RFP Number: DMR-RFP-WDC-70

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

**Fire Alarm System Inspections, Testing & Monitoring Services**

For the Period:  
- State Fiscal Year 2020 - December 1, 2019 through June 30, 2020
- State Fiscal Year 2021 - July 1, 2020 through June 30, 2021

RFP Issued: October 1, 2019
Inquiry Period Begins: October 1, 2019
Inquiry Period Ends: October 15, 2019 8:00 AM
Proposals Due: October 24, 2019 12:00 PM

Submit Proposals via e-mail to:

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

This RFP consists of five (5) parts and two (2) attachments, totaling sixteen (16) consecutively numbered pages. Please verify that you have a complete copy.

Please submit all inquiries about this RFP through the State Procurement web site at [www.ohio.gov/procure](http://www.ohio.gov/procure). Please refer to Part Three of this RFP, “General Instructions”, for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by Proposers will be posted on the State Procurement website for viewing by all prospective Proposers.
PART ONE: STRUCTURE OF THIS RFP

PARTS

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

ATTACHMENTS

Appendix 1 – Standard Affirmation and Disclosure Form
  o Standard Affirmation and Disclosure Form must be signed by an authorized
    official of Proposer’s organization and must be included for any proposal to be
    scored

Appendix 2 – Contractor Information Form
  o Contractor Information Form must be completed and submitted with the proposal.
PART TWO: SERVICES REQUESTED INFORMATION

I. MISSION & GUIDING PRINCIPLES

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

DODD will:

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

II. PURPOSE

The Warrensville Developmental Center (WDC) is seeking proposals from qualified contractors to provide fire alarm inspections, testing and monitoring services for all fire alarm systems installed throughout the campus at Warrensville Developmental Center located at 4325 Green Road, Highland Hills, Ohio. The campus is comprised of 12 (twelve) buildings and encompasses approximately 205,279 square feet.

III. BACKGROUND

Warrensville Developmental Center (WDC) is a Medicaid-certified Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), operated by the Ohio Department of Developmental Disabilities (DODD), serving individuals with developmental and other disabilities.

IV. SCOPE OF WORK AND DELIVERABLES – FIRE ALARM TESTING AND INSPECTIONS

A. Contractor shall provide a proposal for the testing and inspections for all system types based on the quantities and frequencies as stated below.

<table>
<thead>
<tr>
<th>System Type</th>
<th>Quantity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke Detectors (maintain &amp; calibrate in accordance with NFPA 72)</td>
<td>354</td>
<td>Annually (January)</td>
</tr>
<tr>
<td>Smoke Detectors (automated sensitivity report &amp; sensitivity testing utilizing canned smoke in accordance with NFPA 72 Table 14.4.2)</td>
<td>354</td>
<td>Annually (January)</td>
</tr>
<tr>
<td>Sprinkler Inspections</td>
<td>12 Buildings 750 Heads</td>
<td>Quarterly (August, November, February, May)</td>
</tr>
<tr>
<td>Fire Alarm Inspections</td>
<td>12</td>
<td>Annually (January)</td>
</tr>
<tr>
<td>Hood Suppression Inspections</td>
<td>11</td>
<td>Semi-Annually (January, July)</td>
</tr>
</tbody>
</table>
### Fire Extinguisher Inspections
- 225 annually (February)

### Fire Hydrant Inspections
- 16 annually (August)

### Fire Dampers – Visual Inspection
- 220 annually (November)

### Fire Dampers – Functional Testing
- 220 annually (October)

### Internal Sprinkler Inspection
- 1 February

### Replace Sprinkler Riser Water Pressure Gauges
- 20 May 2021

### Annunciator Panels
- 20 annually (January)

### Duct Detectors
- 65 annually (January)

### Heat Detectors
- 24 annually (January)

### Pull Stations
- 74 annually (January)

### Audio Visual
- 292 annually (January)

### Backflow Testing
- 16 annually (May)

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B. Contractor shall perform all inspections and testing required under an awarded contract to meet the applicable requirements of the Ohio Fire Code (section 1301:7-7-05 1.4, F-500.4), the Ohio Building Code, Life Safety Code (NFPA-1010), Proprietary Protective Signaling Systems (NFPA-72D), Automatic Fire Detectors (NFPA-72E), and other applicable codes and regulations.

C. Contractor shall notify the Warrensville Developmental Center’s contact person, no less than two (2) weeks prior to each inspection due date to schedule the inspection.

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### V. SCOPE OF WORK AND DELIVERABLES CONTINUED – FIRE ALARM MONITORING

A. Warrensville Developmental Center (WDC) is seeking proposals from qualified contractors to provide support for the existing GE Vigilant/Kidde Fire Alarm Communication system to include repair service and 24 X 7 monitoring (including daily communications tests). The system shall monitor the main existing fire alarm panel which services twelve (12) satellite panels on the WDC campus.

B. The services consist of all items listed herein for Warrensville Developmental Center, including all required labor, materials, and equipment (including items not specifically noted or shown as required for complete service, subject to any exclusions listed below). It is the intent of this document that contractors provide a single proposal covering all categories of work for this service.

C. Contractor providing services under this RFP will:

1. Provide 24 X 7 Fire Alarm Monitoring services for individuals residing at Warrensville Developmental Center (WDC), during fiscal years 2020 and 2021.

2. The signals shall be monitored by a UL-listed Central Station that is staffed by trained operators 24 hours per day, seven days a week. Monitoring operators shall immediately report telephone fire alarms signals to the Highland Hills Fire Department (via 911 Dispatcher) by announcing the specific building using WDC’s building names (not zone numbers), to the 911 Dispatcher. All trouble and restore signals shall also be sent to the Central Station. The monitoring operator is also to telephone WDC for each alarm and trouble signal, with the building identification. WDC will supply the telephone lines for monitoring signals.
WDC shall be able to conveniently place the monitoring system on “no action” or “test” mode from time to time via WDC’s choice on each occasion either by telephone or internet and be able to obtain the Central Station event history at any time via internet or e-mail. WDC shall supply its own computers, telephones, internet connection and telephone service.

D. The services to be performed under this contract shall meet the standards required by the Accreditation Council for Developmental Disabilities or other accrediting or certifying organization as appropriate

VI. MINIMUM QUALIFICATIONS OF CONTRACTOR

A. Contractor shall be an authorized GE Vigilant/Kidde dealer or subcontract at the Contractor’s expense, with an authorized GE Vigilant/Kidde dealer during the entire duration of the contract.

B. Contractor must present prior to initiating services and maintain through the entire contract period, a current State of Ohio licenses to provide fire alarm system inspections or other applicable licenses, certifications, and registrations.

Contractor shall not be subject to an “unresolved” finding for recovery under Section 9.24 of Ohio Revised Code.

VII. ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS

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

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

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

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

I. CALENDAR OF EVENTS & ON-LINE INFORMATION

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

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

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

Firm Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>Inquiry Period Begins</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>Inquiry Period Ends</td>
<td>October 15, 2019 at 8:00 am</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>October 24, 2019 at 12:00 pm</td>
</tr>
</tbody>
</table>

Estimated Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Award Notification</td>
<td>November 7, 2019</td>
</tr>
<tr>
<td>Issuance of Purchase Order</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

II. PROPOSAL FORMAT

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

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

A. Technical Proposal

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

b. Organizational experience including:
   • Information on the background of the firm or individual, including background information of any subcontractor(s)
   • Any prior experience relevant to this RFP (includes current contact names and phone numbers for these references), and a list of similar projects currently underway by the proposer or by any subcontractor(s) as well as completed over the past three (3) years. The Evaluation/Selection Review Committee will consider these additional references and may contact each of these sources.

B. Cost Proposal

The cost proposal must indicate the total cost for inspections, testing and written service reports for all system types identified in Part Two, Section IV above for each fiscal year 2020 (December 1, 2019 thru June 30, 2020) and fiscal year 2021 (July 1, 2020 thru June 30, 2021).

In addition, a separate cost breakdown must be provided for testing and inspection on a per unit basis for each system type identified above.

The cost proposal must also indicate the total cost for support of existing GE Vigilant/Kidde Fire Alarm Communication system to include repair service and 24 X 7 monitoring per the scope of work identified in Part Two, Section V above for each fiscal year 2020 (December 1, 2019 thru June 30, 2020) and fiscal year 2021 (July 1, 2020 thru June 30, 2021).

Travel cost should be encompassed within the cost of the deliverables. Travel is not to be listed separately. For purposes of this RFP, travel includes all modes of transportation (airfare, tax, car rentals, etc.), lodging expenses, meals, and cost of communications by phone, mail, e-mail, or fax.

III. PROPOSAL SUBMITTAL

Proposals must be submitted in the following manner:

• Proposals must be submitted via e-mail by no later than October 24, 2019 at 12:00 pm (noon) to DMRProcurement@dodd.ohio.gov.
• Subject of email should be “WDC Fire Alarm Inspections & Monitoring”
• All pages must be numbered consecutively using the format “Page [#] of [total number of pages]” (e.g., Page 2 of 20).
• Standard Affirmation and Disclosure form completed and submit with proposal
• Contractor Information form completed and submit with proposal

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

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

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

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

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

DODD reserves the right to:

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

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

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

IV. INQUIRIES

From the issuance date of this RFP, until a contract is awarded to a proposer, there may not be communications concerning the RFP between any supplier who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP. The only exception is provided through the submission of written requests for clarification/interpretation via the state procurement website during the inquiry period.
Prospective Proposers may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events. To make an inquiry, prospective Proposers must use the following process:

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

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

Prospective Proposers may view inquiries using the following process:

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

**DODD** will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. **DODD** will not respond to any inquiries received after 8:00 a.m. on October 15, 2019. Prospective Proposers who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFP and state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with DODD staff or any other agency of the State to discuss this RFP may result in the Proposer being deemed ineligible.
PART FOUR: EVALUATION OF PROPOSALS

I. EVALUATION PROCESS

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

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

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

II. PROPOSAL EVALUATION CRITERIA

Scores will be given for each of the following items. The highest possible score is noted with each line item. The award will be given to the Contractor with the highest score.

A. Person(s) to provide services are Ohio-licensed to Provide Fire Alarm System Inspections. (YES = continue to next criteria; NO = proposal rejected)

B. Experience serving Person(s) with developmental disabilities.
   (<5 years = 0; points; 5-9 years = 5 points; 10+ years = 10 points)

C. Experience providing service under ICF/MR standards
   (<3 years = 0; 3-5 years = 2 points; 6-9 years = 5 points; 10+ years = 10 points)

D. Price – Ranked lowest to highest order when compared to all eligible proposals (1 = 25 points; 2 = 20 points; 3 = 15 points; 4= 10 points)

In the event of a tie, the award will be determined through the contractor interview process.
PART FIVE: CONTRACT AWARD

I. CONTRACTUAL REQUIREMENTS

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

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

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

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

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

II. CONTRACT AWARD PROCESS

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

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

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

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

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

Contractor may commence work upon receipt of a state issued purchase order.
The selected contractor(s) shall be compensated based on deliverables listed in the RFP. The personal services contract issued will further specify the timelines for completion of each deliverable and payment structure.

III. **NUMBER OF AWARDS**

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

IV. **FUNDING APPROVAL THRESHOLD**

In the event that contractual expenditures with the selected Contractor(s) will exceed $50,000 in spending under any contract that results from this RFP, or that otherwise exceed $50,000 in aggregate spending across all contracts between the contractor and DODD, the contract will be subject to the approval of the State of Ohio Controlling Board.
Appendix 1: Executive Order 2019-12D

Governing the Expenditure of Public Funds for Offshore Services

No Contract Funds May be Spent Offshore

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


To be considered by the DODD, a bid response must be accompanied by an Affirmation and Disclosure in the form attached to this RFP.
STANDARD AFFIRMATION AND DISCLOSURE FORM - EXECUTIVE ORDER 2019-12D
Governing the Expenditure of Public Funds on Offshore Services

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

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

1. Name/Principal location of Contractor:
______________________________________________________________________________
(Name) (Address, City, State, Zip)

2. Name/Principal location of subcontractor(s):
______________________________________________________________________________
(Name) (Address, City, State, Zip)
______________________________________________________________________________
(Name) (Address, City, State, Zip)

3. Location(s) where services will be performed by Contractor or by subcontractors if different from principal location(s):
______________________________________________________________________________
(Address, City, State, Zip)  (Address, City, State, Zip)

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

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

By: ________________________________  ________________________________
   Contractor Signature          Printed Name and Title

Date: ________________________________

Temp Revised 5/8/19
Appendix 2:
Contractor Information Form

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

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL

CONTRACTOR NAME: __________________________________________________________

STREET ADDRESS: _____________________________________________________________

CITY: __________________________ STATE: _________ ZIP CODE: ____________

AUTHORIZED CONTACT NAME: ________________________________________________

PHONE NUMBER: ______________________ EMAIL: _______________________________

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

   Total # of Contracts: _________________

   State Agency: _______________________________ Amount: _________________

   Contracted Services: ______________________________________________________

   Duration of Contract: _____________________________________________________

   (Attach additional sheets if necessary.)

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

   NATIONWIDE                                           OHIO

   Total # of Employees: _________________ _________________

   Percent of Women: _________________ _________________

   Percent of Minorities: _________________ _________________

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

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

   Contractor Name: __________________________________________________________

   Street Address: ____________________________________________________________

   City: __________________________ State: ____________ Zip Code: ____________

   Authorized Signature _____________________________________________________
   Date ________________________________________________________________

Temp Revised 5/8/19