



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

February 19, 2013

Dear Vendor:

This letter is to announce the release of the Ohio Department of Job and Family Services (ODJFS) Request for Proposals (RFP) JFSR1415098052 for the purpose of competitively selecting one vendor to provide statewide Centralized Paternity Registry (CPR) services. Ohio's paternity registry is mandated by Section 3111.64 through 3111.67 of the Ohio Revised Code (ORC) and Section 5101:12-40 of the Ohio Administrative Code (OAC). ODJFS is seeking proposals from vendors that demonstrate significant experience with management of large-scale complex public sector projects.

Interested vendors must be able to provide high level customer service and to process large volumes of secure documents with exceptional accuracy and efficiency. Interested vendors must have experience in providing training and in providing call-center services to consumers. The one selected vendor will be required to be responsive to the needs of the public, hospital partners, and state personnel; and to work collaboratively with ODJFS and the Ohio Department of Health regarding the data tracking demands of this program.

If you are interested in submitting a bid for this important project, please obtain the RFP through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you experience problems opening the above referenced ODJFS URL, please contact the RFP/RLB Unit at the following telephone number:

ODJFS, Office of Contracts and Acquisitions
30 East Broad Street, 31st Floor, Suite 3150
Columbus, Ohio 43215
PH: (614) 728-5693

Responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RFP. Thank you for your attention to this request.

Sincerely,

Signature on File

Jay Easterling
Deputy Director
Contracts and Acquisitions

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

An Equal Opportunity Employer and Service Provider

Central Paternity Registry (CPR) Services

RFP#: R1415098052

Ohio Department of Job and Family Services

Central Paternity Registry (CPR) Services

RFP#: R1415098052

TABLE OF CONTENTS:

SECTION I.	<u>GENERAL PURPOSE</u>	
1.1	Purpose	1
1.2	Background	2
1.3	Overview of the Project	2
1.4	Objectives of the Project	2
SECTION II.	<u>PROCUREMENT PROCESS INFORMATION</u>	
2.1	Anticipated Procurement Timetable	3
2.2	Internet Question & Answer (Q&A) Period; RFP Clarification Opportunity	4
2.3	Communication Prohibitions	5
2.4	Program Resource Library	6
SECTION III.	<u>VENDOR EXPERIENCE AND QUALIFICATIONS</u>	
3.1	Mandatory Vendor Qualifications	6
3.2	Organizational Experience and Capabilities	7
3.3	Staff Experience and Capabilities	8
SECTION IV.	<u>SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES</u>	
4.1	Proposed Work Plan for the Scope of Work	9
4.2	Number of Participants	10
4.3	Administrative Structures	10
4.4	Specifications of Deliverables	11
4.5	Selected Vendor Compensation Structure	16
SECTION V.	<u>PROPOSAL FORMAT & SUBMISSION</u>	
5.1	Proposal Submission Information	17
5.2	Format for Organization of the Proposal	18
	A. Proposal Organization	19
	B. Cost Proposal	21
	C. Vendor Disqualifiers for Proposal Errors	22
SECTION VI.	<u>CRITERIA FOR PROPOSAL EVALUATION & SELECTION</u>	
6.1	Scoring of Proposals	22
	A. Phase I. Review—Initial Qualifying Criteria	23
	B. Phase II. Review—Criteria for Scoring the Technical Proposal	23
	C. Phase III. Review—Criteria for Considering the Cost Proposal	24
6.2	Review Process Caveats	24
6.3	Final Vendor Recommendation	24
6.4	Tie Breaker	24

SECTION VII.	<u>PROTEST PROCEDURE</u>	
7.1	Protests	25
7.2	Caveats	26
SECTION VIII.	<u>CONDITIONS AND OTHER REQUIREMENTS</u>	
8.1	State Contracts	26
8.2	Interview	26
8.3	Start Work Date	27
8.4	Proposal Costs	27
8.5	Trade Secrets Prohibition; Public Information Disclaimer	27
8.6	Contractual Requirements	27
8.7	Travel Reimbursement	28
8.8	Minority Business Enterprise	28
8.9	Subcontractor Identification and Participation Information	29
8.10	Public Release of Evaluations and/or Reports	29
8.11	Confidentiality	29
8.12	Key Personnel	30
8.13	Ethical & Conflict of Interest Requirements	30
8.14	Health Insurance Portability & Accessibility Act (HIPAA) Requirements	30
8.15	Waiver of Minor Proposal Errors	30
8.16	Proposal Clarifications	31
8.17	Contractual Requirements and Prevailing Wage Requirements	31
8.18	Unresolved Findings for Recovery (ORC 9.24)	31
8.19	Mandatory Contract Performance Disclosure	31
8.20	Mandatory Disclosures of Governmental Investigations	31
8.21	Mandatory Disclosures of Work Location	32
8.22	Vendor Selection Restriction	32
8.23	Ohio Presence Consideration	32
8.24	Prohibition Against Services Performed Outside the United States	32
8.25	Proposal Submission as Public Record	32
SECTION IX.	<u>ATTACHMENTS AND THEIR USES</u>	33
A.	Required Vendor Information and Certifications	
B.	ODJFS Model Contract	
C.	Technical Proposal Score Sheet	
D.	Cost Proposal Form	
SECTION X.	<u>APPENDICES AND THEIR USES</u>	33
A.	Sample Transmittal Log (Section 4.4, B. 1.)	
	1. CSEA Transmittal Log	
	2. Hospital Transmittal Log	
	3. Local Registrar Transmittal Log	
B.	Sample Existing Affidavit Report (Section 4.4, C. 1.)	

**Ohio Department of Job and Family Services
REQUEST FOR PROPOSALS (RFP)**

for:

Central Paternity Registry (CPR) Services

RFP#: R1415098052

SECTION I. GENERAL PURPOSE

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Proposals (RFP) for the purpose of competitively selecting one vendor to provide statewide Centralized Paternity Registry (CPR) services for Ohio's paternity registry, which is mandated by Section 3111.64 through 3111.67 of the Ohio Revised Code (ORC) and Section 5101:12-40 of the Ohio Administrative Code (OAC). ODJFS is seeking proposals from vendors demonstrating significant experience in the management of large-scale complex public sector projects. ODJFS seeks vendors who are able to provide the high level of customer service deserved by the public; have accurate and efficient data entry capabilities; and who have management capabilities necessary for processing large volumes of documents. These vendors' proposals should demonstrate experience in providing training and call-center services to consumers; responsiveness to the needs of the public, hospital partners, and state personnel; and the ability to work collaboratively with the Ohio Department of Health (ODH) regarding the data tracking demands of this program.

In Ohio 55,168 paternity documents were processed in the state fiscal year (SFY) that ended on June 30, 2012. Additionally, the current CPR contractor responded to approximately 250 - 300 calls per week, primarily from parents, hospital staff, registrars, Child Support Enforcement Agencies (CSEAs), and courts. ODJFS will only consider proposals from vendors whose proposals demonstrate their capability of providing services as described in this RFP.

This RFP is released by and the subsequent contract will be with ODJFS. The ODJFS Office of Child Support (OCS) will administer the contract, and will be responsible for state level supervision of all activities of the selected vendor. For purposes of this RFP, the term "vendor" is used to indicate businesses that could compete for the contract award. The terms "proposal" and "bid" may be used interchangeably to indicate materials submitted to ODJFS by a vendor in order to be considered for award of the contract for services described in this RFP. The terms "contractor" and "selected vendor" may be used interchangeably in reference to the vendor selected for contract award by ODJFS through this RFP process.

1.2 Background

In Ohio, approximately 56,000 children are born out of wedlock each year. ODJFS is the single state agency charged with the responsibility for the administration of Title IV-D of the Social Security Act which requires the establishment of paternity and support. For children born out of wedlock, paternity can be established with an affidavit of paternity, an administrative order, or a court order. Paternity establishment is a necessary first step in the process of setting a child support order. In addition to a child support order, paternity establishment may result in eligibility for financial benefits including Social Security, pension benefits, veteran benefits, and inheritance benefits. Paternity establishment may also provide psychological and social bonds between father and child, and provide important medical history information.

Unmarried parents can establish paternity by voluntarily signing an affidavit of paternity, naming the biological father as the legal father. Federal regulations require that the paternity affidavit must be signed by the biological father before his name can be recorded on the child's birth record (birth certificate). At the time of a birth, while still in the hospital, a great opportunity exists to educate the parents on the importance and benefits of establishing paternity, as well as to provide them with the paperwork to do so. The Ohio Central Paternity Registry works closely with each birthing hospital to ensure they have the knowledge and tools to assist parents in completing affidavits of paternity.

In 1997, after federal regulations required all states to establish centralized paternity registries, Ohio House Bill 352 mandated the creation of a centralized database of all parentage actions for children born out of wedlock. The database currently has more than 604,000 records that have been processed since January 1, 1998. During SFY 2012 (*i.e.*, July 1, 2011 through June 30, 2012), the current CPR vendor processed 55,168 documents.

1.3 Overview of the Project

The selected vendor will be responsible for the day-to-day operations of the centralized paternity registry for ODJFS. The main functions of the registry include the receipt and processing of all paternity documents (affidavits, administrative orders, rescissions, and court orders), and the development and maintenance of a single database that contains specific information from each paternity document. The selected vendor shall be responsible for interfacing electronically with ODJFS and ODH.

The selected vendor will be required to enter into contracts with birthing facilities and local registrars to establish performance standards for the completion of and reimbursement for correctly completed affidavits; will provide technical assistance regarding the affidavit process; and will reimburse birthing facilities and registrars \$20.00 for each completed valid affidavit. The current CPR contractor facilitated payments to birthing facilities and registrars totaling \$749,660 during SFY 2012.

1.4 Objectives of the Project

The contractor's objectives will be to: 1) operate a central paternity registry that fulfills the state plan requirements of establishing a single point of contact for all paternity actions in the state; 2) serve as a resource for parents, hospitals, registrars, courts, and CSEAs for responses to their questions regarding procedures or specific cases; 3) perform data entry for each paternity document, retrieving information from

each action so a database can be maintained for easy tracking; 4) after data entry, forward all paternity documentation to ODH; and 5) send electronic transmissions of all paternity documentation (currently twice a week) to ODJFS and ODH.

SECTION II. PROCUREMENT PROCESS INFORMATION

2.1 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
February 19, 2013	ODJFS releases RFP on ODJFS and DAS Web Sites; Q&A period opens. - RFP becomes active; vendors may submit inquiries for RFP clarification.
March 04, 2013	Vendor Q&A period for vendor questions closes, 8 a.m. - No further inquiries for RFP clarification will be accepted.
March 07, 2013	ODJFS provides final answers to vendor questions (estimated).
March 21, 2012	Deadline for vendors to submit proposals to ODJFS (3 p.m.). - This is the beginning the ODJFS process of proposal review. LATE PROPOSALS WILL NOT BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.
April 05, 2013	ODJFS issues contract award notification letter (estimated). - Vendors that submitted proposals in response to this RFP will be sent letters stating whether their proposal was selected for award of the contract.
May 20, 2013	Controlling Board review of contract (<i>estimated—if applicable</i>). - Contract with the selected vendor may require review and approval.
June 03, 2013 or July 01, 2013	Implementation* (estimated—following notification of all contractual and funding approvals). - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.
July 01, 2015 through June 30, 2017	Possible contract renewal period**

ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

* According to requirements of ORC 126.07, ODJFS contracts are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the approval of the Purchase Order (P.O.). The selected vendor may neither perform work nor submit an invoice for

payment for work performed for this project for any time period prior to the P.O. approval date. The ODJFS Contract Manager will notify the contractor when the requirements of ORC Section 126.07 have been met.

* * Subject to approval by the Controlling Board, the contract period is expected to run from approximately July 1, 2013 through June 30, 2015, with the possibility for a renewal contract that would be in effect from July 1, 2015 through June 30, 2017, contingent upon satisfactory performance, continued availability of funding, and all required approvals. Renewal may be subject to approval by the Controlling Board.

2.2 Internet Question & Answer (Q&A) Period; RFP Clarification Opportunity

Vendors may ask clarifying questions regarding this RFP provided those questions are asked via the Internet during the question and answer (Q&A) period as outlined in Section 2.1, Anticipated Procurement Timetable. To ask a question, vendors must use the following Internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- * **Select "About Us" on the front page;**
- * **Select "Doing Business with ODJFS;"**
- * **Select "Requests for Proposals, Letterhead Solicitations, and Other Invitations;"**
- * **Select RFP Number [JFSR1415098052](#);**
- * **Click the "Submit an Inquiry" Button to ask a question about the RFP; and,**
- * **Follow the instructions to send an e-mail question.**

Questions must reference the relevant part of this RFP, the heading for the provision under question, and the page number of the RFP where the provision can be found. The question must be submitted with the name of a vendor representative, the company name and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after **8:00 a.m.** on the date the Q&A period closes.

Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions submitted. The answers provided by ODJFS are accessed by following the instructions above, but rather than selecting "Submit Inquiry," vendors and others should select "View Q and A." ODJFS strongly encourages vendors to ask questions early in the Q&A period so that answers can be posted with sufficient time for any possible follow-up questions.

ODJFS responses to questions asked via the Internet will be posted on the Internet website dedicated to this RFP, for reference by all vendors. Questions about this or any ODJFS RFP are answered by ODJFS **only** in this public forum. **ODJFS reserves the right to determine whether to post answers to vendor questions (e.g., as received before or after the closing of the Q&A period).**

Vendor proposals in response to this RFP are to take into account any information communicated by ODJFS in the Q&A process. **It is the responsibility of all vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP.**

Accessibility to vendor questions and ODJFS answers will be clearly identified on the website dedicated to this RFP, once any answers are made available.

IMPORTANT: Requests from vendors for copies of previous RFPs or past vendor proposal or score sheets or past or current contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with directions provided in Section 2.3, Communication Prohibitions, will be honored, however, the posted time frames for ODJFS responses to Internet questions submitted for RFP clarification do not apply to PRRs.

Vendors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, NOT on details of any current or past related contract. Requirements under any other project may or may not be required by ODJFS under any future contract, and so may not be useful information for vendors who choose to respond to the present RFP. If vendors ask questions about existing or past contracts using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers.

There is an established time period for the vendor Q&A process (see Section 2.1, Anticipated Procurement Timetable, above). ODJFS may disregard those questions submitted past the stated time frame for submission of vendor questions, or which do not pertain to issues of RFP clarity, or which are requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

* Should vendors experience technical difficulties accessing the ODJFS website where the RFP and its related documents are published, they may contact the ODJFS Office of Contracts and Acquisitions, RFP/RLB Unit, at (614) 728-5693 for guidance.

2.3 Communication Prohibitions

From the issuance date of this RFP until a contract is awarded to a vendor, there may be no communications concerning the RFP between any vendor and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 2.2, Internet Question & Answer (Q&A) Period; RFP Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor that could submit a proposal in response to this RFP;
3. As part of any vendor interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;

4. If it becomes necessary to revise any part of this RFP, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFP;* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal and Acquisition Services (OLAS).

*** Important Note:** Amendments to the RFP or to any documents related to it will be accessible to vendors through the original web page established for the RFP. All interested vendors must refer to that web page regularly for amendments or other announcements. ODJFS may not specifically notify vendors of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of vendors to be aware of and to fully respond to all updated information posted on this web page.

ODJFS is not responsible for the accuracy of any information regarding this RFP that is obtained or gathered through a source other than the Q&A process described in this RFP. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

If interested vendors have a need to communicate regarding this RFP, they must contact ODJFS using one of the mechanisms provided for in Sections 2.2, Internet Question & Answer (Q&A) Period; RFP Clarification Opportunity, or 2.3, Communication Prohibitions, of this RFP. Vendors are cautioned that communication attempts which do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFP. Vendor proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in Section 5.1, Proposal Submission Information.

2.4 Program Resource Library

There is no specific library of documents, reports, or other information that vendors interested in this RFP should consider. However, a wide variety of information on ODJFS and its programs which vendors may find useful is available to the public via the ODJFS website at <http://ifs.ohio.gov>.

SECTION III. VENDOR EXPERIENCE AND QUALIFICATIONS

Vendors' proposals must comply with all the minimum mandatory qualifications immediately below, and must address the organizational and staff experience and capabilities described in the Sections 3.2 and 3.3.

3.1 Mandatory Vendor Qualifications

In order to be considered for the contract expected to result from this RFP, ODJFS requires that interested vendors **MUST** meet, at minimum, **ALL** the following qualification requirements:

- A.** Vendor proposals must demonstrate a minimum of five (5) years of experience implementing and managing successful complex public sector document processing programs on a large scale;

- B. Proposals must include documentation from past work experience detailing the vendor's ability to process at least 55,000 documents per year; the vendor must describe its ability to the maintain current volume level for the duration of the ODJFS CPR contract term;
- C. Proposals must include documentation from past work experience detailing the vendor's ability to securely interface data electronically;
- D. Proposals must designate a Project Manager/Office Manager who has at least five (5) years experience managing public sector projects and at least a bachelor's degree in social sciences, marketing or business, public policy, or other related field;
- E. Vendors must provide the most current or previous year's financial audit or financial statement, with the most recent "no material weakness" letter; and,
- F. The proposal must demonstrate that the vendor will establish an office in the metropolitan Columbus, Ohio area, if not currently located there, appropriately staffed, where documents would be reviewed and data entered, and where call-center services would be provided. The vendor must provide the address of the current or proposed facility.

Vendors which do not meet ALL the above required experience and qualifications will be disqualified from further consideration for contract award. Further, the Technical Proposal Score Sheet (Attachment C.) identifies additional mandatory criteria for the initial phase of the proposal review process, all of which must be met for the proposal to be accepted for the detailed scoring phase.

3.2 Organizational Experience and Capabilities

Proposals are to provide information to be scored by ODJFS explaining and detailing the degree to which vendors are experienced and capable in the following areas:

- A. A minimum of five (5) years of experience implementing and managing successful (public sector) programs on a statewide basis or a large-scale program affecting at least 55,000 persons/cases annually; vendor staffing of the proposed project must include persons with experience managing complex public sector programs;
- B. At least five (5) years demonstrated experience in managing a project involving the editing/data entry of at least 55,000 documents per year;
- C. At least five (5) years demonstrated experience performing a similar service for state-wide programs involving daily client contact including call center operation, publishing of brochures, posters, and training DVDs;
- D. Experience producing DVDs for educational and instructional purposes; and managing multi language translation of the materials (English, Spanish and Somalia);
- E. Experience producing professional quality tri-fold brochures for mass distribution;

- F. Sufficient data-entry personnel to enter data from approximately 55,000 documents per year;
- G. Sufficient staff to handle approximately 250 – 300 calls per week and 20 emails per month;
- H. Information on the background of the firm (e.g., number of years in business, number of years experience with government programs, number of years experience with government rules and regulations...), including any subcontractors;
- I. Narrative descriptions of at least two similar sized projects completed in the past five (5) years that demonstrate expertise in complex public sector programs (ODJFS will review only up to four such narratives per proposal);
- J. Names and contact information for at least three (3) entities for which the vendor has performed similar large scale projects in the past five (5) years;
- K. Proposals must include evidence (such as examples of previous work) of the vendor's ability to establish and maintain a registry of documents and associated reporting of the documents stored in registry. Proposals should also express the vendor's ability to review and determine the completeness of documents submitted to the registry;
- L. Proposals must include documentation from past work experience detailing the vendor's ability to provide training state wide; and,
- M. Proposals must include documentation from past work experience detailing the vendor's ability to handle extensive customer service inquiries on a large scale (call center experience).

A thorough description of the nature of the experience and details such as the size of the organizations with which such experience was gained, the duration of involvement, level of responsibility, significant accomplishments, and how that experience relates to, and prepares the vendor for, the work described in this RFP will be evaluated by ODJFS.

3.3 Staff Experience and Capabilities

The proposal is to demonstrate the vendor's significant professional expertise by appropriately assigning staff to key leadership roles for this project. Vendor decisions of staff assignments for key positions must be supported by the inclusion of profiles and resumes of those staff. The vendor is to, at minimum:

- A. Identify, by position and by name, those staff it considers key to the project's success (at minimum, key staff identified must include a project manager);
- B. Include resume(s) and describe the education and pertinent experience of the proposed Project Manager and all key personnel for this project including subcontractors, if any. Proposals should specifically describe how the qualifications and experience of key staff relate to the

work and responsibilities described in Section IV, Scope of Work & Specifications of Deliverables of this RFP, in sub-sections 4.1 and 4.4;

- C. Demonstrate that key staff have at least a bachelor's degree in social work, public administration or a related degree. The vendor must also demonstrate that key staff have a minimum of five (5) years experience implementing and managing complex public sector programs;
- D. Identify and assign a staff person or subcontractor who will manage the video/DVD and brochure development, production, and any applicable video/DVD training. The assigned video manager must possess at least five (5) years experience in video development, production and training; and
- E. Identify and assign an IT staff person who will develop and test software to assure successful data entry can be completed, and maintain that capability throughout the effective term of the contract. The IT staff person assigned must possess at least a bachelor's degree in computer science and have five (5) years computer programming experience.

Important: It is the affirmative responsibility of the vendor submitting a proposal to remove all personal confidential information (such as home addresses, personal phone numbers, and social security numbers) of vendor staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted may become part of the public record. **ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information.**

SECTION IV. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

4.1 Proposed Work Plan for the Scope of Work

The following information is a summary of necessary activities for the selected vendor; further details are provided in Section 4.4, Specifications of Deliverables. In order to receive consideration for contract award, all aspects of the work described in this section must be addressed in the vendor's technical proposal.

Vendor proposals submitted in response to this RFP must reflect the vendor's understanding of, and commitment to, perform this work fully. The selected vendor will be responsible for the deliverables as described in Section 4.4, including all preparatory and intervening steps, whether or not ODJFS has explicitly specified or delineated them within the RFP. In order to achieve the project deliverables, the following activities would be required. Proposals must include a detailed work plan that describes how each of the following activities would be achieved.

- A. Perform specialized functions in compliance with the federal mandate for centralized paternity services, in order to assist the CSEAs in establishing support orders for children born out of wedlock;

- B. Establish an office in the metropolitan Columbus, Ohio area, appropriately staffed, where documents are reviewed and data is entered, and where call-center services are provided. The primary functions to be performed in the office include the comprehensive review of affidavits, administrative orders, rescissions and court orders submitted by hospitals, registrars, CSEAs, parents and courts from across Ohio. Office staff will also answer approximately 250 – 300 calls per week and 20 emails per month (estimate based on current volume) on CPR procedures;
- C. Provide payment to birthing facilities, and registrars for all submitted, valid paternity affidavits;
- D. Transmit data electronically to ODJFS and ODH on a twice-per-week basis, and forward hard copies of all paternity documentation to ODH at least twice a week;
- E. Produce and distribute DVDs for hospitals, registrars and their clients for educational and instructional purposes, and provide and distribute professional quality tri-fold brochures, during the term of the contract (Languages to be produced in are English, Spanish and Somalia);
- F. Submit monthly invoices which include the amounts paid to birthing facilities and registrars for the submission of valid affidavits as well as amounts owed for other deliverables, such as amounts for other services performed by the vendor and listed on the vendor's accepted cost proposal. The invoice must be submitted on vendor letterhead, and the billing date and service date must be included on the invoice. Back-up documentation must include an electronic list of hospitals and registrars receiving payments for valid affidavits during the invoice month. Invoices must be forwarded to a specific ODJFS address, which will be provided to the selected vendor;
- G. Arrange with the current CPR vendor for the ownership transfer of the current post office box number, phone number, and dedicated fax lines for project operations, immediately upon notification of contract effectiveness. Contractor will be responsible for the proper and timely handling of any CPR-related communications submitted to the P.O. Box or via fax lines; and
- H. Provide training regarding the paternity affidavit process to hospitals, registrars, CSEAs and judicial bodies during conferences, site visits, and video conferences.

4.2 Number of Participants

Not applicable for this project.

4.3 Administrative Structures

Vendors are to include, at minimum, the following administrative structures and technical approach for completing the proposed work plan. The vendor shall:

- A. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems;

- B. Provide a current organizational chart (including any subcontractors and all organizational partnerships and collaborations) and specify the key management and administrative personnel who will be assigned to this project; and
- C. Provide a timeline for each component of the scope of work and the project overall. Include a Table of Organization (including any subcontractors) of staff devoted to the project by vendor or subcontractor.

4.4 **Specifications of Deliverables**

The contracted services shall include, but may not be limited to, the following areas:

A. General Administrative Requirements, which include at minimum:

1. Testing of software to assure successful data entry can be completed, and maintaining that capability throughout the effective term of the contract. The electronic medium for data transfer must be approved by the ODJFS Office of Information Services. The current CPR vendor transfers data via File Transfer Protocol (FTP) transmission. File transmissions must use secure plus transmission methods. The state supports three (3) transmit methods that meet these requirements: Connect-Direct, Cyber Fusion and Enterprise Manager;
2. Entering into agreements with all Ohio birthing facilities for the purpose of the completion of paternity affidavits and payment of appropriate fees;
3. Maintaining the data entry system and all data backups. ODJFS has ownership of all data, and within 180 days of the contract termination date, all data must be forwarded to ODJFS in an electronic format agreed to by ODJFS;
4. Submitting a monthly invoice which includes the amounts paid to birthing facilities and registrars for the submission of valid affidavits as well as charges to ODJFS for performance of other deliverables. The invoice must be submitted on vendor letterhead, and the billing date and service date must be included on the invoice. Supporting documentation must include an electronic list of hospitals and registrars receiving payments for valid affidavits during the invoice month. Invoices must be forwarded to a specific ODJFS address, as directed;
5. Reimbursing the facilities (birthing facilities/registrars) \$20.00 for each correctly completed affidavit. Contractor will advance payments to the facilities and will invoice ODJFS on a monthly basis. **IMPORTANT:** Vendor cost proposals are **not** to include the amount of funds to be passed through from ODJFS to facilities for affidavit completion. For contract purposes, ODJFS will obtain a purchase order for the amount of the selected vendor's accepted cost proposal plus an amount appropriate for payments by the contractor to birthing facilities for completed affidavits. The amount made available

to the selected vendor for completion of this deliverable will be based on historical volume and projections, and may be increased by ODJFS if actual use exceeds projections. Actual use of funds for this purpose by the selected vendor must be fully documented. Contractor must assure that payments are made promptly and accurately;

6. Arranging with the current CPR vendor for the ownership transfer of the current post office box number, phone number, and dedicated fax lines for project operations, immediately upon notification of contract effective date. The selected vendor will be responsible for the proper and timely handling of any CPR-related communications submitted to the P.O. box or via fax lines; and
7. In the event a subsequent contract is awarded to a different vendor, arranging with the incoming vendor, upon completion of the contract period, the ownership of the post office box number, phone number, and dedicated fax lines for seamless project operations. The vendor chosen as a result of this RFP will assure cooperation in the transfer from the incumbent vendor to the newly selected vendor.

B. Document Processing, which at minimum, includes:

1. Requiring the hospitals, registrars, and CSEAs to submit paternity documentation utilizing a transmittal log (see **Appendices A1, A2 and A3—Sample Transmittal Log**, of the RFP). The log allows the entities to list the enclosed documents that are being forwarded to the CPR facility. The transmittal logs shall be cross-checked by the CPR vendor with the attached paternity documentation to assure consistency. The vendor is required to contact the submitting facility if there is any problem with the attached information;
2. Processing original notarized affidavits, copies of administrative orders of paternity, certified court orders and rescission documents received from birthing facilities, local registrars, CSEAs, courts, and parents. The vendor will date-stamp affidavits, administrative orders of paternity, certified court orders and rescissions on date of receipt. The vendor shall create a numbering process, which must be approved by ODJFS and ODH, to facilitate record identification. The vendor will also create a batch numbering system for batches of two-hundred records;
3. Reviewing affidavits, administrative orders of paternity, certified court orders, and rescission documents for validity in accordance with criteria provided by ODJFS. Invalid documents will be sent back to the point of origin with a letter of explanation. The vendor will track returned documents for correction and re-submission. Upon completion of work with all such documents, the vendor will provide them to ODH for comparison and permanent storage;
4. Creating and storing images of all affidavits and rescissions, excluding those that do not pass the review process at CPR. The imaged documents will be made available to the

CSEAs and OCS staff through a password protected, secure portion of the vendor website required in this RFP within 48 hours of the numbering of the document by CPR. IP authentication or restriction in order to access the secure Central Paternity Registry document site will be required. Images must be available through Internet Explorer or compatible with any internet browser ODJFS may use in the future. The contractor must use OnBase software. The contractor must develop multiple search criteria, including document number, mother's name, mother's social security number, mother's county of residence, father's name, father's social security number, child's name, child's date of birth, or a date range, so the CSEAs and OCS can access copies without delays. The estimated volume of imaged documents is 38,000-43,000 per year. For SFY 2012, the current CPR contractor imaged 39,001 affidavits and 671 rescissions;

5. Completing records by entering the following information from each affidavit, administrative order, court entry, and rescission document into the database:
 - a. father's name, social security number, address, and date of birth;
 - b. mother's name (including maiden name), social security number, address, and date of birth;
 - c. child's name, social security number, address, date of birth, sex, city, county and state of child's birth;
 - d. date paternity was established;
 - e. date document was received by CPR contractor;
 - f. date processed by CPR contractor;
 - g. origin of the document;
 - h. type of document; and
 - i. document number assigned by CPR contractor.

NOTE: This data-entry function must be performed in the metropolitan Columbus, Ohio area. A statement (with location) affirming the vendor's compliance with this requirement must be included in the vendors' proposal.

6. Correcting record errors identified by ODJFS and ODH;
7. Providing data entry of all affidavits and other records received within two working days of receipt, at an acceptable rate of accuracy of at least 99%. If the contractor determines a backlog has developed so that it cannot meet the two-day working requirement, the contractor must alert ODJFS immediately, and include corrective measures to eliminate the backlog; and,
8. Processing and providing appropriate follow-up to all letters of inquiry or other correspondence sent to the CPR from the local registrars, hospitals, parents, or the general public. The contractor must date stamp these items, and respond to matters under its purview. Any correspondence requiring an OCS response must be forwarded to OCS within five days of receipt.

C. Reporting, which includes:

1. Producing a monthly report that indicates the number of affidavits received from each facility and the amount of time it took the facility to submit the completed documents to the CPR after the final signature was notarized (date paternity was established). A sample of the existing report has been provided as **Appendix B—Sample Existing Affidavit Report** to this RFP. This report must be submitted as part of the comprehensive activity report specified in Deliverable C.2., of this RFP (below);
2. Submitting two (2) hard copies and two (2) CD-ROMs of a monthly comprehensive activity report reflecting data by county, including totals of affidavits submitted by birthing facilities, registrars (hospitals and registrar data to be sorted by mother's county of residence), CSEAs, and parents. The activity report will also include the numbers of administrative orders, court orders, and rescission documents received from each county during the report month. Each summary report will contain monthly information as well as cumulative information for the calendar year. The activity reports must be sent to the ODJFS address as specified by the ODJFS Contract Manager;
3. Extracting data from the centralized paternity database and preparing customized reports at the request of ODJFS; and
4. Transmitting information electronically twice weekly to ODJFS and ODH, consisting of all new records processed by the CPR contractor. File transmitting to ODJFS must use secure plus transmission methods. The file must be password encrypted before transmitting the file via email, with the password securely sent in a separate email. ODH currently prefers transmissions be sent via Secure File Transfer Protocol SFTP. The contractor will be required to establish an account with ODH. ODJFS and ODH reserve the right to change the transmission requirements at any time.

D. Training, Technical Assistance, & Community Education, which includes:

1. Maintaining the existing toll-free telephone number to receive inquiries regarding the documents. The contractor will report to ODJFS monthly regarding the number of calls received on the toll-free number. The toll-free line will be operable from 8:00 a.m.-5:00 p.m. on work days (Monday through Friday), excluding state holidays; voice mail must be available 24-hours daily. The contractor will respond to all voice mail messages within 2 working days;
2. Developing and sending an introductory mailing to all 117 birthing facilities, 115 registrars, and 88 CSEAs (counts current at this writing). The introductory mailing will include basic information on the contractor's points of contact (including address, phone, fax, toll-free number and website). The contractor is responsible for the costs of the introductory mailing, including postage. ODJFS shall provide the selected vendor with the appropriate mailing list. The introductory mailing must be sent within 10 days

of the purchase order being finalized, or later if deemed necessary and approved by ODJFS;

3. Conducting site visits at each birthing facility at least annually (once per year) to monitor the processing of affidavits to ascertain use of correct procedures, and provide technical assistance as needed. Visits to local registrars will be required only when a problem becomes evident in the quality or number of documents received. The contractor's findings from the site visits will be included in the monthly report to ODJFS;
4. Developing and maintaining an Internet website which includes an overview of affidavit procedures and overall general information about paternity and rescission processes. The website will also clarify the role of ODH in birth record comparisons as required by law. The website must include a secure section that the CSEAs and OCS can access that will allow the CSEAs and OCS to view and print imaged affidavits and rescissions. These images are for agency use only. All document images produced during the course of the contract are property of ODJFS. Sufficient search criteria must be established to allow CSEAs to quickly locate the documents for viewing and printing. ODJFS has the right of final approval for the website content;
5. Producing an instructional DVD for use by the birthing facilities and registrars' offices. The DVD must cover the key points of state regulations and any ODJFS rules for the completion and submission of paternity affidavits. The DVD must be of professional quality, produced in color, and designed as a standalone training aid. The contractor must assume all responsibility for creation, production, copying and distribution of DVDs. ODJFS retains approval authority for final content. At least 350 copies will be required. The contractor will be responsible for mailing the DVDs to all birthing facilities and registrars' offices during the effective term of the contract and any subsequent renewals that result from this RFP;
6. Producing a DVD 3-5 minutes in length for use by the general public (mothers, fathers, other family members) in birthing facilities. The content of the DVD will stress the importance of paternity establishment. The contractor is responsible for the creation of the DVD, production, and distribution of copies to all birthing facilities. ODJFS shall provide the selected vendor with the appropriate mailing lists. The initial supply will be 250 DVDs in English, 75 in Somali, and 75 in Spanish. ODJFS is currently investigating the need for other language versions. ODJFS has final approval rights for content;
7. Creating a multi-color tri-fold brochure that explains the affidavit process. The brochure must also highlight the benefits of paternity establishment. Initial and subsequent distribution of the brochures to birthing facilities, registrars, and CSEAs will be the contractor's responsibility. The brochure must be available within 120 days of the contract effective date. Approximately 50,000 brochures will be needed for the initial distribution in English and approximately 5,000 brochures will be needed in Spanish and 5,000 brochures will be needed in Somalia versions. It is anticipated that 50,000

brochures will be needed for each contract year resulting from this RFP (**Important – see NOTE below**);

8. Conducting regional training meetings for the hospitals, registrars and CSEAs annually. The sessions are to be held in three to four locations across the state. The selected vendor shall select the location of each of the three to four regional training meetings but must be approved by ODJFS prior to training sessions. Each session shall run approximately four to five hours in length. Topics will include general affidavit procedures, and resolutions for frequent issues that hospital and registrar staff regularly encounter (married mothers, minors, delayed signatures, etc.); and
9. Conducting training sessions for various judicial bodies up to four times a year. These training sessions may be provided at conferences, specially scheduled meetings, or through video conferences. Locations for training sessions may vary throughout the state and must be approved by ODJFS in advance. Dates and times for the training sessions will be determined cooperatively by the vendor and ODJFS, with final approval by ODJFS. Topics will include general affidavit procedures, review of forms used in the process, and ways to avoid common errors that are observed by the CPR staff.

NOTE: All instructional materials to be produced under this contract are subject to approval by ODJFS. Excluding project correspondence, the introductory mailing announcing the contractor's contact points (see Section 4.4, D. 2) and reports, and excluding a reasonable number of copies of instructional materials for distribution to ODJFS for clearance purposes, the printing of project materials are subject to State of Ohio regulations. **Vendors, therefore, are not to include costs of printing documents in their cost proposals.** The selected vendor will be required to provide finalized, approved documents in print-ready/reproduction-ready condition to ODJFS, sufficiently in advance of any scheduled distribution and dissemination of materials, to allow for any corrections and printing time. Reproduction of printed materials will be completed under existing ODJFS and State of Ohio agreements for printing services.

Also, any and all instructional materials produced by the selected vendor under terms of the contract resulting from this RFP shall be the sole property of ODJFS.

4.5 Selected Vendor Compensation Structure

On the Cost Proposal Form (provided as Attachment D. to this RFP), vendors are to propose their firm, fixed, all-inclusive cost for each deliverable. The proposed price for each deliverable is to represent the entire cost the vendor offers for the full and successful completion of that deliverable. The sum of the proposed costs of all deliverables to be performed under the resulting contract will be the vendor's total cost for successful completion of the work described in this RFP.

Vendors are to use their expertise in pricing the work described in this RFP, taking into consideration any intervening steps or activities that must be performed in order to complete the work, even if ODJFS does not explicitly identify those intervening costs in this RFP, and offer their prices accordingly. No separate travel expenses or any other type of expenses will be paid under the contract to result from this RFP.

The total contract award for the selected proposal will be for the full duration of the project, from the award date through the termination date. The contract award will strictly correspond with the approved cost proposal.

Compensation will be made monthly via the submission of invoices. The contractor must submit a valid and detailed invoice to ODJFS within ten business days after the last business date of the previous month.

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this section. The proposal submission must be comprised of:

- **Five (5)** paper copies (one signed original and four copies) and one CD-ROM copy of the technical proposal;

It is the vendor's affirmative responsibility to ensure that all copies and all formats of the proposal are identical. Any pages or documents omitted from any or all copies can negatively affect the vendor's score and possibly result in the vendor's disqualification. In the event of any discrepancies or variations between copies, ODJFS is under no obligation to resolve the inconsistencies and may make its scoring and vendor selection decisions accordingly, including the decision to disqualify the vendor.

AND

- in a sealed, separate envelope, **three (3) paper copies (one signed original and four copies)** and one CD-ROM copy of the cost proposal.

The vendor's original technical and cost proposals must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. The vendor's total proposal submission (both the technical and cost proposals in all required copies) must be received by ODJFS complete no later than 3:00 p.m. on **March 21, 2013**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

**Office of Contracts and Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
ATTN: RFP/RLB Unit**

The entire vendor technical proposal should be converted into **one single secure .pdf document** saved to the technical proposal CD-ROM submitted to ODJFS, if possible. If the proposal's size necessitates more than a

single .pdf document to contain the entire technical proposal, vendors must still send the CD-ROM copy of the proposal, but use the fewest separate .pdf documents possible.

Along with the technical proposal, the vendor must submit the cost proposal in a separate, sealed envelope/package labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR CPR SERVICES, RFP# R1415098052 SUBMITTED BY [VENDOR’S NAME].”**

The CD-ROM copy of the cost proposal must include all cost proposal components, including any required or voluntary attachments. **The CD-ROM containing the cost proposal must be submitted in the sealed envelope containing the hardcopy cost proposal.**

Both CD-ROMs must be labeled with the vendor’s name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested CD-ROMs may be used in the formal ODJFS proposal review process, and will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests; failure to include or to properly label them may, at ODJFS discretion, result in the rejection of the vendor from any consideration.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a vendor’s proposal submission (*e.g.*, letters of recommendation from past customers) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be added to any previously received submissions, nor will they be considered.

OCA will accept proposals at any time during normal ODJFS business hours prior to the posted submission deadline (date and time). For hand delivery on the due-date, vendors must allow sufficient time for traffic incidents, downtown parking considerations, and for security procedures in the lobby of the Rhodes State Office Tower (address as stated above) and on the 31st Floor. All proposals must be received **no later than the specified deadline, both date and time**, by the Office of Contracts and Acquisitions (OCA), on the 31st Floor of the Rhodes Tower. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the vendor selected.

5.2 Format for Organization of the Proposal

In developing their proposals, vendors must fully and appropriately plan and cost out their proposed projects (cost information must be restricted to the cost proposal only), including all necessary preparatory and intervening steps, regardless of whether those steps are delineated in this RFP. The vendor’s technical proposal must contain the following components, at minimum. It is mandatory that vendor proposals be organized in the following order and that wherever appropriate, sections/portions of the vendor proposal make reference by section number/letter to those RFP requirements to which they correspond.

A sample Technical Proposal Score Sheet is provided as Attachment C. of this RFP. **Vendors are strongly encouraged to use the Score Sheet to check their proposals for quality, compliance, and completeness prior to submission.**

A. Proposal Organization

The vendor's technical proposal must contain the following components, organized in primary tabs and divided into sub-tabs, as described below. Any other information thought to be relevant, but not applicable to a specific RFP section number/letter may be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information or materials not required in the RFP. All pages beyond Tab 1 shall be sequentially numbered.

Vendors must organize their technical proposals in the following order:

Tab 1 Required Vendor Information and Certifications Document

Attachment A., Section I. --In this section, the vendor is required to provide required information and certifications of eligibility for state contract awards, as described in Attachment A., Section I. to this RFP, entitled "Required Vendor Information & Certifications Document." Vendors may, at their discretion, either print Attachment A., Section I., complete and sign it, and return it as the content of their proposal Tab 1; or they may provide all the required information and certifications (each fully re-stated from Attachment A.) on their own letterhead, properly signed, and include that replication in their proposal Tab 1. Vendors who fail to provide all information and certifications as described in Attachment A., Section I. in their proposal Tab 1 risk disqualification.

Attachment A., Section II. -- Standard Affirmation and Disclosure Form Banning the Expenditure of Public Funds on Offshore Services. This form must be completed and signed by every vendor or applicant seeking to do business with the Ohio Department of Job and Family Services. This must either be submitted as part of the response to any request for proposals, invitation to bid, request for grant applications, informal quotations, or other such competitive process. **Failure by any vendor to complete, sign, and return the Standard Affirmation and Disclosure Form with its proposal will result in rejection of the proposal as being non-responsive and disqualified from further consideration.**

The signed originals of the above referenced forms (RFP Attachment A., Sections I. and II.) are to be provided in the vendor's original proposal; photocopies of the completed and signed forms must also be provided with each of the required copies.

In the event that the vendor proposes the use of any subcontractor(s), information on the subcontractor(s) and letters of commitment as required by Section 8.8, Minority Business Enterprise or 8.9, Subcontractor Identification and Participation Information should also be provided in Tab 1.

In order to be acknowledged as a vendor with an Ohio presence (as described in RFP Section 8.23, Ohio Presence Consideration) for additional scoring consideration, the vendor must demonstrate in this Tab1 section of its proposal either that it currently has a physical presence in Ohio or has concrete plans for establishing a physical presence. Information to be presented includes the actual or proposed location of the vendor's presence, a description of the work to be performed at that location, and the number of its personnel to operate from the Ohio location. If the Ohio location is planned but not yet operational, an estimated implementation schedule should be provided.

Tab 2 Vendor Experience and Qualifications

Sub-Tab 2a. Mandatory Vendor Qualifications (Section 3.1, A through F)

The vendor must include information to demonstrate how the vendor meets the mandatory qualifications as described in Section 3.1, of this RFP.

Sub-Tab 2b. Organizational Experience and Capabilities (Section 3.2, A through M)

In this section, the vendor is to include their response to the organization experience and capabilities requirements (including any subcontractors) as described in Section 3.2, of this RFP.

Sub-Tab 2c. Staff Experience and Capabilities (Section 3.3, A through E)

In this section, the vendor is to include their response to the staff experience and capabilities requirements (including any subcontractors) as described in Section 3.3, of this RFP.

Tab 3 Proposed Work Plan for the Scope of Work (Section 4.1, A through H)

Sub-Tab 3a. Activity A

Sub-Tab 3b. Activity B

Sub-Tab 3c. Activity C (etc.)

This section should describe in detail how the vendor proposes to successfully perform, at minimum, each activity of the scope of work identified in Sections 4.1, Proposed Work Plan for the Scope of Work. The responses must address each activity fully.

Tab 4 Administrative Structures (Section 4.3, A through C)

Sub-Tab 4a. Item A

Sub-Tab 4b. Item B

Sub-Tab 4c. Item C

This section should describe in detail (in the order as outlined) the vendor's administrative structures as specified in Section 4.3, Administrative Structures of this RFP.

Tab 5 Specifications of Deliverables (Section 4.4, A through D)

Sub-Tab 5a. Deliverable A

Sub-Tab 5b. Deliverable B

Sub-Tab 5c. Deliverable C (etc.)

This section should describe in detail how the vendor proposes to successfully achieve each of the deliverables specified in Section 4.4, Specifications of Deliverables, of this RFP. The responses must address each element separately. Vendors should place their responses for each deliverable identified in Section 4.4 behind separate sub-tabs as described above.

Tab 6 (Optional - as needed) Vendor Attachments or Appendices *(for example, required excerpts/samples of work products described in RFP Section 3.2 may be presented here.)*

B. Cost Proposal

Three (one signed original and two copies) copies of the cost proposal must be submitted in a separate, sealed envelope, and labeled: **"NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR CENTRAL PATERNITY REGISTRY SERVICES, RFP: JFSR1415098052 SUBMITTED BY [VENDOR'S NAME HERE]."**

This envelope/package must also contain the labeled cost proposal CD-ROM. The proposal must include a statement that the prices quoted are firm.

Vendors are to complete the Cost Proposal Form, provided as Attachment D. to this RFP according to instructions, sign it, and submit it fully completed as the separate sealed cost proposal. The Cost Proposal Form requires interested vendors to provide a group of individual prices for those services defined in Section 4.4 Specifications of Deliverables. Vendors are to use their professional comprehension of the effort required to perform those services and to offer to ODJFS its flat, all-inclusive fee for performing each. The prices offered in the vendor's cost proposal will be the prices in effect throughout the contract period, including any renewal contracts.

Vendors are to use the format in Attachment D., Cost Proposal Form, to submit their cost proposal for SFYs 2014, 2015 (etc.). At the vendor's discretion, additional documentation may also be included with the completed Attachment D. as explanatory information, but when making the vendor selections and when executing the contract, ODJFS will consider only the dollar amounts displayed on the Cost Proposal Form.

In calculating their total proposed cost, vendors must consider cost resulting from each deliverable listed in Section 4.4 of this RFP, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFP or not).

C. IMPORTANT –DISQUALIFIERS FOR PROPOSAL ERRORS:

- Any vendor's technical proposal found to contain any prohibited cost information shall be disqualified from consideration. Prohibited cost information is defined as any dollar amounts which might be deemed to be indicative of the relative cost or economy of the proposed project. Information on the assets, value, or historical business volume of the vendor is NOT considered to be such prohibited cost information, and MAY be included in any vendor's technical proposal as information on business capacity and stability. All prohibited cost information must be submitted with the separate, sealed cost proposal. The technical proposal is defined as any part of the vendor's proposal (either as required by ODJFS or sent at vendor's discretion), such as work plans, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc., which is not specifically identified by ODJFS as a required component of the separate, sealed cost proposal. Should a vendor determine to include in the technical proposal any documents which contain such cost information, the cost information in those documents must be made unreadable by the vendor before submission of the proposal to ODJFS. Failure to follow these instructions will result in disqualification.
- Any trade secret, proprietary, or confidential information (as defined in Section 8.5 of this RFP) found anywhere in a vendor's proposal shall result in immediate disqualification of that vendor's proposal.
- Any sensitive personal information on vendor or subcontract staff (e.g., social security numbers, addresses) must be omitted from vendor proposals, or rendered fully unreadable, or ODJFS may at its option disqualify the vendor from any consideration.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

ODJFS will contract with a vendor that best demonstrates the ability to meet requirements as specified in this RFP. Vendors submitting a response will be evaluated based on the capacity and experience demonstrated in their technical and cost proposal. All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from OCS and/or their designees. Vendors should not assume that the review team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Selection of the vendor will be based upon the criteria described in this RFP. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when the intent is not unreasonably obscured. In scoring the proposals, ODJFS will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass Phase I. Review as required in the technical proposal Score Sheet. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration. Please refer to Attachment C., Technical Proposal Score Sheet for a complete listing of initial disqualifiers.**

B. Phase II. Review—Criteria for Scoring the Technical Proposal:

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review, by assessing how well the vendor meets the requirements as specified in the RFP. Using the score sheet for Phase II. scoring (see Attachment C. of this RFP for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

Any proposal which does not meet the minimum required technical proposal score as defined in Attachment C. will be disqualified from any further consideration and its cost proposal will neither be opened nor considered. Vendors who demonstrate that they are an MBE/EDGE vendor will receive additional consideration as specified in the Technical Proposal Score Sheet. **Please refer to Attachment C., Technical Proposal Score Sheet for maximum and minimum allowable scoring thresholds and definitions of scoring values.**

IMPORTANT: Before submitting a proposal to ODJFS in response to this RFP, vendors are strongly encouraged to use the Technical Proposal Score Sheet (Attachment C.) to review their proposals for completeness, compliance and quality.

For those technically qualified vendors with an Ohio presence, their final technical score will be the sum of the score they earned according to the Phase II. review described above plus the additional ten (10) points. That sum will be used for those vendors in Phase III., as described below.

C. Phase III. Review—Criteria for Considering the Cost Proposal

The cost proposal will be reviewed by ODJFS. The grand total of each technically qualified vendor's cost proposal is divided by that vendor's final technical proposal score. This compares the cost with the quality of the technical proposal which will provide an average cost-per-quality point earned on the technical proposal.

ODJFS may, at its sole discretion, negotiate with all technically qualifying vendors for a revised cost proposal. Vendors may then submit one last and best offer, or may request that ODJFS

view its original cost proposal as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. Upon receipt of all last and best offers, ODJFS will then consider those vendors' revised cost proposals which are within the budget according to the process described in this section above, and in the Technical Proposal Score Sheet, Attachment C., for vendor selection purposes.

6.2 Review Process Caveats

ODJFS may, at its sole discretion, waive minor errors or omissions in vendors' technical and/or cost proposals or related forms when those errors do not unreasonably obscure the meaning of the content.

ODJFS reserves the right to request clarifications from vendors to any information in their technical and/or cost proposals or related forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and vendors' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 2.3 of this RFP. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Should ODJFS determine a need for interviewing vendors prior to making a final selection, results to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those vendors' proposal scores, or will replace certain criteria scores, at the discretion of ODJFS. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all vendors participating in the interview process for that RFP.

ODJFS reserves the right to negotiate with vendors for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Any vendor deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the contract.

6.3 Final Vendor Recommendation

The PRT will recommend to the Director of ODJFS (or the Director's designee) the technically qualified vendor offering the proposal most advantageous to ODJFS, as determined by the processes and requirements established in this RFP.

6.4 Tie Breaker

In the event that two or more of the proposals have a score which is tied after final calculation of both the technical proposal and the cost proposal scores, the proposal with the higher score in the technical proposal will prevail.

SECTION VII. PROTEST PROCEDURE**7.1 Protests**

Any vendor objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1. The name, address, and telephone number of the protestor;
 - 2. The name and number of the RFP being protested;
 - 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 4. A request for a ruling by ODJFS;

 - 5. A statement as to the form of relief requested from ODJFS; and
 - 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

- B. A timely protest shall be considered by ODJFS, if it is received by the ODJFS Office of Contracts and Acquisitions (OCA), within the following periods:
 - 1. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 2.1, Anticipated Procurement Timetable, of this RFP.

 - 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the seventh (7-th) calendar day after the issuance of formal letters sent to all responding vendors regarding the State's intent to make the award. The date on these ODJFS letters to responding vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.

- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by OCA after the time periods set forth in Item B. of this section.

- D. All protests must be filed at the following location:

Deputy Director
ODJFS Office of Contracts and Acquisitions
30 East Broad Street, 31st Floor
Columbus, Ohio 43215

- E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. OCA shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

7.2 Caveats

ODJFS is under no obligation to issue a contract as a result of this or any solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed. Changes in this RFP of a material nature will be provided via the agency website. All vendors are responsible for obtaining any such changes without further notice by ODJFS.

SECTION VIII. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFP, ODJFS notifies vendors seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFP, RLB, etc.) process; or their eligibility to be awarded a contract; and of requirements that would be in effect should they be awarded a contract.

8.1 State Contracts

Proposals must list any current contracts the vendor has with State of Ohio agencies. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percentage of the project completed. Vendors must complete a copy of the Required Vendor Information and Certifications Document (provided as Attachment A.) to report this information and include the completed document in the vendor's proposal as specified in Section 5.2 A., Tab 1 of this RFP.

8.2 Interview

Vendors submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from ODJFS and/or other state or county agency staff or other representatives it may appoint, as appropriate. ODJFS reserves the right to select from

responding vendors for interviews and may not interview all vendors submitting proposals. The vendor shall bear all costs of any scheduled interview.

8.3 Start Work Date

The selected vendor must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget & Management. The selected vendor will be notified by the ODJFS project manager when work may begin. **Any work begun by the vendor prior to this notification will NOT be reimbursable by ODJFS.**

8.4 Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the vendor, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the vendor and will not be ODJFS' responsibility (see Section 8.2, above).

8.5 Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in Ohio Revised Code (ORC) 1333.61 in their proposals in response to any ODJFS RFP, Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals or similar responses voluntarily submitted to this or any ODJFS procurement document to be free of trade secrets, and such proposals if opened by ODJFS may in their entirety be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to any RFP, etc., shall become the property of ODJFS. This RFP and, following the announcement of selection of a vendor (or after another announced event such as a cancellation that terminates this and any related competitive opportunity), any proposals received, if opened, reviewed and considered by ODJFS may be deemed to be public records pursuant to ORC 149.43. For purposes of this section, the term "proposal" shall mean both the technical proposal (and/or other response documentation) and the cost proposal (if opened) and any attachments, addenda, appendices, or sample products submitted by any vendor.

Any proposals submitted in response to this or any ODJFS RFP, RLB, etc. which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

8.6 Contractual Requirements

- A. Any contract resulting from the issuance of this RFP is subject to the terms and conditions as provided in the model contract, which is included as Attachment B. of this RFP;
- B. Many of the terms and conditions contained in the model contract (See Attachment B.) are required by state and federal law; however, the vendor may propose changes to the model contract by annotating the model, and returning it with the vendor's proposal submission. Any changes are subject to ODJFS review and approval;

- C. Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds;
- D. All aspects of the contract apply equally to work performed by any and all subcontractors;
- E. The contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action;
- E. As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3119, 3121, 3123, and 3125 of the ORC. The contractor, and any subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;
- G. By signing a contract with ODJFS, a vendor agrees that all necessary insurance is in effect; and
- H. The selected contractor shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

8.7 Travel Reimbursement

Travel should be folded into the overhead, per diem, or the hourly rates which are built into the cost of the deliverables. Travel is not to be listed separately unless otherwise specified in Section 5.2 C. (Proposal Format and Submission – Cost Proposal) of this RFP.

8.8 Minority Business Enterprise

ODJFS is required by Section 125.081(B) and 123.151 of the ORC to award fifteen percent (15%) of its total procurements to vendors certified as Minority Business Enterprises (MBE). Ohio certified MBE is defined in ORC Section 122.71. If the proposal is not submitted by a certified MBE, the vendor is strongly encouraged to subcontract a minimum of fifteen percent (15%) of the total contract price to an Ohio certified MBE.

The proposal must clearly indicate the name of the proposed Ohio MBE vendor and the exact nature of the work to be performed under the proposed subcontract. The proposal must include a letter from the proposed MBE, signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;

3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the vendor is selected;
5. A statement that the subcontractor has and understands the RFP, the nature of the work, and the requirements of the RFP; and
6. A copy of the Ohio MBE certificate.

There may be no dollar amounts of any kind included with the MBE information; inclusion of dollar amounts will result in the disqualification of the primary vendor's entire proposal.

A listing of Ohio certified MBEs can be accessed through the Ohio Department of Administrative Services (DAS) Web Site at: <http://das.ohio.gov/Eod/MBESearch/index.asp> .

While ODJFS strongly encourages the use of MBE subcontractors, the vendor's use of an MBE subcontractor will have no effect on vendors' technical scores or on final contractor selection for this RFP, **unless** Section VI, Criteria for Proposal Evaluation and Selection of this RFP (and/or the Technical Proposal Score Sheet for this RFP) affirmatively establish an MBE participation criterion.

8.9 Subcontractor Identification and Participation Information

Any vendors proposing to use a subcontractor for any part of the work described in this RFP must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the vendor is selected; and
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

There may be no dollar amounts of any kind included with subcontractor information; inclusion of dollar amounts will result in the disqualification of the primary vendor's entire proposal.

8.10 Public Release of Evaluations and/or Reports

Public release of any evaluation or monitoring reports funded under this agreement will be made only by ODJFS.

8.11 Confidentiality

All contracts will require that the contractor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

8.12 Key Personnel

ODJFS will require a clause in the resulting contract regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS, and replacements will not be made without ODJFS approval.

8.13 Ethical & Conflict of Interest Requirements

- A. No contractor or individual, company or organization seeking a contract shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
- B. No contractor or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the contract or refusal by ODJFS to enter into a contract; and
- D. ODJFS employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

8.14 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a contract from ODJFS, the contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and the implementing regulations found at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected vendor can reasonably anticipate HIPAA language in the contract that results from this RFP.

In the event of a material breach of contractor obligations under this section, ODJFS may at its option terminate the contract according to provisions within the contract for termination.

8.15 Waiver of Minor Proposal Errors

ODJFS may, at its sole discretion, waive minor errors or omissions in vendors' technical and/or cost proposals/forms when those errors do not unreasonably obscure the meaning of the content.

8.16 Proposal Clarifications

ODJFS reserves the right to request clarifications from vendors of any information in their technical and/or cost proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process.

8.17 Contractual Requirements and Prevailing Wage Requirements

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the model contract, which is provided as Attachment B. to this RFP. Vendors are strongly encouraged to read the model contract and to be fully aware of ODJFS' contractual requirements. Additionally, the selected contractor will be required to comply with prevailing wage standards, as established in ORC 4115.03-4115.16.

8.18 Unresolved Findings for Recovery (ORC 9.24)

ORC Section 9.24 prohibits ODJFS from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the vendor warrants that it is not now, and will not become, subject to an "unresolved" finding for recovery under ORC 9.24 prior to the award of any contract arising out of this RFP, without notifying ODJFS of such finding. ODJFS will review the Auditor of State's website prior to completion of evaluations of proposals submitted pursuant to this RFP. ODJFS will not evaluate a proposal from any vendor whose name, or the name of any of the subcontractors proposed by the vendor, appears on the website of the Auditor of the State of Ohio as having an "unresolved" finding for recovery.

8.19 Mandatory Contract Performance Disclosure

Each proposal must disclose whether the vendor's performance, or the performance of any of the proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project which is the subject of this RFP has resulted in any "formal claims" for breach of those contracts. For purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, vendor shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a vendor from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the vendor's proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the vendor's performance of the work, and the best interests of ODJFS.

8.20 Mandatory Disclosures of Governmental Investigations

Each proposal must indicate whether the vendor and any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to vendor's performance of services similar to those described in this RFP. If any such instances are

disclosed, vendor must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against vendor by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify a vendor from consideration, such governmental action and a review of the background details may result in a rejection of the vendor's proposal at the sole discretion of ODJFS. The decision by ODJFS on this issue will be based on a determination of the seriousness of the matter, the matter's potential impact on the vendor's performance of the work, and the best interests of ODJFS.

8.21 Mandatory Disclosures of Work Location

Proposals must explicitly state the location(s) (city, county, state) where work described in this RFP would be performed, whether by the vendor or by any subcontractors.

8.22 Vendor Selection Restriction

Any vendor deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the resulting contract.

8.23 Ohio Presence Consideration

The vendor that is awarded the contract resulting from this RFP is required to maintain a physical presence in Ohio throughout the term of the contract, including all renewal periods. Therefore, each vendor must either demonstrate in its proposal that it currently has a physical presence in Ohio or demonstrate concrete plans for establishing a physical presence, to include the actual or proposed location of the vendor's presence. Vendor proposals must identify the work to be performed for this project at that location and identify vendor personnel, either by staff name or function that will operate from the Ohio location. ODJFS reserves the right, at its sole discretion to reject any proposals which fail to comply with this requirement.

8.24 Prohibition Against Services Performed Outside the United States

All vendors seeking an award of an ODJFS contract must attest that no funds provided by ODJFS would be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States. This required attestation is identified as the "Location of Business Form" included in the "Required Vendor Information & Certifications Documents," provided as Attachment A., Section II., to this RFP. The entire form must be printed, completed, and signed by the interested vendor's authorized representative, and returned to ODJFS as a component of the vendor technical proposal. **Failure to properly complete Attachment A. will result in the disqualification of the vendor's proposal from consideration.**

8.25 Proposal Submissions As Public Record

Vendors will be required to attest in Attachment A., Section I., Item #15 that they understand that nothing included in their proposal submission will be viewed as confidential and/or trade secret information (as defined in Sections 3.3; 5.2, D.; and 8.5 of the RFP or wherever so defined in an ODJFS RLB document) and may be posted in its entirety on the Internet for public viewing. Following submission to ODJFS, all proposals

submitted may become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited information. The vendor affirms that it shall be solely responsible for any and all information disclosed in the proposal submission and any or all information released by ODJFS in any public records requests.

SECTION IX. ATTACHMENTS AND THEIR USES

- A. Required Vendor Information and Certifications** *(To be completed/replicated and included in the proposal packet as specified in Section 5.2, A.)*
- B. ODJFS Model Contract** *(For vendor reference purposes)*
- C. Technical Proposal Score Sheet** *(For vendor self-evaluation purposes...do not submit)*
- D. Cost Proposal Form** *(To be completed & included in cost proposal packet as specified in Section 5.2, B.)*

SECTION X. APPENDICES AND THEIR USES

- A. Sample Transmittal Log** *(Section 4.4, B. 1. For vendor reference purposes)*
 - 1. CSEA Transmittal Log**
 - 2. Hospital Transmittal Log**
 - 3. Local Registrar Transmittal Log**
- B. Sample Existing Affidavit Report** *(Section 4.4, C. 1. For vendor reference purposes)*

Thank you for your interest in this project.

Attachment A

Attachment A consists of 2 distinct and different sections. Both sections must be completed and included in Tab 1 of the proposal.

Section I – Required Vendor Information

Section II - Location of Business Form

Attachment A—Section I.

REQUIRED VENDOR INFORMATION and CERTIFICATIONS

Purpose: ODJFS requires the following information on vendors who submit proposals or bids in response to any ODJFS Requests for Proposals (RFPs) or Requests for Letterhead Bids (RLBs), in order to facilitate the development of the contract (or finalization of a purchase) with the selected vendor. ODJFS reserves the right to reject your proposal if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your proposal\bid. **Failure to provide such required information will result in your proposal’s immediate disqualification.**

Instructions: Provide the following information regarding the vendor submitting the proposal or bid. Vendors may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their proposals. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the vendor. Vendors are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFP\RLB specified a maximum page limit for vendor proposals\ bids, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will NOT be counted against that page limit.

Vendors must provide all information

1. ODJFS RFP/RLB #:	2. Proposal Due Date:
3. Vendor Name: (legal name of the vendor – person or organization – to whom contract\purchase payments would be made)	
3a. Vendor’s Ohio Administrative Knowledge System (OAKS) ID#: [Vendors may apply for an OAKS vendor ID# at: http://ohiosharedservices.ohio.gov/Vendors.aspx . The necessary forms to be completed and remitted to Ohio Shared Services are the Vendor Information Form (OBM-5657) and the IRS Form W-9. Completion and/or submission of these forms to Ohio Shared Services <u>does not</u> assume a vendor/applicant award of any ODJFS contract/grant.]	
4. Vendor Corporate Address:	5. Vendor Remittance Address: (or “same” if same as Item # 5)
6. Print or type information on the vendor representative/contact person <u>authorized to answer questions on the proposal\bid</u> : Vendor Representative NAME and TITLE: Address: _____ E-Mail Address: _____ Phone #: _____ Fax #: _____	
7. Print or type the name of the vendor representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function): Vendor Representative NAME and TITLE: Address: _____ E-Mail Address: _____ Phone #: _____ Fax #: _____	
8. Is this vendor an Ohio certified MBE? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach a copy of current certification to proposal\bid. (IF ODJFS has specified the RFP\RLB\purchase document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)	

9. Mandatory Vendor Certifications:

ODJFS may not enter into contracts with/make purchases from any vendors who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Vendors responding to any ODJFS RFP\RLB or other purchase opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. **Failure to provide proper affirming signature on any of these statements will result in the disqualification of your proposal\bid.**

I _____ (signature of representative shown in Item # 7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), **has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.**

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), **is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.**

AND

I _____ (signature of representative shown in Item #7, above) hereby certify and affirm that _____ (name of the vendor shown in Item # 3, above), **either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.**

10. Equal Employment Opportunity Information on the Vendor and any Subcontractor(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	Nationwide:	Ohio Offices:
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

B. If you are the selected vendor, will you subcontract any part of the work?

NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: _____

Address: _____

Work To Be _____

Performed: _____

(a brief description) _____

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): _____

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed subcontractors:

	Nationwide:	Ohio Offices:
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

C. Identify all state contracts which the vendor has had approved by the Controlling Board since the beginning of the last fiscal year (i.e., since July 01, 2011) through this fiscal year to date. Also include contracts approved for ODJFS or institutions of higher education:

Total number of contracts: _____

For each state contract, list the state agency and provide the following information:

State Agency/Educational Institution: _____
Contract Dollar Amount: _____

State Agency/Educational Institution: _____
Contract Dollar Amount: _____

State Agency/Educational Institution: _____
Contract Dollar Amount: _____

Attach additional pages if needed

11. Vendor and Grantee Ethics Certification

As a vendor or grantee doing business with* or receiving grants from the State of Ohio, I certify on behalf of _____ (name of vendor or grantee):

- (1) I have reviewed and understand Ohio ethics and conflict of interests laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.
(2) I acknowledge that failure to comply with this certification, is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Signature of authorized agent

Date

*"Doing business with" includes all contracts for goods and services, excluding purchases made using the State of Ohio's Payment Card Program that cost less than \$1,000.

12. I have read the ODJFS Model Contract attached to the RFP/RLB, and if awarded a contract, I will not ____ (or) I will ____ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected vendor. All requested changes to model contract language are subject to ODJFS approval.) (NOTE: Item 13 is not applicable and not required when the subject ODJFS procurement opportunity is offered only to State Term Schedule Vendors.)

13. I _____, (vendor representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of _____ (vendor's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this proposal in response to the ODJFS RFP/RLB/other purchase opportunity is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)

14. Location of Business Declaration: Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Location of Business Form," which is the final section of this attachment. **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THIS FORM, INCLUDING THE "LOCATION OF BUSINESS FORM," WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD OF AN ODJFS CONTRACT.**

15. I _____, (vendor representative in Item # 7) hereby attest that I understand that any and all information included in this proposal is not confidential and/or trade secret information (as defined in Sections 3.3, 5.2, D., 8.5, and 8.25 of the RFP or where found in an RLB document) and that the proposal submission may be posted in its entirety on the Internet for public viewing. Following submission to ODJFS, all proposals submitted may become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information. The vendor affirms that they shall be solely responsible for any and all information disclosed in the proposal submission and any or all information released by ODJFS in a public records request(s).

Attachment A—Section II.

Location of Business Form

Pursuant to Governor’s Executive Order 2011-12K (www.governor.ohio.gov), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

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)

(Name) (Address, City, State, Zip)

(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)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this project or any other agreement will be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

Signature

Date

Entity Name

Address (Principal place of business)

Printed name of individual authorized
to sign on behalf of entity

City, State, Zip

Attachment B.
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
MODEL CONTRACT

C-1415-00-0000

RECITALS:

This Contract is entered into between the Ohio Department of Job and Family Services (ODJFS) and **Vendor Name** (CONTRACTOR).

- A. ODJFS issued a Request for Proposal (RFP) titled _____, numbered _____, and dated _____, which is hereby incorporated by reference.
- B. The ODJFS proposal review team recommended for award the Proposal submitted by CONTRACTOR on [DATE] which is hereby incorporated by reference.
- C. In the event of any inconsistency or ambiguity between the provisions of the RFP, the Proposal, or this Contract, the provisions of this Contract will determine the obligations of the parties. In the event that this Contract fails to clarify any inconsistency or ambiguity between the RFP and the Proposal, the RFP will determine the obligations of the parties. In the event of a disputed issue that is not addressed in any of the aforementioned documents, the parties hereby agree to make every reasonable effort to resolve this dispute in keeping with the objectives of this Contract and the budgetary and statutory constraints of ODJFS.

ARTICLE I. PURPOSE; DELIVERABLES

- A. **INSERT LEGAL AUTHORITY IF AVAILABLE.** CONTRACTOR will perform its responsibilities under this Contract in accordance with the RFP and the Proposal. The responsibilities (Deliverables) are summarized as follows:

INSERT DELIVERABLES

- B. The ODJFS Contract Manager is **ODJFS Contract Manager**.
- C. The ODJFS Contract Manager may periodically communicate specific requests and instructions to CONTRACTOR concerning the performance of the Deliverables described in this Contract. CONTRACTOR agrees to comply with any requests or instructions to the satisfaction of ODJFS within ten business days after CONTRACTOR's receipt of the requests or instructions. ODJFS and CONTRACTOR expressly understand that any requests or instructions will be strictly to ensure the successful completion of the Deliverables described in this Contract, and are not intended to amend or alter this Contract in any way. If CONTRACTOR believes that any requests or instructions would materially alter the terms and conditions of this Contract or the compensation stated hereunder, CONTRACTOR will immediately notify ODJFS pursuant to the notice provision of this Contract. CONTRACTOR agrees to consult with the ODJFS Contract Manager as necessary to ensure understanding of the Deliverables and the successful completion thereof.
- D. Ownership of Deliverables:
 - 1. All Deliverables provided by CONTRACTOR under this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records, or other media, are the property of ODJFS, which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. CONTRACTOR will not obtain copyright, patent, or other proprietary protection for the Deliverables. CONTRACTOR will not include in any Deliverable any copyrighted matter, unless the copyright owner gives prior written approval for ODJFS and CONTRACTOR to use such copyrighted matter in the manner provided herein. CONTRACTOR agrees that all Deliverables will be made freely available to the public unless ODJFS determines that, pursuant to

state or federal law, such materials are confidential or otherwise exempted from disclosure. **IF THIS SECTION IS MODIFIED ALSO MODIFY ART. VI(A)**

2. All Deliverables provided or produced pursuant to this Contract will be considered "works made for hire" within the meaning of copyright laws of the United States and the State of Ohio. ODJFS is and will be deemed sole author of the Deliverables and sole owner of all rights therein. If any portion of the Deliverables is deemed not a "work made for hire," or if there are any rights in the Deliverables not conveyed to ODJFS, CONTRACTOR agrees to, and by executing this Contract does, assign ODJFS all worldwide rights, title, and interest in and to the Deliverables. ODJFS acknowledges that its sole ownership of the Deliverables under this Contract does not affect CONTRACTOR's right to use general concepts, algorithms, programming techniques, methodologies, or technology that CONTRACTOR developed prior to or as a result of this Contract or that are generally known and available.
3. CONTRACTOR understands that it must submit a written request to ODJFS and receive express written permission from ODJFS to include any of its own pre-existing, proprietary materials in any of the Deliverables under this Contract. ODJFS's approval of the inclusion of pre-existing, proprietary materials is predicated on CONTRACTOR granting to ODJFS and the State of Ohio a worldwide, non-exclusive, perpetual, royalty-free license to use, modify, sell, and otherwise distribute all such materials that are included in the Deliverables under this Contract. Upon request by CONTRACTOR, ODJFS will incorporate into any future copies of the Deliverables under this Contract any proprietary notice(s) CONTRACTOR may reasonably require for any pre-existing, proprietary materials included in the Deliverables of this Contract. Any proprietary notices will be the minimum required by law so as not to be seen as an endorsement by ODJFS of or advertisement for CONTRACTOR.

ARTICLE II. EFFECTIVE DATE OF THE CONTRACT

- A. This Contract is in effect from the date of issuance of an approved State of Ohio purchase order (or _____, whichever is later, through _____, unless this Contract is suspended or terminated prior to the expiration date. **This Contract may be renewed through June 30, 2017, upon satisfactory completion of activities hereunder, appropriation of funds by the Ohio General Assembly, and at the sole discretion of ODJFS. ODJFS will issue a notice to CONTRACTOR if ODJFS decides to renew this Contract. CONTRACTOR will not obligate resources in anticipation of a renewal until notice is provided.**
- B. It is expressly understood by both ODJFS and CONTRACTOR that this Contract will not be valid and enforceable until the Director of the Ohio Office of Budget and Management, first certifies, pursuant to Section 126.07 of the Ohio Revised Code (ORC), that there is a balance in the appropriation not already allocated to pay existing obligations. The ODJFS Contract Manager will notify CONTRACTOR when this certification is given.

ARTICLE III. COMPENSATION

- A. The total amount payable under this Contract is **TOTAL AMT** Dollars (**\$TOTAL**). ODJFS will pay an amount up to **SFY1 AMT** Dollars (**\$SFY 1**) for State Fiscal Year **SFY1** and up to **SFY2 AMT** Dollars (**\$SFY2**) for State Fiscal Year **SFY2** expressly for the completion of the Deliverables. CONTRACTOR understands that the terms of this Contract do not provide for compensation in excess of the total amount listed in this section. CONTRACTOR hereby waives the interest provisions of ORC 126.30.

It is further agreed that reimbursement of travel expenditures shall not exceed [SFY1 Travel Dollar Amount] Dollars (\$SFY1 Travel**) for SFY [SFY1] and [SFY2 Travel Dollar Amount] Dollars (**\$SFY2**) for SFY [SFY2], which amounts are included in the total compensation figures above. Expense reimbursement authorized by this section is limited to actual and necessary expenses subject to the limits as established pursuant to ORC 126.31, which are set forth in OAC 126-1-02, as well as any other laws, regulations, or Governor's Executive Orders limiting travel expenses. CONTRACTOR expressly agrees not to submit claims for expenses which do not meet the requirements of this section and further agrees to submit all claims to the ODJFS Contract Manager for approval prior to submitting a claim for reimbursement.**

- B. Compensation will be paid pursuant to CONTRACTOR's **accepted budget [or cost proposal] as incorporated below [or as attached].**

- C. CONTRACTOR will submit detailed invoices on a **monthly, quarterly, annual** basis to the ODJFS Bureau of Accounts Payable at 30 East Broad Street, 37th Floor, Columbus, Ohio 43215. CONTRACTOR agrees to use an invoice instrument to be prescribed by ODJFS and will include in each invoice:
1. CONTRACTOR's name, complete address, and federal tax identification number;
 2. Contract number and dates;
 3. Purchase order number;
 4. Amount and purpose of the invoice, including such detail as required per the compensation section of this Contract, deliverables completed, description of services rendered, hourly rates and numbers of hours (if applicable), amount of monthly fee (if applicable), and itemized travel and other expenses if permitted by this Contract; and
 5. Description of Deliverables performed during the billing period.
- D. CONTRACTOR expressly understands that ODJFS will not compensate CONTRACTOR for any work performed prior to CONTRACTOR's receipt of notice from the ODJFS Contract Manager that the provisions of ORC 126.07 have been met as set forth in ARTICLE II, nor for work performed after the ending date of this Contract.
- E. CONTRACTOR expressly understands that ODJFS does not have the ability to compensate CONTRACTOR for invoices submitted after the State of Ohio purchase order has been closed. CONTRACTOR must submit final invoices for payment no later than 90 calendar days after the ending date of this Contract. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.
- F. CONTRACTOR understands that availability of funds is contingent on appropriations made by the Ohio General Assembly or by funding sources external to the State of Ohio, such as federal funding. If the Ohio General Assembly or the external funding source fails at any time to continue funding ODJFS for the payments due under this Contract, this Contract will be terminated as of the date funding expires without further obligation of ODJFS or the State of Ohio.
- G. CONTRACTOR and ODJFS understand that the terms of this Contract, when combined with any other payments made to or open encumbrances with CONTRACTOR during the same State Biennium, cannot establish compensation in excess of Fifty Thousand and 00/100 Dollars (\$50,000.00) aggregate without prior approval from the State Controlling Board in accordance with ORC 127.16.

ARTICLE IV. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A. This Contract will automatically terminate upon expiration of the time period in ARTICLE II, or upon completion of all Deliverables, or once all of the compensation has been paid.
- B. Notwithstanding other provisions in this ARTICLE, either party may terminate this Contract at will by giving 90 calendar days written notice to the other party. Upon 30 calendar days written notice to CONTRACTOR, ODJFS may suspend this Contract at ODJFS's sole discretion.
- C. Notwithstanding the provision of Section A, above, ODJFS may suspend or terminate this Contract immediately upon delivery of a written notice to CONTRACTOR if:
1. ODJFS loses funding as described in ARTICLE III;
 2. ODJFS discovers any illegal conduct by CONTRACTOR; or
 3. CONTRACTOR has violated any provision of ARTICLE VIII.

- D. Except as provided in Sections A and B of this ARTICLE, CONTRACTOR will have 30 calendar days within which to cure any breach that is curable after receipt of written notice from ODJFS that CONTRACTOR is in breach of any of its obligations under this Contract. If CONTRACTOR fails to cure the breach within the 30 calendar days after written notice or if the breach is not curable, ODJFS may immediately suspend or terminate this Contract. ODJFS may also suspend or terminate this Contract when breaches are persistent, regardless of whether they are cured within 30 calendar days. For purposes of this Section, "persistent" means that ODJFS has notified CONTRACTOR three times in writing of CONTRACTOR's failure to meet any of its contractual obligations. The three notices do not have to relate to the same obligation or type of failure. After the third notice, ODJFS may suspend or terminate this Contract without a cure period if CONTRACTOR again fails to meet any contractual obligation. At the sole discretion of ODJFS, certain instances of breach may require a shorter cure period than the 30 calendar days generally applicable in this Section. In such instances, ODJFS will include in its notice of breach the shorter cure period deemed appropriate.
- E. CONTRACTOR, upon receiving notice of suspension or termination, will:
1. Cease performance of the suspended or terminated Deliverables;
 2. Take all necessary steps to limit disbursements and minimize costs including, but not limited to, suspending or terminating all contracts and subgrants related to suspended or terminated Deliverables;
 3. Prepare and furnish a report to ODJFS, as of the date the notice of termination or suspension was received, that describes the status of all Deliverables and includes the results accomplished and the conclusions reached through Deliverables;
 4. Return all records in their native format relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract; and
 5. Perform any other tasks ODJFS requires.
- F. In the event of suspension or termination under this ARTICLE, ODJFS will, upon receipt of a proper invoice from CONTRACTOR, determine the amount of any unpaid Contract funds due to CONTRACTOR for Deliverables performed before CONTRACTOR received notice of termination or suspension. In order to determine the amount due to CONTRACTOR, ODJFS will base its calculations on the payment method described in ARTICLE III and any funds previously paid by or on behalf of ODJFS. ODJFS will not be liable for any further claims submitted by CONTRACTOR.
- G. If ODJFS terminates this Contract for any reason provided in this ARTICLE, except for termination at will pursuant to Section B or termination for loss of funding pursuant to Section C, ODJFS will be entitled to utilize another contractor to complete the Deliverables of this Contract on any commercially reasonable terms as ODJFS and the covering contractor may agree. In this event, CONTRACTOR will be liable to ODJFS for all costs related to covering the project to the extent that such costs, when combined with payments already made to CONTRACTOR prior to termination, exceed the costs that ODJFS would have incurred under this Contract. CONTRACTOR's liability under this Section is in addition to any other remedies available to ODJFS pursuant to this Contract.
- H. Upon CONTRACTOR's breach or default of provisions, obligations, or duties embodied in this Contract or any term of an award, a federal statute or regulation, an assurance, a State plan or application, a notice of award, or other applicable rule, ODJFS reserves the right to exercise any administrative, contractual, equitable, or legal remedies available without limitation. Any waiver by ODJFS of an occurrence of breach or default is not a waiver of subsequent occurrences. If ODJFS or CONTRACTOR fails to perform any obligation under this Contract and the other party subsequently waives the failure, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive other failures that may occur. Waiver by ODJFS will not be effective unless it is in writing signed by the ODJFS Director.

ARTICLE V. NOTICES

- A. ODJFS and CONTRACTOR agree that communication regarding Deliverables, scope of work, invoice or billing questions, or other routine instructions will be between CONTRACTOR and the identified ODJFS Contract Manager.
- B. Notices to ODJFS from CONTRACTOR that concern changes to CONTRACTOR's principal place of operation, billing address, legal name, federal tax identification number, mergers or acquisitions, corporate form, excusable delay, termination, bankruptcy, assignment, any notice pursuant to ARTICLE VIII, and/or any other formal notice regarding this Contract will be sent to the ODJFS Deputy Director of Contracts and Acquisitions at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215.
- C. Notices to CONTRACTOR from ODJFS concerning termination, suspension, option to renew, breach, default, or other formal notices regarding this Contract will be sent to CONTRACTOR's representative at the address appearing on the signature page of this Contract.
- D. All notices will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE VI. RECORDS, DOCUMENTS AND INFORMATION

CONTRACTOR agrees that all records, documents, writings, and other information, created or used pursuant to this Contract will be treated according to the following terms, and that the terms will be included in any subcontracts executed for the performance of the Deliverables under this Contract:

- A. CONTRACTOR agrees that any media produced pursuant to this Contract or acquired with Contract funds will become the property of ODJFS. This includes all documents, reports, data, photographs (including negatives), and electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use the media in any way ODJFS deems appropriate. CONTRACTOR further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Contract. CONTRACTOR understands that all materials and items produced under this Contract will be made freely available to the public unless ODJFS determines that certain materials are confidential under federal or state law.
- B. All ODJFS information that is classified as public or private under Ohio law will be treated as such by CONTRACTOR. Should the nature of any information be in question, ODJFS will determine whether the information is public or private. CONTRACTOR will restrict the use of any information, systems, or records ODJFS provides to the specific Deliverables of this Contract. CONTRACTOR and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of ODJFS and the State of Ohio. CONTRACTOR agrees that the terms of this section will be included in any subcontract executed by CONTRACTOR for work under this Contract.
- C. CONTRACTOR information that is proprietary and has been specifically identified by CONTRACTOR as proprietary will be held as confidential by ODJFS. Proprietary information is information that would put CONTRACTOR at a competitive disadvantage in CONTRACTOR's market place and trade if it were made public. ODJFS reserves the right to require reasonable evidence of CONTRACTOR's assertion of the proprietary nature of any information. The provisions of this ARTICLE are not self-executing. CONTRACTOR must demonstrate that any information claimed as proprietary meets the definition of "trade secrets" found at ORC 1333.61.
- D. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR and will be made available for audit by state and federal government entities that include but are not limited to, ODJFS, the Ohio Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials. The records and materials will be retained and made available for a minimum of three years after CONTRACTOR receives the last payment pursuant to this Contract. If an audit, litigation or similar action is initiated during this time period, CONTRACTOR will retain the records until the action is concluded and all issues are resolved, or until the end of the three-year period if the action is resolved prior to the end of the three-year period. If applicable, CONTRACTOR must meet the requirements of the federal Office of

Management and Budget (OMB) Circulars A-110, A-122, and A-133. CONTRACTOR acknowledges, in accordance with ORC 149.43, that financial records related to the performance of services under this Contract are presumptively deemed public records.

- E. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Contract will be retained by CONTRACTOR in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is **INSERT RECORDS SCHEDULE**. If any records are destroyed prior to the date as determined by the appropriate records retention schedule, CONTRACTOR agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- F. CONTRACTOR agrees to retain all records in accordance to any litigation holds that are provided to them by ODJFS, and actively participate in the discovery process if required to do so, at no additional charge. Litigation holds may require CONTRACTOR to keep the records longer than the approved records retention schedule. CONTRACTOR will be notified by ODJFS when the litigation hold ends and retention can resume based on the approved records retention schedule. If CONTRACTOR fails to retain the pertinent records after receiving a litigation hold from ODJFS, CONTRACTOR agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- G. CONTRACTOR hereby agrees to current and ongoing compliance with Title 42, Sections 1320d through 1320d-8 of the United States Code (42 USC 1320d to 1320d-8) and the implementing regulations found at Title 45, Parts 164.502(e) and 164.504(e) of the Code of Federal Regulations (45 CFR 164.502(e) and 164.504(e)) regarding disclosure of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). CONTRACTOR further agrees to include the terms of this section in any subcontracts that may be executed pursuant to this Contract.

ARTICLE VII. AMENDMENT AND ASSIGNMENT

- A. This writing constitutes the entire agreement between ODJFS and CONTRACTOR with respect to all matters herein. Only a writing signed by both parties may amend this Contract. However, ODJFS and CONTRACTOR agree that any amendments to any laws or regulations cited herein will result in the correlative modification of this Contract without the necessity for executing written amendments. Any written amendment to this Contract will be prospective in nature.
- B. CONTRACTOR agrees not to assign any interest in this Contract nor transfer any interest in the Contract without the prior written approval of ODJFS. CONTRACTOR will submit any requests for approval of assignments and transfers to the ODJFS Contract Manager at least ten business days prior to the desired effective date. CONTRACTOR understands that any assignments and transfers will be subject to any conditions ODJFS deems necessary and that no approval by ODJFS will be deemed to provide for any ODJFS obligation that exceeds the Contract amount specified in ARTICLE III of this Contract.

ARTICLE VIII. CONTRACTOR CERTIFICATION OF COMPLIANCE WITH SPECIAL CONDITIONS

By accepting this Contract and by executing this Contract, CONTRACTOR hereby affirms current and continued compliance with each condition listed in this ARTICLE. CONTRACTOR's certification of compliance with each of these conditions is considered a material representation of fact upon which ODJFS relied in entering into this Contract:

- A. If at any time, CONTRACTOR is not in compliance with the conditions affirmed in this Section, ODJFS will consider this Contract *void ab initio* and will deliver written notice to CONTRACTOR. Any funds the State of Ohio paid CONTRACTOR for work performed before CONTRACTOR received notice that the Contract is *void ab initio* will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.
 - 1. **Federal Debarment Requirements.** CONTRACTOR affirms that neither CONTRACTOR nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. CONTRACTOR also affirms that within three years preceding this Contract neither CONTRACTOR nor any of its principals:

- a. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or
 - b. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.
 2. **Qualifications to Conduct Business.** CONTRACTOR affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Contract period CONTRACTOR, for any reason, becomes disqualified from conducting business in the State of Ohio, CONTRACTOR will immediately notify ODJFS in writing and will immediately cease performance of all Deliverables.
 3. **Unfair Labor Practices.** CONTRACTOR affirms that neither CONTRACTOR nor its principals are on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which would identify CONTRACTOR as having more than one (1) unfair labor practice contempt of court finding.
 4. **Finding for Recovery.** CONTRACTOR affirms that neither CONTRACTOR nor its principals or subcontractors, is subject to a finding for recovery under ORC 9.24, or it has taken the appropriate remedial steps required, or otherwise qualifies under ORC 9.24 to contract with the State of Ohio.
- B. If at any time CONTRACTOR is not in compliance with the conditions affirmed in this Section, ODJFS may immediately suspend or terminate this Contract and will deliver written notice to CONTRACTOR. CONTRACTOR will be entitled to compensation, upon submission of a proper invoice per ARTICLE III, only for work performed during the time CONTRACTOR was in compliance with the provisions of this Section. Any funds paid by the State of Ohio for work performed during a period when CONTRACTOR was not in compliance with this Section will be immediately repaid or the State of Ohio may commence an action for recovery against CONTRACTOR.
1. **Americans with Disabilities.** CONTRACTOR, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
 2. **Fair Labor Standards and Employment Practices.**
 - a. CONTRACTOR certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
 - b. In carrying out this Contract, CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.
 - c. CONTRACTOR agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
 - d. CONTRACTOR will incorporate the foregoing requirements of this Paragraph 2 in all of its subgrants or subcontracts for any of the work prescribed herein.
 3. **Ethics and Conflicts of Interest Laws.**

- a. CONTRACTOR certifies that by executing this Contract, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws. CONTRACTOR further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
 - b. CONTRACTOR certifies, by executing this Contract, that no party who holds a position listed or described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one (1) or more personal monetary contributions in excess of One Thousand and 00/100 Dollars (\$1,000.00) to the current Governor or to the Governor's campaign committee when he was a candidate for office within the previous two (2) calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.
 - c. CONTRACTOR agrees to refrain from promising or giving to any ODJFS employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. CONTRACTOR further agrees that it will not solicit any ODJFS employee to violate ORC 102.03, 2921.42, or 2921.43.
 - d. CONTRACTOR agrees that CONTRACTOR, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of CONTRACTOR's functions and responsibilities under this Contract. If CONTRACTOR, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, CONTRACTOR agrees it will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215-3414. CONTRACTOR further agrees that the person with the conflicting interest will not participate in any Deliverables until ODJFS determines that participation would not be contrary to public interest.
4. **Lobbying Restrictions.**
- a. CONTRACTOR affirms that no federal funds paid to CONTRACTOR by ODJFS through this Contract or any other agreement have been or will be used to lobby Congress or any federal agency in connection with a particular contract, grant, cooperative agreement or loan. CONTRACTOR further affirms compliance with all federal lobbying restrictions, including 31 USC 1352. If this Contract exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00), CONTRACTOR affirms that it has executed and filed the Disclosure of Lobbying Activities standard form LLL, if required by federal regulations.
 - b. CONTRACTOR certifies compliance with the Ohio executive agency lobbying restrictions contained in ORC 121.60 to 121.69.
5. **Child Support Enforcement.** CONTRACTOR agrees to cooperate with ODJFS and any child support enforcement agency in ensuring that CONTRACTOR and its employees meet child support obligations established by state and federal law including present and future compliance with any court or valid administrative order for the withholding of support issued pursuant to the applicable sections of ORC Chapters 3119, 3121, 3123, and 3125.
6. **Pro-Child Act.** If any Deliverables call for services to minors, CONTRACTOR agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.
7. **Drug-Free Workplace.** CONTRACTOR, its officers, employees, members, any subcontractors and/or any independent contractors (including all field staff) associated with this Contract agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. CONTRACTOR will make a good faith effort to ensure that none of CONTRACTOR's officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

8. **Work Programs.** CONTRACTOR agrees not to discriminate against individuals who have or are participating in any work program administered by any county department of Job and Family Services under ORC Chapter 5101 or 5107.
9. **MBE/EDGE.** Pursuant to the Governor's Executive Order 2008-13S, CONTRACTOR agrees to purchase goods and services under this Contract from certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) vendors whenever possible. CONTRACTOR agrees to encourage any of its subgrantees or subcontractors to purchase goods and services from certified MBE and EDGE vendors.
10. **Expenditure of Public Funds for Offshore Services—Executive Order Requirements.**
 - a. CONTRACTOR certifies that by executing this Contract, it has reviewed, understands, and will abide by the Governor's 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.
 - b. Prior to performing any services, and when there is a change in the location of any services provided under this Contract, CONTRACTOR must disclose:
 - (1) The location(s) where all services will be performed by CONTRACTOR or any subcontractor;
 - (2) The location(s) where any state data associated with any of the services through this Contract will be accessed, tested, maintained, backed-up, or stored; and
 - (3) The principal location of business for the contractor and all subcontractors.
 - c. CONTRACTOR also affirms, understands, and agrees to immediately notify ODJFS of any change or shift in the location(s) of services performed by CONTRACTOR or its subcontractors under this Contract, and no services shall be changed or shifted to a location outside of the United States.
 - d. Termination, Sanction, Damages: ODJFS is not obligated and shall not pay for any services provided under this Contract that CONTRACTOR or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Contract, and CONTRACTOR shall immediately return to ODJFS all funds paid for those services.

In addition, if CONTRACTOR or any of its subcontractors perform any such services outside of the United States, ODJFS may, at any time after the breach, terminate this Contract for such breach, upon written notice to CONTRACTOR. If ODJFS terminates the Contract, ODJFS may buy substitute services from a third party, and may recover the additional costs associated with acquiring the substitute services.
11. **Certification of Compliance.** CONTRACTOR certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

ARTICLE IX. MISCELLANEOUS PROVISIONS

- A. **Independent Contractor.** CONTRACTOR agrees that no agency, employment, joint venture, or partnership has been or will be created between ODJFS and CONTRACTOR. CONTRACTOR further agrees that as an independent contractor, it assumes all responsibility for any federal, state, municipal or other tax liabilities along with workers compensation, unemployment compensation and insurance premiums that may accrue as a result of funds received pursuant to this Contract. CONTRACTOR agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance

Contribution Act, provisions of the Internal Revenue Code, Ohio tax law, Workers Compensation law, and Unemployment Insurance law.

- B. **Limitation of Liability.** To the extent allowable by law, CONTRACTOR agrees to hold ODJFS harmless in any and all claims for personal injury, property damage, and/or infringement resulting from Deliverables. CONTRACTOR's sole and exclusive remedy for any ODJFS failure to perform under this Contract will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743 that will be subject to the limitations set forth in this ARTICLE. In no event will ODJFS be liable for any indirect or consequential damages, including loss of profits, even if ODJFS knew or should have known of the possibility of such damages. To the extent that ODJFS is a party to any litigation arising out of or relating in any way to this Contract or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.
- C. **Infringement of Patent or Copyright.** To the extent allowable by law and subject to ORC 109.02, CONTRACTOR agrees to defend any suit or proceeding brought against ODJFS, any official or employee of ODJFS acting in his or her official capacity, or the State of Ohio due to any alleged infringement of patent or copyright arising out of the performance of this Contract, including all work, services, materials, reports, studies, and computer programs provided by CONTRACTOR. ODJFS will provide prompt notification in writing of such suit or proceeding; full right, authorization, and opportunity to conduct the defense thereof; and full disclosure of information along with all reasonable cooperation for the defense of the suit. ODJFS may participate in the defense of any such action. CONTRACTOR agrees to pay all damages and costs awarded against ODJFS, any official or employee of ODJFS in his or her official capacity, or the State of Ohio as a result of any suit or proceeding referred to in this Section C. If any information and/or assistance is furnished by ODJFS at CONTRACTOR's written request, it is at CONTRACTOR's expense. If any of the materials, reports, or studies provided by CONTRACTOR are found to be infringing items and the use or publication thereof is enjoined, CONTRACTOR agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of CONTRACTOR under this Section survive the termination of this Contract, without limitation.
- D. **Liens.** CONTRACTOR will not permit any lien or claim to be filed or prosecuted against ODJFS or the State of Ohio because of any labor, services, or materials furnished. If CONTRACTOR fails, neglects, or refuses to make prompt payment of any claims for labor, services, or materials furnished to CONTRACTOR in connection with this Contract, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charge the amount of payment against the funds due or to become due to CONTRACTOR under this Contract.
- E. **Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delaying party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. The delaying party must also describe the cause of the delay and its proposal to remove or mitigate the delay. Notices will be sent pursuant to ARTICLE V. In the event of excusable delay, the date of performance or delivery of products may be extended by amendment, if applicable, for a time period equal to that lost due to the excusable delay. Reliance on a claim of excusable delay may only be asserted if the delaying party has taken commercially reasonable steps to mitigate or avoid the delay. Items that are controllable by CONTRACTOR's subcontractor(s) will be considered controllable by CONTRACTOR, except for third-party manufacturers supplying commercial items and over whom CONTRACTOR has no legal control. The final determination of whether an instance of delay is excusable lies with ODJFS in its discretion.
- F. **Counterpart.** This Contract may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same agreement.

ARTICLE X. CONSTRUCTION

This Contract will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Contract be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Contract will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Contract impossible.

Signature Page Would Follow Here in Actual Contract

Remainder of page intentionally left blank

ATTACHMENT C
RFP#: JFSR14151098052
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

The proposal must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM #	PROPOSAL ACCEPTANCE CRITERIA	RFP Sec. Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	2.1		
2	Did the vendor submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost Proposal?	5.1 5.2, C.		
3	Does the vendor’s proposal include all required affirmative statements and certifications, signed (in all required parts) by the vendor’s responsible representative, as described in Attachment A to the RFP?	5.2, A., 1.		
4	Is the vendor free from being prohibited to enter into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or as established in ORC 9.24?	8.18 / 8.19 8.20		
5	Has the vendor demonstrated a minimum of five (5) years of experience implementing and managing successful document processing programs on a large scale?	3.1, A.		
6	Has the vendor demonstrated that the vendor has processed at least 55,000 documents at minimum per year for each of the past five (5) years?	3.1, A. & B.		
7	Has the vendor provided evidence from past work experience detailing its ability to securely interface data electronically?	3.1, C.		
8	Has the vendor identified a Project Manager/Office Manager who has at least five (5) years experience managing public sector projects and possess at least a bachelor’s degree in social sciences; marketing or business; public policy; or other related field?	3.1, D.		
9	Has the vendor provided the most current or previous year’s financial audit or financial statement, with the most recent “no material weakness” letter?	3.1, E.		
10	Has the vendor demonstrated that they have established, if not currently located, in the metropolitan Columbus, Ohio area, appropriately staffed, where documents are reviewed and data is entered, and where call-center services are provided? Has vendor provided the address of facility or the address of proposed facility?	3.1, F.		
11	Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP?	5.2, C. 8.5		
12	Did the vendor remove all personal confidential information (such as home addresses and social security numbers) of vendor staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package?	3.3 5.2, C.		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Child Support (OCS). For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RFP, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirements

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”- A particular RFP requirement was not addressed in the vendor’s proposal, **Score: 0**

“Partially Meets Requirement”-Vendor proposal demonstrates some attempt at meeting a particular RFP requirement, but that attempt falls below acceptable level, **Score: 6**

“Meets Requirement”-Vendor proposal fulfills a particular RFP requirement- in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

“Exceeds Requirement”-Vendor proposal fulfills a particular RFP requirement- in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

A technical proposal's total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **882** points (a score which represents that the selected vendor has the capability to successfully perform the project/program services) out of a maximum of **1147.5** points, will be disqualified from further consideration, and its cost proposal will neither be opened nor considered. Only those vendors whose Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
VENDOR QUALIFICATIONS							
REQ. VENDOR INFO. & CERTIFICATIONS							
1	The vendor has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFP.	5.2, A. IX(A)	1				
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor has a minimum of five (5) years of experience implementing and managing successful (public sector) programs on a statewide basis or a large-scale program affecting at least 55,000 persons/cases annually; vendor staffing of the proposed project must include persons with experience managing complex public sector programs.	3.2, A.	3				
3	The vendor has at least five (5) years demonstrated experience in managing a project involving the editing/data entry of at least 55,000 documents per year.	3.2, B.	3				
4	The vendor has demonstrated at least five (5) years experience performing a similar service for state-wide programs involving daily client contact including call center operation, publishing of brochures, posters, and training DVDs.	3.2, C.	3				
5	The vendor has demonstrated experience producing DVDs for educational and instructional purposes.	3.2, D.	1				
6	The vendor has demonstrated experience producing professional quality tri-fold brochures for mass distribution.	3.2, E.	1				
7	The vendor has demonstrated sufficient data-entry personnel to enter data from approximately 55,000 documents per year.	3.2, F.	2				
8	The vendor has demonstrated sufficient staff to handle approximately 250 – 300 calls per week and 20 emails per month.	3.2, G.	2				
9	The vendor has provided information on the background of the firm (i.e., number of years in business, number of years experience with government programs, number of years experience with government rules and regulations...), including any subcontractors; and any prior experience relevant to this RFP.	3.2, H.	1				
10	The vendor has provided narrative descriptions of at least two similar sized projects completed in the past five years that demonstrate expertise in a complex public sector program.	3.2, I.	1				
11	The vendor has provided names and contact information for at least three entities for which the vendor has performed similar large scale projects in the past five years.	3.2, J.	1				
12	The vendor has provided evidence (such as examples of previous work) of its ability to establish and maintain a registry of documents and associated reporting of the documents stored in registry. Proposal states its ability to review and determine the completeness of documents submitted to the registry.	3.2, K.	2				
13	The vendor has provided documentation from past work experience detailing its ability to provide training state wide.	3.2, L.	1				
14	The vendor has provided documentation from past work experience detailing its ability to handle extensive customer service inquiries on a large scale.	3.2, M.	2				
STAFF EXPERIENCE & CAPABILITIES							
In this section, the vendor must have identified the individual(s) who will fulfill each of these roles and must have clearly demonstrated that each identified individual has the required education and experience to fulfill his/her assigned position and, if applicable, explained the methodology that has been or will be utilized in carrying out responsibilities under the contract. Key positions will require profiles and resume.							
15	The vendor has identified by position and by name, those staff considered key to the project's success, at minimum, key staff identified must include a project manager.	3.3, A.	3				
16	The vendor has included resume(s), education and pertinent experience of the Project Manager and all key personnel for this project (including any subcontractors), and listed their qualifications	3.3, B.	2				

	and experience in the areas described in Section IV, Scope of Work and Specifications of Deliverables of this RFP.						
17	The vendor has demonstrated key staff have a bachelor's degree in social work, public administration or related degree. Vendor also demonstrate that key vendor staff have at least a minimum of five years experience implementing and managing complex public sector programs.	3.3, C.	2				
18	The vendor has identified and assigned a staff person or subcontractor who will manage the video/DVD and brochure development, production, and any applicable training. The assigned video manager possesses at least five years experience in video development, production and training.	3.3, D.	1				
19	The vendor has identified and assigned an IT staff person with qualifications as stated in the RFP to develop and test software to assure successful data entry and will maintain that capability throughout the effective term of the contract.	3.3, E.	2				
PROPOSED WORK PLAN for SCOPE OF WORK							
20	The vendor has provided a plan to successfully perform specialized functions in compliance with the federal mandate for centralized paternity services, in order to assist the CSEAs in establishing support orders for children born out of wedlock.	4.1, A.	3				
21	The vendor has provided a plan to or already has established an office in the metropolitan Columbus, Ohio area, appropriately staffed, where documents are reviewed and data is entered, and where call-center services are provided.	4.1, B.	3				
22	The vendor has provided a plan to show how they will successfully provide payment to birthing facilities and registrars for all submitted, valid paternity affidavits.	4.1, C.	2				
23	The vendor has provided a plan for transmitting data electronically to ODJFS and ODH on a twice-per-week basis, and for forwarding hard copies of all paternity documentation to ODH at least twice a week.	4.1, D.	3				
24	The vendor has provided a plan to produce and distribute DVDs and a quality tri-fold brochure for hospitals, registrars and their clients for educational and instructional purposes.	4.1, E.	2				
25	The vendor has provided a plan as to how it will submit monthly invoices with all required information to ODJFS.	4.1, F.	1				
26	The vendor has stated that it will arrange with the current CPR vendor for the ownership transfer of the current post office box number, phone number, and dedicated fax lines for project operations, immediately upon notification of contract effectiveness.	4.1, G.	1				
27	The vendor has provided a plan to show how it will provide training regarding the paternity affidavit process to hospitals, registrars, CSEAs and judicial bodies during conferences, site visits, and video conferences.	4.1, H.	1				
ADMIN. STRUCTURES							
28	The vendor has provided a status reporting procedure for reporting work completed and resolution of unanticipated problems.	4.3, A.	2				
29	The vendor has provided a current organizational chart (including any subcontractors) and specified the key management and administrative personnel who will be assigned to this project.	4.3, B.	1				
30	The vendor has provided a timeline for all initial and preparatory phases of the work.	4.3, C.	2				
SPECIFICATIONS OF DELIVERABLES							
31	The vendor has provided a detailed description of how it will develop and test software to assure successful data entry can be completed, and that capability maintained throughout the effective term of the contract.	4.4, A. 1	3				
32	The vendor has provided a detailed description of how they will enter into agreements with all birthing facilities for the purpose of the completion of paternity affidavits and payment of appropriate fees.	4.4, A. 2	2				
33	The vendor has provided a detailed description of how they will maintain the data entry system and all data backups.	4.4, A. 3	3				
34	The vendor has provided a detailed description of how it will document amounts paid to birthing facilities and registrars for the submission of valid affidavits, in order to provide proper monthly invoices for those amounts as well as for other deliverables Completed.	4.4, A. 4	1				
35	The vendor has provided a detailed description of how they will reimburse the facilities (birthing facilities/registrars) \$20.00 for each correctly completed affidavit.	4.4, A. 5	2				
36	The vendor has provided a detailed description of how they will arrange with the current CPR vendor for the ownership transfer of the current post office box number, phone number, and dedicated fax lines	4.4, A. 6	1				

	for project operations, immediately upon notification of contract effective date.						
37	The vendor has provided a detailed description of how they will require the hospitals, registrars, and CSEAs to submit paternity documentation utilizing a transmittal log.	4.4, B. 1	2				
38	The vendor has provided a detailed description of how they will process original notarized affidavits, copies of administrative orders of paternity, certified court orders and rescission documents received from birthing facilities, local registrars, CSEAs, courts, and parents.	4.4, B. 2	3				
39	The vendor has provided a detailed description of how they will review affidavits, administrative orders of paternity, certified court orders, and rescission documents for validity.	4.4, B. 3	3				
40	The vendor has provided a detailed description of how they will create and store images of all affidavits and rescissions, excluding those that do not pass the review process at CPR.	4.4, B. 4	3				
41	The vendor has provided a detailed description of how they will complete records according to ODJFS requirements.	4.4, B. 5	3				
42	The vendor has provided a detailed description of how they will correct record errors identified by ODJFS and ODH.	4.4, B. 6	1				
43	The vendor has provided a detailed description of how they will provide data entry of all affidavits and other records received, and include corrective measures to eliminate the backlog.	4.4, B. 7	3				
44	The vendor has provided a detailed description of how they will process and provide appropriate follow-up to all letters of inquiry or other correspondence sent to CPR from the local registrars, hospitals, parents, or the general public.	4.4, B. 8	2				
45	The vendor has provided a detailed description of how they will produce a monthly report that indicates the number of affidavits received from each facility and the amount of time it took the facility to submit the completed documents to the CPR after the final signature was notarized (date paternity was established).	4.4, C. 1	1				
46	The vendor has provided a detailed description of how they will submit a monthly comprehensive activity report reflecting data by county, including totals of affidavits submitted by birthing facilities, registrars (hospitals and registrar data to be sorted by mother's county of residence), CSEAs, and parents.	4.4, C. 2	2				
47	The vendor has provided a detailed description of how they will extract data from the centralized paternity database and prepare customized reports at the request of ODJFS.	4.4, C. 3	2				
48	The vendor has provided a detailed description of how they will transmit information electronically twice a week to ODJFS and ODH.	4.4, C. 4	3				
49	The vendor has provided a detailed description of how it will maintain the existing toll-free telephone number; use it to receive inquiries; operate it according to ODJFS requirements for service levels, customer service, and operation hours; and how it will report to ODJFS monthly regarding the number of calls received.	4.4, D. 1	3				
50	The vendor has provided a detailed description of how they will develop and send an introductory mailing to all birthing facilities, registrars, and CSEAs.	4.4, D. 2	2				
51	The vendor has provided a detailed description of how they will conduct site visits at each birthing facility at least annually to monitor the processing of affidavits to ascertain use of correct procedures, and provide technical assistance as needed.	4.4, D. 3	2				
52	The vendor has provided a detailed description of how they will develop and maintain an Internet website.	4.4, D. 4	3				
53	The vendor has provided a detailed description of how they will produce an instructional DVD for use by the birthing facilities and registrars' offices covering the key points of state regulations and ODJFS rule for the completion and submission of paternity affidavits.	4.4, D. 5	2				
54	The vendor has provided a detailed description of how they will produce a DVD 3-5 minutes in length for use by the general public in birthing facilities stressing the importance of paternity establishment.	4.4, D. 6	2				
55	The vendor has provided a detailed description of how they will create a multi-color tri-fold brochure that explains the affidavit process highlighting the benefits of paternity establishment.	4.4, D. 7	3				
56	The vendor has provided a detailed description of how they will conduct regional training meetings for the hospitals, registrars and CSEAs annually.	4.4, D. 8	2				
57	The vendor has provided a detailed description of how they will conduct training sessions for various judicial bodies up to four times a year.	4.4, D. 9	2				
PROPOSAL ORGANIZATION							

58	The vendor has submitted a proposal which complies with the specified submission format.	6.1	.25				
59	The vendor has submitted a proposal which is free of self-promotional claims.	6.1	.25				
60	The vendor has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	6.1	.25				
TRADE SECRET INFORMATION							
61	The review team in its comprehensive review of the vendor's proposal has determined that the proposal was free of trade secret/proprietary information and of any sensitive personal information as specified/restricted in the RFP.	5.2, C. 8.5			YES	NO	
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL TECHNICAL SCORE:							

Based upon the Grand Total Technical Score earned, does the vendor's proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor's Grand Total Technical Score above must be at least 882 points.)

Yes _____

No _____

(If "No," Vendor's Cost Proposal will not be opened.)

Based upon the Phase II Total Technical Score earned, does the vendor's proposal proceed to Phase II A. for additional consideration for demonstrating being an MBE-EDGE vendor? (Vendor's Total Phase II Technical Score must be at least 882 points.)

Yes _____ No _____

PHASE II A.— Additional Consideration		RFP Sec. Ref.	NO	YES (+10 pts.)
1.	MBE-EDGE Vendor--Has the vendor provided evidence that they are an MBE-EDGE vendor?	8.8		
		VENDOR'S GRAND TOTAL SCORE [Phase II + Phase II A. pts.]:		

Attachment D
Cost Proposal Form
RFP#: R1415098052 Centralized Paternity Registry

DELIVERABLE	SFY 2014 (07/01/13 thru 6/30/14)	SFY 2015 (7/01/14 thru 6/30/15)	Biennium Total (SFYs 14+15)	SFY 2016 (7/01/15 thru 06/30/16)	SFY 2017 (7/01/16 thru 6/30/17)	Biennium Total (SFYs 16+17)	DELIVERABLE GRAND TOTAL COST (SFYs 14+15+16+17)
4.4 A.1	\$						\$
4.4 A.2	\$	\$	\$	\$	\$	\$	\$
4.4 A.3	\$	\$	\$	\$	\$	\$	\$
4.4 A.4	\$	\$	\$	\$	\$	\$	\$
4.4 A.5	\$	\$	\$	\$	\$	\$	\$
4.4 A.6	\$	\$	\$	\$	\$	\$	\$
4.4 B.1	\$						\$
4.4 B.2	\$	\$	\$	\$	\$	\$	\$
4.4 B.3	\$	\$	\$	\$	\$	\$	\$
4.4 B.4	\$	\$	\$	\$	\$	\$	\$
4.4 B.5	\$	\$	\$	\$	\$	\$	\$
4.4 B.6	\$	\$	\$	\$	\$	\$	\$
4.4 B.7	N/C	N/C	N/C	N/C	N/C	N/C	N/C
4.4 B.8	\$	\$	\$	\$	\$	\$	\$
4.4 C.1	\$	\$	\$	\$	\$	\$	\$
4.4 C.2	\$	\$	\$	\$	\$	\$	\$
4.4 C.3	\$	\$	\$	\$	\$	\$	\$
4.4 C.4	\$	\$	\$	\$	\$	\$	\$
4.4 D.1	\$	\$	\$	\$	\$	\$	\$
4.4 D.2	\$						\$
4.4 D.3	\$	\$	\$	\$	\$	\$	\$
4.4 D.4	\$	\$	\$	\$	\$	\$	\$
4.4 D.5	\$						\$
4.4 D.6	\$						\$
4.4 D.7	\$						\$
4.4 D.8	\$	\$	\$	\$	\$	\$	\$
4.4 D.9	\$	\$	\$	\$	\$	\$	\$
Total SFY Cost	\$	\$		\$	\$		
Total Biennium Cost			\$			\$	
GRAND TOTAL COST (FOR ALL DELIVERABLES FOR ALL SFYs--14+15+16+17):							\$

Attachment D
Cost Proposal Form
RFP#: R1415098052 Centralized Paternity Registry

IMPORTANT: Vendors are **NOT** to include the funds to be passed through from ODJFS to facilities for correctly completed affidavits (@ \$20.00 each – see Deliverable 4.4, A. 5) anywhere in their Cost Proposals. The purchase order obtained by ODJFS for the contract to result from this RFP process will be for the amount of the selected vendor’s accepted cost proposal (by SFY & biennium) plus an amount appropriate for these pass-through payments for completed affidavits (See also Section 4.4, B. 1 of the RFP).

Note: Shaded cells in the Cost Proposal Form indicate that a deliverable will not be performed for that respective state fiscal year.

I affirm that the costs presented in this cost proposal are firm.

Signed: _____ (The original Cost Proposal Form must be signed in blue ink.)

Print/type name and title: _____

Company/Organization Name: _____

CPR USE ONLY:
DATE RECEIVED: _____
DOCUMENTS: _____

HOSPITAL TRANSMITTAL LOG

Paternity Enhancement Program/ Central Paternity Registry

Hospital Name: _____

Contact Name: _____

Hospital Code #: _____

Total # Affidavits Enclosed: _____

<i>Child's Name</i>	<i>Child's DOB</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Please include a transmittal log each time you forward Acknowledgment of Paternity Affidavits to the Paternity Enhancement Program Office, Central Paternity Registry,

123 Street Name St., Columbus, OH 43000. This will enable us to credit your institution properly. A computer printout or other listing may be substituted for this form, provided it contains the required information. Thank you.

CPR USE ONLY:
DATE RECEIVED: _____
DOCUMENTS: _____

LOCAL REGISTRAR TRANSMITTAL LOG

Paternity Enhancement Program/ Central Paternity Registry

Local Registrar Name: _____

Contact Name: _____

Local Registrar Code #: _____

Total # Affidavits Enclosed: _____

<i>Child's Name</i>	<i>Child's DOB</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Please include a transmittal log each time you forward Acknowledgment of Paternity Affidavits to the Paternity Enhancement Program Office, Central Paternity Registry, 131 North High Street, Suite 620, Columbus, OH 43215. This will enable us to credit your institution properly. A computer printout or other listing may be substituted for this form, provided it contains the required information. Thank you.

Days To Receive Documents

Ohio Central Paternity Registry
08/01/2008 through 08/31/2008

Birthing Facilities	1-10 days		11-20 days		21-30 days		Over 30 days		Total
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	
Adena Regional Medical Center	21	77.8%	5	18.5%	0	0.0%	1	3.7%	27
Akron General Medical Center	32	82.1%	7	17.9%	0	0.0%	0	0.0%	39
Alliance Community Hospital	18	100.0%	0	0.0%	0	0.0%	0	0.0%	18
Ashtabula County Medical Center	25	96.2%	1	3.8%	0	0.0%	0	0.0%	26
Atrium Medical Center	20	87.0%	3	13.0%	0	0.0%	0	0.0%	23
Aultman Hospital	42	100.0%	0	0.0%	0	0.0%	0	0.0%	42
Barberton Citizens Hospital	9	39.1%	13	56.5%	1	4.3%	0	0.0%	23
Bay Park Community Hospital	17	100.0%	0	0.0%	0	0.0%	0	0.0%	17
Bellevue Hospital	19	100.0%	0	0.0%	0	0.0%	0	0.0%	19
Berger Hospital	15	100.0%	0	0.0%	0	0.0%	0	0.0%	15
Bethesda North	60	92.3%	5	7.7%	0	0.0%	0	0.0%	65
Blanchard Valley - Bluffton Ca	6	100.0%	0	0.0%	0	0.0%	0	0.0%	6
Blanchard Valley - Findlay Cam	21	95.5%	1	4.5%	0	0.0%	0	0.0%	22
Brown County General	14	100.0%	0	0.0%	0	0.0%	0	0.0%	14
Christ Hospital	29	64.4%	16	35.6%	0	0.0%	0	0.0%	45
Clinton Memorial Hospital	9	69.2%	3	23.1%	1	7.7%	0	0.0%	13
Community Health Partners	9	32.1%	19	67.9%	0	0.0%	0	0.0%	28
Community Hospital of Williams	6	100.0%	0	0.0%	0	0.0%	0	0.0%	6
Coshocton County Memorial	8	80.0%	2	20.0%	0	0.0%	0	0.0%	10
Cuyahoga Falls General Hospital	4	40.0%	4	40.0%	2	20.0%	0	0.0%	10
Defiance Hospital	8	53.3%	7	46.7%	0	0.0%	0	0.0%	15
Doctor's Hospital-West	15	53.6%	7	25.0%	6	21.4%	0	0.0%	28
Dublin Methodist Hospital	9	69.2%	3	23.1%	1	7.7%	0	0.0%	13
Dunlap Memorial	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
East Liverpool City Hospital	4	50.0%	1	12.5%	3	37.5%	0	0.0%	8
East Ohio Regional Medical Cen	24	100.0%	0	0.0%	0	0.0%	0	0.0%	24
EMH Regional Medical Center	8	53.3%	7	46.7%	0	0.0%	0	0.0%	15
Fairfield Medical Center	23	100.0%	0	0.0%	0	0.0%	0	0.0%	23
Fairview General Hospital	57	96.6%	2	3.4%	0	0.0%	0	0.0%	59
Fayette County Memorial	9	90.0%	1	10.0%	0	0.0%	0	0.0%	10

Firelands Community Hospital	14	87.5%	1	6.3%	0	0.0%	1	6.3%	16
Fisher-Titus Medical Center	17	94.4%	1	5.6%	0	0.0%	0	0.0%	18
Flower Hospital	17	70.8%	7	29.2%	0	0.0%	0	0.0%	24
Fort Hamilton-Hughes Memorial	19	86.4%	3	13.6%	0	0.0%	0	0.0%	22
Fostoria Community Hospital	4	66.7%	2	33.3%	0	0.0%	0	0.0%	6
Fulton County Health Center	7	87.5%	1	12.5%	0	0.0%	0	0.0%	8
Galion Community Hospital	10	90.9%	1	9.1%	0	0.0%	0	0.0%	11
Geauga Hospital	0	0.0%	4	26.7%	5	33.3%	6	40.0%	15
Genesis Health Care System (Be	36	94.7%	1	2.6%	1	2.6%	0	0.0%	38
Good Samaritan-Cincinnati	82	82.8%	17	17.2%	0	0.0%	0	0.0%	99
Good Samaritan-Dayton	26	100.0%	0	0.0%	0	0.0%	0	0.0%	26
Grady Memorial	9	100.0%	0	0.0%	0	0.0%	0	0.0%	9
Grant Medical Center	46	100.0%	0	0.0%	0	0.0%	0	0.0%	46
Greene Memorial Hospital	4	57.1%	3	42.9%	0	0.0%	0	0.0%	7
Henry County Hospital	6	100.0%	0	0.0%	0	0.0%	0	0.0%	6
Highland District Hospital	8	100.0%	0	0.0%	0	0.0%	0	0.0%	8
Hocking Valley Community Hospi	9	100.0%	0	0.0%	0	0.0%	0	0.0%	9
Holzer Medical Center	13	81.3%	3	18.8%	0	0.0%	0	0.0%	16
Huron Hospital	13	100.0%	0	0.0%	0	0.0%	0	0.0%	13
Joel Pomerene Memorial	7	100.0%	0	0.0%	0	0.0%	0	0.0%	7
Kettering Medical Center	9	37.5%	15	62.5%	0	0.0%	0	0.0%	24
Knox Community Hospital	15	93.8%	1	6.3%	0	0.0%	0	0.0%	16
Lake East Hospital	2	33.3%	4	66.7%	0	0.0%	0	0.0%	6
Lake West Hospital	0	0.0%	1	20.0%	4	80.0%	0	0.0%	5
Lakewood Hospital	23	79.3%	6	20.7%	0	0.0%	0	0.0%	29
Licking Memorial Hospital	9	28.1%	18	56.3%	5	15.6%	0	0.0%	32
Lima Memorial Hospital	8	53.3%	5	33.3%	1	6.7%	1	6.7%	15
Madison County Hospital	5	100.0%	0	0.0%	0	0.0%	0	0.0%	5
Marietta Memorial Hospital	9	56.3%	7	43.8%	0	0.0%	0	0.0%	16
Marion General Hospital	16	69.6%	7	30.4%	0	0.0%	0	0.0%	23
Mary Rutan Hospital	13	100.0%	0	0.0%	0	0.0%	0	0.0%	13
Marymount Hospital	6	60.0%	4	40.0%	0	0.0%	0	0.0%	10
McCullough-Hyde Memorial	7	70.0%	3	30.0%	0	0.0%	0	0.0%	10
Med Cntl Health System-Mansfie	43	89.6%	5	10.4%	0	0.0%	0	0.0%	48
Medina General Hospital	16	80.0%	4	20.0%	0	0.0%	0	0.0%	20
Memorial Hospital	3	42.9%	4	57.1%	0	0.0%	0	0.0%	7
Memorial Hospital of Union Cou	14	100.0%	0	0.0%	0	0.0%	0	0.0%	14

Mercer County Joint Township C	4	100.0%	0	0.0%	0	0.0%	0	0.0%	4
Mercy Hospital Hamilton/Fairfi	40	97.6%	1	2.4%	0	0.0%	0	0.0%	41
Mercy Hospital of Tiffin	17	100.0%	0	0.0%	0	0.0%	0	0.0%	17
Mercy Hospital-Willard	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2
Mercy Medical Center - Canton	33	100.0%	0	0.0%	0	0.0%	0	0.0%	33
Mercy Regional Health System	18	60.0%	12	40.0%	0	0.0%	0	0.0%	30
Meridia Hillcrest	31	93.9%	2	6.1%	0	0.0%	0	0.0%	33
Metrohealth Medical Center	116	99.1%	0	0.0%	0	0.0%	1	0.9%	117
Miami Valley Hospital	120	100.0%	0	0.0%	0	0.0%	0	0.0%	120
Mt Carmel East Hospital	20	100.0%	0	0.0%	0	0.0%	0	0.0%	20
Mt Carmel Medical Center	29	100.0%	0	0.0%	0	0.0%	0	0.0%	29
O'Bleness Memorial Hospital	10	71.4%	4	28.6%	0	0.0%	0	0.0%	14
OSU Medical Center	74	86.0%	11	12.8%	1	1.2%	0	0.0%	86
Parma Community Hospital	10	58.8%	7	41.2%	0	0.0%	0	0.0%	17
Riverside Methodist	26	34.2%	40	52.6%	7	9.2%	3	3.9%	76
Robinson Memorial	15	93.8%	1	6.3%	0	0.0%	0	0.0%	16
Salem Community Hospital	9	40.9%	11	50.0%	1	4.5%	1	4.5%	22
Samaritan Regional Hlth System	11	100.0%	0	0.0%	0	0.0%	0	0.0%	11
Southeastern Ohio Regional Hos	13	100.0%	0	0.0%	0	0.0%	0	0.0%	13
Southern Ohio Medical Center	40	100.0%	0	0.0%	0	0.0%	0	0.0%	40
Southview Women's Center	34	97.1%	1	2.9%	0	0.0%	0	0.0%	35
Southwest General Health Cntr	25	83.3%	5	16.7%	0	0.0%	0	0.0%	30
Springfield Regional Medical C	22	84.6%	4	15.4%	0	0.0%	0	0.0%	26
St. Ann's Hospital	64	100.0%	0	0.0%	0	0.0%	0	0.0%	64
St. Charles Hospital	12	54.5%	10	45.5%	0	0.0%	0	0.0%	22
St. Elizabeth Health Cntr	28	100.0%	0	0.0%	0	0.0%	0	0.0%	28
St. John West Shore Hospital	4	57.1%	3	42.9%	0	0.0%	0	0.0%	7
St. Joseph Health Center	8	100.0%	0	0.0%	0	0.0%	0	0.0%	8
St. Lukes Hospital	11	78.6%	3	21.4%	0	0.0%	0	0.0%	14
St. Mary's Joint Township Dist	2	66.7%	1	33.3%	0	0.0%	0	0.0%	3
St. Rita's Medical Center	48	98.0%	1	2.0%	0	0.0%	0	0.0%	49
St. Vincent Hospital & Med. Cn	37	92.5%	3	7.5%	0	0.0%	0	0.0%	40
Summa Health System	61	100.0%	0	0.0%	0	0.0%	0	0.0%	61
Toledo Hospital	72	96.0%	3	4.0%	0	0.0%	0	0.0%	75
Trinity Medical Center-West	14	87.5%	2	12.5%	0	0.0%	0	0.0%	16
Trumbull Memorial	24	100.0%	0	0.0%	0	0.0%	0	0.0%	24
Union Hospital	26	96.3%	1	3.7%	0	0.0%	0	0.0%	27

	1-10 days	% of Total	11-20 days	% of Total	21-30 days	% of Total	Over 30 days	% of Total	Total
University Hospitals of Clevel	0	0.0%	26	78.8%	7	21.2%	0	0.0%	33
University of Cincinnati Medic	33	94.3%	2	5.7%	0	0.0%	0	0.0%	35
Upper Valley Medical Center	13	44.8%	16	55.2%	0	0.0%	0	0.0%	29
Van Wert County Hospital	4	100.0%	0	0.0%	0	0.0%	0	0.0%	4
Wadsworth-Rittman Hospital	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
Wayne Hospital	1	16.7%	4	66.7%	1	16.7%	0	0.0%	6
Wilson Memorial	4	100.0%	0	0.0%	0	0.0%	0	0.0%	4
Wood County Hospital	7	100.0%	0	0.0%	0	0.0%	0	0.0%	7
Wooster Community Hospital	22	100.0%	0	0.0%	0	0.0%	0	0.0%	22
Wright Patterson AFB Medical C	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
Wyandot Memorial Hospital	4	100.0%	0	0.0%	0	0.0%	0	0.0%	4
Parents									
	112	83.0%	15	11.1%	6	4.4%	2	1.5%	135

	1-10 days	% of Total	11-20 days	% of Total	21-30 days	% of Total	Over 30 days	% of Total	Total
Child Support Agencies									
CSEA: Champaign	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Clark	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2
CSEA: Clermont	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
CSEA: Columbiana	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1
CSEA: Coshocton	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Crawford	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
CSEA: Cuyahoga	40	97.6%	1	2.4%	0	0.0%	0	0.0%	41
CSEA: Darke	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Defiance	2	66.7%	1	33.3%	0	0.0%	0	0.0%	3
CSEA: Delaware	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1
CSEA: Fairfield	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Franklin	11	68.8%	5	31.3%	0	0.0%	0	0.0%	16
CSEA: Greene	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2
CSEA: Hamilton	5	100.0%	0	0.0%	0	0.0%	0	0.0%	5
CSEA: Jefferson	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Lake	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
CSEA: Lawrence	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Licking	3	75.0%	1	25.0%	0	0.0%	0	0.0%	4
CSEA: Logan	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Lucas	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Mahoning	3	60.0%	2	40.0%	0	0.0%	0	0.0%	5

	1-10 days	% of Total	11-20 days	% of Total	21-30 days	% of Total	Over 30 days	% of Total	Total
CSEA: Mercer	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Montgomery	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1
CSEA: Ottawa	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Pickaway	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Portage	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Preble	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Richland	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
CSEA: Sandusky	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Stark	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
CSEA: Summit	3	60.0%	2	40.0%	0	0.0%	0	0.0%	5
CSEA: Trumbull	2	66.7%	1	33.3%	0	0.0%	0	0.0%	3
Local Registrars									
Reg: Adams, James (Robert Patt	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Altman, M.P.H., Neil H.	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Bartelheim, Richard	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Crossan, Michelle	5	100.0%	0	0.0%	0	0.0%	0	0.0%	5
Reg: Dean, Laverne	12	92.3%	1	7.7%	0	0.0%	0	0.0%	13
Reg: Estep, Vicki	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
Reg: Franks, M.P.H., William J	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Friess, Julie	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Giles, Jackie	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Gomula, Carol	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2
Reg: Grooms, Melissa	5	100.0%	0	0.0%	0	0.0%	0	0.0%	5
Reg: Halley, MD,MBA, Gregory	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Johnston, Paula	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2
Reg: Jones, Camille (R. Howard	10	66.7%	5	33.3%	0	0.0%	0	0.0%	15
Reg: Jordan, Roy	5	100.0%	0	0.0%	0	0.0%	0	0.0%	5
Reg: Kouskouris, Holly	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Lazor, D.O., James A.	2	66.7%	1	33.3%	0	0.0%	0	0.0%	3
Reg: Leonard, Mary A.	0	0.0%	0	0.0%	0	0.0%	1	100.0%	1
Reg: McGuire, Jane	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Murphy-Coning, Kimberly	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Nixon, Gene	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Pongtana, Sompong	3	100.0%	0	0.0%	0	0.0%	0	0.0%	3
Reg: Robison, Susan	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Rose, Deborah J.	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1

Reg: Smith, Sharon L.	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Spence, Melissa	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Stringfellow, Joan	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1
Reg: Taylor, Sandra	2	40.0%	2	40.0%	0	0.0%	1	20.0%	0	0.0%	5
Reg: Tressler, Karen	2	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2
Reg: Weems, Tawanda	4	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	4

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