REQUEST FOR PROPOSAL

RFP Number: EDU 160043

The Ohio Department of Education, Office of Fiscal Services, is requesting Proposals for:

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

Technical Writer – Office of Exceptional Children

OBJECTIVE: The Office of Exceptional Children (OEC) of the Ohio Department of Education seeks technical writing assistance in writing Office for Exceptional Children's four sections operating procedures; including work instructions and job aids for its IDEA(Individuals with Disabilities Education Act) Federally-funded program. The office is divided into 4 sections: Monitoring, Diverse Learners, Dispute Resolutions and Resource Management; each section will have deliverables.

RFP ISSUED:	September 24, 2015
INQUIRY PERIOD BEGINS:	September 24, 2015
INQUIRY PERIOD ENDS:	October 09, 2015 at 8:00 AM
PROPOSAL DUE DATE:	October 09, 2015 by 1:00 PM

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as part of its Proposal package. These are two separate components which shall be submitted in separate email attachments, clearly identified in the file name 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 the Technical Proposal.

Submit Proposals to:

BidSubmission@education.ohio.gov
Subject: RFP Number

Note: Please review the Proposal Instructions on our website.
Note: Proposals received after the due date and time will not be evaluated.

Offeror Name and Address:	**Name/Title**:
_____ _____ _____ _____ Email Address: _____ Phone Number: ( )_____-_____ Ext._____	_____ _____ Signature: _____ By submitting a response to the 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
ODE:	Ohio Department of Education
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 Executive Summary

1.1 Introduction This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Ohio Department of Education, Office of Fiscal Services is soliciting competitive sealed proposals (Proposals) for Technical Writer – Office of Exceptional Children. If a suitable offer is made in response to this RFP, the Ohio Department of Education 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 Department 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 (1) 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 January 31, 2017. The Department may solely renew all or part of this Contract for a period of one (1) month and subject to the satisfactory performance of the Contractor and the needs of the Department. Any other renewals will be by mutual agreement between the Contractor and Department for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 Background The Office of Exceptional Children (OEC) of the Ohio Department of Education seeks technical writing assistance in writing Office for Exceptional Children's four sections operating procedures; including work instructions and job aids for its IDEA(Individuals with Disabilities Education Act) Federally-funded program. The deliverables of this writer will be use by the staff in the office. Persons with knowledge and skills not only in technical writing but also in education, special education and training documents subject matters are sought. OEC Assistant Directors will provide input for the work products and will have final approving authority. The office is divided into 4 sections: Monitoring, Diverse Learners, Dispute Resolutions and Resource Management; each section will have deliverables. The Technical Writer should therefore be comfortable working in a collaborative environment with groups as large as 10-20 individuals of varying levels of experience and knowledge.

1.4 Scope of Work The technical writer will assist section leaders in developing, editing, updating and drafting office procedures; including work instructions and job aids for the IDEA (Individuals with Disabilities Education Act) program. This position will report daily to 25 S. Front Street, Columbus, OH 43215 at a time to be established by on-site supervisor. The writer will produce documents in which OEC staff will use the procedures to ensure operations of each section are documented and implemented by each staff according to the established protocol. Daily contact with 4 or 5 section leaders is expected; not all will give daily assignments. The Technical Writer will provide progress reports detailing accomplishments towards goals and bottlenecks to progress at an interval to be established by the section leaders or on-site supervisor. Final deliverables will be in electronic form. Off-site meetings may be required; the technical writer is expected to attend and produce meeting notes. All communications, written or verbal, will be delivered professionally.

Tasks / Deliverables

1. Develop and Create Section, Procedures
   a. Monitoring / Services
   b. Diverse Learners
   c. Dispute Resolution
   d. Resource Management

2. Updates to Section Procedures:

a. Monitoring / Services
b. Diverse Learners
c. Dispute Resolution
d. Resource Management

3. Deliver Work Instructions for items 1 - 2

4. Delivery Job Aids for items 1- 2

5. Electronic Copy of items 1 – 2

6. Progress Reports

7. Meeting Minutes

Oversight: The Office of Exceptional Children will designate a supervisor to advise the technical writer on the assigned tasks, clarify decisions, resolve issues and review draft deliverables. The supervising Associate Director will negotiate a schedule for deliverables with formal progress reports.

Candidate Qualification Requirements:

Bachelor Degree from accredited institution
1 – 3 years of technical writing experience
Working knowledge of project management methodologies
Excellent time management skills; self-starter and initiative
Proficient in Microsoft Office Suite of programs (i.e.: Word, PowerPoint, etc.)
Experienced listening skills as to correlate and translate into working documents
Special Education familiarity and experience desired but not required
Web posting, intranet and internet (i.e: hyper linking)
Available for 6 months or greater

1.5 Confidential, Proprietary or Trade Secret Information The Department 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 the Department in response to this RFP become records of the Department 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 the law.

Unless specifically requested by the Department, an Offeror should not voluntarily provide to the Department 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 the Department will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

1.6 Registry of Offerors The Department will prepare of registry of Proposals containing the name and address of each Offeror. The registry will be on the Ohio Department of Education, Office of Fiscal Services website and opened for public inspection after the Proposals are received.

1.7 Instructions Link to website 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 the Department 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 Proposal Submission Requirements Offeror must submit one (1) original, completed, and signed in blue ink copy in PDF format.

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 Department evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in the Offeror's proposal in the "Offeror Required Information and Certification" section.

Table 1 – Mandatory Proposal Requirements

Mandatory Requirements	**Accept**	**Reject**
MBE Certification		
Statement of writer's technical qualifications and familiarity with the educations, special education and/or training documents		
Resume(s) of writer(s) proposed for the assignment		
Summary projection of how many hours anticipated to complete		

If the Department does not receive any Proposals meeting all of the mandatory requirements, the Department may elect to cancel this RFP.

2.2 Proposal Evaluation Criteria If the Offeror provides sufficient information to the Department 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, the Department 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 Table 2 – Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from the Office of Fiscal Services, Program Office, and potentially a subject matter expert or an independent consultant.

2.3 Table 2 – Scoring Breakdown

Criteria	**Maximum Allowable Points**
Proposal Technical Requirements	45 points
Proposal Cost	15 points
Presentations, Interviews, Demonstrations	5 points
Total	65 points

2.4 Score Rating 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	Weak	Weak to Meets	Meets	Meets to strong	Strong
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points

The Department 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 points): Response does not comply substantially with requirements or is not provided.
Weak (1 point): Response was poor in relation to the objectives.

Weak to Meets (2 points): Response indicates the objectives will not be completely met or at a level that will be below average.

Meets (3 points): Response generally meets the objectives (or expectations).

Meets to Strong (4 points): Response indicates the objectives will be exceeded.

Strong (5 points): 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** (0-5)	**Extended Score**
Offeror Profile			
1. Candidate technical writing experience	None		
2. Number of years writing work experience (1 – 3 years)	None		
3. Bachelor Degree	None		
4. Project Management Skills	None		
5. Demonstrated ability with Microsoft Office Suite (ie.: Powerpoint, Word)	None		
6. Ability to attend off-site meetings	None		
7. Cost	None		

Total Technical Score: _____

Criterion	**Weight**	**Rating** (0-5)	**Extended Score**
Presentations, Interviews, Demonstrations			
1. Oral Presentation	None		
2. Demonstrated understanding of Project Scope of Work	None		

Total Presentation Score: _____

In this RFP, the Department 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 Department in relation to the other Proposals that the Department received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within the Department's 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, the Department may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. The Department may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

2.6 Cost Proposal Points The Department will use the information the Offeror gives on the Cost Summary form to calculate Cost Proposal points. The Department 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) × 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 the 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; Offeror Y has proposed a cost of $110; and Offeror Z has proposed a cost of $120. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as $100 (Offeror X's cost) divided by $110 (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 divided by $120 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

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 the Department finds that one or more Proposals should be given further consideration, the Department may select one or more of the highest-ranking Proposals to move to the next phase. The Department 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 The Department may reject any Proposal that is not in the required format, does not address all the requirements of the RFP, or that the Department believes is excessive in price or otherwise not in the interest of the Department to consider or to accept. In addition, the Department 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 (as a separate PDF File). 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 the Ohio Department of Education, Office of Fiscal Services.

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

3.2 The Offeror's Fee Structure The Contractor will be paid as proposed on the Cost Summary after the Department approves the receipt of the product(s)/services and continued completion of all deliverables. All costs must be in U.S. dollars.

3.3 Reimbursable Expenses There will be no additional reimbursement for travel or other related expenses. The Department will not be responsible for any costs not identified in the Cost Proposal.

3.4 Bill to Address

Ohio Department of Education
Office of Exceptional Children
Attn: Jo Hannah Ward
25 South Front Street
Columbus, OH 43215

Enter additional requirements, if any

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3.5 Cost Summarysa

Offeror: _____

Description	Cost
	$
	$
	$
	$

All costs must be in U.S. dollars.

All Offeror's 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 PDF saved as "Cost Proposal – RFP Number and Due Date".

4.0 Award of the Contract

4.1 Contract Award The Department intends to award the Contract based on the schedule in the RFP, if the Department decides the Work is in the best interests of the Department and has not changed the award date.

The Department expects the Contractor to commence the Work upon receipt of a state issued purchase order. If the Department awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, the Department reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonable 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.

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 Department
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 and 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, and Experience
5.2.7 Offeror Performance Form
5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

5.3.1 Agency and Vendor Administration
5.3.2 Services, Disclosure of Location of Services and Data
5.3.3 Effective Date
5.3.4 Contract Renewal
5.3.5 Termination, Suspension, Reduction of Scope of Work & Remedies
5.3.6 Compensation
5.3.7 Invoice, Payment & Other Provisions
5.3.8 Unresolved Findings for Recovery
5.3.9 Suspensions and Debarments
5.3.10 Discrimination and Affirmative Action Plan
5.3.11 Purchase, Use or Transfer of Illegal Substances
5.3.12 Contractor Relationship to Agency
5.3.13 Worker's Compensation Coverage
5.3.14 Independent Enterprise
5.3.15 Ohio Ethics Law
5.3.16 Expenditure of Public Funds for Offshore Services: Requirements, Termination, Sanction, Damages
5.3.17 Assignment of Rights
5.3.18 Applicable Laws

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
ODE Vendor Opportunities	http://education.ohio.gov/about/vendors

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 Ohio Department of Education, Office of Fiscal 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 website links. Note critical items such as: Mandatory Requirements; goods or services required; submittal date and time; 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 online 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 5.1.2, Proposal Format & Documentation Required.

6.4_____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, 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 Department 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 Department. The Proposals are evaluated based solely on the information and materials provided in the Offeror's response.

6.6_____ Check the State's website for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posed on the Web.

6.7_____ The following document may be submitted with the Proposal or within five (5) business days of request from the Office of Fiscal Services: Affirmative Action. 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 supplier@ohio.gov. See Section 5.4, Additional Resources.

6.9_____ Review and read the RFP document again to ensure you have addressed all requirements. Read and understand Supplements, if applicable. Offeror's original response must be identical and complete. The response will be 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 email subject is labeled with the RFP Number and Due Date and contains both the Technical Proposal and Cost Proposal. Do not combine the Cost Proposal and Technical Proposal into a single PDF file.