

REQUEST FOR PROPOSAL

RFP NUMBER: CSP901615
INDEX NUMBER: LIB001
UNSPSC CATEGORY: 86141700

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

TITLE: PERIODICAL SUBSCRIPTION AND CONTINUATION SERVICES FOR THE STATE LIBRARY OF OHIO

OBJECTIVE: To obtain a full service provider for the State of Ohio Library to fulfill the Work of this RFP for periodical subscription services (print and electronic) and continuations services.

RFP ISSUED: April 11, 2014
INQUIRY PERIOD BEGINS: April 11, 2014
INQUIRY PERIOD ENDS: April 25, 2014 at 8:00 AM
PROPOSAL DUE DATE: May 5, 2014 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

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

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
LIB	State Library of Ohio
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
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

Founded in 1817, the State Library of Ohio provides services to state employees, Ohio libraries and specialized services to Ohio residents. The State Library of Ohio is a charter member of OhioLINK, Ohio's consortium of academic libraries. It is also Ohio's regional federal government documents depository.

The State Library of Ohio currently uses Innovative Interfaces, Inc.'s Millennium Integrated Library System (ILS) product and is scheduled to upgrade from the Millennium product to the Sierra product in CY 2014. Currently, the State Library subscribes to over 250 print journals and is looking to transition to a combination of print and electronic journals. Electronic journals will need to be available to state employees, our primary clientele, via our remote authentication, or proxy, service. The State Library serves most of our state employee patrons remotely; therefore, remote proxy access is preferred. State employees are stationed in many locations statewide. As of Feb. 19, 2014, the State Library had 13,503 active state employee library card holders. According to the "Monthly Report – Number of State Employees" on the Ohio Dept. of Administrative Services State Employee Trend Reports, as of Feb. 28, 2014, there were 52,403 state employees. The "Monthly Report – Number of State Employees" is located at http://das.ohio.gov/LinkClick.aspx?fileticket=er1Dqb_sKiM%3d&tabid=442. The State Library is open to the general public but it is not our intention for general public card holders to access electronic journals remotely. We have several in-library public access computers that the general public can use but general public patrons need to physically be in the library to use these types of resources.

DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work. The Contractor must provide a wide choice of print and electronic journals, continuations and other resources in a timely and efficient manner using systems (link resolver, A-Z service, administrative modules) that are most usable to the library in which turn provides these resources to in-house and remote patrons of the library. Resources must be web-accessible to authenticated patrons, including authenticated patrons using programs for the blind and/or physically disabled.

The Contractor must provide systems that include claims reports. Counting Online Usage of Networked Electronic Resources (COUNTER) – compliant usage reports, Machine Readable Cataloging, MARC records, collections assessment reports, historical price analysis reports, title change reports, the ability to add/drop titles, the ability to request new titles.

The Contractor must provide robust training and system information tools, including in-person or web-based or recorded training, websites with FAQ's, wikis (a web application that allows people to add, modify or delete content in a collaboration with others) and other pertinent information at no additional cost to the agency.

- 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 State Library of Ohio (the Agency), is soliciting competitive sealed proposals (Proposals) for Periodical Subscription and Continuation Services for the State Library of Ohio. 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 also gives the estimated dates on page one, 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, July 1, 2014 through December 31, 2016. 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 three (3) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

- 1.3 BACKGROUND The Department of Administrative Services (DAS) is requesting proposal from subscription agents on behalf of the State Library of Ohio (LIB). The State Library serves Ohio state government employees and has an active collection of approximately two million items. The State Library currently subscribes to various print journals and is looking to move to a combination of electronic subscriptions, print plus electronic subscriptions and print only subscriptions.

1.4 SCOPE OF WORK

Project's schedule.

Project schedule (Work Plan)	
Purchase process established	ongoing
Interaction with consortium	Aug 2014
Training for staff	July-Oct 2014
MARC record availability	Aug 2014
Link resolver operational	Aug 2014
A-Z product operational	Aug 2014

The Ohio Department of Administrative Services is requesting proposals on behalf of the State Library of Ohio (LIB), from subscription agents. LIB serves Ohio State government and has an active collection of approximately two million items. The Contractor is to provide print and electronic subscriptions and continuations services required by the LIB for calendar years 2014-2016. The Contractor must be able to provide a variety of publications from multiple (different) publishers on behalf of the LIB. The LIB understands that publishers' list prices may change if the publisher increases or decreases the price of its publications, but the service charge percentage charged by the Contractor, as a percentage of the total cost, will be firm for the life of the Contract.

In the Publications section is a list of the services that must be provided. Submit an itemized cost response including the list price for each print-only version, print + electronic version and electronic-only version, the service charges which would be accessed, and the frequency of the publication. All of the print titles are shipped to State Library of Ohio, 274 East First Avenue, Suite 100, Columbus, OH, 43201. Electronic versions are to be made available via IP authentication/proxy server.

DEFINITION:

"CLAIM FORM" is a document/report for obtaining items that were expected to be shipped to LIB. A claim report is used for reporting and obtaining missing issues of a publication.

COUNTER (Counting Online Usage of Networked Electronic Resources) is an international initiative serving librarians, publishers and intermediaries by setting standards that facilitate the recording and reporting of online usage statistics in a consistent, credible and compatible way. Please see <http://www.projectcounter.org> for more information.

MARC is Machine Readable Cataloging. This refers to bibliographic library records in written in a standardized format. Please see <http://www.loc.gov/marc/> for more information.

GENERAL REQUIREMENTS:

LIB will be able to place orders for new titles at any time during the year, preferably by web-based electronic management system but also by email or phone, or by adding them to the annual renewal notice list.

The Contractor should be an active corporate member of library organizations (American Library Association, Public Library Association, Special Library Association, etc...)

One account representative shall be assigned to the LIB who provides an in-person visit at least once per year. There must be an 800 telephone number and e-mail address available for discussing problems or answering questions. Account representatives shall be knowledgeable about the LIB account and shall be available to answer questions on a regular basis. Phone calls and questions shall be responded to within two business days, during normal business hours Monday – Friday, 8am – 5pm.

LIB requests one invoice per year based on the annual approved listing of titles. LIB understands there may be other invoices that are issued at other times during the year due to additional items ordered. The pricing is to remain firm for 120 days from the inception of the contract. No mid-year price increases will be accepted.

The Contractor must be able to provide and maintain 96% of the published titles listed from the subscription list throughout the life of the Contract. Any deviation from this may result in default of the Contract.

The Contractor must be able to provide MARC records to the library.

The Contractor must provide a web-based subscription management tool to access orders, claims, renewals, usage statistics and collection assessment reports. For electronic journals, the system should also detail registration/activation/licensing/terms of use information. Usage statistics must be COUNTER-compliant and include cost-per-use statistics. Collection assessment reports are used to assist the library to determine weaknesses in the collection. The Contractor's system should be compatible with large Integrated Library System (ILS) vendors and be able to communicate pertinent information electronically with those systems. The library should be able to manage all of their electronic resources through this system. The Contractor cannot simply give the library individual passwords to electronic journals or just give the name and email of a contact at a publishing company for LIB to inquire about electronic access.

The Contractor must offer a service called a link resolver. This service allows patron to link to journal articles and other electronic resources (including full-text databases) within the library's collection and within the library's consortium collection. The Contractor must provide a web-based management tool for library staff to change settings in this system.

The Contractor must be able to offer an electronic web-based system that lists all electronic (and print) titles held by the library and the library's consortium. This system must offer the ability for patrons (in-house and via proxy server remotely) to search by title, keyword or to browse by title. There should be an ability for library staff to administer this system and be customizable, for example, by allowing the library to brand the system.

The Contractor's systems must be compatible with the library's single point of entry search service.

The Contractor will be available to train library staff (either in-person, via the web, recorded training, etc...), as requested throughout the year, on the use of vendor's subscription management tools and reports, at no additional cost to the agency. The Contractor must have a web-based knowledge system that provides the library with FAQs, wikis or detailed how-to's to use the Contractor's tools.

CLAIMING CAPABILITY:

Offeror agrees to provide the following documents upon request or with their proposal prior to the Contract award.

The LIB must be able to submit claim forms electronically to the Contractor and receive confirmation electronically and/or by phone from the Contractor that the request has been processed. The Contractor will provide a response to LIB within two business days regarding the status of the claim.

The Contractor must be able to report monthly to LIB about action taken on claims and have a mechanism for LIB to indicate whether or not further action is required.

The Contractor must have a missing journal depository to enable LIB to obtain missing or back issues of titles no longer available from the publisher.

REFERENCES:

The Contractor must be able to demonstrate a relationship with multiple publishers. The Contractor shall provide a list of publishers with whom they have arrangements with, including origination date of arrangement. If there was an interruption in relationship, please indicate this and explain the reason.

The Contractor must indicate the names of three special or academic libraries that are similar in size and scope of the collection of the State Library.

RENEWAL INVOICES:

The Contractor will supply an alphabetized list of titles each year to be checked for renewal by LIB. LIB will indicate which titles are to be cancelled or may add new titles to be ordered at that time. The Contractor must be able to submit the invoices in various formats such as Excel for use in calculating totals. The information to be included on the renewal:

1. Title
2. ISSN, ISBN or other publisher number
3. Publisher
4. Number of subscriptions
5. List Price

6. Service charge for each title
7. Format (e.g. print, print + electronic, electronic only)
8. Publication date or edition
9. Frequency
10. Pertinent information about each title (for example, bill later, publication ceased, standing order, etc.)

The Offeror shall provide a sample of their renewal invoice with their Proposal, or upon request during the evaluation period.

REPORTS:

The Contractor shall supply an automatic, monthly report of titles with information about delay in publication, announcement that title ceased, split titles, merged titles, title changes, etc. Please provide a sample of this report.

The Contractor must be able to provide LIB with a historical price analysis report detailing the title and any price changes within the last 3 to 5 years. LIB would require this report at the same time as the renewal notice is produced. Please provide a sample of this report.

The Contractor shall provide a catalog of titles which can be supplied by the Contractor to LIB. This list should provide basic citation information including ISSN, cost and format, e.g. print-only print + electronic, electronic-only. The catalog may be in print format, updated annually, or as a web-based, searchable catalog.

The Contractor must supply COUNTER-compliant usage reports.

The Contractor must supply collection assessment reports, updated quarterly.

The Contractor will research any serial title not listed in its catalog but wanted by the LIB to determine whether the title can be provided by the Contractor. If the Contractor determines that a title can be added to the LIB's subscription list, the Contractor will enter the title as a new subscription at any time throughout the year. The cost will be pro-rated to fall into the LIB's common subscription term for the future renewals. Subscription Term, to the extent possible, the periodical titles should have a common subscription term of January – December.

In the event of receiving the Contract, the Contractor should have the resources to make a smooth transition to avoid lapses in subscriptions. It is the Contractor's responsibility to transfer subscriptions from the LIB's current subscription agent with no or minimal action required on the part of LIB staff. Please describe how the transfer will work.

The State Library reserves the right to cancel a title which has not been billed.

- 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.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

- 1.6 REGISTRY OF OFFERORS 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 open for public inspection after the Proposals are received.

- 1.7 INSTRUCTIONS
Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and three (3) copies for a total of four (4) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the 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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
1. The Offeror has been in business for at least 3 years and has been providing print and electronic resource delivery to large academic libraries. Large academic libraries are defined by the American Library Association as having a population served of between 10,000-19,000.

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

2.3 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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	150 Points
Presentations, Interviews, Demonstrations (optional)	100 Points
Total	750 Points

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

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

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Company history, years of relevant experience; Explanation of how Offeror meets the mandatory requirements that the Offeror has been in business for at least 3 years, providing print & electronic resource deliveries to large libraries. Proof that the Offeror has active corporate memberships(s) of library organizations such as American Library Association, Public Library Association, and Special Library Association.	5		
2. Number of years in business, number of employees, financial stability			
3. Capacity to do the Work			
4. <u>List of attached Excel spreadsheet of how many items Offeror can offer in print and electronic formats (Click here for link).</u>	5		
Offeror Prior Projects			
1. Similar scope and size			
2. Public Sector clients	15		
3. Relevant experience within past five years			
Staffing Plan			
1. Staff Qualifications			
2. Formal Education	5		
3. Experience			
Scope of Work (Work Plan)			
1. Methodologies proposed			
2. Plan of Action / Transition Plan to transfer from the agencies current subscription agent awarded Offeror, to avoid any lapse in subscriptions.			
3. Demonstrates understanding of Project			
4. Timeline proposed			
5. Solution Offerors ability to provide MARC records to the library Offerors web-based subscription management tool compatibility with large integrated library System (ILS). Agency should be able to manage all of their electronic resources through this system Offeror Service that include link resolver. This service is to include a web-based management tool for the agency staff to change settings in the system as necessary. Offerors electronic web-based system – describe how it meets or exceeds, the requirements of the RFP –SOW Offeror Compatibility with the agencies single point of entry search service – EBSCO Discovery Service. Offeror training plan of library staff on contractor’s subscription management tools and reports. Offeror claiming capabilities at outlined in the SOW	70		
6. Customer Service Plan			

Total Technical Score: _____

Criterion	Weight	Rating (0 to 5)	Extended Score
Presentations, Interviews, Demonstrations (optional)			
1. Oral Presentation	20		
2. Product Demonstration			

Total Presentation Score: _____

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.

- 2.6 COST PROPOSAL POINTS DAS will use the information Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed 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: _____

- 2.7 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If 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.

- 2.8 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price. 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
State of Ohio Library
Attention: Fiscal Services
374 E. First Ave.
Columbus, OH 43201

Periodical Subscription and Continuation Services for the State Library of Ohio
CSP901615
UNSPSC CATEGORY CODE: 86141700

OFFEROR: _____

SUBSCRIPTION TABLE LINK FOR COST EVALUATION

[RFP Journal Price List.xls](#)

Offeror shall fill out the linked RFP Journal List Excel Spreadsheet (Frequency of Publication and List Price). Failure to supply the list price for all items in the market basket RFP Journal List may deem the offer not responsive and no further consideration will be made for an award. DAS will sum together all the list price items together to come up with a lot total cost and multiply the lot total cost by the percentage service charge to come up with the Offeror's total cost for evaluation purposes only. DAS reserves the right to remove items from the RFP Journal List during the evaluation process if deemed necessary. This Journal list is not all inclusive nor a guarantee of what the agency may order from the awarded Contractor.

Offeror must include a printed copy in their sealed cost proposal journal list AND an electronic Excel copy of the spreadsheet on CD in their sealed cost proposal. If there is a discrepancy between the two the electronic Excel copy will be the official document used.

Description	Percent
Service Charge as a Percentage of Total Cost For The Life of The Contract - "Firm Fixed"	%

All costs must be in U.S. Dollars.

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/RFP%20Instructions/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 amended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the 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.

5.0 LINKS

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

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & 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/searchAffirmativeAction.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

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

6.0 Guide for Proposal Submission.

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

- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, 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.