513/824-7812 Genevieve Pennington
HAMILTON 03160104VW0613	ADAMS BROWN CLERMONT	YWCA of Greater Cincinnati 898 Walnut St. Cincinnati OH 45202 ----- Eastern Area 55 S. 4th St. Batavia OH 45103 (Clermont County)	Jennifer Ridenour 513/7361-2133 Kate Lawson Julie Pedersen Danielle Toft 513/732-0450
HAMILTON 03160214VW0113	HAMILTON	Women Helping Women 215 E Ninth Street – 7th Floor Cincinnati OH 45202 – 6109	Kendall Fisher 513/977-5546 Kendra Masey Emily Woodruff

<u>County</u>	<u>Counties Served</u>	<u>Project</u>	<u>Project Contact</u>
KNOX 04260014VW0613	KNOX	New Directions P.O. Box 453 Mount Vernon OH 43050	Mary Hendrickson 740/397-4357 Christina Barnard Laurie Thompson
LAKE 04310024VW0613	LAKE	Lake Co Prosecuting Attorney Victim Assistance Program 105 Main St. Painesville OH 44077	Peggy Taylor Grant 440/350-2688 Kimberly Vitolo 440/567-3919
LUCAS 04830024VW0613	LUCAS	Toledo Hospital 2142 N. Cove Blvd. Toledo OH 43606	Linda Dove Danielle Cisterino 419/291-2993
PORTAGE 06760014VW0613	PORTAGE	Townhall II 155 N. Water St. Kent OH 44240	Ilyne Burutsa 330/678-3006 ----- Cindy Bloom 330/346-3028
TUSCARAWAS 07960014VW0613	TUSCARAWAS CARROLL	COMPASS, Inc. 2200 E. High Ave. P.O. Box 481 New Philadelphia OH 44663	Molly MacMath 330/339-2504 Kim Pace-Schilling
WARREN 08360014VW0613	WARREN	Abuse and Rape Crisis Shelter of Warren County, Inc. 27 N. East St. Lebanon OH 45036	Janet Hoffman 513/695-1185 Jane Conn Megan Crouch 513/695-2435