Office of Procurement Services
Service · Support · Solutions

MINORITY SET-ASIDE OPPORTUNITY IN ACCORDANCE WITH ORC 125.081

REQUEST FOR PROPOSAL

RFP NUMBER:	CSP904116
INDEX NUMBER:	EDU086
UNSPSC CATEGORY:	80100000, 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 a:

GUIDANCE DOCUMENT FOR OPERATING STANDARDS

OBJECTIVE: The Guidance Document is an online resource developed by the Office for Exceptional Children (OEC) to provide Ohio educational agencies serving children with disabilities and other stakeholders throughout Ohio with procedures and guidance to assist with implementation of the operating standards. This Request for Proposal is designed to find a contractor to assist the Office for Exceptional Children (OEC) in updating the content of the Individuals with Disabilities Education Act Guidance Document to reflect the current Ohio Operating Standards for the Education of Children with Disabilities. In addition there will be a requirement to update the Guidance Document with tools and resources after development in conjunction and review with OEC staff.

RFP ISSUED:	September 9, 2015
INQUIRY PERIOD BEGINS:	September 9 2015
INQUIRY PERIOD ENDS:	September 30, 2015 at 8:00 AM
PROPOSAL DUE DATE:	October 7, 2015 by 1:00 PM

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

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

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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODE:	Ohio Department of Education
OEC:	Office for Exceptional Children
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 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 a Guidance Document for Operating Standards. 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 June 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 four (4) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND This Request for Proposal is designed to find a contractor to assist the Office for Exceptional Children (OEC) in updating the content of the Individuals with Disabilities Education Act Guidance Document to reflect the current Ohio Operating Standards for the Education of Children with Disabilities. In addition there will be a requirement to update the Guidance Document with tools and resources after development in conjunction and review with OEC staff.

The Guidance Document is an online resource developed by the Office for Exceptional Children (OEC) to provide Ohio educational agencies serving children with disabilities and other stakeholders throughout Ohio with procedures and guidance to assist with implementation of the operating standards.

The Guidance Document includes law, clarification, resources and tools which districts and other stakeholders can access. The current Guidance Document has not been updated since 2011 and has not been updated with the current Operating Standards for the Education of Children with Disabilities, which went into effect July 1, 2014.

The Office for Exceptional Children (OEC) is seeking a contractor to administer and coordinate in conjunction with the OEC to update the guidance document. The awarded Contractor shall continue revision of the guidance document after the initial revision of the document is completed and posted.

1.4 SCOPE OF WORK The current guidance document is organized by chapters, the new guidance document shall be organized into section of the Ohio Operating Standards for the Education of Children with Disabilities.

1.4.1 Sections of the law. The following are the sections of the law:

1. Definitions
2. Free appropriate public education
2. Child find
3. Confidentiality
4. Procedural Safeguards
5. Evaluations
6. Individual Education Program
7. Parentally placed nonpublic school children
8. Delivery of services
9. Transportation of children with disabilities
10. Preschool children eligible for special education
11. Providing instructional material to children with visual impairments and others with print disabilities that are listed for sale by publishers with the superintendent of public instruction

1.4.2 Design of the Guidance Document. As part of the Guidance Document update, there will be a new on-line appearance of the Guidance Document including “clicks” to divide the four separate sections: The clicks will be divided in the following manner:

1. First click: The statement of the law.
2. Second click: Clarification of the meaning of the law (if necessary) without interpreting the law.
3. Third click: Providing additional information regarding the section of the law.
4. Fourth click: Additional resources.

1.4.3 Deliverables:

1. Assist in updating the content of the Guidance Document to reflect the current Ohio Operating Standards for the Education of Children with Disabilities.
   The Contractor shall assist the OEC in updating the content and structure of the guidance document to reflect the current Ohio Operating Standards for Educating Children with Disabilities. The Contractor shall propose revisions of the current guidance, re-structure the format, and develop explanation of the legal language, develop information on application of the law and research and provide available resources per section of the guidance document.
2. The Contractor shall make a distinction between the current laws, clarification of the law being addressed, and identify resources available to districts.
   Research, vet with OEC and provide additional resources in the form of web links, videos, etc.
3. The Contractor shall develop timelines and due dates with the OEC representatives for completion of each section of the Guidance Document.
   a. The Contractor and OEC representatives will determine the completion date for each section of the guidance document within an agreeable timeframe but not to exceed one month per section.
   b. Once the timelines are determined the Contractor shall email the OEC representatives with the list of agreed upon due dates for each section.
   c. The Contractor shall adhere to the agreed upon timelines and due dates.
4. The Contractor shall develop agendas with the OEC representatives for each weekly meeting to discuss the revised sections. The Contractor shall meet and facilitate the meetings with a small group of OEC representatives to update and provide the revised and/or edited sections of the Special Education Guidance Document for OEC review and feedback.
   a. The Contractor shall hold weekly meetings with representatives of the OEC. The OEC will determine if a face-to-face meeting is required or if a telephone conference would be adequate for the meeting.
   b. The Contractor and the OEC will determine the agenda by the Wednesday prior to the weekly meeting.
   c. The Contractor shall develop the agenda and facilitate the weekly meeting.
   d. The weekly meeting will identify any issues or concerns regarding the section of the guidance document which was reviewed and discussed.
5. Once the Office for Exceptional Children has provided feedback, the Contractor shall revise the sections of the Guidance Document based on the OEC feedback.
   a. The Contractor shall revise the section based on the timelines which were agreed to in 3.a.
   b. The Contractor shall contact the OEC to discuss any concerns regarding the revision of the section.
6. The Contractor shall provide the Office for Exceptional Children with the final version of the guidance document section according to the timelines established in conjunction with the Office for Exceptional Children.
   a. The Contractor shall email the final version of the section which was revised to the OEC representatives.
   b. The OEC representatives will review and determine if additional work needs to be completed on the section by the Contractor or if the section can be moved forward for OEC internal review.
7. Once the final revisions are provided the Office for Exceptional Children will communicate with the Contractor regarding any questions or concerns regarding the revised section.
   a. If OEC determines that the section of the document is not ready for internal review the OEC representatives will contact the Contractor and explain the issues with the particular section.
   b. The Contractor will then revise the section according to OEC requests.
   c. All resources and information must be approved by the Office for Exceptional Children.
8. Upon completion of the initial revision of the guidance document, the Contractor shall continuously review to determine if the document is accurate and reflects current Office for Exceptional Children policy, resources and information. If revisions are needed, Contractor shall work with OEC to revise.
   a. After the initial guidance document has been posted on the web, the Contractor shall continue to make monthly updates, as needed, to the guidance document based on OEC feedback and review.
   b. Any changes to the law and or operating standards will be communicated by ODE to the Contractor.
   c. The Contractor shall continue to review the Guidance Document on-line to determine if all the information, links and resources remain accurate and reflect OEC current policy. If the Contractor determines that information is not accurate or does not reflect the OEC current policy, the Contractor shall contact the representatives of the OEC to determine next steps.
   d. The Contractor shall utilize the “ODE Style Guide” and work within the ODE website format when additions are made to the guidance document.
9. Meetings will be held on a monthly basis in order to make sure all information on the Guidance Document is accurate and reflects Office for Exceptional Children current policies.
   a. The Contractor shall hold monthly meetings with representatives of the OEC. The OEC will determine if a face-to-face meeting is required or if a telephone conference would be adequate for the meeting.
   b. The Contractor and the OEC will communicate in advance what agenda topics will be discussed during each monthly meeting.
   c. The Contractor shall develop the agenda for the monthly meeting and send it to the OEC representatives.

d. The Contractor shall facilitate the monthly meetings with representatives of the OEC, take notes and provide copies to OEC at the completion of each meeting.
e. All materials submitted for updating of the guidance document will be vetted and approved by the Office for Exceptional Children prior to posting.

10. The guidance document will be completed by June 2016. Monthly updates to continue until June 2017.

1.4.4 Work Plan. Offeror's Work Plan must describe in details how it will meet all requirements in the above deliverables.

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 CSP904116and 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 5.1.6 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. Offeror has a minimum of one (1) year of experience in reviewing federal and/or state laws and summarizing into understandable and concise language.
2. Offeror must possess two (2) years' experience with state level processes, data collection and data analysis.

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	1000 Points
Proposal Cost	350 Points
Total	1350 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

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			
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).	5		
Offeror Prior Projects			
The Offeror provides, at a minimum, three (3) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. (Complete Form 5.2.4).	10		
Staffing Plan			
The Offeror must submit a staffing plan naming all 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 team.	30		

Criterion	Weight	Rating (0 to 5)	Extended Score
Staffing Plan (continued)			
The Offeror must submit forms 5.2.5 and 5.2.6 for proposed Project Manager and any other key personnel to include candidate's education, training, qualifications and proposed work assignment.	30		
Project Manager has a JD, Masters or PHD in English, Communications or similar field	20		
Offeror's key staff have three to five years' experience in education, preferably with special education teaching or district experience.	20		
Scope of Work. Offeror's Work Plan shall include a detailed description of how it will accomplish the following:			
1. Complete the update, format and revision of the Guidance Document.	20		
2. Facilitate monthly and weekly meetings to address content revision and updates. Offeror shall detail prior experience facilitating small and large group meetings.	10		
3. Maintain a consistent oversight of the Guidance Document and resources after it is posted live.	10		
4. Propose timelines for the completion of each section and final document.	30		
5. Describe any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.	15		

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 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.

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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

ODE
ATTN: Jo Hannah Ward
25 S. Front Street, 4th Floor
Columbus, OH 43215

Contractor will be paid upon completion of each section.

After the Guidance Document is posted, Contractor will be paid on a monthly basis for monthly meetings and updates on an hourly basis.

Guidance Document for Operating Standards
CSP904116
UNSPSC CATEGORY CODE: 8xxxxx00
BUDGET: $150,000.00 per year.

OFFEROR: _____

Description	Cost	Evaluation Quantity	Extended Cost
Section 1 Definitions	$	1	$
Section 2 Free appropriate public education	$	1	$
Section 3 Child find	$	1	$
Section 4 Confidentiality	$	1	$
Section 5 Procedural Safeguards	$	1	$
Section 6 Evaluations	$	1	$
Section 7 Individual Education Program	$	1	$
Section 8 Parentally placed nonpublic school children	$	1	$
Section 9 Delivery of services	$	1	$
Section 10 Transportation of children with disabilities	$	1	$

Description	Cost	Evaluation Quantity	Extended Cost
Section 11 Preschool children eligible for special education	$	1	$
Section 12 Providing instructional material to children with visual impairments and others with print disabilities that are listed for sale by publishers with the Superintendent of Public Instruction	$	1	$
Monthly meeting for revisions after document is completed.		13	$
Hourly cost for updates.		15	$
Total Project Cost			$

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

MINORITY BUSINESS ENTERPRISE (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. All Offerors/bidders must be an Ohio certified MBE as of the solicitation due/opening 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/Divisiond/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://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

Current Guidance Document http://education.ohio.gov/Topics/Special-Education/Federal-and-State-Requirements/Operational-Standards-and-Guidance

Operating Standards http://education.ohio.gov/getattachment/Topics/Special-Education/Federal-and-State-Requirements/Operational-Standards-and-Guidance/2014-Ohio-Operating-Standards-for-the-Education-of-Children-with-Disabilities.pdf.aspx

Office for Exceptional Children http://education.ohio.gov/Topics/Special-Education

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.

Office of Procurement Services
Service · Support · Solutions

6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.

6.2 _____ Take advantage of the "question and answer" period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.

6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.

6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.

6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror's capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror's response.

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

6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: 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.