



REQUEST FOR PROPOSAL

RFP NUMBER: CSP902317
INDEX NUMBER: EDU049
UNSPSC CATEGORY: 86000000

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education, is requesting Proposals for an:

INNOVATIVE STRATEGIES FOR COLLEGE AND CAREER READINESS EVALUATOR

OBJECTIVE: The Ohio Department of Education is seeking a Contractor to conduct further study and evaluation regarding the effectiveness of strategies that utilize evidence-based predictors and practices to improve the coordination and delivery of secondary transition services for students with disabilities ages 14 through 21 in order to better prepare them for successful post-school outcomes in the areas of competitive, integrated employment; education/training; and independent living.

RFP ISSUED: September 30, 2016
INQUIRY PERIOD BEGINS: September 30, 2016
INQUIRY PERIOD ENDS: October 21, 2016 at 8:00 AM
PROPOSAL DUE DATE: October 28, 2016 by 1:00 PM

Proposals received after the due date and time will not be evaluated.

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH 125.081

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.

The Offeror must submit this cover page (signed) with its Technical Proposal.

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
CTPD:	Career Technical Education Planning District
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
IDEA:	Individuals with Disabilities Education Act
IEP:	Individualized Education Program
LEA:	Local Education Agency
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
OEC:	Office for Exceptional Children
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
OSEP:	Office of Special Education Programs
RFP:	Request for Proposal
Secondary Transition:	For purposes of the Innovative Strategies to Improve College and Career Readiness for Students with Disabilities, secondary transition is defined as "a coordinated set of activities for a child with a disability that is designed to be within a results-oriented process, that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living or community participation. These services begin no later than when a child turns 14 years of age."
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code
USDOE:	U.S. Department of Education
WIOA:	Workforce Innovation and Opportunities Act

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for an Innovative Strategies for College and Career Readiness 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 gives the dates on page 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 September 30, 2017. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.
- 1.3 BACKGROUND Students with disabilities continue to face many challenges to being prepared for college and career after graduation. The Individual with Disabilities Education Act (IDEA) recognized these challenges and established requirements for secondary transition services to begin at age 16 or younger. The Ohio Department of Education's Office for Exceptional Children (ODE/OEC) has exceeded these federal regulations. Per the Ohio Operating Standards for the Education of Children with Disabilities, school districts are required to begin planning, coordinating, and implementing evidence-based transition services no later than the first Individualized Education Program (IEP) to be in effect when the child turns 14.

Ohio schools have over 70,000 students with disabilities ages 14 through 21 that currently require transition services leading to improved post-school outcomes. Districts often struggle to provide the necessary coordinated services that will meet the secondary transition needs of these students. ODE/OEC maintains a theory of action that implementation of evidence based predictors and practices will help districts provide high quality secondary transition services which in turn will lead to improved post-school outcomes for students with disabilities. Thus, ODE/OEC promotes the use of evidence-based predictors and practices when providing secondary transition services to best prepare students with disabilities ages 14 through 21 for successful post-school outcomes.

For the 2016-2018 budgets, the ODE/OEC has allocated within the Special Education Enhancement line, up to \$2,500,000 in each fiscal year to build capacity to improve the Secondary Transition Services system across the state. This RFP supports the state and local education agencies' maintenance of effort to meet select State Performance Plan indicators required by the IDEA. This RFP also supports Ohio Means Jobs Initiatives and is aligned with the current transition framework established by the Employment First Task Force. Additionally, this RFP supports and builds capacity in Ohio's schools to meet the newly implemented Workforce Innovation and Opportunities Act (WIOA) and increase efficiency through reduction of duplication across all agencies involved in supporting improved outcomes for students with disabilities.

The overall objective of this RFP is to assist Local Educational Agencies (LEAs) and Career Technical Education Planning Districts (CTPDs) to utilize evidence-based predictors and practices to improve the coordination and delivery of secondary transition services for students with disabilities ages 14-21 in order to better prepare these students for successful post-school outcomes in the areas of competitive, integrated employment, education/training, and independent living.

Components of this objective include:

1. Improve the coordination and delivery of secondary transition services and supports through the provision of a seamless system across multiple systems of support. (State Performance Plan Indicator 13).
2. Increase the percentage of youth who are engaged in postsecondary education/training and/or competitive, integrated employment after graduation. (State Performance Plan Indicator 14)
3. Increase the percentage of youth with disabilities who exit secondary education with a diploma. (State Performance Plan Indicators 1 and 2)
4. Increase the proportion of transition services that are delivered within the general education setting. (State Performance Plan Indicators 5 and 13)
5. Implement collaborative models of secondary transition service delivery beginning at the time a student with disabilities will be turning fourteen. (State Performance Plan Indicator 13)

1.4 **SCOPE OF WORK** ODE is seeking a Contractor to conduct further study and evaluation regarding the effectiveness of strategies that utilize evidence-based predictors and practices to improve the coordination and delivery of secondary transition services for students with disabilities ages 14 through 21 in order to better prepare them for successful post-school outcomes in the areas of competitive, integrated employment; education/training; and independent living. There are currently twenty (20) LEAs participating in the program (see Supplement A, Grant Awardees). These LEAs are designated as participants in this document. Specifically, the Contractor will:

1. Review participant quarterly progress reports and provide a quarterly brief to ODE regarding each participants' status toward meeting anticipated outcomes. The brief will also include guidance and recommendations regarding quality and fidelity of implementation and strategy effectiveness.
2. Synthesize findings and results of strategies into an Overall Impact and Opportunities for Replication project report.

Topics will include, but are not limited to:

- A. Description of each strategy implemented, including evidence-based predictor of focus and evidence-based practices used.
- B. Anticipated outcomes of each strategy and progress made toward meeting outcomes.
- C. Factors that impacted strategy progress both positively and negatively.
- D. Promising practices/characteristics of strategies to be considered for replication. For example, characteristics A and B were found in all strategies that showed positive movement toward anticipated outcomes.
- E. Potential collective impact of strategy on the Part B State Performance Plan indicators 1, 2, 13, 14 (see Additional Resources, section 5.4).

1.4.1 Participant Responsibilities:

1. Determine the degree to which a select group of evidence-based predictors is currently implemented as part of secondary transition services with the school(s) or district(s).
2. Considering the level of implementation, identify areas of strength and need in providing secondary transition services.
3. Given the strengths and needs, prioritize an area of focus and then select and implement a strategy that addresses the focus. The strategy must be described in detail, including:
 - A. Projected number and targeted age of students with disabilities ages 14 through 21 to be served
 - B. Implementation timeline with established benchmarks.
 - C. Setting(s) in which the strategy will be implemented preferably within an integrated environment with students with and without disabilities.
 - D. Name/type of evidence-based practice(s) used within the strategy.
 - E. Roles and responsibilities of individuals who will implement the strategy, incorporating the skills and competencies of individuals providing transition services as defined in Ohio's Operating Standards for the Education of Children with Disabilities.
 - F. Explain the anticipated outcomes of the strategy relative to how the strategy will impact the delivery of secondary transition services and post-school outcomes of competitive, integrated employment, education/training and/or independent living for students with disabilities ages 14-21.
 - G. Describe the process that will be used to measure progress toward and achievement of anticipated outcome(s).
 - H. State how the strategy will be sustained after the funding cycle is complete including the practices and resources (human and fiscal) that are currently in place that will support implementation and overall sustainability of the strategy.
4. Include a budget that describes how grant monies will be used.
5. Submit quarterly reports of progress.
6. Attend a Strategy Showcase meeting at the end of the funding cycle.
7. Participate in an external evaluation process supported by ODE/OEC.

1.4.2 Contractor Responsibilities.

1. The Contractor shall appoint a specific individual to be the Project Manager who will serve as the primary liaison with the ODE designated contact. This person shall be identified by the Contractor to meet monthly via phone conference with the ODE designated contact to review progress, expenditures and deliverables with the identified project contact from ODE.
2. The Contractor shall collaborate with the ODE designated contact to create and collect quarterly progress reports from each participant.
3. The Contractor shall review participant quarterly progress reports and provide a quarterly progress report to the ODE designated contact regarding each participant's status toward meeting anticipated outcomes. The Contractor quarterly progress report will also include guidance and recommendations regarding quality and fidelity of implementation and strategy effectiveness.
4. The Contractor shall synthesize findings and results of strategies into an Overall Impact and Opportunities for Replication project report. Topics will include but are not limited to:
 - A. Description of each strategy implemented, including evidence-based predictor of focus and evidence-based practices used.
 - B. Anticipated outcomes of each strategy and progress made toward meeting outcomes.

- C. Factors that impacted strategy progress both positively and negatively.
 - D. Promising practices/characteristics of strategies to be considered for replication. For example, characteristics A and B were found in all strategies that showed positive movement toward anticipated outcomes.
 - E. Potential collective impact of strategy on the Part B State Performance Plan indicators 1, 2, 13, 14.
5. 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, ODE 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 Project manager or his or her designee must immediately report any key Project Team staffing changes to the ODE Project Representative (See 5.3 Terms and Conditions).
6. All data collected and used as part of this project is considered to be owned by the Ohio Department of Education, and thus, the Contractor, Project Manager and support staff will abide by state and federal policies and procedures regarding data collection and data reporting and student confidentiality. In all respects, Contractor, Project Manager and support staff shall comply with all applicable provisions of Ohio and federal laws including but not limited to the Family Educational Rights and Privacy Act (FERPA), which includes any amendments or other relevant provisions of the federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, as well as the Health Insurance Portability and Privacy Act of 1996 (HIPAA), more specifically with the HIPAA Privacy Rule at 45 C.F.R. Part 160 and Part 164, subparts A and E.

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

The Contractor agrees to be responsible for the areas of responsibility identified in this RFP. In addition, the Contractor agrees to meet or exceed all standards, regulations, laws, and ordinances as adopted by federal, state, and local authorities. These laws and ordinances must include, but not be limited to, any governing body under which the State may operate now or in the future.

- 1.4.3 ODE Responsibilities. The Ohio Department of Education shall be responsible for monitoring the Contractor's performance and compliance with the terms and conditions of the Contract during the time the contract is in effect. The Contractor shall submit quarterly status reports and meet as necessary with the Department. If ODE observes any infraction(s), such shall be documented and conveyed to the applicant for immediate correction. Continued failures on the applicant's part to comply with the terms and conditions of the Contract may result in the immediate removal of the Contractor from the contract by the State. ODE shall:
- 1. Coordinate and communicate with the successful Offeror in order to implement the project.
 - 2. Coordinate regular status meetings with the selected Contractor throughout the Contract Administration period.
 - 3. Reimburse the Contractor for services rendered. Payment of the Contractor's invoices will be authorized by the ODE, upon receipt of the quarterly progress report describing work completed in conformance with the terms of the Contract.
- 1.4.4 Management Reporting and Outcomes. The Contractor shall:
- 1. Provide quarterly progress reports that address progress toward completion of each of the items delineated in the Scope of Work. These reports shall:
 - A. Summarize highlights of the reporting period.
 - B. Address progress toward completion of each of the items delineated in the Scope of Work.
 - C. Be provided within 10 business days following quarter's end.
 - 2. Present a formal face-to-face report detailing the components of the final, comprehensive report to be delivered to Ohio Department of Education personnel and/or any other stakeholders identified by ODE. The report will synthesize findings and results. Topics will include but are not limited to:
 - A. Description of each strategy implemented, including evidence-based predictor of focus and evidence-based practices used.
 - B. Anticipated outcomes of each strategy and progress made toward meeting outcomes.
 - C. Factors that impacted strategy progress both positively and negatively.
 - D. Promising practices/characteristics of strategies to be considered for replication. For example, characteristics A and B were found in all strategies that showed positive movement toward anticipated outcomes.
 - E. Potential collective impact of strategy on the Part B State Performance Plan indicators 1, 2, 13, 14.
 - 3. Ensure a draft final report is submitted to ODE/OEC, in an electronic reproducible format, by August 1, 2017.
 - 4. Ensure a final report is submitted to ODE/OEC by September 30, 2017. The final report must be submitted in an electronic reproducible format.
 - 5. The Contractor may be required to attend meetings as established by ODE during the course of this Contract. ODE may require information and/or data be provided at different frequencies of time based on the Work being performed and the schedule of performance.

1.4.5 Work Plan. Offeror's Work plan shall address, in detail, the following:

1. Demonstrate knowledge of federal and state laws and regulations relating to the provision of secondary transition services for students with disabilities.
2. Display knowledge of evidence based predictors and practices for post school success of students with disabilities.
3. Show awareness of State data reporting mechanisms such as State and District Report Cards, Special Education Profiles, Special Education Determinations, Ohio Longitudinal Transition Study, etc.
4. Plan to evaluate current implementation of evidence-based predictors and practices in 20 sites.
5. Collaborate with ODE designated contact to create a quarterly progress report template.
6. Collect and submit progress reports from each participant.
7. Participate in monthly conference calls with ODE designated contact.
8. Prepare and submit a quarterly report of participant progress to ODE designated contact.
9. Provide guidance and recommendations to ODE regarding participant progress such as fidelity of implementation and strategy effectiveness.
11. Prepare, submit, and present final Project report to ODE.
12. Ensure compliance with state and federal policies regarding data collection and data reporting and student confidentiality, including, but not limited to, FERPA and HIPAA.

The State encourages responses that demonstrate a thorough understanding of how the implementation of strategies that address/utilize evidence-based predictors and practices can improve the coordination and delivery of secondary transition services for students with disabilities ages 14 through 21 in order to better prepare these students for successful post-school outcomes in the areas of competitive, integrated employment, education/training, and independent living.

Proposals prepared in response to this RFP must employ a sound design with the aim of how the Contractor will identify strategies and/or key characteristics of strategies that led to project participants' anticipated outcomes, the evidence-based predictors and practices addressed/utilized within these strategies, and conditions (e.g., student grade level demographic) under which these strategies can be replicated.

Offerors are welcomed and encouraged to propose how they will address additional communications and information requests from ODE, as well as meeting frequency, methods etc. to ensure both parties have a clear understanding of contractual expectations and efficient operations.

- 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the State of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.
- 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 available for public inspection after the Proposals are received.
- 1.7 PROPOSAL SUBMITTAL 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 CSP902317 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.5 in the Instructions for further detail.
- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages.

2.0 EVALUATION OF PROPOSALS

- 2.1 MANDATORY REQUIREMENTS The following table 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.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
1. Must document a minimum of two years' formal training and/or experience with secondary transition processes for students with disabilities;
2. Must document a minimum of two years' experience with qualitative and quantitative data collection, data analysis, and report writing.

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.2 **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.

2.3 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1025 Points
Proposal Cost 20%	255 Points
Total	1280 Points

2.4 **SCORE RATINGS** The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete Form 5.2.3).	20		
2. Demonstrated sufficiency of resources to meet the Project timeline and deliverables.	10		
3. Capacity and financial capability of the applicant to quickly undertake and successfully complete the required tasks for this Project.	10		
Offeror Prior Projects			
1. The Offeror provides three (3) prior projects where similar consulting work may be reviewed and confirmed, with projects of similar size and scope. (Complete Form 5.2.4 for each project).	25		
Staffing Plan			
1. The Offeror must submit a staffing plan naming key personnel that will be used to complete the project. The plan shall include the planned duties of key personnel and the time commitment of the proposed work.	10		
2. Offeror must name a Project Manager and detail qualifications of the individual. (Complete Forms 5.2.5 and 5.2.6 for proposed Project Manager).	10		
3. Qualifications of the key qualified personnel that will be involved in the Work. (Complete Forms 5.2.5 and 5.2.6 for each key individual).	10		
Work Plan. Offeror's Work plan shall address, in detail, the following:			
1. Demonstrate knowledge of federal and state laws and regulations relating to the provision of secondary transition services for students with disabilities.	10		
2. Display knowledge of evidence based predictors and practices for post school success of students with disabilities.	10		
3. Show awareness of State data reporting mechanisms such as State and District Report Cards, Special Education Profiles, Special Education Determinations, Ohio Longitudinal Transition Study, etc.	5		
4. Plan to collect and evaluate current implementation of evidence-based predictors in 20 sites.	25		
5. Proposed quarterly progress report template.	5		
6. Prepare and submit a quarterly report of participant progress to ODE designated contact.	15		
7. Provide guidance and recommendations to ODE regarding participant progress such as fidelity of implementation and strategy effectiveness.	15		
8. Prepare, submit, and present final Project report to ODE.	15		
9. Ensure compliance with state and federal policies regarding data collection and data reporting and student confidentiality, including, but not limited to, FERPA and HIPAA.	10		

Total Technical Score: _____

- 2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

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.

- 2.7 COST PROPOSAL POINTS DAS will use the information the Offeror submits 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. "Cost" = Total Project Cost as 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: _____

- 2.8 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.

- 2.9 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 Total Project 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
Submit Invoice to: fiscal.management@education.ohio.gov

Ohio Department of Education
Office for Exceptional Children
25 S. Front Street Mail Stop 202
Columbus, Ohio 43015

Innovative Strategies for College and Career Readiness Evaluator
CSP902317
UNSPSC CATEGORY CODE: 86000000

OFFEROR: _____

Description	Evaluation Quantity	Unit Cost	Extended Cost
Collaborate with ODE designated contact to create a participant quarterly progress report template. This progress report template will be used throughout the project. To take place within Quarter 1.	1	\$ Per template	
Participate in three (3) monthly phone conferences with ODE designated contact per quarter (total of twelve (12) phone conferences). Contractor will present relevant updates regarding participant implementation, contractor expenditures, etc. To take place within Quarters 1-4	12	\$ Per Conference	
Collect and submit twenty (20) participant quarterly progress reports to ODE designated contact per quarter (total of eighty (80) quarterly progress reports; four (4) per participant). To take place within Quarters 1-4.	20	\$ Per Report	
Create and submit a summary of participant progress along with guidance and recommendations regarding fidelity of implementation and strategy effectiveness to ODE designated contact per quarter (total of four (4) reports). To take place within Quarters 1-4.	4	\$ Per Report	
Prepare, submit, and present Overall Impact and Opportunities for Replication final project report to ODE at the conclusion of the project. To take place at end of Quarter 4.	1	\$ Per Report	

Total Project Cost	\$
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Quarterly progress payments shall be made based upon a percentage of deliverables completed. Percentages are expected to be:

- Q1 – 20%
- Q2 – 20%
- Q3 – 20%
- Q4 – 40%

However, Contractor will be compensated in the quarter during which the work was performed.

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 addended, 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.

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

- 4.4 SPECIAL PROVISIONS MBE Set Aside. The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP is being issued as a minority set-aside contract in accordance Section 125.081 of the Ohio Revised Code. All OFFERORS must be an Ohio certified MBE as of the PROPOSAL due date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

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 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 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, 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://www.obm.ohio.gov/>
- Office of Procurement Services <http://procure.ohio.gov/proc/index.asp>
- Ohio Shared Services <http://www.ohiosharedservices.ohio.gov>
- Ohio Business Gateway <http://business.ohio.gov/>
- Ohio Secretary of State <http://www.sos.state.oh.us/SOS/Businesses.aspx>
- Ohio's Special Education Ratings
<http://education.ohio.gov/Topics/Special-Education/Comprehensive-Monitoring-System/Ohio-s-Special-Education-Ratings>
- Ohio 2015 Special Education Determination
<http://education.ohio.gov/Topics/Special-Education/Comprehensive-Monitoring-System/State-Determinations>
- Ohio's 2014-2015 Annual Performance Report with State Performance Plan Indicators 1, 2, 13, 14
<http://education.ohio.gov/Topics/Special-Education/State-Performance-Plan>
- NSTTAC Evidence-Based Predictors and Practices
http://transitionta.org/sites/default/files/Predictor_Self-Assessment2.0.pdf

Ohio Employment First Evidence-Based Predictors and Practices

http://www.ohioemploymentfirst.org/up_doc/Evidence_Based_Predictors_for_Post_school_Success3_25_15.pdf

http://www.ohioemploymentfirst.org/up_doc/Evidence_Based_Practices_for_Transition_Youth.pdf

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 5.1.12, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the State of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.

SUPPLEMENT A
GRANT AWARDEES

SST	Lead Agency	Strategy Title
1	Putnam County Educational Service Center, Ottawa Ohio	WBL - Work Based Learning
2	North Point Educational Service Center, Sandusky, Ohio	Journey to Jobs
3	Cuyahoga Heights Schools, Cuyahoga Heights, Ohio	The <u>C</u> ollege and <u>C</u> areer <u>P</u> athways <u>P</u> rogram: Integrating the Professional Learning Community of College and Career Readiness for the Adolescent Learner
4	Mentor Exempted Village School District, Mentor Ohio	Cardinal Capabilities for College and Careers
5	Mahoning County Educational Service Center and Mahoning County Career & Technical Center, Youngstown, Ohio	Transition Implementation Program
6	Bellefontaine City Schools, Bellefontaine, Ohio	I.M.P.A.C.T Imagine Making Positive Changes Together
7	Marion City School District, Marion Ohio	Pathways of Promise
8	The Six District Educational Compact, Hudson, Ohio	Compact Compass: The 4 E's Initiative
9	Stark County Educational Service Center, Canton, Ohio	Utilizing the Evidence-Based Predictors: The Path to Positive Post-School Outcomes through Career Awareness, Occupational/Vocational Education, and Authentic Community-Based Work Experience
10	West Carrollton City Schools, West Carrollton, OH	Innovative Strategies for Secondary Transition
11	Marysville Exempted Village School District, Marysville, Ohio	CAPS (Continuing Achievement in Postsecondary Success)
12	Muskingum Valley Educational Service Center, Zanesville, Ohio	Inspire Action 4 Youth
13	Hamilton County Educational Service Center	Business Partnership/Work Experience Hub Development
14	Southern Ohio Educational Service Center	Clinton County Agency Collaboration for Transition Youth
15	South Central Ohio Educational Service Center	Goal Setting for My Future
16	Tri-County Career Center, Athens, Ohio	Advocates for College and Career Transition (ACCT)