

REQUEST FOR QUOTES (RFQ)

RFQ Number: DEVTEC003

The Ohio Department of Development, Technology and Innovation Division,
is requesting Quotes for:

InvestOhio

(Small Business Enterprise Investment Tax Credit Program)

THIS OPPORTUNITY IS ONLY OPEN TO DAS STATE TERM SCHEDULE VENDORS

RFQ Issued: September 19, 2011
Inquiry Period Begins: September 19, 2011
Inquiry Period Ends: September 22 at 4:30 p.m.
Quotes Due: September 23 by 2:30 p.m.

Submit Quotes by email to:

Nathaniel Trombley, Agency Procurement Officer
Ohio Department of Development
Budget & Finance Office
Procurement@development.ohio.gov
(614) 466-5626

This RFQ consists of five (5) parts and two (2) attachments, totaling twenty-nine consecutively numbered pages. Please verify that you have a complete copy.

Please submit all inquiries about this RFQ through the State Procurement web site at www.ohio.gov/procure. Please refer to Part Three of this RFQ, "General Instructions", for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by Proposers will be posted on the State Procurement website for viewing by all prospective Proposers.

PART ONE: EXECUTIVE SUMMARY

Purpose

The Ohio Department of Development's (Development) Technology and Innovation Division is issuing a Request for Quote (RFQ) opportunity to qualified State Term Schedule vendors to develop and maintain a system supporting the Small Business Enterprise Investment Tax Credit Program (InvestOhio). InvestOhio is a new initiative expected to catalyze over \$1 Billion of new investments into Ohio companies. The program will offer an income tax credit (up to \$100 million of tax credits per biennium) to investors making investments meeting specific requirements. The program will be administered by the Ohio Department of Development in consultation with the Ohio Department of Taxation. Staff has identified the need for a customized, secure, scalable and user friendly system in order to administer the complex program requirements and expected volume of transactions (anticipated to be about 10,000 tax credits per biennium). Also, staff has identified the opportunity to potentially expand the system in the future to include additional incentive programs (tax credits, grants, loans) and user-driven features or functionalities. This request for quotes is designed to procure a system that meets the specific needs of InvestOhio while also creating a platform system that may be expanded to include applications to a variety of additional programs administered by the Ohio Department of Development. A temporary application is being developed by the Ohio Business Gateway (OBG) to begin accepting applications. This RFQ includes the processing components of the system that will use the system currently in development. Development is requesting Quotes to provide these services in State fiscal years 2012 and 2013.

Overview of Scope

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. Development and Implementation of InvestOhio, including;
 - i. Delivery of processing components of the system on a rolling basis with all Phase II components delivered by December 15, 2011;
 - ii. Support and Maintenance of the system for a two year period.

Phase One: Existing and In-development Components

OBG is currently working to develop a temporary front-end solution that will allow businesses and investors to create accounts, enter basic required information, and submit applications for investment tax credits. This phase is expected to be completed by October 15th, at which point vendors will be able to begin entering investments into the OBG system. The proposer selected for the RFQ will be required to build the processing components in Phase Two to accommodate the system created by OBG. The proposer to this RFQ will not be responsible for Phase One components.

Phase Two: Constructing the Processing (back-end) Components of InvestOhio

The proposer selected for this RFQ will be required to construct the back-end system that processes applications for investment tax credits, utilizing the existing framework implemented by OBG. The system will need to be capable of processing the applications

submitted from beginning to end utilizing the data stored and provided by OBG. The functionality of the system is described below:

InvestOhio Application: Investment

Registered investments meeting specific requirements are eligible for the InvestOhio tax credit program. Either user, investor or small business, with an eligible registered investment may apply to the InvestOhio tax credit program and submit the application processing fee. Both parties will be able to see the application and be notified of the application status as it moves through the investment process to qualification, certification, and verification. In addition, administrators will be able to review, comment on (internally and externally), process, and update application information and status.

Basic Investment Requirements:

- a. Investment is an Eligible Investment
 - +Date of investment is after July 1, 2011
 - +Eligible Investor makes an investment of cash into an Eligible Small Business Enterprise in exchange for newly issued equity (stock, capital account, etc.)
- b. Investor is an Eligible Investor
 - +Individual, Trust, Pass-Through
 - May not be a C-Corporation or IRA
 - Must be subject to income tax in Ohio either now or in the future
 - +Must be in good standing with SoS (if applicable), current on all Ohio taxes and current on all court-ordered payments and obligations.
- c. Enterprise is an Eligible Small Business Enterprise
 - +Individual, Pass-Through, C-Corp, Trust
 - +Sales less than \$10 Million or Net Assets less than \$50 Million
 - +At least one FTE subject to payroll tax
 - +At least half of the enterprise's FTE are subject to withholding requirements in Ohio OR enterprise has at least 50 FTE in Ohio.
 - +Must be in good standing with SoS (if applicable), current on all Ohio taxes and current on all court-ordered payments and obligations.

Invest Ohio Application: Qualified Investment (Investment Green Light)

An InvestOhio application, meeting the eligibility requirements and filled out completely with an application fee of \$100, becomes a Qualified Investment. The system may not accept an application and fee for investments that will not qualify (as determined by requirements set in the application). Either party may initiate the application or make payment on the application. Qualification of an investment gives the investor and enterprise a placeholder claim on tax credits.

This means that the investment that is ultimately completed (certified) and meets the holding period (verified) will receive a tax credit for 10% of the actual amount appropriately invested and held. A qualified investment is active for up to six months. The system will track total investment qualified and tax credits reserved so that program limits are not exceeded for total tax credit

authorization in any given year/biennium or investor tax credit limits for any given year/biennium.
Total Capacity Limit Per Biennium = \$100 Million Tax Credits
Total Investor Limit Per Year = \$1 Million Tax Credits

The investment limit is calculated at each investment registration. A snapshot of the company and investor profiles is attached to the investment and retained for the duration of the processing, certification and verification. The amount qualified may not exceed the investment amount identified in the application.

InvestOhio Application: Certified Investment (Investment Completed)

Following qualification, an investor and enterprise have six months to complete the investment. This includes investing cash into the enterprise in exchange for newly issued ownership interest along with the enterprise incurring costs in six identified areas. Both parties will be required to log into the system to certify their investment. The investor will certify the investment amount, receipt of ownership interest and agree to hold the investment for the appropriate period. The enterprise will certify the investment received, issuance of ownership interest, costs incurred in the approved areas (along with documentation as necessary), and commitment to hold the investment for the appropriate period. The system will provide reminders to both the investor and enterprise to complete the investment and log into the system to certify their investment. Upon certification, a digital document will be created and sent to both the investor and enterprise certifying the investment and amount of tax credit available to claim following the holding period and verification of the investment. The certified amount may not exceed the amount qualified. The certified amount may not exceed the costs incurred in the six identified areas within a six month period. Unused investment amounts will be returned to the available program capacity and limits.

InvestOhio Application: Verified Investment (Investment Held)

Each investment has a required holding period and the system will track investments over this time. At the completion of the holding period, the system will notify both the investor and enterprise to log onto the system and verify the holding period requirements have been met. The tax credit will be reduced by the amount of investment not carried through the holding period and added back to the available program cap and limits.

InvestOhio Application: Issuing Tax Credits

Following staff review and approval, the system will issue a digital document as evidence of the tax credit to both the investor (each identified eligible investor for pass-through investors) and the enterprise. This will include the investor name, SSN and address on record. A digital record will be sent to the Ohio Department of Taxation with the necessary information and details.

Requirements of the System

Implicit requirements of this system include the ability to audit and verify access and changes to accounts at an administrative level, flexibility to accommodate new features, including a potential new interface system that replaces the OBG's temporary solution, and compliance with all applicable State and Federal laws and regulations.

Reporting

Users will be required to update their profiles for every transaction and each year to ensure data accuracy. This will include updating basic business information for enterprises such as employment and sales.

Administrators will have the ability to track and generate complex reports for program administration, trend analysis, compliance, etc.

Content Management

The system will provide tools for administrators to manage and update content on the landing page. It will also be able to provide future functionality in developing and deploying content related to additional programs and content.

Hosting

Hosting is not available for quote under this RFQ due to limits on the state term contracts. This system is expected to be hosted by the Office of Information Technology (OIT) within the Department of Administrative Services. Reviewers will consider alternative hosting solutions.

Future Features

Future features, outside of this specific RFQ, include the following:

- Integration with Salesforce
- Integration with LinkedIn and other social networks
- Marketplace for matching investors with enterprises
- Advanced profile creation and management
- Public identification of investor groups and companies invested in
- Self-guided application design and development system for additional incentive programs

While these additions are not included in the scope of this RFQ, the system constructed must be flexible enough to accommodate these additional features in future phases.

Timeline

Timeliness is critical for the back-end processing and all Phase Two components must be operational no later than January 1, 2012.

Phase Three: Constructing a New Front-End Component for InvestOhio

The proposer selected for this RFQ may be asked to develop a new front-end system for InvestOhio, consistent with Development branding, capable of creating user accounts and accepting applications. The necessity of this phase is entirely dependent on the usability and functionality of the solution provided by OBG. This phase will include:

Landing Site

The system will need a public facing website that provides for user account creation, user login, public profile creation and management, application management/monitoring, interaction with administrators, generally accessible information about the program and related html links.

User Accounts

The system will need to allow for user account creation. There will be two types of external user accounts: Investors and Enterprises. The system will differentiate between the two and collect specific information about each type. If new programs are added to the system, it will need to potentially capture additional information or have additional user types.

The system will have public and private settings for information gathered for each account. Information that will be public by default is Name, County Location and Type.

A user account will have one login and password, but future versions may require sub-accounts with unique logins and passwords. The user account will require a verified e-mail address as a primary means of communication.

Investor Accounts

Type (Individual, Trust, LLC, Partnership, S-Corp) (IRA is ineligible type of trust)

Name

Individual = first, last, salutation

Entity = Name according to Secretary of State + Individual contact name

DBA

Location (Address, city, state, zip, county)

Contact Phone

Contact E-mail

FEIN/SSN

Ownership

List of all owners and ultimate owners through pass through entities

Percent ownership of each owner

SSN of each owner

Identification of owners not eligible for tax credits

- System will need to reduce the tax credit proportionally to information provided. i.e. if only 50% of owners are identified, only 50% of the investment is applicable towards the qualified investment.
- It is the responsibility of the investor to identify the ultimate beneficiaries of tax credits in a flat ownership table rolled up to the top level.
- Ownership will be updated/verified at each transaction and snapshot attached to each transaction or verified cap table at that point in time.

Enterprise Account

Type (Sole Proprietor, LLC, Partnership, S-Corp, C-Corp, Trust, Other)

Name

Sole Proprietor = first, last, salutation

Entity = Name according to Secretary of State + Individual contact name

DBA

Location (Address, city, state, zip, county)

Contact Phone

Contact E-mail
FEIN/SSN

Fiscal Year Start Date
Total FY Sales (ID fiscal year)
Total FY Sales from Ohio (ID last fiscal year)
Net Assets (according to GAAP)
Total FTE subject to withholding requirements if applicable
Total FTE in Ohio subject to withholding requirements
Total Ohio Payroll

Ownership

List of all owners and percent owned
Identify whether member of affiliated group (if yes, then input the following)
Affiliated Group Name (parent company)
FEIN/SSN
Total FY Sales
Total FTE subject to withholding requirements if applicable
Total FTE in Ohio subject to withholding requirements

Administrator Accounts

The system will allow for several tiers of administrators with defined access and controls. This will allow Administrators to impersonate/access as another user to update or correct errors as necessary for efficient operation of the system. Accounts will also be necessary for the Ohio Department of Taxation to perform their auditing functions.

Additional Account Types

The system will need to be able to accommodate potential new types of accounts if new programs are added to the system. These may include a variety of organizations such as government agencies, not-for-profit groups, professional service providers, and escrow agents.

InvestOhio Pre-Application: Investment Registration

The system will permit either an Investor or Enterprise to register an investment. The following will be required to register an investment.

Investor (identified by one or more attributes along with an e-mail address, FEIN/SSN)
Enterprise (identified by one or more attributes along with an e-mail address, FEIN/SSN)
Investment Amount
Investment Date (actual or expected date of investment, subject to change by registrant)

This system will provide a publicly available list of investments. This information will include Investor Name, Investor County, Investor Type, Enterprise Name, Enterprise County and Enterprise Type, Investment Amount and Investment Date.

Either party contemplating or completing an investment may register the investment. The counter party will need to confirm the investment (i.e. a handshake) to be eligible for an InvestOhio Application. This is expected to be accomplished through an e-mail to the counter party identified in the registration. The notice will alert the party that they have been identified in the registration and the counter party requests them to set-up a user account in order to complete the registration. Other typical language such as notify of error, fraud, mistake, etc. will be included. The system will need to track this traffic and provide detailed reports on the status of registrations, errors, follow-ups, and action steps. In addition to this, the originally registering party will be given a dashboard of responses, completed account creations and fully registered investments.

Fee Structure for this RFQ

A Quote must be provided on company letterhead in the following format with the total cost estimate for completing the scope of work and deliverables described in the SOW. Costs must include the position description, hourly rate, number of hours and page number according to the State Term Schedule being utilized. A proposal will be removed from consideration if quoted cost exceeds the cost stated in a proposer's State Term Schedule.

Deliverable Name/#				
	Staff Name	STS Title	Hours x Rate	Total
Deliverable Name/#				
	Staff Name	STS Title	Hours x Rate	Total
Deliverable Name/#				
	Staff Name	STS Title	Hours x Rate	Total
Deliverable Name/#				
	Staff Name	STS Title	Hours x Rate	Total
Phase II Deliverables Total Cost:				

Deliverable Name/#				
	Staff Name	STS Title	Hours x Rate	Total

Deliverable Name/#				
	Staff Name	STS Title	Hours x Rate	Total
Phase III Deliverables Total Cost:				

Phase II and Phase III Deliverables Total Cost:	
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Required Documents for Quotes

In order to be considered responsive to this RFQ, proposers must complete the two documents attached in Appendix 1. In addition, proposers must include:

- A description of their company and their contact information;
- A statement confirming that they understand the requirements of this RFQ and can work flexibly in consultation with Development to deliver a product to meet the requirements of InvestOhio within the timeline requested;
- Examples of projects of similar scope with at least one reference for each project;
- Cost schedule that conforms to the schedule provided.

No Contract Funds May be Spent Offshore

Executive Order 2011-12K “Governing the Expenditure of Public Funds for Offshore Services” prohibits the use of any public funds within the control of an executive agency to purchase services which will be performed outside of the United States.

To be considered by the Ohio Department of Development, a bid response must be accompanied by an Affirmation and Disclosure in the form attached to this RFQ and a signed Standard Terms and Conditions Form (Appendix 1). The Standard Terms and Conditions Form must be signed at the end by an authorized representative of the proposer. Any bid response received that does not include a completed, signed copy of this form, along with a completed Standard Affirmation and Disclosure Form, will be immediately disqualified.

A copy of the Executive Order and the Affirmation and Disclosure form are included in this RFQ on the following pages. Additional information about the Executive Order is posted on the Department of Administrative Services State Procurements Help & Reference page at http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf.



JOHN R. KASICH
GOVERNOR
STATE OF OHIO

Executive Order 2011-12K

Governing the Expenditure
of Public Funds for Offshore Services

WHEREAS, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

WHEREAS, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

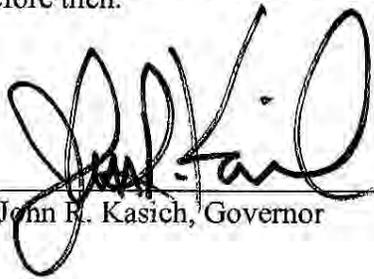
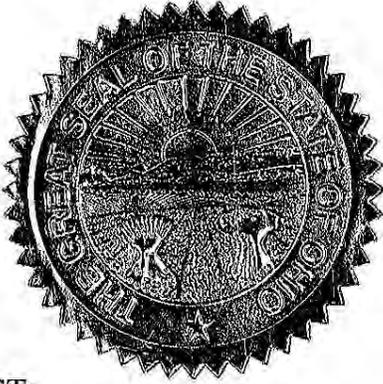
WHEREAS, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

NOW THEREFORE, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
 - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
 - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
 - 1. Affirm that they understand and will abide by the requirements of this Order.
 - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
 - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
 - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
 - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
 - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
 - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
 - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.



John R. Kasich, Governor

ATTEST:

Jon Husted, Secretary of State

PART TWO: STRUCTURE OF THIS RFQ

Parts

Part One	Executive Summary
Part Two	Structure of this RFQ
Part Three	General Instructions
Part Four	Evaluation of Quotes
Part Five	Contract Award

Attachments

Appendix 1 - Standard Affirmation and Disclosure Form and
Standard Terms and Conditions Form

- These forms are REQUIRED to be filled out in order for Quote to be considered responsive. Any quote that does not include BOTH of these forms will be immediately disqualified from consideration.

Appendix 2 - H.B. 153 S. 122.86 (129th General Assembly):
Legislative Authority for InvestOhio

PART THREE: GENERAL INSTRUCTIONS

The following sections provide a calendar of events, details on how to respond to this RFQ and how to get more information about this RFQ. All responses must be complete and in the prescribed format.

Calendar of Events & On-line Information

The schedule for this RFQ is given below and is subject to change. Development may change this schedule at any time. If Development changes the schedule before the Quote Due Date, it will do so through an announcement on the State Procurement web site area for this RFQ at the following link: <http://procure.ohio.gov/proc/index.asp>. The web site announcement will be followed by an addendum to this RFQ, which also will be made available through the same State Procurement web site.

It is each prospective Proposer's responsibility to check the State Procurement web site's question-and-answer area for this RFQ for current information and the calendar of events scheduled through award of any contract.

Other than by adherence to the RFQ Inquiry process, set forth below, no contact related to this RFQ shall be made with Development until a contract award is announced. Notwithstanding this prohibition, Development, at its sole discretion, may request additional information as part of the review process outlined below.

Firm Dates

RFQ Issued:	September 19, 2011
Inquiry Period Begins:	September 19, 2011
Inquiry Period Ends:	September 22, 2011 at 4:30 p.m.
Quote Due Date:	September 23, 2011 by 2:30 p.m.

Estimated Dates

Contract Award Notification:	September 27, 2011 (Estimated)
Issuance of Purchase Order:	To be determined

Quote Submittal

Quotes must be submitted in PDF form by email:

- Quotes must be formatted on 8.5 x 11-inch paper.
- Margins must not be less than $\frac{3}{4}$ of an inch on all sides.
- Font must be 10 point or larger with no more than 6 lines of text per inch.
- All pages must be numbered consecutively using the format "Page [#] of [total number of pages]" (e.g., Page 2 of 10).
- The Quote title and Proposer(s) name (acronyms are acceptable) must appear at the bottom of each page.
- Quotes must be 10 pages or less, not including the required forms in Appendix 1.

All Quotes submitted in response to this RFQ must be submitted no later than September 23, 2011 by 2:30 p.m. to Procurement@development.ohio.gov

Proposers are advised there will be no opportunity to correct mistakes or deficiencies in their submitted materials after the Quote Due Date. Quotes that are incomplete or otherwise missing required information may not be evaluated.

It is the Proposer's responsibility to ensure timely submission of a complete Quote. Late Quotes will not be scored. Development is under no obligation to consider a Quote which is received after the Quote Due Date or that is incomplete. Quotes that are not submitted in the format requested will not be scored.

No supplementary or revised materials will be accepted after the Quote Due Date unless specifically requested by Development.

All costs incurred in the preparation of the Quote shall be borne by the Proposer alone, and Development shall not contribute, in any way, to the cost of the preparation of the Quote.

Any and all documents developed by the Proposer during the course of this project will be provided to Development upon request and will become the property of Development, and the Proposer shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

All information submitted in response to this RFQ shall be a public record unless a statutory exception exists that would protect the information from release to the public. Any information submitted with the Quote which the Proposer reasonably believes to be a trade secret, as that term is defined in Section 1333.61 of the Ohio Revised Code, may be designated as such by marking the information as follows: the phrase "trade secret," marked with two asterisks on each side, must be placed at the beginning and end of the trade secret information (example: ** TRADE SECRET **). In addition, the trade secret information shall be underlined. Information determined to be a trade secret under the laws of the State of Ohio may be protected as trade secrets by Development in accordance with Ohio law.

Development reserves the right to:

- Accept or reject any and all Quotes and/or bids if Development determines that it is in the best interests of the State to do so.
- Rebid this RFQ, requesting new Quotes from qualified firms.
- Waive or modify minor irregularities in Quotes received.
- Negotiate with Proposer(s), within the requirements of this RFQ, to best serve the interests of the State of Ohio.
- Require the submission of modifications or additions to Quotes as a condition of further participation in the selection process.
- Fund any Quote in full or in part; any assignments of work by Development under the scope of this RFQ will be made dependent on need and the availability of adequate, specific funding.
- Not make an award at the end of the evaluation process; this RFQ is not to be interpreted or construed to guarantee that one or more Proposers submitting responses will be awarded contracts.
- Adjust the RFQ Calendar of Event dates for whatever reason it deems appropriate.
- Contact Proposer to clarify any portion of the Proposer's submittal.

If, during the review process, Development determines that it is necessary to make further distinctions between certain Proposers, Development may request certain selected Proposers to make a presentation to staff and reviewers.

In accordance with federal and state statutes and Development policy, no person shall be excluded from participation or subject to discrimination in the RFQ process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

Inquiries

Prospective Proposers may make inquiries or seek clarifications regarding this RFQ any time during the inquiry period listed in the RFQ Calendar of Events. To make an inquiry, prospective Proposers must use the following process:

1. Access the State Procurement web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find it Fast."
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFQ Number found on Page 1 of this document.
5. Click the "Find It Fast" button.
6. On the document information page, click the "Submit Inquiry" button.
7. On the document inquiry page, complete the required "Personal Information" section by providing the following:
 - a. First and last name of the prospective Proposer's representative who is responsible for the inquiry;
 - b. Name of the prospective Proposer;
 - c. Representative's business phone number; and

- d. Representative's e-mail address.
8. Type the inquiry in the space provided, making certain to include the following:
 - a. A reference to the relevant part of this RFQ;
 - b. The heading for the provision under question; and
 - c. The page number of the RFQ where the provision can be found.
9. Click the "Submit" button.

Prospective Proposers submitting inquiries will receive an immediate acknowledgement by e-mail that their inquiry has been received. **The prospective Proposer who submitted the inquiry will not receive an e-mail response to the question, but will need to view the response on the State Procurement web site where it will be posted for viewing by all prospective Proposers.**

Prospective Proposers may view inquiries using the following process:

1. Access the State Procurement web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find it Fast."
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFQ Number found on Page 1 of this document.
5. Click the "Find It Fast" button.
6. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

Development will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. Development will not respond to any inquiries received after 4:30 p.m. on September 22, 2011. Prospective Proposers who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFQ and state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with Development staff or any other agency of the State to discuss this RFQ may result in the Proposer being deemed ineligible.

PART FOUR: EVALUATION OF QUOTES

Evaluation Process

Development’s evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. Development’s initial review of all Quotes for timely submission and completeness;
2. An evaluation committee review of the Quotes for defects and scoring;
3. Development’s request for more information (interviews, presentations, and/or demonstrations); and,
4. Negotiations.

At its sole discretion, Development will determine whether phases three and/or four are necessary under this RFQ, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. Development may add or remove sub-phases to phases 2 through 4 at any time if Development believes doing so will improve the evaluation process.

Quote Evaluation Criteria

Development staff, or reviewers selected by Development, will evaluate the submittals based upon the following criteria:

Evaluation Criteria	Weight
The quality of projects of similar scope and functionality provided – including, but not limited to, the support of references, the specifications and features, and the relevance to the InvestOhio application. The company’s demonstrated expertise in the field of database development and projects of a similar nature.	70 points
Affirmation that the company understands the services requested, is willing to work collaboratively with Development to create a product that functions to development’s satisfaction, and an understanding of the timelines required for completion of Phase II.	5 points
Total cost, both as a function of per deliverable or Phase and as a function of individual team members’ costs.	25 points
Total	100 points

PART FIVE: CONTRACT AWARD

Contract Award Process

It is Development's intention to award one or more contracts under the scope of this RFQ and as based on the RFQ Calendar of Events schedule, so long as Development determines that doing so is in the State's best interests and Development has not otherwise changed the award date.

Any award decision by Development under this RFQ is final. After Development makes its decision under this RFQ, all Proposers will be notified by email of the final evaluation and determination as to their Quotes.

Development will issue a notice of contract award to the selected Proposer(s), and finalized contract terms and conditions will be forwarded for signature. Once three executed copies of the contract are submitted by the Proposer(s), and pending any further approvals that may be required, Development will fully execute the contract.

Once the contract is fully executed, Development will issue to the Proposer(s) one (1) copy of the signed agreement for its/their files.

Number of Awards

Development anticipates making one award depending on program needs and the fit of the Proposer(s) to the scope of this RFQ.

Terms and Conditions

Vendors submitting Quotes in response to this RFQ will be bound by the Terms and Conditions listed in their State Term Schedule Contracts for any contract awarded.

Appendix 1:

Standard Affirmation and Disclosure Form and Standard Terms and Conditions Form

*These documents must be filled out and returned with a
bid response in order for it to be eligible for scoring.*

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations, and statements of work.

This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Bidder/Offeror to sanctions, termination or a damages assessment. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD TERMS AND CONDITIONS

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

July 2011

I. EXECUTIVE ORDER REQUIREMENTS:

The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

II. TERMINATION, SANCTION, DAMAGES:

If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State is not obligated to pay and shall not pay for such services. If Contractor or any of its subcontractors perform any such services, Contractor shall immediately return to the State all funds paid for those services. The State may also recover from the Contractor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.

The State may, at any time after the breach, terminate the Contract, upon written notice to the Contractor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If the State determines that actual and direct damages are uncertain or difficult to ascertain, the State in its sole discretion may recover a payment of liquidated damages in the amount of [insert percent here] of the value of the Contract.

The State, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, the State may buy substitute services from a third party and recover from the Contractor any costs associated with acquiring those substitute services.

Notwithstanding the State permitting a period of time to cure the breach or the Contractor's cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract, including but not limited to recovery of funds paid for services the Contractor performed outside of the United States, costs associated with corrective action, or liquidated damages.

III. ASSIGNMENT / DELEGATION:

The Contractor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

Acknowledgement:

I acknowledge that I have read through the terms and conditions above and understand that these terms and conditions are a part of the Contract with the State and incorporated into the same.

Contractor

Appendix 2:

**H.B. 153 S. 122.86 (129th General Assembly):
Legislative Authority for InvestOhio**

the business, by the economically disadvantaged individual, owner, or partner, and the prior success of the individual, owner, or partner in personal, career, or business activities, as well as to other factors identified by the director.

(D) The director shall not lend funds for the purpose of procuring or improving motor vehicles or accounts receivable.

Sec. 122.86. (A) As used in this section and section 5747.81 of the Revised Code:

(1) "Small business enterprise" means a corporation, pass-through entity, or other person satisfying all of the following:

(a) At the time of a qualifying investment, the enterprise's assets according to generally accepted accounting principles do not exceed fifty million dollars, or its annual sales do not exceed ten million dollars;

(b) The enterprise employs at least fifty full-time equivalent employees in this state for whom the enterprise is required to withhold income tax under section 5747.06 of the Revised Code, or more than one-half the enterprise's total number of full-time equivalent employees employed anywhere in the United States are employed in this state and are subject to that withholding requirement.

(c) The enterprise, within six months after an eligible investor's qualifying investment is made, invests in or incurs cost for one or more of the following in an amount at least equal to the amount of the qualifying investment:

(i) Tangible personal property, other than motor vehicles operated on public roads and highways, used in business and physically located in this state from the time of its acquisition by the enterprise until the end of the investor's holding period;

(ii) Motor vehicles operated on public roads and highways if, from the time of acquisition by the enterprise until the end of the investor's holding period, the motor vehicles are purchased in this state, registered in this state under Chapter 4503. of the Revised Code, are used primarily for business purposes, and are necessary for the operation of the enterprise's business;

(iii) Real property located in this state that is used in business from the time of its acquisition by the enterprise until the end of the holding period;

(iv) Intangible personal property, including patents, copyrights, trademarks, service marks, or licenses used in business primarily in this state from the time of its acquisition by the enterprise until the end of the holding period;

(v) Compensation for new employees of the enterprise for whom the enterprise is required to withhold income tax under section 5747.06 of the

Revised Code, not including increased compensation for owners, officers, or managers of the enterprise. For this purpose compensation for new employees includes compensation for newly hired or retained employees.

(2) "Qualifying investment" means an investment of money made on or after July 1, 2011, to acquire capital stock or other equity interest in a small business enterprise. "Qualifying investment" does not include any investment of money an eligible investor derives, directly or indirectly, from a grant or loan from the federal government or the state or a political subdivision, including the third frontier program under Chapter 184, of the Revised Code.

(3) "Eligible investor" means an individual, estate, or trust subject to the tax imposed by section 5747.02 of the Revised Code, or a pass-through entity in which such an individual, estate, or trust holds a direct or indirect ownership or other equity interest.

(4) "Holding period" means:

(a) For qualifying investments made on or after July 1, 2011, but before July 1, 2013, the two-year period beginning on the day the investment was made;

(b) For qualifying investments made on or after July 1, 2013, the five-year period beginning on the day the investment was made.

(5) "Pass-through entity" has the same meaning as in section 5733.04 of the Revised Code.

(B) Any eligible investor that makes a qualifying investment in a small business enterprise on or after July 1, 2011, may apply to the director of development to obtain a small business investment certificate from the director. Alternatively, a small business enterprise may apply on behalf of eligible investors to obtain the certificates for those investors. The director, in consultation with the tax commissioner, shall prescribe the form or manner in which an applicant shall apply for the certificate, devise the form of the certificate, and prescribe any records or other information an applicant shall furnish with the application to evidence the qualifying investment. The applicant shall state the amount of the intended investment.

A small business investment certificate entitles the certificate holder to receive a tax credit under section 5747.81 of the Revised Code if the certificate holder qualifies for the credit as otherwise provided in this section. If the certificate holder is a pass-through entity, the certificate entitles the entity's equity owners to receive their distributive or proportionate shares of the credit. In any fiscal biennium, an eligible investor may not apply for small business investment certificates representing intended investment amounts in excess of ten million dollars.

Such certificates are not transferable.

The director of development shall issue small business investment certificates to qualifying applicants in the order in which the director receives applications. To qualify for a certificate, an eligible investor must satisfy both of the following, subject to the limitation on the amount of qualifying investments for which certificates may be issued under division (C) of this section:

(1) The eligible investor makes a qualifying investment on or after July 1, 2011.

(2) The eligible investor pledges not to sell or otherwise dispose of the qualifying investment before the conclusion of the applicable holding period.

(C)(1) The amount of any eligible investor's qualifying investments for which small business investment certificates may be issued for a fiscal biennium shall not exceed ten million dollars.

(2) The director of development shall not issue a small business investment certificate to an eligible investor representing an amount of qualifying investment in excess of the amount of the intended investment indicated on the investor's application for the certificate.

(3) The director of development shall not issue small business investment certificates in a total amount that would cause the tax credits claimed in any fiscal biennium to exceed one hundred million dollars.

(D) Before the end of the applicable holding period of a qualifying investment, each enterprise in which a qualifying investment was made for which a small business investment certificate has been issued, upon the request of the director of development, shall provide to the director records or other evidence satisfactory to the director that the enterprise is a small business enterprise for the purposes of this section. No credit may be claimed under this section and section 5747.81 of the Revised Code if the director finds that an enterprise is not a small business enterprise for the purposes of this section. The director shall compile and maintain a register of small business enterprises qualifying under this section and shall certify the register to the tax commissioner.

(E) After the conclusion of the applicable holding period for a qualifying investment, a person to whom a small business investment certificate has been issued under this section may claim a credit as provided under section 5747.81 of the Revised Code.

(F) The director of development, in consultation with the tax commissioner, may adopt rules for the administration of this section, including rules governing the following:

(1) Documents, records, or other information eligible investors shall provide to the director:

(2) Any information a small business enterprise shall provide for the purposes of this section and section 5747.81 of the Revised Code:

(3) Determination of the number of full-time equivalent employees of a small business enterprise:

(4) Verification of a small business enterprise's investment in tangible personal property and intangible personal property under division (A)(1)(c) of this section, including when such investments have been made and where the property is used in business:

(5) Circumstances under which small business enterprises or eligible investors may be subverting the purposes of this section and section 5747.81 of the Revised Code.

Sec. 122.861. (A) As used in this section:

(1) "Certified engine configuration" means a new, rebuilt, or remanufactured engine configuration that satisfies divisions (A)(1)(a) and (b) and, if applicable, division (A)(1)(c) of this section:

(a) It has been certified by the administrator of the United States environmental protection agency or the California air resources board.

(b) It meets or is rebuilt or remanufactured to a more stringent set of engine emission standards than when originally manufactured, as determined pursuant to Subtitle G of Title VII of the Energy Policy Act of 2005, Pub. L. No. 109-58, 119 Stat. 838, et seq.

(c) In the case of a certified engine configuration involving the replacement of an existing engine, an engine configuration that replaced an engine that was removed from the vehicle and returned to the supplier for remanufacturing to a more stringent set of engine emissions standards or for scrappage.

(2) "Section 793" means section 793 of the Energy Policy Act of 2005, Pub. L. No. 109-58, 119 Stat. 841, et seq.

(3) "Verified technology" means a pollution control technology, including a retrofit technology, advanced truckstop electrification system, or auxiliary power unit, that has been verified by the administrator of the United States environmental protection agency or the California air resources board.

(B) For the purpose of reducing emissions from diesel engines, the ~~department~~ director of development ~~environmental protection~~ shall administer a diesel emissions reduction grant program and a diesel emissions reduction revolving loan program. The programs shall provide for the implementation in this state of section 793 and shall otherwise be