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## REQUEST FOR PROPOSAL

RFP NUMBER: CSP901217  
INDEX NUMBER: BWC018  
UNSPSC CATEGORY: 92121504

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Bureau of Workers' Compensation (BWC), is requesting Proposals for:

### Uniformed Armed and Unarmed Security Guards

OBJECTIVE: The State of Ohio is seeking Contractors to provide Security Guards for BWC leased space located throughout Ohio.

RFP ISSUED:	March 25, 2016
INQUIRY PERIOD BEGINS:	March 25, 2016
INQUIRY PERIOD ENDS:	April 15, 2016 at 8:00 AM
PROPOSAL DUE DATE:	April 22, 2016 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 CSP901217  
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.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: ( ) _____ - _____ Ext. _____	<b>Name/Title:</b>  _____  _____  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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TABLE OF CONTENTS

Cover Page (to be signed by Offeror) and Schedule of Events	Page 1
Glossary of Terms	Page 2
Executive Summary	Page 3
Evaluation of Proposals	Page 10
Cost Summary	Page 13
Award of the Contract	Page 15
Links to Instructions, Forms, Terms and Conditions, Special Provisions and Additional Resources	Page 16
Guide for Proposal Submission	Page 17

SUPPLEMENT

Attachment One (additions to instructions for Proposal submission)	Page 18
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
BWC	Ohio Bureau of Workers' Compensation
Contractor:	Supplier after Award
CSP:	Competitive Sealed Proposal
DAS:	Ohio 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
Offeror:	Supplier Submitting Proposal
OPOTA	Ohio Peace Officer Training Academy
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
PISGS	Private Investigator/Security Guard Services
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 (CSP) and is being solicited through this Request for Proposal (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 Bureau of Workers' Compensation (BWC) (the Agency), is soliciting responses to this RFP for Uniformed Armed and Unarmed Security Guards. 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 7/1/16 through 06/30/18. 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 36 months and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.
- 1.3. BACKGROUND The Department of Administrative Services, on behalf of the Ohio Bureau of Workers' Compensation is soliciting Contractors to provide uniformed armed and unarmed security guards for its facilities throughout Ohio. Any awarded contractor shall have the ability to provide the minimum number of security personnel to fulfill its contract obligation.

1.3.1. It is important that the Contractor have a reserve pool of personnel who can fill open positions when call offs occur. The Contractor must have the ability to scale up or down personnel size as needed by BWC's various locations. In the future, BWC may acquire additional facilities in Ohio during the term of this contract. The awarded Contractors may be asked to provide security coverage for any new facilities for the term of this contract and any subsequent renewals. In addition, BWC reserves the right to remove any facilities from this contract as necessary.

1.3.2. The Contract is for the following Ohio facilities listed below leased by BWC:

- CANTON SERVICE OFFICE, 339 EAST MAPLE AVE NORTH CANTON OHIO 44720
- CLEVELAND SERVICE OFFICE, 615 W. SUPERIOR AVENUE, CLEVELAND, OH 44113
- DAYTON SERVICE OFFICE, 3401 PARK CENTER DRIVE, DAYTON, OH 45402
- GARFIELD HEIGHTS SERVICE OFFICE, 4800 E. 131<sup>ST</sup> ST., STE A, GARFIELD HTS., OHIO 44105
- GOVERNORS HILL SERVICE OFFICE, 8650 GOVERNORS HILL DRIVE, CINCINNATI, OHIO 45249
- TOLEDO SERVICE OFFICE, 1 GOVERNMENT CENTER, 11<sup>TH</sup> FL, TOLEDO, OH 43697
- YOUNGSTOWN SERVICE OFFICE, 242 FEDERAL PLAZA, STE 200, YOUNGSTOWN, OHIO 44503-1210

- 1.4. SCOPE OF WORK This RFP is being released for the purpose of securing a Contractor to provide armed and unarmed security guard services, according to these specifications, for locations indicated in section 1.3.2 of this RFP.

### 1.4.1. CONTRACTOR'S GENERAL REQUIREMENTS

#### A. Recognition of Purpose:

The Contractor shall insure that all security guards are aware that their primary purpose is to maintain order, protect customers, staff, visitors and property from harassment, injury, damage or theft, and to call appropriate law enforcement agencies when necessary.

#### B. Contractor Requirements:

1. The Contractor must be licensed by the Ohio Department of Public Safety Division of Homeland Security Private Investigator/Security Guard Services (PISGS), and be in compliance with Chapter 4749 of the Ohio Revised Code (ORC).
2. All security guards of the Contractor utilized at an office location must be registered with PISGS and must have in their possession a current identification card issued by the Ohio Department of Public Safety. These cards must be renewed annually and a copy provided to BWC Security along with any Fire Arm certification documentation prior to assignment.

3. The Contractor herein agrees not to enter into any subcontracts for the performance of this Contract.
4. The Contractor agrees to abide by site-specific post orders provided by BWC, as well as furnish weekly written reports detailing the activities of the guard(s) at the office location upon request. These reports must list any and all normal and unusual events which may have occurred at the office location.
5. All Contractor Guards shall have completed the necessary training approved by the Ohio Peace Officer Training Commission to qualify for carrying firearms for specified locations. The Contractor and guards shall also comply with all provisions of the ORC Chapter 4749 regarding the licensing and carrying of firearms. Guards shall be recertified, as required by the ORC Chapter 4749, during the term of the Contract.
6. All Contractor Armed Guards will be armed with a side arm and ammunition furnished by the Contractor. Guards must have demonstrated proficiency in the use and safe handling of the side arm they carry.
7. If the Contractor determines that a licensed security guard of the Contractor utilized at an office location has any violations as outlined in ORC Section 4749.04, it must report this, with documentation to the Ohio Department of Public Safety, Division of Homeland Security.

C. Contractor's Guard Requirements:

1. All Contractor guards must be without physical or mental defects or abnormalities which would interfere with the performance of duties.
2. All Contractor guards are required to comply with the general work rules set forth by BWC for the office location applicable to them as part of this Contract. The BWC contact person at the office location shall provide these work rules to the Contractor. The Contractor agrees that guards will operate at the direction of the onsite Service Office Manager or designee and BWC Security.
3. A complete and thorough background check shall be performed on all persons who will be employed as guards/supervisors for this Contract. The background check shall be conducted by the Contractor and shall be submitted to BWC for approval prior to assignment of the guard to the office location. The successful contractor shall have five (5) working days, upon notification from BWC, to provide documentation for Items C.3.a. through g. Failure to provide the required documentation within the five (5) working days shall deem the bid non-responsive and no further consideration for award shall be given.

This background check shall consist of the following items:

- a. A complete check of the applicant's employment record for a minimum of the proceeding ten (10) years. If the applicant does not have ten (10) years of employment history, the employment records check shall be based on the number of years of employment history, and so noted in the report.
- b. Complete a national (multi-state) police/records check, including copies of Ohio Peace Officer Training Academy (OPOTA) training certificate if applicable and PISGS registration card to be provided to BWC Security.
- c. Interviews with three (3) personal references that have known the applicant for five (5) or more years. If requested, copies of the interviews are to be made available to BWC.
- d. Interviews with neighbors in the area of residence.
- e. The Contractor is responsible for providing documentation showing that national (multi-state) background checks and investigations were performed on each guard to be used for the Contract. This is to include any backup personnel used to fill vacations, emergency leave or any other contingency that might arise. The Contractor is responsible for the cost of the aforementioned checks and investigations, and providing this documentation. As part of the Contract award process, the Contractor will have five (5) working days notification from BWC, to provide this documentation. All new guards shall be subject to Section 1.4.1. C.

- f. All guards utilized by the Contractor must complete a national police records check, including a check of fingerprint files annually. These checks are to be completed as if it is the officer's first time being checked, and are to be performed and submitted annually on the anniversary of the employee's hire date. In order for an individual to begin service or continue in service, the check must indicate the individual has no felony record. The required checks and investigations are defined in Section 1.4.1. C.

NOTE: BWC may request an interview with each guard prior to assignment. Before a guard is on site BWC will run a background check and if discrepancies are found it is up to our discretion on placement to a BWC facility.

4. All guards shall meet the following minimum qualifications prior to being assigned under this Contract. The successful Contractor shall submit documentation to BWC for approval prior to a guard starting at the site.
  - a. Each security guard shall possess a minimum of a high school diploma or a G.E.D. certificate.
  - b. A minimum of three (3) months' experience as a security guard licensed with the PISGS.
  - c. Armed Guards must carry a valid Firearms Bearer (F.A.B.) card issued by the PISGS, with the current guard Contractor, prior to being assigned to the office location listed in this Contract.
  - d. Current re-certification of basic firearm training as approved by the Ohio Peace Officer Training Commission and in accordance with ORC Chapter 4749, showing the recertification date, and the guard name (see Section 1.4.1. B. 5.).
  - e. Sufficient training to understand and comply with the following standards or rules but not limited to:
    1. Weapons restrictions (see Section 1.4.1. D.).
    2. Legal rights and responsibilities for security guards set forth by the Contractor and/or any applicable laws, rules, and regulations.
    3. Uniform requirements.
  - f. Sufficient training to effectively perform and/or administer service in the following functions but not limited to:
    1. Emergency and safety procedures.
    2. Report writing - daily shift reports and incident reports, and an operating telephone in which BWC Security can reach them while on duty.
    3. Knowledge of employee identifications for admittance.
    4. Utilization and operation of a hand held fire extinguisher and fire prevention procedures.
  - g. The Contractor shall provide BWC with a training manual used by the Contractor, and certification that guards assigned to this Contract have completed this training.
  - h. All security guards must have successfully completed a twenty (20) hour basic firearm training program approved by the Ohio Peace Officer Training Commission or submit evidence of former police or military police or equivalent training, for the specified locations.
  - i. The ability to maintain poise and self-control under stress.
  - j. The ability to meet and deal with the general public in a professional and courteous manner.

5. Guards must be in complete security guard/police style uniforms and present a neat and well-groomed appearance. Uniform, weapon, and necessary supplies (e.g. cell phone, pencils, etc.), and all other equipment to be furnished by the Contractor. Shoes shall be low quarter or high top laced with police or plain toe and standard heel. The uniform and related equipment of all security guards shall be kept neat, clean and in good condition. The Contractor shall supply all weather gear (raincoat and overcoat) to each location for the use of the security guards for exterior patrolling, if required by BWC.
  - a. The Contractor shall guarantee that each guard have three (3) or more complete uniforms (shoes not included) and that worn uniforms are repaired or replaced.
6. The Contractor shall guarantee that each guard possess, at all times, on his or her person:
  - a. One (1) current identification card, with photograph no more than two (2) years old and an expiration date signifying that the security guard is employed by the Contractor. The I.D. card shall be clipped to the outer duty uniform as required by BWC.
  - b. One (1) nameplate with legible 1/4" to 1/2" letters, of uniform size and colors, worn on the outer garment over the right breast pocket.
  - c. One (1) operating timepiece.
  - d. One (1) operable pen, one (1) operable pencil, and one (1) notebook.
  - e. The necessary emergency telephone numbers, including the police and fire departments, and BWC's and Contractor's emergency numbers, etc.
  - f. Any other item deemed necessary by BWC from time to time that has not been stipulated herein.
7. The Contractor shall provide all guards with a minimum of eight (8) hours on-site training at Contractor's expense on how to perform the Contract functions before assignment of any guard to the Office location.
8. Emergency Security Services: Upon request by BWC, the Contractor shall provide emergency security services to the Office location within two (2) hours of such request.
9. The Contractor shall maintain an established office location, which operates as a private investigator/security guard provider in compliance with the ORC Chapter 4749, and is properly identified as a business entity. The Contractor shall provide and maintain twenty-four (24) hour communication capability i.e. cell phone, radios, etc., between guard stations, the mobile patrol, and the Contractor's supervisory office. BWC reserves the right to visit the business location/office location of the Contractor to insure the Contractor's capacity to provide specified services, prior to and after making any award.

D. Weapons Restrictions:

Contractor Guards shall not be permitted to carry any unauthorized material and/or equipment, such as chemical agent devices, knives, "come-alongs", or other such non-standard items.

E. Training Program:

The Contractor shall have an established ongoing training program. After assignment to an office location, the Contractor will provide a minimum of 16 hours per year (4 hours per quarter) of training. Documentation of instruction is to be submitted to BWC on a quarterly basis. Documentation is to include attendance sheets signed by the instructor. Failure under this section may be reason for termination of the Contract.

F. Supervision of Guard Personnel:

1. It shall be the responsibility of the Contractor to assign guards to the office location and to provide for the supervision and training of all assigned guards.
  - a. The Contractor shall post a weekly schedule of guard assignments at the main guard station or designated area.

2. The Contractor shall provide uniformed field supervisors/operations managers who will be available to confer with designated representatives of BWC.
3. The Contractor's supervisors/operation managers shall provide close supervision of the security guard(s), shall verify that the guards are on duty when scheduled, and shall be available to confer with BWC representatives at any time and place designated by BWC.
4. The Contractor shall have management personnel visit each work site, in a random pattern, at least 12 times a year or once a month. During the visits, each guard shall be inspected for appearance, efficiency of work, and knowledge of duties performed at the Office location. The Contractor shall promptly resolve any problems identified to the satisfaction of BWC. A written report of the inspection shall be submitted to BWC within five (5) working days of the visit.
5. All operations managers shall have the qualifications of the guard personnel as stated in Section 1.4.1. C. 4. above; and shall have a minimum three (3) months' experience in the supervision of security operations and personnel. This will be verified and approved by BWC prior to assignment of such personnel. This may be verified by way of a resume.

G. Operations Manual:

1. Within five (5) days after award of Contract, the Contractor shall prepare and submit to BWC for its approval, an operations manual clearly outlining the functions and duties of the guards as stipulated herein. Once BWC approves the operations manual, it shall be distributed to all concerned parties. The manual may be reviewed thereafter to amend the duties of the guards. Any changes in duties shall be agreed upon in writing by BWC and the Contractor. Any such change shall not change the Contract price of the service. All manuals and procedures become the property of BWC upon termination of the Contract.

H. Removal from Duty:

The Service Office Manager or other authorized BWC Security representative reserves the right to request the removal and replacement of any guard who he or she feels is not performing his or her duties properly. The replacement of the guard shall be accomplished within two (2) hours of such notification.

1. Any guard that has previously been removed from an office location of any agency of the State of Ohio for cause or because of performance issues shall not be assigned to any BWC office location.

I. Guard Replacements:

The Contractor shall be responsible to provide replacement guard personnel due to sickness, personal emergencies, or vacations of assigned guard personnel within 1 hour of starting time to insure continuity of service. All replacement guards shall be in compliance with Section 1.4.1.C.3. No invoiced hours will be paid when the guard does not report for duty at specified times.

1. In the event that the Contractor fails to provide armed security guard service within two hours of notification of an emergency situation and/or a coverage lapse, the BWC will procure armed security guard service from the most convenient qualified resource. These alternative resources include, but are not limited to, local police, or sheriff departments, or Ohio State Highway Patrol officers. The BWC will charge-back to the Contractor all costs incurred to secure such alternative armed security guard services during the period of service lapse, as referenced under Liquidated Damages.
2. Any guard calling off duty must contact the 24/7 line provided by BWC 3 hours prior to the start of the shift.
3. All guards must contact the 24/7 line provided by BWC when reporting for duty.

J. Expectations:

Guards are required to perform their duties in accordance with the Contract requirements as stipulated herein. The Contractor shall be held responsible for any incident caused by the negligence of the guards while performing their duties.

BWC reserves the right to have unannounced inspections.

The Contractor shall be held responsible for any thefts occurring due to the negligence of the security personnel.

1.4.2. Wages:

- A. The Contractor shall pay security guards no less than the federal minimum wage as adjusted from time to time. The Contractor may pay time and a half to any individual guard who works more than forty (40) hours in a work week at their own expense.

1.4.3. GUARD(S) RESPONSIBILITIES AND REQUIREMENTS:

A. Responsibilities:

Protect property, employees, and patron's customers from sabotage, fire, accidents, theft, and vandalism, and be alert to suspicious persons and activities. Maintain live video views where equipment is provided.

B. Requirements:

Guard Coverage:

The regular employment hours for the guards will be site specific (provided below) unless a change is agreed to in writing. They will not work on Saturdays, Sundays or state holidays, except in emergency situations. It is the responsibility of the Contractor to have the guard report to the designated office location at the Contract specified time.

- Canton: 8:00 am thru 5:00 pm (one Armed Security Guard required)
- Cleveland (Lausche): 7:30 am thru 5:00 pm (one Unarmed Security Guard required)
- Dayton: 8:00 am thru 5:00 pm (one Unarmed Security Guard required)
- Garfield Heights: 6:30 am thru 6:00 pm (one Armed Security Guard required)
- Governors Hill (Cincinnati): 8:00 am thru 5:00 pm (one Unarmed Security Guard required)
- Toledo: 8:00 am thru 5:00 pm (one Unarmed Security Guard required)
- Youngstown: 8:00 am thru 5:00 pm (one Armed Security Guard required)

It is the responsibility of the Contractor to have the guard call the BWC Security Control room when reporting for duty or if the guard is going to be late. (Phone number will be supplied to successful Offeror) It is the responsibility of the Contractor to supply a qualified and acceptable back up, in the event of a call off. (See Requirement I Guard Replacements on page 7) Backups must arrive within one (1) hour of the Contract specified time.

The Contractor agrees to provide guard services for the office location at the designated area. Each office shall be covered during its specified hours with guard coverage (see locations and hour requirements above, unless a change is agreed to in writing. Each guard is required to work specified times as listed above per site, with a half-hour paid lunch period. The guard must eat lunch at the duty post and be ready to resume duty immediately in case of emergency. The Contractor further agrees that additional office locations may be added or dropped, and that the need for security may increase or decrease. (Guards added shall be paid at the Contractor's hourly rates provided on the Cost Summary)

Armed/Unarmed guard coverage may be increased or decreased at the sole discretion of BWC Security and a request will be provided in writing.

1.4.4. State Holidays: The following is a list of state holidays.

January 1	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day observed
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas

All holidays that occur on Saturday will be observed by BWC on the preceding day (Friday). All holidays that occur on Sunday will be observed by BWC the following day (Monday).

- 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 CSP901217 and due date on each. Offeror must submit the signed cover page with its technical Proposal. Offeror shall mark the correct RFP 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. Offeror must submit a copy of their Private Investigator Security Guard Services (PISGS) license issued by the Ohio Department of Public Safety, Ohio Homeland Security. The license submitted must be a Class A or Class C
2. Offeror must provide a copy of their security officer’s employee training manual.
3. Offeror must demonstrate they have current staff or have staff available at the time of offer that can provide armed/unarmed security service with a 12 hour advance notice.

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	1150 Points
Proposal Cost	200 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
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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 (General Instructions – Company Profile)			
1. Number of years in business, number of employees, financial stability	30		
2. Capacity to do the Work	25		
Offeror Prior Projects			
1. Relevant all sector experience of similar scope and size within past five years	20		
2. Relevant public sector experience of similar scope and size within past five years	40		
Staffing Plan (General Instructions – Personnel Profile)			
1. Key Staff Qualifications	25		
2. Key Staff Formal Education	5		
3. Key Staff Experience	30		
4. Demonstrated ability to increase or decrease staffing levels	25		
5. Provides a thorough understanding of the quality of personnel desired for this Contract	10		
Scope of Work (Work Plan)			
1. Clear methodologies proposed	5		
2. Plan of Action	5		
3. Demonstrated understanding of all Project goals	10		

Total Technical Score (1150 points max.): \_\_\_\_\_

- 2.6 REVIEW PROCESS 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. 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" 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 (400 points max.): \_\_\_\_\_

- 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.

Total Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ = Total Proposal 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.
- 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  
Bureau of Workers' Compensation  
BWC-OSS-205 BWC Voucher Proc.  
Ohio Shared Services  
P.O. Box 182880  
Columbus OH 43218-2880

COST SUMMARY

RFP TITLE: Uniformed Armed and Unarmed Security Guards  
 RFP NUMBER: CSP901217  
 INDEX NUMBER: BWC018  
 UNSPSC CATEGORY: 92121504

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.**

**Offeror should submit pricing for every office listed in Cost Summary table below if able to provide security guards in these locations.**

Location	Hourly Pay Rate to Employee	Total Hourly Rate Paid by State	Estimated Annual Hours	Total Estimated Annual Cost
<b>Unarmed Security Guard</b>				
Cleveland Service Office	\$	\$	2470	\$
Dayton Service Office	\$	\$	2340	\$
Governors Hill Service Office	\$	\$	2340	\$
Toledo Service Office	\$	\$	2340	\$
<b>Armed Security Guard</b>				
Canton Service Office	\$	\$	2340	\$
Garfield Heights Service Office	\$	\$	2990	\$
Youngstown Service Office	\$	\$	2340	\$

All costs must be in U.S. Dollars.  
 All rates above are per hour.  
 The State will not be responsible for any costs not identified.

The Hourly Pay Rate to Employee is the hourly rate paid directly to the guards.  
 The Total Hourly Rate Paid by State is the hourly rate charged to the State. This includes the Hourly Pay Rate to Employee plus all Contractor benefits and overhead.

There will be no additional reimbursement for travel or other related expenses.

Any approved overtime will be paid at time and a half. Holidays are paid at the standard hourly rate unless pre-approved by the agency. Weekends will not be paid in overtime.

DAS reserves the right to request payroll records throughout the contract period to ensure the pay rate to employee remains compliant with this contract.

#### 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.

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

5.1 Instructions

- 5.1.1 General 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	<a href="http://eodreporting.oit.ohio.gov/searchEODReporting.aspx">http://eodreporting.oit.ohio.gov/searchEODReporting.aspx</a>
Office of Budget and Management	<a href="http://www.obm.ohio.gov">http://www.obm.ohio.gov</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Bureau of Workers' Compensation	<a href="https://www.bwc.ohio.gov/">https://www.bwc.ohio.gov/</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov">http://www.ohiosharedservices.ohio.gov</a>
OSS Supplier Forms	<a href="http://www.ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx">http://www.ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx</a>
Ohio Business Gateway	<a href="http://business.ohio.gov/">http://business.ohio.gov/</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>

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 5.1.2, 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 supplier of the state of Ohio, the Offeror will download both the W-9 and Supplier Information Form and submit to Ohio Shared Services (OSS) at [supplier@ohio.gov](mailto:supplier@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  
ATTACHMENT ONE

In addition to the information requested in the instructions for Tab 4 (Profile and Prior Projects) –

Offeror must submit examples of prior projects of providing armed and unarmed security guard services.