



Office of
Procurement Services
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REQUEST FOR PROPOSAL

RFP NUMBER: CSP909914
INDEX NUMBER: DEV012
UNSPSC CATEGORY: 80101500

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Development Services Agency, Office of Technology Investments is requesting Proposals for:

CONTRACTOR EVALUATION SERVICES FOR THE EDISON ADVANCED MANUFACTURING PROGRAM

OBJECTIVE: The Ohio Development Services Agency's (Development) Office of Technology Investments requires a Contractor to provide services and other forms of technical assistance related to review of proposals submitted for funding under the Edison Advanced Manufacturing Program, for Fiscal Year (FY) 2014.

RFP ISSUED:	March 7, 2014
INQUIRY PERIOD BEGINS:	March 7, 2014
INQUIRY PERIOD ENDS:	March 21, 2014 at 8:00 AM
PROPOSAL DUE DATE:	March 28, 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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SUPPLEMENT ONE

Link to: Edison Advanced Manufacturing Program RFP

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
FY:	Fiscal Year (July 1 through June 30)
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODSA:	Ohio Development Services Agency (Development)
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Development Services Agency (Development), is soliciting competitive sealed proposals (Proposals) for Contractor Evaluation Services for the Edison Advanced Manufacturing Program. 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 September 30, 2014. 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 Development. 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 Edison Advanced Manufacturing Program is a competitive grant program to support the adoption and extension of, or assistance with, existing advanced manufacturing technologies to Ohio manufacturers, particularly small and medium-sized firms aligned and collaborating with an Edison Center or other eligible nonprofit entities, such as Ohio universities, that are in the business of providing collaboration around, access to, use of or adoption assistance with such advanced manufacturing technologies.

Advanced manufacturing projects supported through this program must assist Ohio firms to achieve earlier entrance to market, faster responses to changing customer needs, consistently higher quality products and/or improved efficiencies, quantities, consistency and reliability. The primary objective of the program is to support manufacturers with a successful operating history, clear market focus and strong prospects for sales growth and job creation. However, projects that have the ability to provide an at-risk segment of Ohio's manufacturing industry with technology and services that are demonstrably transformational for that group of companies will also be considered.

For additional information, please see http://development.ohio.gov/bs_thirdfrontier/amp_rfp.htm

1.4 SCOPE OF WORK The Final Scope of Services will be negotiated at the time of selection and will include, but will not be limited to, the following.

A. The Contractor selected will

1. Perform Edison Advanced Manufacturing Program proposal evaluations; and
2. Provide technical assistance services pertaining to the Edison Advanced Manufacturing Program RFP and other technology-based economic development activities under the ODSA.
3. Additionally, Development expects applicants to bid for providing technical services pertaining to other technology-based economic development activities under the ODSA.

B. Edison Advanced Manufacturing Program Proposal Evaluation Services; the proposals to be evaluated are in response to a FY2014 Edison Advanced Manufacturing Program RFP to be issued by Development. All Program information will be made available at http://development.ohio.gov/bs_thirdfrontier/amp_rfp.htm. The technology focus areas previously referenced under the "Background" section of the RFP are quite relevant to the Edison Advanced Manufacturing Program and the selected Contractor should have expertise represented covering all of the areas. The evaluation (also referred to as review) of proposals will consist of one stage:

1. The information presented in the applicant's written proposal is considered. Based on the proposal's review results, the Contractor will issue a written report to Ohio Development Services Agency (Development) staff recommending whether a proposal should receive funding or not.
2. List of Edison Advanced Manufacturing Program Evaluation Services to be provided by Contractor.
 - a) Prepare a written report.
 - b) Maintain communications with Development regarding status of the review process.
 - c) Contractor will perform the following services for the single stage reviews:
 - 1) Perform a review of proposals for funding. The evaluation criteria are Program-specific and are set by Development.
 - 2) Following the review, the Contractor will provide a written report to Development Staff regarding the Contractor's recommendations. The report will cover the Contractor's evaluation methodology

based upon the evaluation criteria that are Program-specific and set by Development. The report will also explain the evaluation results for each Proposal reviewed; a summary of the proposal evaluation findings; and the proposal review process. The report should include scoring for each proposal against the evaluation criteria and appropriately-sized insightful summaries of strengths and weaknesses for each proposal. This report will be considered a public document and may not be copyrighted. The report should be of high-quality and suitable for publication to a broad, diverse audience.

- 3) Conduct debriefings for applicants with non-funded proposals. Debriefings can be done by phone in an hour.

C. Conflict of Interest The following guidelines are to be used in identifying a conflict of interest. Conflicts of interest extend to immediate family members of the principals of the firm and employees of the firm assigned to the project. The identification of a conflict of interest needs to take into account the following:

1. All names under which the firm, employees of the firm, or immediate family do business;
2. All fee simple and leasehold interests to which the firm or employee of the firm holds legal title to or a beneficial interest in real property located within the state;
3. Any business relationship or investment that the firm, employee of the firm, or anyone else for the benefit of the firm or employee of the firm had during the preceding year (from the contract date) that is valued at greater than one thousand dollars;
4. Any office or fiduciary relationship held by the firm or employee of the firm during the year preceding the contract date; and
5. Income that the firm or employee of the firm receives or expects to receive from an applicant for a Development Program for which the firm has been engaged to evaluate proposals, whether or not the applicant was previously funded by a Development program, and/or any of identified collaborators of any program applicant.

Applicants must provide affirmation that they understand that if selected to perform evaluations, and a conflict of interest arises that they cannot manage internally, the applicant will be required to train a secondary Contractor, selected by Development, in the use of the applicant's evaluation tool(s) and methodology. The secondary Contractor will evaluate the proposal and submit the result of its evaluation to be incorporated into the rank-ordered listing. The secondary contractor may be required to perform the same services in Section A, B, and C as appropriate. The secondary contractor selected by Development will be required to sign a non-disclosure agreement with Development's proposal evaluation contractor to help protect trade secret information of Development's proposal evaluation contractor. Payment of costs of the secondary contractor will be the responsibility of Development.

Offerors must provide affirmation that they will comply with Ohio Ethics Laws to the extent applicable and will not provide services in connection with grant proceeds that result from a proposal evaluated by the Offeror. The Contractor selected under this RFP cannot do work with or for an applicant that is later evaluated under the Program.

D. Technical Services At the direction of Development, the selected Contractor may also be asked to provide the following services in addition to the Application Evaluation Services;

1. Prepare written statements about modifications to applications and/or grant or loan agreement issues. The evaluators may recommend funding for a project contingent upon a change to the application or contingent upon a condition to the grant or loan to be included in the grant or loan agreement.
2. Prepare written suggestions for improving the RFP and evaluation processes. This task is to be performed upon request and is included in the planned technical assistance hours. If a recommendation for improvement is identified in the review process, Development will request that it be in writing.
3. Provide technical assistance to Development potentially related to, but not limited to, technologies, commercialization process, entrepreneurship, program design, market research, technology-based business attraction and any other related assistance requested by Development. This may occur throughout the year and is included in the technical assistance hours.

1.4.1 DELIVERABLES The Contractor will provide the services and perform the work as specified. The successful Offeror shall perform all of the following activities. Deliverables for the period on or about February, 2014 through September 30, 2014:

- A. Perform Edison Advanced Manufacturing Program proposal evaluations;
- B. Provide technical assistance services pertaining to the Edison Advanced Manufacturing Program and other technology based economic development activities under the ODSA
- C. Prepare written description of evaluation methodology based on evaluation criteria, the review process, summary of evaluation findings, strengths and weaknesses of each proposal, and funding recommendations.
- D. Maintain communications with Development
- E. Conduct debriefings for applicants with non-funded proposals.

F. At the direction of Development, provide other technical services in addition to the Application Evaluation Services.

1.4.2 QUALIFICATIONS Qualified Offerors have the staff with the expertise and experience to perform the services. The description must include how the Offeror meets the qualifications.

- A. Offeror must provide a general description of the company's background, nature of business activities, and experience related to the program addressed to substantiate the qualifications to provide the requested services.
- B. The Project Manager and all key personnel should be identified and their role in the project fully explained.
- C. Describe the qualifications of the team, both organizational experience and individuals who will be assigned to the project in terms of subject matter expertise relative to the Edison Advanced Manufacturing Program and experience conducting reviews and proposal evaluations. It is expected that the staff will have advanced degrees in technical disciplines with experience in industry relative to advanced manufacturing.
- D. Explain the key personnel access to additional subject matter and business expertise, including specific individuals and/or organizations, and the staff's ability to involve those experts in the proposal review process.

1.4.3 PROPOSAL REQUIREMENTS Offerors must provide documentation with the response that reflects the depth of knowledge, experience, and resources necessary to complete a project such as this addressing each of the items listed in the Scope of Work, Deliverables and Qualifications (Sections 1.4, 1.4.1, and 1.4.2 of this document) and do so in no more than 7 pages of narrative text that emphasize the following in A and B:

- A. Provide a general description of the company's background, nature of business activities, and experience related to the program being addressed and substantiating the company's qualifications to provide the requested services.
- B. The Offeror's work plan should respond to each evaluation factor and describe or demonstrate the following:
 1. The methodology that will be used and how that methodology will allow the personnel to arrive at a highly qualified and insightful technical evaluation of proposals received in response to Program RFP issued by Development.
 2. Briefly discuss the management plan, including the steps involved in the reviews, how the reviewers will be selected and assigned, and how quality control will be achieved. Describe the process for managing the reviews and how problems will be resolved, if encountered, to ensure deadlines are met.
 3. For each deliverable, the Offeror must specify what the timeline for starting and completing each activity is estimated to be.
 4. The Offeror should explain the amount of time each designated Project Manager and Key Personnel identified will be dedicated to this program, % of FTE.
 5. Describe the applicant's access to additional subject matter and business expertise, including specific individuals and/or organizations, and the applicant's ability to involve those experts in the proposal review process.

1.4.4 SAMPLE REPORT(S) The Offeror will submit a minimum of one (1) and maximum of two (2) samples of a project final report with the Proposal as the Offeror's writing sample for this type of project.

1.5 CONFIDENTIAL INFORMATION The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

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. Experience in conducting competitive reviews of technical proposals on behalf of a government entity and making recommendations regarding funding or rejecting those proposals		

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, Development 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	1250 Points
Proposal Cost	400 Points
Presentations, Interviews, Demonstrations (if applicable)	125 Points
Total	1775 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.

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2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criteria for Edison Advanced Manufacturing Program	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	5		
3. Capacity to do the Work	10		
Offeror Prior Projects			
1. Similar scope and size, experience related to the program addressed	10		
2. Public Sector clients	5		
3. Relevant experience within past five years, substantiating the company's qualifications to provide the requested services	10		
Staffing Plan (Qualifications and experience of proposed project manager and other key staff)			
1. Staff Qualifications; describe the qualifications of the team, both organizational and conducting reviews and proposal evaluations	20		
2. Reviewer(s) possess technology industry and advanced manufacturing expertise.	10		
3. Reviewer(s) have experience with market analysis and competitive analysis	10		
4. Reviewer(s) with strategic planning	10		
5. Reviewer(s) with new product/process development	10		
6. Reviewer(s) have financial assessment experience	10		
7. Reviewer(s) know organizational evaluation	5		
8. Reviewer(s) have prior experience in reviewing technical proposals	5		
9. Experience; qualifications of individuals (reviewers) who will be assigned to the project in terms of subject matter expertise and experience conducting reviews and proposal evaluations.	10		
10. Reviewer(s) have demonstrated knowledge of technology-based economic development and advanced manufacturing.	10		
11. Description of the applicant's access to additional subject matter and business expertise, including specific individuals and/or organizations, and the applicant's ability to involve those experts in the proposal review process.	20		
12. Contractor's ability to adapt readily to changes initiated by Development to tasks or instructions, or increases or shifts in workload	5		
Scope of Work (Work Plan)			
1. Methodologies proposed that will be used and how the methodology will allow an applicant to arrive at a highly qualified and insightful technical evaluation of proposals received in response to Program RFPs issued by Development.	20		
2. Thoroughness and appropriateness of the approach outlined in the work plan that will be used to evaluate proposals received	10		
3. Demonstrates understanding of Project, method for evaluating applications and managing and tracking progress	5		
4. Timeline proposed to complete the work, feasibility of schedule for performing the application reviews	10		
5. Recognition of the importance of protecting against potential conflicts of interest and protecting confidentiality of materials received from applicants and methods for doing so.	20		
6. Capabilities in technical writing and document presentation; (sample provided in response to demonstrate).	10		

Total Technical Score: _____

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 Development 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 Development. DAS or Development may record any presentations and interviews. The one (1) to five (5) highest scoring Offerors; but no more than the top five (5) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense.

Criterion	Weight	Rating (0 to 5)	Extended Score
Presentation and Interview			
1. Presentation and Interview	25		

Total Presentation Interview 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.

2.7 **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" = Grand Total of FY14 Costs 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: _____

2.8 **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: _____ + Cost Score: _____ = Total Score: _____

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

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

3.0 COST SUMMARY

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

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

- 3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after Development 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 Development Services Agency (ODSA)
Office of Technology Investments – Grants/Contracts Administration
77 South High Street, 28th Floor
Columbus, OH 43215

Invoices may be submitted in arrears no more than twice per month for the work completed.

- 3.5 Development anticipates receiving up to 14 applications.

Please provide a separate project budget. The project budget must include the following information: a total cost estimate for completing up to 14 application reviews, including Proposal Evaluation Services. The cost estimate should assume proposals are 12 – 20 narrative pages in length; all interviews and meetings will occur in Columbus; and debriefings will be made for up to 10 organizations. The cost estimate should include cost detail for labor, travel, supplies, and all expenses and fees. Also, provide the number of hours of professional and staff time required.

3.6 COST SUMMARY (CONT'D)

RFP Title: Contractor Evaluation Services for Edison Advanced Manufacturing Program
 CSP906014
 UNSPSC CATEGORY CODE: 80101500
 OFFEROR: _____

FY14 consists of award through 9/30/14.

Applicants are to include a budget table identical to the following table, complete with all requested information, in addition to the detail summary as described in Section 3.5.

Edison Advanced Manufacturing Program	Quantity Estimated	Unit Price Each	FY2014
FIXED COSTS (not tied to number of Proposals; itemize any/all costs, if applicable)			
		\$	\$
		\$	\$
		\$	\$
TOTAL FIXED COSTS		\$	\$
PROPOSAL EVALUATION COSTS			
Cost per Proposal x 14 proposals	14	\$	\$
DEBRIEFING COSTS			
Total Debriefing Costs = Cost per Debriefing x 10 per Fiscal Year	10	\$	\$
TOTAL OF COSTS PER FISCAL YEAR (Total fixed costs + total proposal evaluation costs + total debriefing costs)			
			\$
GRAND TOTAL OF FY2014 COSTS			
			\$
EVALUATION PERSONNEL INFORMATION			
Number of Evaluators per Proposal	_____		
Average Evaluation Hours Per Proposal	_____		
Evaluator Hourly Rate	_____		

Technical Assistance Services, Development anticipates requesting up to 150 hours of technical assistance each for the FY2014 Edison Advanced Manufacturing Program. Complete the following table with all requested information:

TECHNICAL ASSISTANCE	FY2014 Total
Edison Advanced Manufacturing Program	150 hours
Personnel Hourly Rate per FY	\$
TOTAL COST PER FISCAL YEAR = HOURLY RATE X 150=	\$

All costs must be in U.S. Dollars.

Note: Any reimbursement of travel expenses made by Grantee in connection with the Contract shall be subject to the travel reimbursement rates, limitations, restrictions, and exclusions imposed by Ohio Administrative Code 126-1-02 and any other rules imposed by the Ohio Office of Budget and Management, as such rules may be amended from time to time.

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.

It is desired to award a cost-incurred contract based upon the successful Offeror's quoted hourly rate and number of hours needed to provide each of the requested services. A detailed separate Cost Summary is to be provided for FY2014 for the Edison Advanced Manufacturing Program and for the technical services in the format provided in the Cost Summary Section 3.0.

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

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as 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.

- 4.3 Professional Liability Insurance is not applicable or required for contract CSP909914.

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/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.

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: Secretary of State Certification, Affirmative Action, 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.

SUPPLEMENT ONE

LINK TO Edison Advanced Manufacturing Program RFP

The programs may be found on this page:

http://development.ohio.gov/bs_thirdfrontier/amp_rfp.htm