



Office of
Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP904616
INDEX NUMBER: EDU113
UNSPSC CATEGORY: 86101

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Education, is requesting Proposals for:

TITLE: Stakeholder Facilitator & Product Development for State Systemic Improvement Plan (SSIP)

OBJECTIVE: The Ohio Department of Education is seeking a Contractor to coordinate the development of tools, products, resources and professional development/training that align with requirements from the United States Department of Education, Office of Special Education Programs to implement Results Driven Accountability, with a primary focus on supporting development and implementation of Ohio's State Systemic Improvement Plan and facilitating planning for Ohio's State Advisory Panel for Exceptional Children.

RFP ISSUED: December 8, 2015
INQUIRY PERIOD BEGINS: December 8, 2015
INQUIRY PERIOD ENDS: December 23, 2015 at 8:00 AM
PROPOSAL DUE DATE: January 6, 2016 by 1:00 PM

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125

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.

<p>Offeror Name and Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name/Title:</p> <p>_____</p> <p>_____</p> <p>Signature: _____</p>
<p>E-Mail Address: _____</p>	<p>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.</p>
<p>Phone Number: () _____ - _____ Ext. _____</p>	

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SUPPLEMENTSRFP 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
IDEA:	Individuals with Disabilities Education Act
LEA:	Local Educational Agencies
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
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SAPEC:	State Advisory Panel for Exceptional Children
SOS:	Secretary of State
SSIP:	State Systemic Improvement Plan
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 (ODE), is soliciting competitive sealed proposals (Proposals) for Stakeholder Facilitator & Product Development. 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 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>
- 1.3 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2018. 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.
- 1.4 BACKGROUND This Request for Proposal is designed to facilitate and coordinate the development of tools, products, resources and professional development/training that align with requirements from the United States Department of Education, Office of Special Education Programs to implement Results Driven Accountability, with a primary focus on supporting development and implementation of Ohio's State Systemic Improvement Plan and facilitating planning for Ohio's State Advisory Panel for Exceptional Children.

State Systemic Improvement Plan

The Results Driven Accountability initiative requires each state to develop and implement a State Systemic Improvement Plan, or SSIP. The SSIP is a comprehensive plan designed to 1) increase capacity to implement, scale up, and sustain evidence-based practices; and 2) improve results for children with disabilities (and their families). Development and implementation of the SSIP is a multi-year, stakeholder driven process consisting of the following activities:

State Systemic Improvement Plan Activities		
Year 1 Delivered by April 2015	Year 2 Delivered by April 2016	Years 3 - 6 Delivered Feb. 2017 - 2020
Phase I – Analysis	Phase II – Plan	Phase III – Evaluation
1) Data analysis 2) Infrastructure analysis 3) Focus area 4) Improvement strategies 5) Theory of action	1) Infrastructure development 2) Support for district implementation of evidence-based practices 3) Evaluation	Report progress on SSIP implementation

State Advisory Panel for Exceptional Children

Section 300.167 of the Individuals with Disabilities Education Act requires each state to establish and maintain an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the state. In Ohio, this panel is known as the State Advisory Panel for Exceptional Children, or SAPEC. The SAPEC panel members represent various agencies, individuals with disabilities, parents of children with disabilities, service providers and administrators. The SAPEC convenes in central Ohio six times per year.

See Additional resources for the OEC website for SSIP, SAPEC, and Dispute Resolution.

- 1.5 OBJECTIVES 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 Ohio Department of Education is seeking a Contractor to administer and coordinate, in conjunction with the Office for Exceptional Children, the following deliverables:

1. Facilitation and support to the Ohio Department of Education's State Advisory Panel for Exceptional Children (SAPEC).
2. Facilitation and support to the Ohio Department of Education and external stakeholder groups focused on Ohio's State Systemic Improvement Plan (SSIP).
3. Facilitate the development, dissemination and implementation of tools, products, resources and professional development/training regional and Local Educational Agencies (LEAs) to meet federal and state requirements of the Individuals with Disabilities Education Act (IDEA).
4. Facilitate and support to the Ohio Department of Education's Due Process System.

- 1.6 SCOPE OF WORK The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work. DAS is seeking a Contractor to coordinate the development of tools, products, resources and professional development/training that align with requirements from the United States Department of Education, Office of Special Education Programs to implement Results Driven Accountability. Federal and state legislation or activities may influence deliverables and timelines of services under the Request for Proposal. Clearly defined deliverables aligned to areas of responsibilities should be specified with timelines and detailed in proposed project budget. The State has identified the following deliverables for this Project:

1. Facilitation and support to ODE's State Advisory Panel for Exceptional Children.
The State Advisory Panel for Exceptional Children (SAPEC) was established in accordance with 34 C.F.R. Part 300.167 - 300.169 in order to advise and assist the Ohio Department of Education (ODE) on special education and related services for children with disabilities. The SAPEC panel members represent various agencies, individuals with disabilities, parents of children with disabilities, service providers and administrators. [SAPEC Bylaws and Operating Procedures](#) provide details on the required membership and the functions of the panel. The SAPEC convenes in central Ohio six times per year. Contractor must:
 - a. Be responsible for meeting logistics including agenda preparation, meeting materials and resources, panel accessibility and accommodations, technology and registration.
 - b. Facilitate panel workgroup leads that meet to plan between SAPEC meetings.
 - c. Facilitate pre-planning and post-meeting debriefings including panel workgroup leads that meet between SAPEC meetings.
 - d. Finalize meeting minutes with OEC and disseminate to panel members within 15 days of each meeting.
2. Facilitation and support to ODE and external stakeholder groups focused on Ohio's State Systemic Improvement Plan (SSIP). The contractor will work with ODE and identified stakeholders to design and develop guidance to support and improve understanding through multiple delivery methods of how to access tools related to implementation of the Results Driven Accountability model (RDA).
 - a. Research and continuously review national and state level initiatives, programs and technical assistance resources on SSIP Expectations, and Early Literacy.
 - b. Be responsible for meeting logistics including agenda preparation, meeting materials and resources, stakeholder accessibility and accommodations, technology and registration.
 - c. Facilitate OEC leads that meet to plan between SSIP stakeholder meetings.
 - d. Facilitate pre-planning and post-meeting debriefings including OEC leads that meet between SSIP stakeholder meetings.
 - e. Finalize meeting notes and resources to maintain documentation of OEC's SSIP process.
 - f. Assist with project management activities during development and implementation phases.
3. Facilitate the development, dissemination and implementation of tools, products, resources and multiple delivery methods of professional development/training for LEAs to meet federal and state requirements of IDEA.
 - a. Facilitate workgroups, as established by OEC, to develop tools, products, resources and professional development/training for LEAs.
 - b. In conjunction with OEC build and develop tools, products, resources, professional development/training through multiple delivery methods including online modules to LEAs.

4. Facilitate and support to ODE's Due Process System. The contractor will work with ODE and identified stakeholders to provide revisions to ODE's system of due process hearings under IDEA. The required procedures are identified under IDEA and its implementing regulation at 34 CFR §300.508(Due Process Complaint).
 - a. Facilitate stakeholder workgroups to develop tools, products, resources, procedures and professional development for impartial hearing officers, attorneys, school district administrators, and parents.
 - b. Provide an agenda, materials and resources for each meeting of stakeholder workgroups.
 - c. Provide minutes following each stakeholder workgroup and disseminate the minutes to the workgroup members.
 - d. Provide research on trends from other states pertaining to IDEA due process systems.
 5. Management Reporting and Outcomes. The Contractor shall provide monthly progress reports that address progress toward completion of each of the items delineated in the Scope of Work. These reports shall:
 - a. Specify progress or lack of progress on project deliverables.
 - b. Address progress toward completion of each of the items delineated in the Scope of Work.
 - c. Provide monthly progress report with vendor invoice.
 - d. Ensure a report on deliverables is submitted to ODE/OEC on July 15, 2016 for the first year and July 15th of each year for subsequent Contract years. The final report must be submitted in an electronic reproducible format.
- 1.7 PROJECT IMPLEMENTATION AND TRANSITION. The Project Implementation Plan shall include a description of how the requirements of the Project will be implemented. Offerors must indicate a commitment to assume responsibilities and execute Program requirements within five (5) business days after the Offeror is notified of selection. Failure of the selected Offeror to execute program implementation within this time-frame shall be grounds for the State to cancel the award of the Contract to the selected Offeror, select another Offeror, and/or re-open the negotiation process. The Offeror shall address the proposed transition process for ease of implementation of subsequent contractors should the need arise at the end of the Contract term.
1. Staff Availability & Knowledge Transfer. The Offeror shall play an integral role in providing knowledgeable human resources during a transitional period to ensure uninterrupted operations and availability of the Information System. Consultations and expertise are required in addition to supplied documentation. Experts are required in the facilities, technical, conceptual and functional facets of the Information System.
 2. Documentation. Documentation shall be made available to assist in the execution of a transition plan. The Offeror is responsible for developing and maintaining documentation at all times during the Contract period. All documentation shall be made available to the State upon the State's request. The documentation shall include, but not be limited to: user guides, program and system narratives, system flows and processing schedules, technical architecture & hardware specifications and the Disaster Recovery Plan.
 3. Application Data. The Offeror is responsible for maintaining current and accurate data. If required, this data shall be made available to assist in the execution of a transition plan.
- 1.8 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.
- 1.9 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.
- 1.10 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 CSP904616 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.
- 1.11 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

No mandatory requirements.

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	450 Points
Proposal Cost	200 Points
Total	650 Points

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

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

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete all areas of Attachment 5.2.3). 2. The Offeror demonstrates a clear understanding of the Project. 3. Demonstrate it has sufficient resources to meet the requirements and deadline of the project.	15		
1. Must document at least one year experience with educational related research, stakeholder facilitation and product development. 2. Must have at least one year experience providing technical support and/or professional development and experience in state level stakeholder facilitation.	10		
Staffing Plan			
The Offeror must submit a list of the key qualified personnel that will be involved in the Work. The key staff must have specific experience with facilitating and coordinating the development of tools, products, resources and professional development/training that align with requirements from the United States Department of Education (Form Number 5.2.6)	20		
Scope of Work. The Offeror Must:			
1. Illustration of sound understanding of SAPEC and SSIP.	10		
2. Describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work.	10		
3. Provide a comprehensive Work Plan that gives ample description and detail as to how it proposes to accomplish this project and what resources are necessary to meet the Program Requirements and Approach.	10		
4. Provide a Description of any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.	10		
5. Timeline for all activities.	5		

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 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 estimated 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 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
Ohio Department of Education, Office for Exceptional Children
ATTN: Jo Hannah Ward
25 S. Front Street, 4th Floor
Columbus, OH 43215
Johannah.Ward@education.ohio.gov

Office for Exceptional Children Stakeholder Facilitator & Product Development

CSP904616

UNSPSC CATEGORY CODE: 86101

OFFEROR: _____

Description		Cost
Facilitation and support to ODE's State Advisory Panel for Exceptional Children. 6 Meetings.	Per meeting cost:	\$
Facilitation and support to ODE and external stakeholder groups focused on Ohio's State Systemic Improvement Plan (SSIP). Up to 20 Meetings proposed.	Per meeting cost:	\$
Facilitate the development, dissemination and implementation of tools, products, resources and multiple delivery methods of professional development/training for LEAs to meet federal and state requirements of IDEA.*	Annual Cost	\$
Facilitate and support to ODE's Due Process System. The contractor will work with ODE and identified stakeholders to provide revisions to ODE's system of due process hearings under IDEA. The required procedures are identified under IDEA and its implementing regulation at 34 CFR §300.508(Due Process Complaint).*	Annual Cost	\$
Management Reporting and Outcomes. The Contractor shall provide monthly progress reports that address progress toward completion of each of the items delineated in the Scope of Work.*	Per Report	\$
Total Estimated Annual Cost		\$
Total Estimated Term Value		\$

*Provide an hourly cost for services to complete the above deliverables. A schedule of hourly rates for differing skill sets is acceptable. This will not be used in the evaluation.

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.

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

Resources:

<http://www2.ed.gov/about/offices/list/osep/osep/rda/index.html>
<http://education.ohio.gov/Topics/Special-Education/State-Performance-Plan/State-Advisory-Panel-for-Exceptional-Children-SAP>

OEC website for SSIP, SAPEC, Dispute Resolution

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.