Office of Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP907715
INDEX NUMBER: DAS073
UNSPSC CATEGORY: 92121504

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

Uniformed Unarmed Security Guard and Security Manager Services:

OBJECTIVE: The State of Ohio is seeking Contractors to provide Security Guards and Security Managers to our buildings located throughout the State. The ideal Contractor must have the ability to increase or decrease the number of guards provided at any time.

RFP ISSUED:	April 13, 2015
INQUIRY PERIOD BEGINS:	April 13, 2015
INQUIRY PERIOD ENDS:	May 04, 2015 at 8:00 AM
PROPOSAL DUE DATE:	May 11, 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:	**Name/Title:**
_____ _____ _____ _____ E-Mail Address:_____ Phone Number: ( ) _____-_____, Ext._____	_____ _____ Signature:_____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.

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RFP GLOSSARY OF TERMS

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

1.0 EXECUTIVE SUMMARY

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 Department of Administrative Services, Office of Properties and Facilities (the Agency), is soliciting competitive sealed proposals (Proposals) for Uniformed Unarmed Security Guard Services. 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 07/01/15 through 06/30/17. 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 The Department of Administrative Services, Office of Property and Facilities is soliciting Contractors to provide uniformed unarmed security management and guards services to its buildings located in the five major Regions throughout the State of Ohio. Any awarded contractor shall have the ability to provide the minimum number of security personnel to fulfill its contract obligation.

1.3.1. It is important that the Contractor have a reserve pool of personnel who can fill open positions when call offs occur. The Contractor must have the ability to scale up or down personnel size as needed by the State's various locations. In the future, the State may acquire additional buildings during the term of this contract. The awarded Contractors may be asked to provide security coverage for the new buildings.

1.3.2. The Contract will be awarded by Region as listed below:

Northwest Ohio Region
Northeast Ohio Region
Central Ohio Region
Southwest Ohio Region
Southeast Ohio Region

1.3.3. Each region will receive an award. Two (2) Regions, Northeast Ohio and Northwest Ohio are designated to be awarded to a Minority Business Enterprise (MBE). The other three (3) Regions, Central Ohio, Southeast Ohio and Southwest Ohio will be awarded open market. Below are the seven (7) locations that require security coverage.

OPEN MARKET DESIGNATED REGIONS

CENTRAL OHIO REGION:

Ohio Department of Education Building
25 S. Front Street, Columbus OH 43215

Ohio Department of Health Complex
246 N. High Street, Columbus OH 43215

James A. Rhodes State Office Tower
30 E. Broad Street, Columbus OH 43215

Vern Riffe Center for Government & the Arts
77 S. High Street, Columbus OH 43215

SOUTHEAST OHIO REGION:
SOUTHWEST OHIO REGION:

Currently there is no need for security coverage in these regions. However, buildings may be acquired during term of contract. The awarded contractors may be asked to provide security coverage.

MINORITY BUSINESS ENTERPRISE (MBE's) DESIGNATED REGIONS: ONLY COMPANIES REGISTERED AS AN MBE COMPANY MAY SUBMIT AN OFFER FOR THESE REGIONS. ANY OFFERS RECEIVED FROM A NON-MBE COMPANY WILL NOT BE EVALUATED.

NORTHEAST OHIO REGION:

Oliver R. Ocasek Government Building
161 S. High Street, Akron OH 44308

Frank J. Lausche State Office Building
615 W. Superior Avenue, Cleveland OH 44113

NORTHWEST OHIO REGION

Michael V. DiSalle Government Center
1 Government Center, Toledo OH 43604

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. A portion of this solicitation is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All offerors for these portions 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.

1.4 SCOPE OF WORK This proposal seeks to retain a Contractor for Uniformed Unarmed Security Guards. On a rotating basis, the guards will be at stationary desk post, control room duty, and roaming duty both inside and outside the buildings to insure the safety and security of state employees, visitors and assets. The guards must not apprehend or detain anyone. The guard's duties are to observe and report to the proper authorities.

Guards will check and secure buildings, lock and unlock doors, report safety hazards and other unusual conditions. The guards investigate and document safety and security violations; maintain daily log of all activities and alarms that occur during the shift; check personnel and visitors entering and leaving premises by checking ID's. The guards conduct searches of packages and/or persons; utilize x-ray machines and may use pass through metal detectors; use professional and courteous customer service techniques in all personal and telephone contacts with the public; assist in maintaining peace and order in and around assigned areas; complete necessary reports; use personal computer and associated hardware/software; may use CCTV and electronic intrusion devices to monitor buildings as required.

The guards may need to administer First Aid, CPR, and use Automated External Defibrillator (AED) devices in response to medical emergencies. Guards are to maintain current knowledge of location and operation of life safety equipment in buildings such as fire alarms, shut off valves and PA systems. In an emergency, guards must assist with evacuation and performs duties to ensure building occupants' safety. Security guards are to attend and successfully complete all training and perform a variety of tasks as assigned.

The Contractor must have the ability to increase security staff on a temporary basis for special events. For example, during special events such as the Fourth of July, the agency may requests to have an additional staff that could range between one (1) up to ten (10) temporary guards at one specific location.

1.4.1 This section applies only to Central Ohio Region

A 1st shift security manager, 2nd and 3rd shift supervisors are to be provided for the Rhodes and Riffe Tower Buildings. The 1st shift security manager is the site commander who makes decisions concerning operations for all three shifts. The 2nd and 3rd shift supervisors are the lead worker on his or her shift.

The Ohio Department of Education will be supervised by the Office of Properties and Facilities Assistant Facility Manager. The Contractor's Management personnel will provide oversight for these locations.

1.4.2 This section applies only to Northwest Ohio Region

A 1st shift security manager, 2nd and 3rd shift supervisors are to be provided for the DiSalle. The 1st shift security manager is the site commander who makes decisions concerning operations for all three shifts. The 2nd and 3rd shift supervisors are the lead worker on his or her shift.

1.4.3 This section applies only to Northeast Ohio Region

A 1st shift security manager, 2nd and 3rd shift supervisors are to be provided for the Ocasek and Lausch. The 1st shift security manager is the site commander who makes decisions concerning operations for all three shifts. The 2nd and 3rd shift supervisors are the lead worker on his or her shift.

1.5 LOCATIONS AND WEEKLY HOURS FOR GUARDS AND SUPERVISORS: The Contractor must have security guards on location at most buildings 24 hours per day, 7 days per week, 365 days a year with the exception of the Department of Education. The agency reserves the right to add or reduce the number of guards required throughout the term of this Contract. The agency anticipates the number of guards required will change due to the acquisition of building in various regions.

The Contractor must have the ability to increase security staff on a temporary basis for special events. For example, during special events such as the Fourth of July, the agency may requests to have an additional staff that could range between one (1) up to ten (10) temporary guards at one specific location.

CENTRAL OHIO REGION			
LOCATION	SECURITY GUARDS ESTIMATED WEEKLY HOURS	SECURITY MANAGER ESTIMATED NUMBER OF WEEKLY HOURS	SUPERVISORS ESTIMATED NUMBER OF WEEKLY HOURS
Columbus-Ohio Dept. of Education 25 S Front St, Columbus OH	160	0	0
Columbus Ohio Department of Health Complex 246 N. High St Columbus 43215	180	0	0
Columbus Ohio Department of Health Complex 35 Chestnut, Columbus 43215	160	0	0
Columbus- J. A. Rhodes State Office Tower	686	40	96
Columbus- V.G. Riffe Center	794	40	96

SOUTHEAST OHIO REGION AND SOUTHWEST OHIO REGION			
LOCATION	SECURITY GUARDS ESTIMATED WEEKLY HOURS	SECURITY MANAGER ESTIMATED NUMBER OF WEEKLY HOURS	SUPERVISORS ESTIMATED NUMBER OF WEEKLY HOURS
May acquire buildings in this region during term of Contract	0	0	0

NORTHWEST OHIO REGION - REGISTERED MBE COMPANIES ONLY			
LOCATION	SECURITY GUARDS ESTIMATED WEEKLY HOURS	SECURITY MANAGER ESTIMATED NUMBER OF WEEKLY HOURS	SUPERVISORS ESTIMATED NUMBER OF WEEKLY HOURS
Toledo-M. V. DiSalle Gov Ctr.	525	40	96

NORTHEAST OHIO REGION - REGISTERED MBE COMPANIES ONLY			
LOCATION	SECURITY GUARDS ESTIMATED WEEKLY HOURS	SECURITY MANAGER ESTIMATED NUMBER OF WEEKLY HOURS	SUPERVISORS ESTIMATED NUMBER OF WEEKLY HOURS
Akron- O.R. Ocasek Gov Office Bldg	296	40	80
Cleveland- F.J. Lausch State Office Bldg	312	40	96

1.6 CONTRACTOR'S GENERAL REQUIREMENTS

1.6.1 Recognition of Purpose:

The Contractor shall insure that all security guards are aware that their primary purpose is to maintain order, protect clients, staff, visitors and property from harassment, injury, damage, theft, sabotage, fire, accidents, vandalism and to be alert to suspicious persons and activities and to call appropriate law enforcement agencies when necessary.

1.6.2 License, Certifications and Training:

1.6.2.1 The Contractor must be licensed by the State of Ohio for private investigation and watch/guard services, and must be compliant with all federal, state and local laws.

1.6.2.2 All security guards of the Contractor must be registered as mandated by state law and must have in their possession a current security identification card. These cards must be renewed annually.

1.6.2.3 If the Contractor determines that a licensed security guard utilized for this Contract, has any violations as outlined by state law, they must report this, with documentation, to the Ohio Department of Public Safety, Ohio Homeland Security.

1.6.2.4 In accordance with state law, when a security guard leaves the employment of the Contractor, the license must be turned in to the Ohio Department of Public Safety, Ohio Homeland Security by the Contractor.

1.6.2.5 The Contractor's security guards must have a minimum of three (3) month's experience licensed with the Ohio Department of Public Safety, Ohio Homeland Security.

1.6.2.6 The Contractor shall provide the agency with its training manual, and certification that guards assigned to this Contract have completed the training.

1.6.2.7 The Contractor should submit evidence that the security guards receive ongoing training. After assignment to a site, the Contractor shall provide a minimum of 16 hours per year (4 hours per quarter) of training. Documentation of instruction is to be submitted to the agency on a quarterly basis. Documentation is to be in the form of attendance sheets signed by the instructor.

1.6.2.8 The Contractor must provide continual training and recertification in First Aid, CPR and Automated Electronic Defibrillator (AED) every two (2) years.

1.6.3 Contractor's Requirements:

1.6.3.1 The Contractor herein agrees not to enter into any subcontracts for the performance of this Contract.

1.6.3.2 The Contractor agrees to furnish to the agency weekly written reports detailing the activities of the guards at each location. These reports must list all normal and unusual events, which have occurred at the facility.

1.6.3.3 The Contractor shall replace any guard deemed unacceptable by the agency/facility as referenced by Removal from Duty. **Section 1.6.10.**

1.6.3.4 Emergency Security Services: Upon request by the agency, the Contractor shall provide emergency security services to the Contract site within two (2) hours of such request, to include weekends if applicable.

1.6.3.5 The Contractor shall maintain an established facility, which operates as a security service business in compliance with the federal, state and local laws, and is properly identified as a business entity. The Contractor shall provide and maintain twenty-four (24) hour communication capability i.e. cell phones, radios, etc., between guard stations, control center, and the Contractor's supervisory office. The State reserves the right to visit the business location/facility of the Contractor to insure the Contractor's capacity to provide specified services, prior to and after making any award.

1.6.3.6 The Contractor shall provide to their security personnel supplies (i.e. pens, paper etc.) and communications equipment (i.e. radios, cell phones etc.).

1.6.3.7 Each Contractor shall submit upon request, a letter identifying the individuals to be assigned to the specific site(s). The Contractor shall also give the individual's residential address and approximate travel mileage/time from the site to which they are assigned. The Contractor must identify not less than two individuals per site as being the potential primary and back-up personnel. The Contractor cannot identify an individual as potentially being assigned to multiple locations at the same time.

1.6.3.8 Each Contractor shall submit with their Proposal, a letter certifying the Contractor's company is registered with the Department of Public Safety/Ohio Homeland Security and that the company and all security guards employed conform to the licensing requirements of federal, state and local laws.

1.6.3.9 The Contractor shall submit with their Proposal a letter stating the company's background and supportive information of the minimum profile requirements. To receive consideration for award, Contractors are required to have been in the security business, providing similar uniformed guard services as specified in this Competitive Sealed Proposal, for a minimum of three (3) years. Contractors are to provide name of company, address, telephone number and name of person to contact, of three (3) customers that the Contractor has provided similar security guard service within the last year.

1.6.4 General Guard Qualifications:

1.6.4.1 All guards must be without physical or mental defects or abnormalities, which would interfere with the performance of duties.

1.6.4.2 All guards are required to comply with the general work rules set forth by the agency for the assigned facility applicable to them as part of this Contract. The using agency contact person shall provide these work rules to the Contractor.

1.6.4.3 All guards shall meet the following minimum qualifications prior to being assigned to this contract. The successful Contractor shall submit documentation listed below to the agency for approval prior to a guard starting at the site.

1.6.4.3.1 Each security guard shall possess a minimum of a high school diploma or a G.E.D. certificate.

1.6.4.3.2 Sufficient training to understand and comply with the following standards or rules but not limited to:

1.6.4.3.2.1 Weapons restrictions; carrying a concealed weapon law, carrying concealed weapon in State buildings.
1.6.4.3.2.2 Legal rights and responsibilities for security guards set forth by the Contractor and/or any applicable laws, rules, and regulations.
1.6.4.3.2.3 Uniform requirements.
1.6.4.3.2.4 Site orientation, duties and functions as stated herein.

1.6.4.3.3 Sufficient training to effectively perform and/or administer service in the following functions but not limited to:

1.6.4.3.3.1 Emergency and safety procedures.
1.6.4.3.3.2 Operation of the facility's telephone system and/or cellular telephone.
1.6.4.3.3.3 Employee identification and admittance.
1.6.4.3.3.4 Utilization and operation of a hand held fire extinguisher and fire prevention procedures.
1.6.4.3.3.5 Report writing – daily shift reports and incidents reports. Requires English language skills and math skills sufficient to complete the required reports.
1.6.4.3.3.6 Ability to register guests.

1.6.4.4 Security guards must have the ability to maintain poise and self-control under stress.

1.6.4.5 Security guards must have the ability to meet and deal with the general public in a professional and cordial manner.

1.6.5 Special General Guard Qualifications: This section only applies to Central Ohio Region buildings Rhodes and Riffe Towers.

All guards who are assigned to perform the duties at the lobby/elevator entry points during normal business hours will possess the General Guard Qualifications as outlines as well as these additional qualifications.

1.6.5.1 All guards must have six months previous experience with access badging systems.

1.6.5.2 All guards must have six months experience in the operation of building access control systems.

1.6.5.3 All guards must have advance customer service training provided by the Contractor.

1.6.5.4 All guards must have the ability to demonstrate through documented examples of commendations; good customer service, judgement and exemplary performance.

1.6.6 Background Checks:

Upon award, an agency shall conduct an investigation which may consist of the following items:

1.6.6.1 A complete check of the applicant's employment record for a minimum of proceeding ten (10) years. If the applicant does not have ten (10) years of employment history, the employment records check shall be based on the number of years of employment history, and so noted in the report.

1.6.6.2 Complete a national, multi-state police/records check, including a check of fingerprint files on the national basis. A complete fingerprint file shall be submitted to the using agency at the Contractor's expense.

1.6.6.3 The Contractor is responsible for providing documentation showing that national (multi-state) background checks and investigations were performed on each guard to be used for the Contract. This is to include any back-up personnel used to fill vacations, emergency leave or any other contingency that might arise. The Contractor is responsible for the cost of the aforementioned checks and investigations, and providing this documentation. As part of the evaluation process, the Contractor will have five (5) working days notification from the agency, to provide this documentation. All new guards shall be subject to background checks.

1.6.6.4 The Contractor must complete an bi-annual national, multi-state police records check, including a check of finger print files for all guards assigned to the facilities. These checks are to be completed as if it is the officer's first time being checked, and are to be performed and submitted bi-annually, based on the employee's hire date. These checks must indicate the individual has no felony record. All files must be sent to the agency.

1.6.6.5 If the Contractor determines that a licensed guard the Contractor utilized has any violations as outlined by state law, they must report this, with documentation to the Ohio Department of Public Safety/Ohio Homeland Security and the agency.

1.6.6.6 The agency may request an interview with each guard prior to assignment. Guard assignment may be subject to approval by the agency.

1.6.7 Uniforms and Equipment:

1.6.7.1 Guards must be in complete security guard/watchman type uniforms and present a neat and well-groomed appearance. The Uniforms must be approved by DAS Office of Properties and Facilities. Uniform and necessary supplies (e.g. paper, pencils, etc.), and all other equipment is to be furnished by the Contractor. Shoes shall be black low quarter or high top laced with police or plain toe and standard heel. No tennis shoes shall be permitted. The uniform and related equipment of all security guards shall be kept neat, clean and in good condition. The Contractor shall supply all weather gear (raincoat and overcoat) to each location for the use of the security guards for exterior patrolling.

1.6.7.1.1 The Contractor shall guarantee that each guard has two (2) or more complete uniforms, shoes not included, and that worn uniforms are repaired or replaced.

1.6.7.1.2 The Contractor may be asked to provide the agency with a diagram displaying the attire of a properly uniformed security guard.

1.6.7.2 The Contractor shall guarantee that each guard shall possess, at all times, on his or her person:

1.6.7.2.1 One (1) current identification card, with photograph no more than two (2) years old and an expiration date signifying that the security guard is employed by the Contractor. The I.D. card shall be clipped to the outer duty uniform if required by the agency.

1.6.7.2.2 One (1) nameplate with legible 1/4" to 1/2" letters, of uniform size and colors, worn on the outer garment over the right breast pocket.

1.6.7.2.3 One (1) operating timepiece.

1.6.7.2.4 One (1) operable pen, one (1) operable pencil, and one (1) notebook.

1.6.7.2.5 The necessary emergency telephone numbers, including the police and fire departments, and the agency's and Contractor's emergency numbers, etc.

1.6.7.2.6 Any other reasonable item deemed necessary by the agency that has not been stipulated herein.

1.6.7.3 The Contractor shall insure that each guard working possess at all times one (1) operable flashlight with belt holder or have a flashlight(s) available at a centralized location accessible to all guards.

1.6.7.4 Guards shall not be permitted to carry any unauthorized material and/or equipment, such as chemical agent devices, knives, "come-alongs", or any such non-authorized items.

1.6.8 Supervision of Guard Personnel:

1.6.8.1 It shall be the responsibility of the Contractor to assign guards to the Contract location(s) and to provide for the supervision and training of all assigned guards.

1.6.8.2 The Contractor shall provide uniformed site supervisors who will be available to confer with designated representatives of the State.

1.6.8.3 The site supervisor shall provide close supervision of the security guard(s), shall verify that the guards are on duty when scheduled, and shall be available to confer with agency representatives at any time.

1.6.8.4 The Contractor shall have Mid-Level Management Personnel visit each work site, in a random pattern. During the visits, each guard shall be inspected for appearance, efficiency of work, and knowledge of duties performed at the Contract site. The Contractor shall promptly resolve any problems identified to the satisfaction of the agency. A written report of the inspection shall be submitted to the agency within five (5) working days. The Contractor must provide these management duties at no additional cost.

1.6.8.5 All site supervisors shall have the qualifications of the guard personnel and shall have a minimum twelve (12) months experience in the supervision of security operations and personnel. This will be verified and approved by the agency prior to assignment of such personnel. This may be verified by way of a resume.

1.6.8.6 The Contractor must provide a Security Manager for buildings indicated in the proposal. The Security Manager work hours are Monday through Friday, 7am-3pm. The 1st shift supervisor is considered the lead site commander. The Security Manager is responsible for running operations and making the decisions for all three shifts.

1.6.8.7 The Contractor must provide a 2nd Shift Supervisor for buildings indicated in the proposal. The 2nd shift supervisor's work hours are Monday through Friday, 3pm-11pm. The 2nd shift supervisor is considered the lead worker during the shift.

1.6.8.8 The Contractor must provide a 3rd Shift Supervisor for buildings indicated in the proposal. The 3rd shift supervisor's work hours are Monday through Friday, 11pm-7am. The 3rd shift supervisor is considered the lead worker during the shift.

1.6.8.9 The Contractor must provide a Supervisor during 1st shift for weekend coverage; Saturday and Sunday. A Supervisor must be "on call" during the weekend for 2nd and 3rd shift while no Supervisor is present in the buildings. All buildings are closed to the public on the weekend.

1.6.9. Operations Manual:

1.6.9.1 The Contractor shall prepare and submit to the agency an operations manual clearly outlining the functions and duties of the guards according to this Contract. The manual shall be distributed to all employees of the Contractor, and agency contacts. The manual may be reviewed in the future to amend the duties of the guards. Any changes in duties specific to a location, shall be agreed upon in writing by the agency, the Contractor, and Office of Procurement Services, making sure the intent and scope of the Contract is unchanged.

1.6.9.2 All manuals and procedures become the property of the State of Ohio upon termination of this Contract.

1.6.9.3 Within one month after commencing the guard operation, a security official shall perform a security inspection, which will be a detailed study of the facilities and its security. It shall cover areas such as fire protection, proper lighting, key control, personnel safety, identification systems, etc. This inspection shall be documented and completed periodically depending upon the need.

1.6.10 Removal from Duty: The DAS facility manager or authorized agency representative reserves the right to request the removal and replacement of any guard, which he/she feels is not performing their duties properly. The replacement of the guard shall be accomplished within two (2) hours of such notification.

1.6.11 Guard Replacements: The Contractor shall be responsible to provide replacement guard personnel due to sickness, personal emergencies, or vacations of assigned guard personnel in sufficient time to insure continuity of service. All replacement guards shall comply with applicable requirements.

1.6.11.1 Any guard that has previously been removed from a State of Ohio contract site for "cause" or performance issues shall not be re-assigned to any facility under this Contract.

1.6.11.2 Any guard previously refused initial acceptance for placement by an agency shall not be assigned to any facility without prior written approval of the designated agency facility contact person.

1.6.12 The Contractor shall be held responsible for any thefts occurring due to the negligence of the security personnel.

1.7. RULES AND LAWS FOR SECURITY GUARDS:

Ohio Department of Public Safety; Division of Homeland Security; Ohio Private Investigators & Security Services Laws & Rules link. http://publicsafety.ohio.gov/links/PSU0004.pdf

1.8. PERSONAL LIABILITY:

Insurance coverage should include provisions such as the risk of false arrest, false imprisonment, malicious prosecution, defamation of character, libel, or slander caused by any acts of the Contractor's employees while acting within the scope of their duties.

1.9. OPERATING HOURS:

1.9.1 The Contractor must provide security guard coverage 24 hours, 7 days a week, 365 days a year for Disalle, Lausche, Ocasek, Rhodes Tower and Riffe Center. The Contractor must cover three (3) shifts: 7am-3pm, 3pm-11pm, 11pm-7am.

1.9.2 The Contractor must provide coverage Monday through Friday; 6am-11pm for the Department of Education 25 S Front St and the Ohio Department of Health Complex, 246 N. High and 35 E. Chestnut.

1.9.3 Guards should work forty (40) hours per week. However the security guard company may schedule guard hours part-time as needed. The Contractor must have all security guard posts be covered throughout the operating hours required in this Contract.

1.9.4 The security guard should work eight (8) hours per day with a paid lunch period. The lunch period allowed is 30 minutes. The lunch break given will be at the convenience of the employer. The security post must never be left unattended. Lunch should not be eaten on post. Lunch may be interrupted in the event of an emergency.

1.10. OVERTIME/STATE HOLIDAYS:

Agencies shall specify their observance of holidays and/or overtime pay. In general: Any overtime requests require an advance approval from the agency. Payment will be made for actual hours worked and supported by timekeeping records. Unless otherwise indicated by the agency upon beginning use of this Contract, overtime will be paid at time and a half. Holidays are paid at the standard hourly rate unless pre-approved by the agency. The agency anticipates a skeleton crew on state holidays.

Below is a list of State observed holidays. All holidays that occur on Saturday will be observed by the State of Ohio on the preceding day (Friday). All holidays that occur on Sunday will be observed by the State of Ohio the following day (Monday).

January 1	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day observed
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas

Special Events: Overtime may be requested for special events. The Contractor must get agency pre-approval for overtime.

1.11 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.

1.12 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.

1.13 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 CSP907715 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.

1.14 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) 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
1. Offer must submit a copy of their Private Investigator Security Guard Services (PISGS) license issued by the Ohio Department of Public Safety, Ohio Homeland Security. The license submitted must be a Class A or Class C
2. Mandatory Requirements Specific to each Region **Central Ohio:** Offer must demonstrate that (2) 1st shift Security Managers placed have a minimum of (1) year experience each in this type of management position in the industry in the past 3 years. Additionally, the Contractor must provide 4 shift supervisors that have (1) year experience each in the industry that occurred in the past 3 years. **Northeast Ohio:** Must be an Ohio certified MBE. Offer must demonstrate that (2) 1st shift Security Managers placed have a minimum of (1) year experience each in this type of management position in the industry in the past 3 years. Additionally, the Contractor must provide 4 shift supervisors that have (1) year experience each in the industry that occurred in the past 3 years. **Northwest Ohio:** Must be an Ohio certified MBE. Offer must demonstrate that 1st shift Security Manager placed has a minimum of (1) year experience in this type of management position in the industry in the past 3 years. Additionally, the Contractor must provide 2 shift supervisors that have (1) year experience each in the industry that occurred in the past 3 years.

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	1000 Points
Proposal Cost	300 Points
Total	1300 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

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. Company history, years of relevant experience	10		
2. Number of years in business, number of employees, financial stability	10		
3. Capacity to do the Work	20		
Offeror Prior Projects			
1. Similar scope and size	10		
2. Public Sector clients	10		
3. Relevant experience within past five years	10		
Staffing Plan (General Instructions – Personnel Profile)			
1. Staff Qualifications	20		
2. Formal Education	5		
3. Experience	20		
4. Ability to increase or decrease personnel size	25		
Scope of Work (Work Plan)			
1. Methodologies proposed	10		
2. Plan of Action	15		
3. Demonstrates understanding of Project	15		
4. Solution	20		

Total Technical Score: 1000

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content.

This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

Presentations, Interviews, Demonstrations (if applicable)			Maximum Score
1. Oral Presentation			
2. Product Demonstration			

Total Presentation Score: N/A

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.

2.7 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" 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: 300

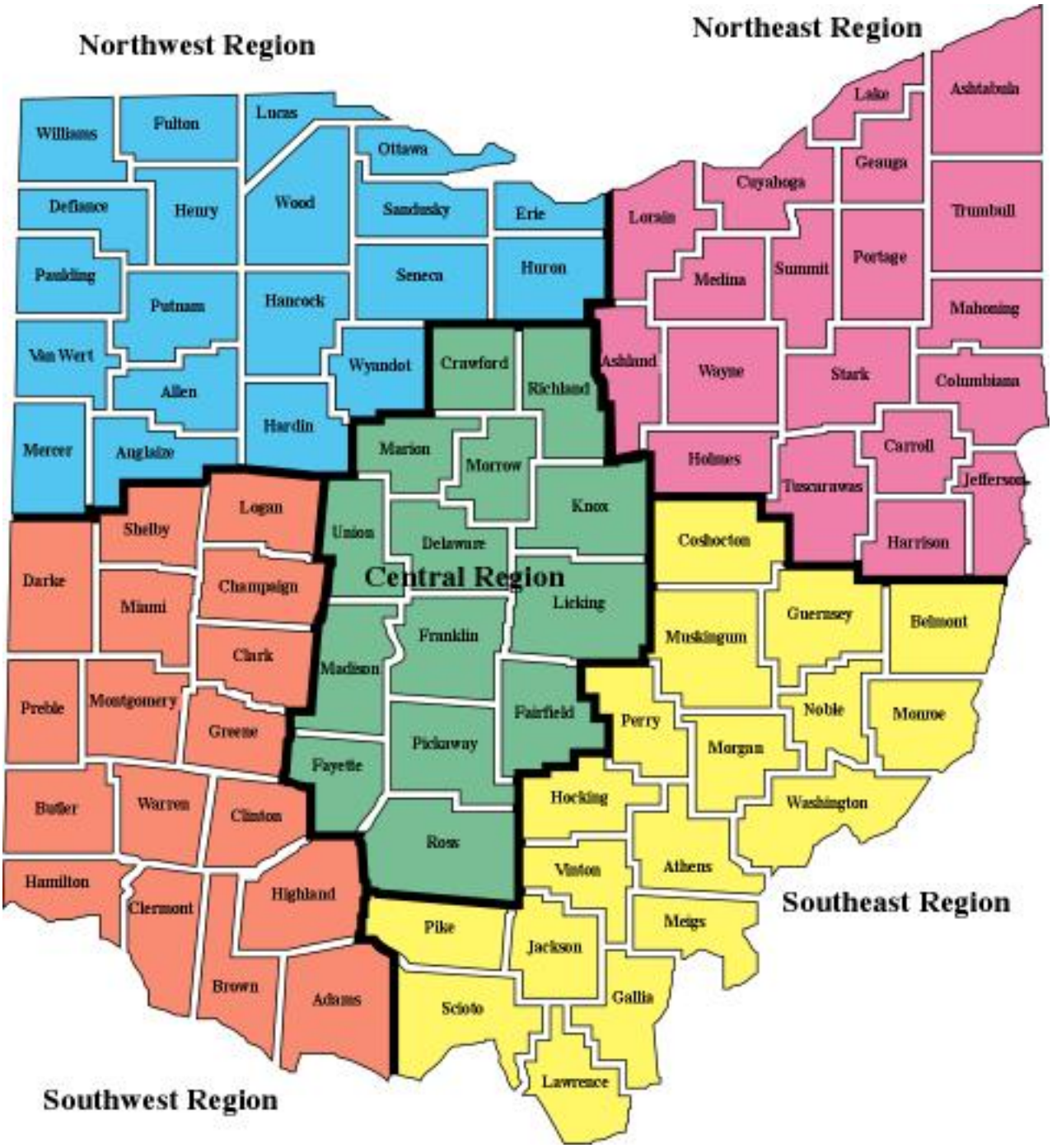
2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: 1000 + Cost Score: 300 = Total Score: 1300

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.

Supplemental Attachment One



Supplemental Attachment Two

OFFEROR NAME:_____

You must turn this sheet in with your Technical Proposal. Per instructions, submit in Tab 18. Please indicate the Ohio Regions you are submitting an offer. The Contract will be awarded by Region.

OHIO REGIONS	**IF SUBMITTING OFFER FOR REGION PLACE (X) IN BOX BELOW**
CENTRAL OHIO – OPEN MARKET	
SOUTHWEST OHIO – OPEN MARKET	
SOUTHEAST OHIO – OPEN MARKET	
NORTHEAST OHIO – MBE ONLY	
NORTHWEST OHIO – MBE ONLY	

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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.

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 Shared Services
P.O. Box 182880
Columbus OH 43218-2880

COST SUMMARY

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.**

Must submit pricing for every position within a Region you are making an offer on or your proposal will be disqualified.

If submitting an offer for more than one Region, please show hourly rate discount _____%, if applicable. This discount will be applied if awarded more than one Region. The State will multiply offer by discount given to arrive at total cost. If discount applies, it will be used as part of the cost evaluation.

CENTRAL OHIO REGION

SECURITY GUARD RATE PER HOUR	SECURITY MANAGER RATE PER HOUR	2ND SHIFT SUPERVISOR RATE PER HOUR	3RD SHIFT SUPERVISOR RATE PER HOUR
$ per hr	$ per hr	$ per hr	$ per hr

SOUTHEAST OHIO REGION

SECURITY GUARD RATE PER HOUR	SECURITY MANAGER RATE PER HOUR	2ND SHIFT SUPERVISOR RATE PER HOUR	3RD SHIFT SUPERVISOR RATE PER HOUR
$ per hr	$ per hr	$ per hr	$ per hr

SOUTHWEST OHIO REGION

SECURITY GUARD RATE PER HOUR	SECURITY MANAGER RATE PER HOUR	2ND SHIFT SUPERVISOR RATE PER HOUR	3RD SHIFT SUPERVISOR RATE PER HOUR
$ per hr	$ per hr	$ per hr	$ per hr

NORTHEAST OHIO REGION – MBE ONLY *

SECURITY GUARD RATE PER HOUR	SECURITY MANAGER RATE PER HOUR	2ND SHIFT SUPERVISOR RATE PER HOUR	3RD SHIFT SUPERVISOR RATE PER HOUR
$ per hr	$ per hr	$ per hr	$ per hr

NORTHWEST OHIO REGION – MBE ONLY *

SECURITY GUARD RATE PER HOUR	SECURITY MANAGER RATE PER HOUR	2ND SHIFT SUPERVISOR RATE PER HOUR	3RD SHIFT SUPERVISOR RATE PER HOUR
$ per hr	$ per hr	$ per hr	$ per hr

***ONLY REGISTERED MBE COMPANIES MAY SUBMIT PROPOSALS FOR THESE REGIONS. ANY OFFERS RECEIVED FROM A COMPANY THAT IS NOT A CERTIFIED MBE COMPANY WILL NOT BE EVALUATED.**

All costs must be in U.S. Dollars.
The State will not be responsible for any costs not identified.
There will be no additional reimbursement for travel or other related expenses.
Any approved overtime will be paid at time and a half. Holidays are paid at the standard hourly rate unless pre-approved by the agency. Weekends will not be paid in overtime.

Evaluation will be completed and awarded by Region. Contractors can submit proposal for one (1) or more Regions. Northeast and Northwest Regions can only receive offers from certified MBE companies.

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 General 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 Proposal
5.1.10 Proposal Format
5.1.11 Evaluation of Proposals
5.1.12 Proposal Format and Documentation Required

5.2 Forms

5.2.1 Offeror Required Information
5.2.2 Contract Signature Page
5.2.3 Offeror Profile
5.2.4 Offeror Prior Projects
5.2.5 Offeror's Candidate References
5.2.6 Offeror's Candidate Education, Training, Experience
5.2.7 Offeror Performance Form
5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

5.3.1 Performance and Payment
5.3.2 Work and Contract Administration
5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
5.3.4 Representations, Warranties and Liabilities
5.3.5 Acceptance and Maintenance
5.3.6 Construction
5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx

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.

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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.