



**REQUEST FOR PROPOSAL**

RFP NUMBER: CSP905515  
 INDEX NUMBER: EDU108  
 UNSPSC CATEGORY: 93141, 60105

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

**External Evaluation: Ohio’s Statewide Framework for Twenty-First Century Community Learning Centers (CCLC)**

OBJECTIVE: The successful Offeror will assist ODE in the evaluation of Ohio's Twenty-First CCLC Framework.

RFP ISSUED: December 12 2014  
 INQUIRY PERIOD BEGINS: December 12, 2014  
 INQUIRY PERIOD ENDS: December 22, 2014 at 8:00 AM  
 PROPOSAL DUE DATE: December 31, 2014 by 1:00 PM

**MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081**

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><b>Offeror Name and Address:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>E-Mail Address: _____</p> <p>Phone Number: (        ) _____, Ext. _____</p> | <p><b>Name/Title:</b></p> <p>_____</p> <p>_____</p> <p>Signature: _____</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> |
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RFP GLOSSARY OF TERMS

|             |   |
|-------------|---|
| AA:         | Affirmative Action  |
| CAPA:       | Compliance and Performance Assessment                           |
| CCLC:       | Century Community Learning Center                               |
| Contractor: | Vendor after Award  |
| CSP:        | Competitive Sealed Proposal                                     |
| DAS:        | Department of Administrative Services                           |
| EMIS:       | Education Management Information System                         |
| EOD:        | Equal Opportunity Division                                      |
| FEI:        | Federal Employer Identification                                 |
| FERPA:      | Family Education Rights and Privacy Act                         |
| GEPA:       | General Education Provision Act                                 |
| LEA:        | Local Education 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  |
| SEA:        | State Education Agency  |
| SOS:        | Secretary of State  |
| UNSPSC:     | The United Nations Standard Products and Services Code          |
| USDOE:      | United States Department of Education                           |

## 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 (the Agency), is soliciting competitive sealed proposals (Proposals) for Ohio's Statewide Framework for Twenty-First Century Community Learning Centers (CCLC) Evaluation. 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 January 1, 2015 through June 30, 2017. 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 four (4) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.
- 1.3 **BACKGROUND** The Ohio Department of Education issues Twenty-First Century Community Learning Center (CCLC) grants to local educational agencies, faith-based and/or community-based organizations, public or private entities, or a consortium of two or more of such agencies, organizations, or entities. This program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools.

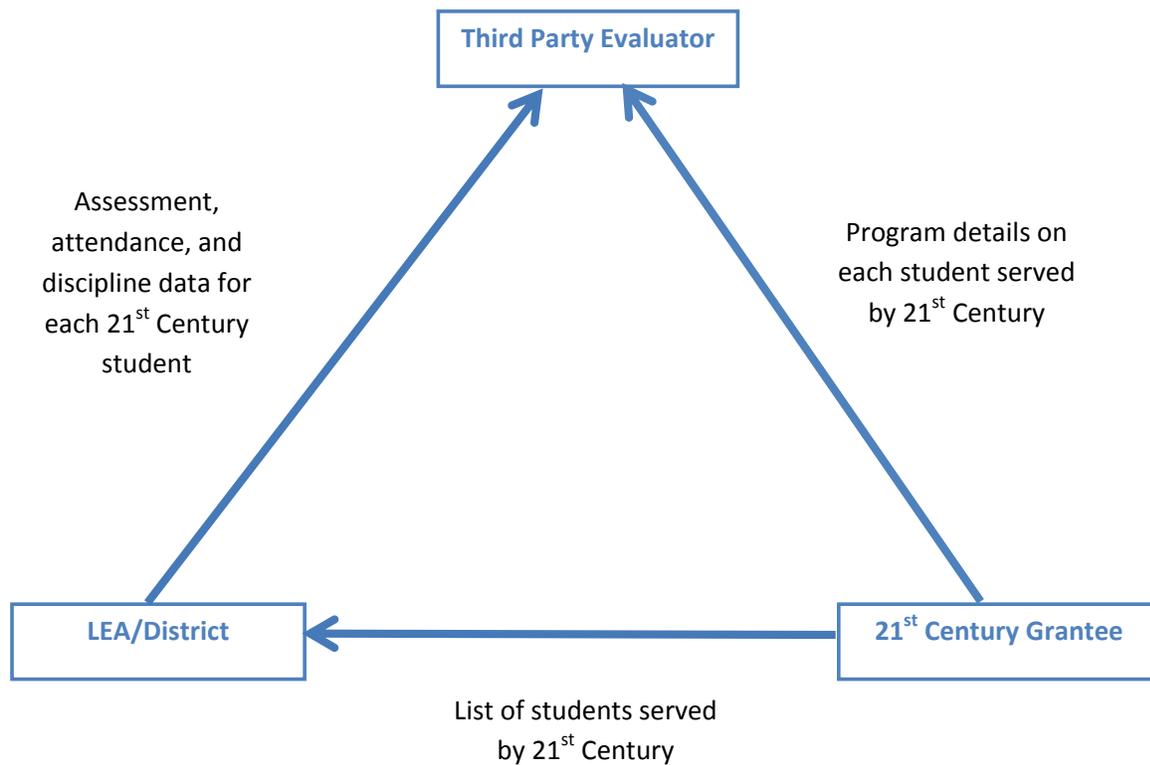
The Twenty-First Century Community Learning Centers program, authorized under Title IV, Part B, of the *No Child Left Behind Act of 2001*, has three specific purposes: (1) provide opportunities for academic enrichment, including providing tutorial services to help students (particularly students in high-poverty areas and those attending low-performing schools) meet Ohio and local student performance standards in core academic subjects such as reading and mathematics; (2) offer students a broad array of additional services, programs and activities such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students; and (3) offer families served by community learning centers opportunities for literacy and related educational development.

Advancing the literacy skills is a major emphasis for Ohio's Twenty-First CCLC program. At the elementary school level, in addition to providing out-of-school literacy programming (i.e., before, after, and summer school services), some Twenty-First Century grantees are expanding literacy learning time during the regular school day. At the middle and high school levels, Twenty-First CCLC out-of-school programming focuses on literacy, college and career readiness, and dropout prevention.

The United States Department of Education (USDOE) requires the State Education Agency (SEA) to conduct an annual comprehensive statewide evaluation of the Ohio Twenty-First Century Community Learning Centers. The Twenty-First CCLC is a federally-funded grant program which supports high-quality, before- and after-school learning opportunities and related activities for students who attend eligible schools. The Ohio Department of Education (ODE) will contract with an experienced external evaluation consultant to help design, coordinate, and conduct a comprehensive evaluation of ODE's Twenty-First Century program. The purpose of the evaluation is to gain an objective and independent review of the grant's programs, services, and processes. The evaluation will seek to inform the grant's current and future efforts by assessing its impact, providing analysis and articulating recommendations.

- 1.4 **SCOPE OF WORK** The successful Offeror must demonstrate a sound evaluation plan designed to accomplish the required deliverables listed below. The methodological approach should adequately address each research question; and fully describe the methods and design (sampling, treatment of independent variables, measurement, and basis for assigning attribution, procedure and data analysis technique(s)).

Note, a large share of the student level data that will be used to answer the research questions is reported by Local Education Agencies (i.e., statewide assessment, attendance, and discipline) and by Twenty-First Century Community Learning Centers (i.e., program enrollment, program attendance, program services received by the student, and local program evaluations). The successful Offeror must work directly with Twenty-First Century Community Learning Centers and Local Education Agencies to collect and accurately link student-level data. The following picture shows the expected exchange of student data:



1.5 **DELIVERABLES:** The successful Offeror will assist ODE in the design, coordination, and conduct an annual comprehensive statewide evaluation of Ohio's Twenty-First CCLC Framework. The Offeror must demonstrate in its proposal the ability to meet all of ODE's requirements as listed in the Scope of Work/Project Deliverables. The Offeror must:

1. Address all requirements outlined in the RFP.
2. Describe its approach, methodologies, processes and procedures it will utilize in the implementation and production of the Work Plan.
3. Demonstrate how its Work Plan is appropriate and reflects the intentions of the State.
4. Demonstrate in its Work Plan that it understands the theoretical foundation and implementation of the State's standards (academic content, professional development, principals, etc.) and guidelines in the Ohio Comprehensive System of Learning Supports, Ohio Afterschool Program Quality Guidelines, etc.
5. Delineate its assumptions about the State's contributions, including explicit expectations about data to be provided and necessary staff support, and how these assumptions correspond with the State's intentions.
6. Describe how rapidly it can undertake and successfully complete the required tasks for this project.
7. Demonstrate that it can provide senior level personnel as its principal evaluation staff.
  - a. Designate a project manager to consult with the Ohio Department of Education contract manager to confirm and finalize the strategic plan.
  - b. Conduct a random sampling of student groups or students for one (1) year each reporting year.
  - c. Communicate with districts and obtain permissions for interviews.
8. Ensure confidentiality is met in accordance with section 444 of GEPA and Ohio FERPA rules, to ensure the protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by the SEAs and LEAs.

9. Meeting Attendance and Reporting Requirements. The Contractor's project management approach must adhere to the following Project meeting and reporting requirements:

A pre-performance meeting is required to select the reporting format, review performance requirements and method of reporting. Final annual reports will need to take on a format to include a PowerPoint presentation and executive summary for stakeholders that includes graphics, charts, case studies, testimonials (specifics negotiated through meeting with ODE staff.

- a. Weekly or Monthly conference calls or face-to-face meetings to discuss activities will be required.
- b. Immediate Reporting – The project manager, or his or her designee, must immediately report any certified Project Team staffing changes to the Agency Project Representative.

10. Recommendations and assumptions.

Tasks and Deliverables – Fiscal Year One:

1. Project Plan. Provide the evaluation methodologies for the project to obtain ODE approval.
  - a. Document the methodologies in writing to ODE by February 2015.
  - b. Convene a half-day meeting, or conference call, with ODE for the purpose of describing and obtaining ODE feedback and/or approval of the methodologies.
2. Identify Data Elements to include in ODE's Compliance and Performance Assessment (CAPA) reporting that will inform the evaluator of the Twenty-First CCLC programs. The researcher will assist ODE in the identification of data elements that Twenty-First CCLC programs will be required to report in CAPA. At a minimum, these data will include the number of students served and the program services received by students and families. The researcher will clearly define each data element to improve the quality of the data reported by Twenty-First CCLC programs. The researcher will assist ODE in determining the frequency of data collection.
  - a. Document the data elements in writing to ODE by February 1, 2015.
  - b. Convene a meeting or conference call with ODE for discussing the identified data elements and their incorporation into CAPA.
3. Collect and analyze Twenty-First CCLC program and student impact data for the 2014-2015 school year.

Tasks and Deliverables – Fiscal Year Two:

1. 2014 – 2015 Implementation Report. Provide a report to inform the State on the extent to which Twenty-First CCLC programs are implementing and expanding learning opportunities that improve and enrich the academic performance in students in literacy and math during the 2014-2015 school year. Due: July 30, 2015
2. 2014 – 2015 Impact Report. Provide a report on the impact Twenty-First CCLC programs had in 2014-2015 school year on student achievement in math and literacy, and its impact on non-academic barriers, youth development, dropout prevention, and college career readiness. Due: March 1, 2016
3. Collect and analyze Twenty-First CCLC program and student impact data for the 2015-2016 school year.

Tasks and Deliverables – Fiscal Year Three:

1. 2015 – 2016 Implementation Report. Provide a report to inform the State on the extent to which Twenty-First CCLC programs are implementing and expanding learning opportunities that improve and enrich the academic performance in students in literacy and math during the 2015-2016 school year.
2. 2015 – 2016 Impact Report. Provide a report on the impact Twenty-First CCLC programs had during the 2015-2016 school year (the second year of operation for some grantees and the first year of operation for other grantees) on student achievement in math and literacy, and its impact on non-academic barriers, youth development, dropout prevention, and college career readiness.
3. Collection of data – including student achievement, student attendance, student discipline for 2016-2017 school year.

Tasks and Deliverables – Fiscal Year Four:

1. 2016 – 2017 Implementation Report. Provide a report to inform the State on the extent to which Twenty-First CCLC programs are implementing and expanding learning opportunities that improve and enrich the academic performance in students in literacy and math during 2016-2017 school year.

2. 2016 – 2017 Impact Report. Provide a report on the impact Twenty-First CCLC programs had on student achievement in math and literacy, and its impact on non-academic barriers, youth development, dropout prevention, and college career readiness.

- 1.6 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 receives a purchase order. 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.
- 1.7 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.
  - 1.8 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.
  - 1.9 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 CSP905515 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.
  - 1.10 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and 5 (five) copies for a total of 6 (six) 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   | ACCEPT | REJECT |
|--|--------|--------|
| 1. The Offeror must provide a Project Manager who has specific experience in the development and management of evaluations of educational intervention programs and extended learning opportunities. The Project Manager shall have a minimum of a Ph.D. |        |        |

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 | 400 Points               |
| Proposal Cost                   | 120 Points               |
| Total                           | 520 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<br>0 POINTS | WEAK<br>1 POINT | WEAK TO MEETS<br>2 POINTS | MEETS<br>3 POINTS | MEETS TO STRONG<br>4 POINTS | STRONG<br>5 POINTS |
|---------------------------|-----------------|---------------------------|-------------------|-----------------------------|--------------------|
|---------------------------|-----------------|---------------------------|-------------------|-----------------------------|--------------------|

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 |
|---|--------|-----------------|----------------|
| <b>Offeror Profile</b>  |        |                 |                |
| 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).   | 5      |                 |                |
| 2. The Offeror demonstrates a clear understanding of the Project requirements and proposes strategies which have a record of success in meeting the project requirements.   |        |                 |                |
| 3. Demonstrate it has sufficient resources to meet the requirements and deadline of the project. (e.g. sufficient office facilities, technology and support mechanisms; financial stability and capacity; sufficient time commitment by its staff).   |        |                 |                |
| 4. The Offeror must document experience from a minimum of three (3) previous projects of similar size, scope, and nature within the last 5 years and provide details of similarities. Form number 5.2.4   | 10     |                 |                |
| 5. Detail a history of experience with design, co-ordination, and conducting evaluations of educational intervention programs.  | 5      |                 |                |
| 6. Detail a history of experience working with technical and scientific research in reading, mathematics, educational intervention programs, and extended learning opportunities.   | 5      |                 |                |
| <b>Staffing Plan</b>  |        |                 |                |
| 1. 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 in technical and scientific research in reading, mathematics, educational intervention programs, and extended learning opportunities with projects of a similar size and circumstances of a similar nature. Form Number 5.2.6 | 5      |                 |                |
| <b>Scope of Work. The Offeror Must:</b>   |        |                 |                |
| 1. Demonstrate that it understands the requirements of the project as described in the Scope of Work.   | 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.   | 20     |                 |                |
| 4. Provide a Definitive description of a contingency plan for completing the Project, should the key project personnel become unavailable to work on this Project for any reason.   | 5      |                 |                |
| 5. Provide a Description of any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.   | 5      |                 |                |

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

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.6 COST PROPOSAL POINTS DAS will use the information 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.

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

### 3.0 COST SUMMARY

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

The Offeror's total cost for the entire Work must be represented as the firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal.

- 3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

- 3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

### 3.4 BILL TO ADDRESS

Ohio Department of Education  
 Office of Family and Community Support  
 c/o Shannon D. Teague  
 25 South Front Street  
 Columbus, OH 43215

Ohio's Statewide Framework for Twenty-First Century Community Learning Centers (CCLC) Evaluation  
 CSP905515  
 UNSPSC CATEGORY CODE: 93141  
 BUDGET:

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

| Description  | Cost |
|--|------|
| Project Plan<br>Provide the evaluation methodologies for the project to obtain ODE approval.<br>a. Document the methodologies in writing to ODE by February 2014.<br>b. Convene a half-day meeting, or conference call, with ODE for the purpose of describing and obtaining ODE feedback and/or approval of the methodologies.  | \$   |
| Year One (1) Identify Data Elements to include in ODE's Compliance and Performance Assessment (CAPA) reporting that will inform the evaluation of the Twenty-First CCLC programs. The researcher will assist ODE in the identification of data elements that Twenty-First CCLC programs will be required to report in CAPA. At a minimum, these data will include the number of students served and the program services received by students and families. The researcher will clearly define each data element to improve the quality of the data reported by Twenty-First CCLC programs. The researcher will assist ODE in determining the frequency of data collection.<br>a. Document the data elements in writing to ODE by February 1, 2015.<br>b. Convene a meeting or conference call with ODE for discussing the identified data elements and their incorporation into CAPA.<br>Collect and analyze Twenty-First CCLC program and student impact data for the 2014-2015 school year. | \$   |
| Year Two (2)<br>1. 2014 – 2015 Implementation Report. Provide a report to inform the State on the extent to which Twenty-First CCLC programs are implementing and expanding learning opportunities that improve and enrich the academic performance in students in literacy and math during the 2014-2015 school year. Due: July 30, 2015<br>A. 2014 – 2015 Impact Report. Provide a report on the impact Twenty-First CCLC programs had in 2014-2015 school year on student achievement in math and literacy, and its impact  | \$   |

|  |    |
|--|----|
| <p>on non-academic barriers, youth development, dropout prevention, and college career readiness. Due: December 30, 2015</p> <p>B. Collect and analyze Twenty-First CCLC program and student impact data for the 2015-2016 school year.</p>  |    |
| <p>Year Three (3)</p> <p>1. 2015 – 2016 Implementation Report. Provide a report to inform the State on the extent to which Twenty-First CCLC programs are implementing and expanding learning opportunities that improve and enrich the academic performance in students in literacy and math during the 2015-2016 school year.</p> <p>2. 2015 – 2016 Impact Report. Provide a report on the impact Twenty-First CCLC programs had during the 2015-2016 school year (the second year of operation for some grantees and the first year of operation for other grantees) on student achievement in math and literacy, and its impact on non-academic barriers, youth development, dropout prevention, and college career readiness.</p> <p>3. Collection of data – including student achievement, student attendance, student discipline for 2016-2017 school year.</p> | \$ |
| <p>Year Four (4)</p> <p>1. 2016 – 2017 Implementation Report. Provide a report to inform the State on the extent to which Twenty-First CCLC programs are implementing and expanding learning opportunities that improve and enrich the academic performance in students in literacy and math during 2016-2017 school year.</p> <p>2. 2016 – 2017 Impact Report. Provide a report on the impact Twenty-First CCLC programs had on student achievement in math and literacy, and its impact on non-academic barriers, youth development, dropout prevention, and college career readiness.</p>   | \$ |

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 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                         | <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>                     |
| General Education Provisions Act GEPA | <a href="http://findit.ed.gov/se">http://findit.ed.gov/se</a>   |
| Ohio FERPA                            | <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</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.