



## REQUEST FOR PROPOSAL

RFP NUMBER: CSP904816  
INDEX NUMBER: DOH115  
UNSPSC CATEGORY: 80100000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Health, Public Health Lead Investigation Program is requesting Proposals for:

### LEAD HAZARD CONTROL GRANT PROGRAM OHIO DEPARTMENT OF HEALTH (ODH)

**OBJECTIVE:** ODH requires a qualified agency or organization to provide project management and administration services to support this project. Project objective is to complete lead hazard control work and ancillary services on approximately 200 units within a targeted area encompassing 15 Ohio counties determined high risk for lead poisoning.

### **THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASIDE OPTIONAL COMPONENT**

RFP ISSUED: September 09, 2015  
INQUIRY PERIOD BEGINS: September 09, 2015  
MANDATORY PRE-PROPOSAL MEETING: September 17, 2015 at 11:00 AM  
INQUIRY PERIOD ENDS: September 25, 2015 at 8:00 AM  
PROPOSAL DUE DATE: September 30, 2015 by 1:00 PM

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

Submit Sealed Proposals to:

Department of Administrative Services  
Office of Procurement Services  
Attn: Bid Desk  
CSP904816 DOH115  
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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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DOH:	Department of Health
EBL:	Elevated Blood Level
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
HUD:	Department of Housing and Urban Development
LHC:	Lead Hazard Control
LHCG:	Lead Hazard Control Grant
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODH:	Ohio Department of Health
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

## CALENDAR OF EVENTS.

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. Detailed instructions regarding dates are as follows:

### Firm Dates

RFP Issued:	September 09, 2015
Inquiry Period Begins:	September 09, 2015
Mandatory Pre-Proposal Meeting	September 17, 2015 at 11:00 AM
Inquiry Period Ends:	September 25, 2015 at 8:00 AM
Proposal Due Date:	September 30, 2015 by 1:00 PM

### Estimated Dates

Contract Award Notification:	To be determined
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There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 p.m. on the due date will not be evaluated.

## MANDATORY PRE-PROPOSAL MEETING.

A mandatory Pre-Proposal meeting will be held on September 17, 2015 at 11:00 AM at the ODAS/General Service Division Building at 4200 Surface Road, Columbus, Ohio 43228. All prospective Offerors are required to attend and encouraged to bring any subcontractors or other personnel required for assessing the project.

The purpose of the Pre-Proposal meeting is to discuss the RFP and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. Attendance at the Pre-Proposal meeting is a prerequisite to submitting a Proposal. The State will answer questions as best as possible. We reserve the right to take questions under advisement and respond through the inquiry process. Offerors are responsible for any and all information exchanged at the meeting and via the Internet inquiry process.

Proposals submitted by Offerors that do not attend the mandatory Pre-Proposal meeting will be rejected, unopened. All prospective Offerors must attend the Pre-Proposal conference. Attendance at the meeting will be taken.

To facilitate access to the Pre-Proposal meeting, please provide the names, organization(s) and telephone numbers of representatives that will attend the mandatory Pre-Proposal meeting and provide this information to: Geraldine Berry, Ohio Department of Administrative Services, no later than 4:00 PM, September 16, 2015 by email to: [geraldine.berry@das.ohio.gov](mailto:geraldine.berry@das.ohio.gov) or by phone at 614-644-1790.

## 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 Health (the Agency), is soliciting competitive sealed proposals (Proposals) for Lead Hazard Control Grant Program (ODH). If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- 1.2 CONTRACT PERIOD: Once awarded, the term of the Contract will be from the award date through August 31, 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 two (2) 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: Since 2010, the Ohio Department of Health has received funding from the Department of Housing and Urban Development (HUD) to make homes in Ohio lead-safe. This funding has enabled ODH to control or eliminate lead hazards in pre-1978 housing units as well as target the homes of children with documented elevated blood lead (EBL) levels or those who have been lead poisoned.

ODH, in collaboration with the U.S. Department of Housing and Urban Development (HUD), is seeking to continue an existing initiative to control lead hazards in residential dwellings and provide lead-safe housing for hundreds of Ohio children. The Project will address approximately 200 housing units in fifteen (15) Ohio counties that have been determined to be high risk for lead poisoning. While the focus will be on interim controls, abatement will be used when interim controls are not adequate.

The Contractor of subject RFP will employ or subcontract with an individual who meets the qualifications of program manager and will perform daily management and administration duties related to the project. The Contractor shall be an experienced program management and administration firm or organization that can effectively manage the daily operations of the lead hazard control grant program and provide administration services per the required activities outlined in the scope of work.

- 1.4 SCOPE OF WORK: The successful Offeror shall be prepared to perform all of the following program management and administration activities upon award through August 31, 2018.
1. The successful Offeror shall assist ODH in development of program policies/procedures and work plan documents for the grant project.
  2. The successful Offeror shall have a process in place to accept inquiries from the public concerning the ODH Lead Hazard Control Grant Program and prequalify potential grant participants by phone through the completion of documents developed for use by grant program administrators.
  3. The successful Offeror shall have a process in place to:
    - a. Accept referrals of potential participants into the ODH Lead Hazard Control Grant Program; and
    - b. Determine if potential participants meet the eligibility requirements as established by ODH and HUD.
  4. The successful Offeror shall provide a process to enroll a participant and his/her property into the grant program. Enrollment process should include the administration of the forms developed by the contractor that are compliant with ODH and HUD requirements, tracking of the forms in the project specific database; scheduling of enrollment proceedings; and securing locations where enrollment proceedings can take place. Enrollment process shall also include verification of home ownership, proof of property insurance, and third party verification of income of the occupants to ensure compliance with HUD regulations. Pre-LHC enrollment process shall also include the mechanism to enroll participants into the Cleaning Project study through consent agreement with the potential participants. The successful Offeror will ensure the administration of Cleaning Project study forms; tracking of study progress in tracking spreadsheet; and completion of requisite project study surveys into Qualtrics (secured study-specific web based database).

1.4 SCOPE OF WORK (contd.):

5. The successful Offeror shall provide a mechanism to ensure that all participants involved in the grant program receive proper notifications as outlined in the work plan and obtain signatures on any necessary documents at the conclusion of the lead hazard control or healthy homes work.
6. The successful Offeror shall provide coordination of paint inspection/risk assessment and other healthy homes assessment services. When a property has been deemed eligible for participation in the ODH LHCG program, the successful Offeror shall have a process in place to ensure a lead inspection/risk assessment and healthy homes rating process assessment is performed on the eligible property. The successful Offeror shall also have a process in place to bid the services, including the provision of a report, to qualified individuals determined to be acceptable by ODH. Procurement or subcontracting of any paint inspection/risk assessments or healthy homes assessments shall be conducted in accordance with HUD and Ohio regulations.
7. The successful Offeror shall ensure the preparation of lead and/or healthy homes specifications for each property enrolled into the grant program and found to have lead hazards or housing-related health issues. Lead and healthy homes specifications must be prepared by an Ohio licensed lead abatement contractor or project designer, unless mutually agreed upon by ODH and contractor. Copy of the license shall be maintained on file with ODH. The successful Offeror shall have a process in place to bid the services to qualified individuals determined to be acceptable by ODH. Subcontracting of any work shall be conducted in accordance with HUD regulations.
8. After written verification of lead or healthy homes specification approval from ODH, the successful Offeror shall have a process in place to ensure the completion of lead hazard control of each lead hazard identified in the lead specifications, or remediation of each healthy home hazard identified during a visual assessment. Any lead hazard control work shall be performed by Ohio licensed lead abatement contractors who employ Ohio licensed lead abatement workers. All lead hazard control work must be performed in accordance with local, state, and federal regulations. Each lead abatement contractor must have on file with ODH proof of liability insurance, vehicle insurance and workers compensation, if applicable. In addition, proof of licensure by the State of Ohio for lead hazard control work must be on file and proof of certification with the U.S. EPA Renovation, Repair and Painting Rule. The successful Offeror shall provide a process to maintain records associated with each lead abatement contractor's EEO information, a log of each lead abatement contractor as to the number of current jobs, satisfactorily completed jobs, complaints, resolution of complaints, and performance within the allowed time period. The successful Offeror shall have a process in place to bid the services to qualified individuals determined to be acceptable by ODH. Subcontracting of any work shall be conducted in accordance with HUD regulations.
9. When an eligible property is enrolled and the lead hazard control work may require temporary relocation of the occupants, contractor shall have a process to assist participants in relocation by arranging for lodging and meals for the participants and their families for the duration of the lead abatement project. The successful Offeror will demonstrate the ability to comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, the Uniform Relocation Act Amendment of 1987 and HUD rules and regulations, which state person involuntarily displaced as a result of federally funded projects and programs will not suffer disproportionate injuries as a result of the grant program.
10. The successful Offeror shall have the means to ensure up to three (3) monitoring visits are conducted of each lead hazard control and healthy homes intervention project as work is ongoing.
11. At the completion of the lead hazard control work, contractor shall have a process to ensure the completion of a clearance examination or healthy homes reassessment. Clearance examination and/or any subsequent clearance re-examinations shall be completed by an Ohio licensed lead risk assessor independent of the lead abatement contractor who performed the lead hazard control work. The successful Offeror shall have a quality assurance plan in place that ensures the clearance examination is conducted in compliance with all state, federal and HUD regulations. The successful Offeror shall have a process in place to bid the services to qualified individuals determined to be acceptable by ODH. Subcontracting of any work shall be conducted in accordance with HUD regulations.
12. The successful Offeror will work with ODH to maintain a sufficient pool of lead risk assessors and lead abatement contractors capable of bidding and completing Paint Inspections/Risk Assessments, Healthy Homes Rating Process assessments, Lead Hazard Control Specifications, Healthy Homes Intervention specifications, Lead Hazard Control work and Healthy Homes repairs. When it is determined that additional individuals are needed to build contractor capacity, the successful Offeror shall have a process in place to secure training providers to conduct training lead inspector/risk assessor and lead abatement contractor/worker training classes. In addition, it is estimated that approximately 220 individuals will be trained as part of the grant project. The successful Offeror shall identify a location where training classes can be held and secure all training subcontractors in accordance with HUD and Ohio regulations.

1.4 SCOPE OF WORK (contd.):

13. The successful Offeror will have a working knowledge of HUD's Healthy Homes Grants Management Process (HHGMS) or equivalent. The successful Offeror will have a working knowledge of the Ohio RESPEC software program and a process to ensure copies of all grant program documents for each property are filed at ODH fourteen days after the completion of the clearance examination.
14. The successful Offeror must attend all grant-related events as required by HUD.
15. The successful Offeror shall collaborate with all grant partners in the administration and completion of grant related services.

DELIVERABLES:

The successful Offeror must submit on a weekly basis to the ODH contract manager the following:

1. All documents generated for grant- related services performed must be provided prior to the release of compensation. Required documentation can be provided through entry into the Ohio RESPEC program or by providing completed documents at the time of invoicing. These documents include, but are not limited to the following:
  - a. Prequalification form, property deed, rental agreement, homeowner's insurance, birth certificates of any child under six years of age and/or medical records documenting the blood lead levels of any child residing in the home. Copy of all intake and enrollment documents to include, but not limited to all forms found at: [http://www.odh.ohio.gov/odhPrograms/cfhs/lead\\_ch/lhcgrant/leadhazgrant.aspx](http://www.odh.ohio.gov/odhPrograms/cfhs/lead_ch/lhcgrant/leadhazgrant.aspx)
  - b. Copy of the lead specifications for a property as completed by a licensed lead abatement contractor or project designer.
  - c. Copy of each paint inspection/risk assessment report, as completed by an Ohio lead risk assessor.
  - d. Copy of the clearance examination report, as completed by an Ohio lead risk assessor.
  - e. Final report during the close-out phase of the grant period.

CONTRACTOR EXPERIENCE REQUIREMENT (company): The successful Offeror will be firms, agencies or organizations with the resources and capacity to manage and administer services associated with the Ohio Department of Health Lead Hazard Control Grant Program as described in the scope of work.

The successful Offeror should be able to demonstrate the following:

1. Minimum of three (3) years of experience in managing a HUD Lead-Based Paint Hazard Control Grant or Reduction program or other housing program similar in scope and size.
2. Knowledge of and ability to comply with HUD Lead Hazard Control grant policies, procedures, notice of funding ability requirements and all other HUD requirements.
3. Previous Fiscal oversight/management experience in a grant project similar in scope and size.
4. Mechanism in place to seek reimbursement of grant related expenditures through submission of invoices and ensure payment to subcontracted vendors

CANDIDATE (staff) EXPERIENCE REQUIREMENT: The successful Offeror must employ or subcontract with one (1) individual who meets the following:

1. Qualifications of Program Manager as defined by HUD.
2. Day-to-day Program Manager must be experienced in housing rehabilitation and/or lead hazard control.
3. Program Manager shall have demonstrated Lead-Based Paint Hazard Control Grant project management experience and must dedicate 75 percent of his/her time to the proposed project.
4. Must be able to secure a lead abatement contractor license in the State of Ohio within 90 days of contract award/execution

PROJECT BUDGET:

Total contract amount will include the following fixed costs in the contract amount:

1. Lead Hazard Control (\$1,700,000);
2. Relocation services (\$65,000);
3. Workforce and Occupant Training (\$80,000);
4. Travel (\$21,024) and
5. Healthy Homes Intervention Repairs (\$200,000).

The successful Offeror will provide costs associated with coordination and completion of other grant-related services not considered fixed costs. These costs will be evaluated for 200 units, unless otherwise indicated.

Project costs include the following:

1. Prequalification and intake of potential project participants,
2. Pre-project enrollment,
3. Post project notices,
4. Coordination/completion of project monitoring,
5. Clearance examinations/healthy homes assessments,
6. Lead risk assessments, and
7. Lead/healthy homes work specifications;
8. Coordination of workforce and occupant training (120 people); and
9. Completion of progress reports and file maintenance (single amount for entire project).

- 1.5 MINORITY BUSINESS ENTERPRISE PROGRAM. 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 pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP contains a sheltered solicitation requirement, which encourages the Offeror to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses. 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/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

To search for Ohio certified MBE businesses, utilize the following search routine published on the DAS Equal Opportunity Division website

1. Select "Locate MBE Certified Providers" as the EOD Search Area selection;
2. Select "MBE Certified Providers" link;
3. On the subsequent screen select "All Procurement Types" as a search criterion;
4. Select "Search"; and
5. A list of Ohio MBE Certified Service Providers will be displayed.

In seeking solicitations from Ohio certified MBE businesses, the Offeror must:

1. Utilize a competitive process to which only Ohio certified MBEs may respond;
2. Have established criteria by which prospective Ohio MBEs will be evaluated including business ability and specific experience related to the Project requirements; and
3. Require the Ohio certified MBE maintain a valid certification throughout the term of the Contract, including any renewals.

While it is not a condition of award of the RFP, the Offeror should use its best efforts to seek and set aside work for Ohio certified minority owned business enterprises (MBEs).

- 1.6 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.

- 1.7 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.

- 1.8 **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 CSP904816 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.
- 1.9 **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		
Criteria	Accept	Reject
The Offeror must demonstrate previous work experience with HUD Housing related grant programs.		

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	500 Points
Proposal Cost	55 Points
Total	555 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. The Offeror must document the following: Company history: Number of years in business, Number of employees, Financial stability and Capacity to do the work. Use Form 5.2.3.	5		
2. The Offeror shall demonstrate that it have a mechanism in place to seek reimbursement of grant related expenditures through submission of invoices and ensure payment to subcontracted vendors. The Offeror shall be able to demonstrate knowledge of and ability to comply with HUD Lead Hazard Control grant policies, procedures, notice of funding ability requirements and all other HUD requirements.	5		
Offeror Prior Projects			
1. The Offeror shall demonstrate previous experience in fiscal oversight and management of projects of a similar scope and size, particularly within past five (5) years. Include specific examples. Use Form 5.2.4.	10		

Criterion	Weight	Rating (0 to 5)	Extended Score
Staffing Plan (General Instructions – Personnel Profile) Use Forms 5.2.5. and 5.2.6.			
1. The Offeror must describe the assigned program manager and key personnel's formal education and professional experience. The Offeror must employ staff who have managed a project of a similar size, scope and nature to this RFP's requirements with details for each...	5		
2. The Offeror's program manager must be able to secure a lead abatement contractor license in the State of Ohio within 90 days of contract execution.	5		
3. The Offeror's proposal must provide a detailed staffing plan and must include additional staff such as a financial manager and any administration staff required to perform the work.	5		
Scope of Work/Work Plan (General Instructions –page 9 item 8)			
The Offeror must fully describe its current capacity, approach, methods, and specific work steps for doing the work in this project. The Offeror must demonstrate its understanding in detail as to how it proposes to accomplish this project.			
1. Prequalification and intake of potential project participants.	5		
2. Pre-lead hazard control enrollment and post-lead hazard control notices.	5		
3. Coordination/completion of paint inspection/risk assessment and healthy homes assessment services.	5		
4. Coordination/completion of lead and/or healthy homes work specifications and remediation services.	5		
5. Lead remediation services.	5		
6. Coordination of relocation services.	5		
7. Relocation services.	5		
8. Coordination/completion of project monitoring.	5		
9. Coordination/completion of clearance examinations/healthy homes reassessments.	5		
10. Coordination of workforce and occupant training services. Workforce and occupant training.	5		
11. Progress reports and file maintenance.	5		
12. Travel – HUD required.	5		
13. Healthy homes intervention repairs.	5		
Technical Score			

Total Technical Score: \_\_\_\_\_

- 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 Not-to-Exceed) 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.

- 2.9 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.

1.0 COST SUMMARY

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

The Offeror's total cost for the entire Work must be represented as the (Total Not-to-Exceed). All costs for furnishing the services must be included in the Cost Proposal.

1.2 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.

1.3 REIMBURSABLE EXPENSES: As specified and approved by the agency.

1.4 BILL TO ADDRESS:

Ohio Department of Health  
Attn: Pam Blais, RS  
Public Health Lead Investigation Program  
246 North High Street  
Columbus, OH 43215

PRICING SCHEDULE

TITLE: ODH LEAD HAZARD CONTROL GRANT PROGRAM  
RFP NUMBER: CSP904816  
UNSPSC CATEGORY CODE: 80100000

OFFEROR: \_\_\_\_\_

Description	Estimated Service Units	Cost per Service Unit	Total Cost for Service
<b>EVALUATED PROJECT COSTS</b>			
Prequalification of Potential Project participants	200	\$	\$
Intake of potential project participants	200	\$	\$
Pre-Lead Hazard Control enrollment	200	\$	\$
Post-Lead Hazard Control notices	200	\$	\$
Coordination/completion of Paint Inspection/Risk Assessment and Healthy Homes Assessment services	200	\$	\$
Coordination/completion of Lead and/or Healthy Homes work specifications	200	\$	\$
Coordination of Lead and/or Healthy Homes remediation services	200	\$	\$
Coordination of Relocation services	200	\$	\$
Coordination/completion of Project Monitoring	200	\$	\$
Coordination/completion of Clearance Examinations/Healthy Homes Reassessments	200	\$	\$
Coordination of Workforce and Occupant Training Services (120 individuals)	120	\$	\$
Progress Reports and File Maintenance	1	\$	\$
<b>TOTAL EVALUATED PROJECT COSTS</b>			\$
<b>FIXED PROJECT COSTS</b>			
Lead remediation services (maximum amount)			\$1,700,000.00
Relocation services (maximum amount)			\$65,000.00
Workforce and Occupant Training (maximum amount)			\$80,000.00
Travel – HUD required (maximum amount)			\$21,024.00
Healthy Homes Intervention Repairs (maximum amount)			\$200,000.00
<b>TOTAL FIXED COSTS (34 months)</b>			\$2,066,024.00
<b>TOTAL PROJECT BUDGET (34 months)</b>			\$

#### 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	<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://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.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 5.1.1, 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](mailto: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.