

REQUEST FOR PROPOSAL

RFP NUMBER: CSP909314
INDEX NUMBER: EDU068
UNSPSC CATEGORY: 86000000

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 the:

OHIO LONGITUDINAL TRANSITION STUDY

OBJECTIVE: The Ohio Department of Education seeks a Contractor to report the percent of youth with disabilities who had IEPs and have exited the secondary schools and who are been competitively employed, enrolled in some type of post-secondary school or both, within one year of leaving secondary school. The project includes collecting, coding and analyzing both exiting data and post school data on students with disabilities after secondary school to determine who is competitively employed, enrolled in some type post-secondary school or both within one year of leaving secondary school.

RFP ISSUED: February 20, 2014
INQUIRY PERIOD BEGINS: February 20, 2014
INQUIRY PERIOD ENDS: March 12, 2014 at 8:00 AM
PROPOSAL DUE DATE: March 19, 2014 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
CITE:	Center for Innovation in Transition and Employment (Kent State University)
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DIRN:	District Individual Reporting Numbers
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
IDEA:	Individuals with Disabilities Act
IEP:	Individual Education Program
LEA:	Local Education Agency
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
OEC:	Office for Exceptional Children
Offeror:	Vendor Submitting Proposal
OLTS:	Ohio Longitudinal Transition Study
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
OSEP:	Office of Special Education Programs
RFP:	Request for Proposal
SOS:	Secretary of State
SPSS:	Statistical Package for the Social Sciences
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION

This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for the Ohio Longitudinal Transition Study. 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 also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD

Once awarded, the term of the Contract will be from the award date through June 30, 2020. 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 six (6) 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 Individuals with Disabilities Education Act (IDEA) of 2004 requires that all local educational agencies (LEAs) collect outcome data for their students with individual education programs (IEPs). Specifically, the Office for Exceptional Children (OEC) is required by Federal Regulations to report the percent of youth with disabilities who had IEPs and have exited the secondary schools and who are been competitively employed, enrolled in some type of post-secondary school or both, within one year of leaving secondary school. The requirement to report this data is an annual requirement; the data is collected and reported annually to the Federal Office of Special Education through the Office for Exceptional Children's Annual Performance Report.

To meet this requirement, OEC uses the Ohio Longitudinal Transition Study (OLTS). The OLTS was designed by the Kent State University (KSU) Center for Innovation in Transition and Employment to be easily administered by school staff and to provide accurate information on post-school outcomes as well as student expectations for achieving those outcomes.

OEC initiated the Ohio Longitudinal Transition Study (OLTS) during the 2003-2004 school year by providing funding to Kent State University, Center for Innovation in Transition and Employment (CITE) to design, develop and implement the collection, coding, and analyzing information on transition-aged students with disabilities prior to and after exiting from school. KSU has implemented the survey tool, collected results and coded for analysis of the data.

The study has been collecting, coding and analyzing both exiting data and post school data on students with disabilities after secondary school to determine who is competitively employed, enrolled in some type post-secondary school or both within one year of leaving secondary school. Training has been provided to the State Support Team personnel on how to support LEAs in conducting the two surveys with students; one prior to exiting secondary school and the other one year after the student has exited secondary school. The Center provided training and technical assistance statewide related to the appropriateness of transition planning and IEP development. This training targeted the educational needs of student with disabilities specifically related to transition planning, summaries of education performance, interagency coordination and evidence based practices in meeting the transition services mandates.

1.4 SCOPE OF WORK

For the Ohio Longitudinal Transition Study, the awarded Contractor shall:

1. Provide project staff to collect, analyze and report data gathered through the OLTS process for the state annual performance report. Deliverables:
 - a. During each school year the Contractor will collect, review, scan, manually code, and analyze the exit and follow-up survey data received from the applicable LEA cohorts and delinquent LEAs, if any.
 - b. Ensure identified districts submit the exiting and follow-up data through both electronic and manual versions.
 - c. Report to ODE the number of surveys collected, reviewed and coded. This report shall be presented in electronic format which can be reproduced.
 - d. Work with OEC personnel to develop an approved report format for co-use and reporting. During each school year the Contractor will input follow up data from delinquent LEAs and exit survey data into the OEC approved database for analysis.

2. In the fall and the spring of each school year, provide regional OLTS training to include all OEC selected LEAs and regional state system of support in Ohio in distributing, collecting, coding exit and follow up surveys. There shall be sixteen (16) trainings annually. The number of attendees usually ranges from twenty (20) to forty (40) and space is provided by the State Support Teams. This is completed for LEAs required to conduct exit surveys in spring of the school year. Training is also conducted for all LEAs targeted to collect follow-up phone interviews for the graduating class of that year. Surveys for the training are provided by the Contractor. Awarded Contractor shall utilize the current survey form and phone interview protocol. Deliverables:
 - a. In the fall and the spring of each school year, conduct OEC approved OLTS training in cooperation with Ohio 16 State Support Teams. This is completed for LEAs required to conduct exit surveys in spring of the school year.
 - b. Training is also conducted for all LEAs targeted to conduct follow-up phone interviews for the graduating class of that year.
 - c. The Contractor shall document, in cooperation with the 16 State Support Teams, which LEAs have received training and how many individuals from each LEA were trained on each training date.
 - d. Develop and provide OEC-approved training evaluations at each LEA training session. Provide ODE summary of each training's evaluation and have raw data available for review.
 - e. By January of each school year the Contractor will provide accurate data in the format stipulated by OEC to meet the requirements of SPP/APR reporting for Indicator 14.
 - f. No later than the end of January of each school year the Contractor will generate descriptive statistics for Ohio and the SST regions and provide data analysis for SPP/APR reporting requirements.
 - g. Develop in cooperation with OEC and Regional State Support Team Personnel strategies to connect post school engagement predictors from OLTS findings into IEP professional development.
3. Continue to maintain the current statewide database of OLTS data. Utilize the current data collection and communication tool to provide accurate, reliable, and timely data sharing and reporting related to the OLTS data and analysis process. Contractor will continue to maintain the current database of OLTS including the 14,000 individual exiting and 6,000 post-school follow-up records. Approximately 2,000 exit surveys and 1,000 follow-up surveys will be added to the database annually. Deliverables:
 - a. Contractor will continue to maintain the current database of OLTS including the 14,000 individual exiting and 6,000 post school follow-up information.
 - b. By the spring of each school year the Contractor will provide a final aggregate report to the Office for Exceptional Children that includes descriptive statistics pertaining to demographic and transition service variables, post school outcomes, and student ratings of services. Multiple regression models, utilizing Quality Standards for Correlation Coding Research developed in cooperation with the National Secondary Transition Technical Assistance Center and the National Postsecondary Outcome Center will be used to identify predictors of postsecondary education and employment.
4. Provide OEC-approved technical assistance in cooperation with the regional state [system of support](#) to establish the connection of post school data and information to the development of effective transitional components of the IEP as related to State Performance Plan [Indicator 13](#) including connecting post school engagement information from OLTS to the development of compliant transition components of the IEP. See additional resources for link to information on State Support Teams and Performance Indicators. Deliverables:
 - a. Through attendance at no less than two OEC sponsored SST transition consultant meetings during 2014-2015 and 2015-2016 school years, provide technical support in the form of OLTS data and analysis, and regional and district OLTS reports to the State Support Teams in support of OEC's capacity building efforts relative to State Performance Plan/Annual Performance Report Indicators 13, 14, 1, and 2
 - b. By June 10th of each year develop an OLTS annual report publication in the format stipulated by OEC, and as part of Item 2, participate in statewide training and technical assistance to support the dissemination of information about the OLTS, its findings and implications for improvement of transition planning.

In summary, the Contractor shall:

The awarded Contractor must continue the current OLTS [Indicator 14](#) work including the training and management of the current web-based data collection system. The Contractor must complete any follow up and extension of the survey process with all LEAs currently in the process and with the newly reorganized cohort for exit surveys in 2014. This will include development and use of an approved data collection and reporting process that specifies District Individual Reporting Numbers (DIRN) and other data elements as defined by OEC. Currently KSU maintains and continues to analyze as directed by OEC over 14,000 individual records of exiting students and 6000 post school follow-up records from Ohio Local Educational Agencies.

The awarded Contractor shall maintain the existing data files, while continuing to add new district files for both Exiting and Follow-up data from schools as required by Federal Regulations. Analysis of the data will require the Contractor to utilize the Quality Standards for Correlation Research established by the Office Special Education Programs in cooperation with the National Secondary Transition Technical Assistance Center and the National Post

Secondary Outcome Center. Currently data analysis utilizes the Statistical Package for the Social Sciences (SPSS). This allows for alignment and development of quality data analysis with the National Longitudinal Transition Study funded through the U.S. Department of Education, Office of Special Education Programs (OSEP).

To gather the required data the Contractor shall provide districts with several methods of data collection including the ability to submit both exiting and follow-up data electronically. The Contractor shall have sufficient staff to manually code various written data that is needed for OEC reporting. This requires ongoing data coding and processing in order to maintain and update the database that is required to report on the exiting and post school engagement requirements for OEC.

This data collection process must be reviewed and receive human subject signoff in order to comply with Federal Law. The human subject review process that must be complied with can be found at the following site:
<http://www.kent.edu/research/researchsafetyandcompliance/irb/institutional-review-board-forms.cfm>

REPORTING REQUIREMENTS

The awarded Contractor shall work with OEC personnel to develop approved report formats. The following reports must be developed and submitted to ODE:

1. A report detailing the number of surveys collected, reviewed and coded. This data must be presented in electronic format which can be reproduced.
2. By January 1 of each school year, a report with accurate data in the format stipulated by OEC to meet the requirements of SPP/APR reporting for Indicator 14.
3. No later than the end of January of each school year, a report with descriptive statistics for Ohio and the SST regions and provide data analysis for SPP/APR reporting requirements.
4. By April 1 of each school year, a final aggregate report to the Office for Exceptional Children that includes descriptive statistics pertaining to demographic and transition service variables, post school outcomes, and student ratings of services. Multiple regression models, utilizing Quality Standards for Correlation Coding Research developed in cooperation with the National Secondary Transition Technical Assistance Center and the National Postsecondary Outcome Center shall be used to identify predictors of postsecondary education and employment.
5. By June 10th of each year, an OLTs annual report publication in the format stipulated by OEC.
6. In cooperation with the 16 State Support Teams, a report that documents which LEAs have received training and how many individuals from each LEA were trained on each training date.

QUALIFIED APPLICANTS

The Offeror must provide evidence that staff have knowledge and skills in the Quality Standards for Correlation Research, Secondary Transition Services, experience in delivery High Quality Staff Development (HQPD), and the ability to analyze data and recommend policy development.

1. The Offeror provides evidence that staff assigned to correlate data have knowledge and skills in the Quality Standards for Correlation Research. Evidence may include staff vitas and/or documentation of individual projects including published research.
2. Provide evidence that staff providing technical assistance and training have knowledge and skills in of Secondary Education Transition Services. The vita/resumes/certification of staff must show the competencies and skills necessary for transition services along with the ability to provide training to school district personnel in the competencies and skills needed to provide transition services. Staff also needs to be knowledgeable of the skills identified by The Council for Exceptional Children Transition Services teacher competencies. The Offeror shall also provide evidence of effective teacher training skills through evidence of training teachers and other educational staff and have procedures to measure the effectiveness of the training and technical assistance efforts.
3. Provide evidence that staff providing data analysis and professional development have the knowledge and skills in the ability to analyze data, recommend policy development and delivery of High Quality professional Development. Evidence may consist of vitas, resumes, certification or other methods that the proposed staff has the knowledge, competencies and experiences to analyze the data, recommend policy development. Offeror shall also show evidence with examples of teacher training experience where they have provided and met the standards for high quality training and technical assistance.

WORK PLAN

Offeror's Work Plan must include the following:

1. A plan to collect, review, scan, manually code, and analyze the exit and follow up survey data received from the applicable LEA cohorts and delinquent LEAs, if any.
2. Methods for identified districts to submit the exiting and follow-up data through both electronic and manual means. Awarded Contractor would collect 2,000 exit surveys and 1,000 follow-up surveys annually.
3. A plan to work with OEC personnel to maintain current database for co-use and reporting. During each school year the Contractor will input follow up data from delinquent LEAs and exit survey data into an OEC approved database for analysis.
4. A plan for the OLTs trainings with sample agenda. Trainings are to take place each fall and spring.

5. A plan to develop, in cooperation with OEC and Regional State Support Team Personnel, strategies to connect post school engagement predictors from OLTS findings into IEP professional development.
6. A plan to maintain the current database of OLTS including the 14,000 individual exiting and 6,000 post school follow-up information and IEP development..
7. Planned technical support in the form of OLTS data and analysis, and regional and district OLTS reports to the State Support Teams for OEC-sponsored SST Transition Consultant meeting.

1.5 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.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

1.6 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 open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS

Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

- 1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS

The following Table 1 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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
1. The Offeror provides evidence that staff assigned to correlate data have knowledge and skills in the Quality Standards for Correlation Research. Evidence may include staff vitas and/or documentation of individual projects including published research.		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.3 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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1,400 Points
Proposal Cost	155 Points
Total	1,555 Points

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

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

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

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

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

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

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

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

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete Form 5.2.3).	20		
Offeror Prior Projects			
Offeror provides, at a minimum, three (3) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. Complete Form 5.2.4 for each prior project.	20		

Criterion	Weight	Rating (0 to 5)	Extended Score
Staffing Plan			
Offeror names a Project Manager and provides details of qualifications. Offeror completes Forms 5.2.5 and 5.2.6 for Project Manager and all key staff.	20		
Provide evidence that staff providing technical assistance and training have knowledge and skills in of Secondary Education Transition Services.	25		
Provide evidence that staff providing data analysis and professional development have the knowledge and skills in the ability to analyze data, recommend policy development and delivery of High Quality professional Development.	25		
Scope of Work. Offeror's Work Plan shall include:			
A plan to collect, review, scan, manually code, and analyze the exit and follow up survey data received from the applicable LEA cohorts and delinquent LEAs, if any.	20		
Methods for identified districts to submit the exiting and follow-up data through both electronic and manual means.	10		
A plan to work with OEC personnel to maintain current database for co-use and reporting. During each school year the Contractor will input follow up data from delinquent LEAs and exit survey data into an OEC approved database for analysis.	20		
A plan for the OLTS trainings with sample agenda. Trainings are to take place each fall and spring.	30		
A plan to develop, in cooperation with OEC and Regional State Support Team Personnel, strategies to connect post school engagement predictors from OLTS findings into IEP professional development.	30		
A plan to maintain the current database of OLTS including the 14,000 individual exiting and 6,000 post school follow-up information.	20		
Planned technical support in the form of OLTS data and analysis, and regional and district OLTS reports to the State Support Teams for OEC-sponsored SST Transition Consultant meeting.	30		
A description of any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.	10		

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 Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

2.7 FINAL STAGES OF EVALUATION

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

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

2.8 REJECTION OF PROPOSALS

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

3.0 COST SUMMARY

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

The Offeror's total cost for the entire Work must be represented as the firm, fixed price, for a not-to-exceed total. All costs for furnishing the services must be included in the Cost Proposal.

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

3.3 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
Attn: JoHannah Ward
25 South Front Street, 4th Floor
Columbus, OH 43215

Ohio Longitudinal Transition Study
CSP909314
UNSPSC CATEGORY CODE: 86000000
BUDGET: \$380,000.00 Annually

OFFEROR: _____

Description	Monthly Cost	Annual Cost
1. Project staff will collect, analyze and report data gathered through the OLTS process for the state annual performance report.		
Collect, review, scan, manually code, and analyze the exit and follow up survey data received from the applicable LEA cohorts and delinquent LEAs, if any.	\$	\$
Ensure identified districts submit the exiting and follow-up data through both electronic and manual versions.	\$	\$
Report to ODE the number of surveys collected, reviewed and coded.	\$	\$
Develop an approved report format for co-use and reporting. Input follow up data from delinquent LEAs and exit survey data into an OEC approved database for analysis.	\$	\$
2. Provide regional OLTS training to include all OEC selected LEAs and regional state system of support in Ohio in distributing, collecting, coding exit and follow up surveys.		
In the fall and the spring of each school year, conduct OEC approved OLTS training in cooperation with Ohio 16 State Support Teams.	\$	\$
Conduct training for all LEAs targeted to collect follow-up phone interviews for the graduating class of that year.	\$	\$

Description	Monthly Cost	Annual Cost
3. Project staff will collect, analyze and report data gathered through the OLTS process for the state annual performance report.		
Document which LEAs have received training and how many individuals from each LEA were trained on each training date.	\$	\$
Develop and provide OEC approved training evaluations at each LEA training session. Provide ODE summary of each training's evaluation and have raw data available for review.	\$	\$
By January of each school year, provide accurate data in the format stipulated by OEC to meet the requirements of SPP/APR reporting for Indicator 14.	\$	\$
No later than the end of January of each school year, generate descriptive statistics for Ohio and the SST regions and provide data analysis for SPP/APR reporting requirements	\$	\$
Develop, in cooperation with OEC and Regional State Support Team personnel, strategies to connect post school engagement predictors from OLTS findings into IEP professional development.	\$	\$
4. Continue to maintain the current statewide database of OLTS data. Collaborate with OEC to identify and utilize a compatible data collection and communication tool that will provide accurate, reliable, and timely data sharing and reporting related to the OLTS data and analysis process.		
Maintain current database of OLTS including the 14,000 individual exiting and 6,000 post school follow-up information.	\$	\$
By the spring of each school year, provide a final aggregate report to the Office for Exceptional Children.	\$	\$
5. Project staff will provide OEC approved technical assistance in cooperation with the regional state system of support to establish the connection of post school data and information to the development of effective transitional components of the IEP as related to State Performance Plan indicator 13.		
Attend no less than two OEC sponsored SST transition consultant meetings during 2014-2015 and 2015-2016 and provide technical support.	\$	\$
Develop an OTLS annual report publication in the format stipulated by OEC and as part of deliverable #2, participate in statewide training and provide technical assistance.	\$	\$
Total Not-to-Exceed Cost	\$	\$

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

https://procure.ohio.gov/Zip/RFP_Instructions/5.3%20Terms%20and%20Conditions.pdf

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 amended, 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.

5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

5.2 Forms

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

5.3 Terms and Conditions

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

5.4 Additional Resources

EOD Reporting	http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
State Support Teams	http://education.ohio.gov/Topics/School-Improvement/State-Support-Teams
IDEA Annual Performance Report	http://education.ohio.gov/Topics/Special-Education/State-Performance-Plan
NSSTAC	http://www.nsttac.org/sites/default/files/assets/pdf/NSTTAC-DCDT_Fact_Sheets/FactSheetCallForResearch.pdf
U.S. Department of Education Office of Special Education	http://www2.ed.gov/about/offices/list/osers/osep/index.html

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.