



REQUEST FOR PROPOSAL

RFP NUMBER: CSP905416
INDEX NUMBER: DOH116
UNSPSC CATEGORY: 81110000, 84131608, 85131700

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

TITLE: MEDICAID ADMINISTRATIVE CLAIMING (MAC) TIME STUDY APPLICATION

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH 125.081

OBJECTIVE: The objective of this RFP is to select a qualified vendor that will facilitate ODH in completing the Medicaid Administrative Claiming time study for ODH Bureau and the Local Health Departments as required by CMS.

RFP ISSUED: September 09, 2015
INQUIRY PERIOD BEGINS: September 09, 2015
INQUIRY PERIOD ENDS: September 24, 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
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address: _____ _____ _____ _____ 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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SUPPLEMENTS

Time Study Guide – To be used as a reference

http://procure.ohio.gov/ProcOppForm/CSP903815_Time%20Study%20Guide.pdf

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CMS:	Centers for Medicare and Medicaid Services
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DOH:	Department of Health
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
LDH:	Local Health Department
MAC:	Medicaid Administrative Claiming
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODM:	Ohio Department of Medicaid
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Health (the Agency), is soliciting competitive sealed proposals (Proposals) for Medicaid Administrative Claiming (MAC) Time Study Application. 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 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. 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/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

- 1.3 CONTRACT PERIOD Once awarded, the term of the Contract will be from the date awarded through May 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 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.

- 1.4 BACKGROUND In June of 2007 the Ohio Department of Health (ODH) received approval from the federal government, specifically the Centers for Medicare and Medicaid Services (CMS), to operate the Medicaid Administrative Claiming (MAC) program. This program is jointly administered through the Ohio Department of Medicaid (ODM) and ODH. ODH has oversight responsibility for implementing and monitoring the quarterly week long time study component of MAC.

ODH MAC Unit is responsible to introduce, oversee and monitor both the time study and claiming process. All claim worksheets are submitted to the MAC Unit and then consolidated and sent to ODM to review and approve for payment. ODH and the Local Health Departments (LHDs) are required to keep all electronic records for five years in case ODM or CMS requests an audit.

MAC is a quarter by quarter process to gain reimbursement through CMS. The reimbursement from CMS is based upon a once-a-quarter, week-long, time study process. Time Study Participants document their time in 15 minute increments during this week using 16 approved codes and descriptions. The results of the time study are then combined with the quarter's payroll to make a claim. The quarters are based on the State Fiscal year which runs July 1st – June 30th.

Agencies eligible to MAC are ODH Bureau's and the 123 LHDs. Within one agency (ODH/LHD) there can be multiple claiming units. Currently 88 agencies participate with 172 claiming units and 1,900 time study participants. ODH through the Public Health Indicators has made it mandatory for all LHDs to participate in the time study so this number will grow over the next two years.

1.5 SCOPE OF WORK

1.5.1. Develop a web-based system to:

1. Be fully compatible with Internet Explorer browsers released by Microsoft from September 2007 to January 2015. In addition, the web based system must be compatible with Mozilla/Firefox and Google Chrome browsers released since September 2007 to January 2015.
2. Receive information/data based on county submitted implementation plan(s). Data to include MAC coordinators, position participant titles, number of participants and Medicaid eligible rates.
3. Receive and post key MAC quarterly deadlines - key due dates for each step in the time study process. Dates are randomly selected at the beginning of each quarter by ODM.
4. Provide prompts to participants based on key MAC deadlines. Ensure that data collected for this program is received by the deadlines specified.

5. Receive time study participant information including name, position title, email address and phone number.
6. Receive information for an activity specific to an agency and claiming unit. These codes would only display for this specific agency and claiming unit. (Attachment O) (See Section 5.5 for Link)
7. Reconcile summer months. School Nurses that work for the LHD have the summer off and if a time study would fall during the summer months the MAC Coordinators can choose "Summer Leave" (SL) and the system will average the school nurses' time study results from the previous 3 quarters and submit those results into the percentage summary report.

1.5.2. Develop electronic documents listed below:

1. List of current time study participants (roster). (Attachment A) (See Section 5.5 for Link)
2. Daily log sheets (based on time study participant list) for each day in the time study. Time study participants must use one of 16 MAC codes to identify each 15 minute increment during the time study week. Each code has multiple activity descriptions associated with the code. (Attachment B) (See Section 5.5 for Link)
3. Summary sheet that accumulates the activities and related time for the time study period for each participant. All information in this report shall be certified by the participant to be factual. (Attachment C) (See Section 5.5 for Link)
4. Percentage summary sheet from data provided in the daily log sheets. Review of percentage summary sheets-verification that all participants are accounted for in the report. All information shall be certified as factual by the contractor. (Attachment D) (See Section 5.5 for Link)
5. Claim worksheet for each claiming unit. All information shall be certified as factual by the contractor. (Attachment E) (See Section 5.5 for Link)

1.5.3. Provide an electronic training module (webinar) for time study trainings for participants initially and ongoing.

1.5.4. Provide data reporting accessible to ODH/MAC Unit and LHDs in an electronic format.

1. Develop a report that documents and verifies the training of new MAC coordinators and time study participants. (Attachment F) (See Section 5.5 for Link)
2. Develop a report using the claim worksheets to list all of the claims by agency claiming unit submitted for that quarter. List must show gross amount of claim, 5% admin fee for ODM, 2.5% admin fee for ODH and the net amount. (Attachment G) (See Section 5.5 for Link)
3. Develop a report using the results of the claiming unit percentage summary report that will list the percentage of time for each code. Keep adding time study results after each quarter so the agency can do a code by code comparison for each quarter. (Attachment H) (See Section 5.5 for Link)
4. Develop a report for the MAC coordinators that will give them percentage summary reports and claim worksheets from previous time study quarters. (Attachment I) (See Section 5.5 for Link)
5. Develop a report that will list the current MAC time study coordinators with role they have in the process. (Attachment J) (See Section 5.5 for Link)
6. Develop a report called Agency List with the active LHDs, the claiming unit name(s), study criteria, MER% and number of time study participants. (Attachment K) (See Section 5.5 for Link)
7. Develop a Historical Summary report that a LHD can view claim amount, net amount received, number of participants, and percentage of time study results each quarter. (Attachment L) (See Section 5.5 for Link)
8. Develop a report that the coordinator can see how much MAC reimbursement an individual time study participant generated for the time study. (Attachment M) (See Section 5.5 for Link)
9. Develop a report using the results of the claiming unit percentage summary report that will list the percentage of time for each code. List these results by LHD and Study Criteria so the agency can do a code by code comparison with similar claiming units in other agencies. (Attachment N) (See Section 5.5 for Link)

1.5.5. Maintain a dedicated Help Desk that can be accessed either on line or through a toll-free number to resolve questions related to the completion of time study moments due to system problems.

1.5.6. System must maintain all records for a period of five (5) years.

- 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 CSP905416 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 5.1.5 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 four (4) copies for a total of five (5) Proposal packages.

2.0 **EVALUATION OF PROPOSALS**

2.1 **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.

2.2 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	200 Points
Total	700 Points

2.3 **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.

2.4 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile (General Instructions – Company Profile) (forms 5.2)			
1. Company history: Number of years in business, number of employees, financial stability, and capacity to do the work.	10		
2. Relevant experience developing and implementing projects of a similar scope and size, particularly within past five (5) years. Include specific examples.	10		
Staffing Plan (General Instructions – Personnel Profile) (forms 5.2.7)			
1. Staffing plan to meet deliverable requirements.	5		
2. Formal Education and Professional Experience of project personnel assigned, project manager and key personnel.	5		
3. Describe a contingency plan for completing the project should the staffing personnel become unavailable to work on this project for any reason.	5		
4. Candidates providing services on this project shall have experience in developing Public Health Information Systems.	5		
Scope of Work (Work Plan)			
1. Project plan to meet deliverable requirements.	20		
2. Project schedule to meet deliverable dates.	10		
3. System proposed meets program needs.	20		
4. Value-add services.	10		

Total Technical Score: _____

2.5 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 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: _____

2.6 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.

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

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3.0 COST SUMMARY

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

The Offeror's total cost for the entire Work must be represented as the total. 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.

3.4 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.

3.5 BILL TO ADDRESS

Ohio Department of Health
Accounts Payable
246 North High Street
Columbus, OH 43215

Medicaid Administrative Claiming (MAC) Time Study Application
CSP905416
UNSPSC CATEGORY CODE: 81110000, 84131608, 85131700
BUDGET: \$200,000.00

OFFEROR: _____

Description	Cost
1. Develop a web-based system.	\$
2. Develop a detailed electronic time study training module (webinar).	\$
3. Maintain a dedicated help desk.	\$
4. Develop reports accessible to ODH and MAC Coordinators electronically.	\$
5. Develop electronic documents.	\$
6. Electronic records storage.	\$
TOTAL	\$

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 Instructions/5.3%20Terms%20and%20Conditions.pdf](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 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 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 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>

5.5 ATTACHMENTS [Attachments for Scope of Work](#)

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.