



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

May 15, 2018

Dear Vendor:

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Letterhead Bids (RLB)s (RFP) JFSR1819108150, for the purpose of soliciting bids to identify one (1) vendor to assist ODJFS by providing equipment and associated components, installation and oversight, as well as system design and programming needed to upgrade the Large Audio/Visual (A/V) Conference Room identified as Room 3001 located in the Rhodes State Office Tower (SOT) in Columbus, Ohio. This request will be used to establish a State of Ohio Purchase Order (PO) to provide products and services to upgrade the A/V Conference Room as identified in this document. The selected vendor will supply all equipment, component parts, engineering, programming, and labor needed to install and implement the solution.

The room is located at the following address:

- Rhodes State Office Tower (SOT), 30 E. Broad St., Columbus, Ohio, 43215 -- Room 3001

ODJFS will only accept bids from vendors who are authorized to provide Computer Hardware, Software, and IT Services under their approved Department of Administrative Services (DAS) State Term Schedule (STS). Vendors submitting bids in response to this request must have a valid STS status in effect prior to the bid due date and time.

If you are interested in submitting a proposal, please obtain the RFP through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you do not have Internet access to this document or experience problems opening the above referenced ODJFS URL, please contact the RFP/RLB Unit:

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

Responses must be prepared and submitted in strict accordance with the requirements and timeframes 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



**Ohio Department of Job and Family Services
Request for Letterhead Bids (RLB)
RLB#: JFSR1819108150
Large Audio/Visual Conference Room Upgrade Project
Rhodes State Office Tower – Room 3001**

I. Purpose

The Ohio Department of Job and Family Services (ODJFS) is soliciting bids to identify one (1) vendor to assist ODJFS by providing equipment and associated components, installation and oversight, as well as system design and programming needed to upgrade the Large Audio/Visual (A/V) Conference Room identified as Room 3001 located in the Rhodes State Office Tower (SOT) in Columbus, Ohio. This request will be used to establish a State of Ohio Purchase Order (PO) to provide products and services to upgrade the A/V Conference Room as identified in this document. The selected vendor will supply all equipment, component parts, engineering, programming, and labor needed to install and implement the solution.

The room is located at the following address:

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The vendors' STS must be approved by DAS OIT by the date and time vendor bids are due on this project to qualify for consideration. State law does not allow a services contract to span fiscal years, therefore all services for this Request for Letterhead Bids (RLB) must be completed by June 30, 2018. Vendors that do not currently have an appropriate STS may contact DAS through the website of <http://procure.ohio.gov/> for information on the STS application process.

This RLB document is released by the Office of Contracts and Acquisitions (OCA) and the subsequent agreement will be with the ODJFS Office of Information Services (OIS). OIS will be responsible for on-going supervision of the contractor's services, activities, and performance.

For the purpose of this RLB, the term "vendor" shall be defined as an organization with an approved STS with the State of Ohio interested in this opportunity. The term "contractor" is used to define the successful vendor selected through this RLB process. The terms "bid," "proposal," and "response" may be used interchangeably to indicate materials submitted to ODJFS by a vendor to be considered for award of a PO for the services described in this RLB.

ODJFS reserves the right to cancel any and/or all outstanding work requests if vendor products and/or services are deemed no longer required. The ODJFS, OIS Infrastructure and Operations, shall designate a staff

member as ODJFS Contract Manager to provide ongoing supervision of the contractor selected through this RLB.

ODJFS is under no obligation to enter into an agreement with any vendor whom submitted bids for this solicitation if, in the opinion of ODJFS, none of the bids 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 RLB of a material nature will be provided on the agency website. All vendors are responsible for obtaining any such changes without further notice by ODJFS.

Mandatory Vendor Conference:

Vendors seeking to submit a proposal are **required** to attend a vendor conference at the SOT on Monday, **May 23, 2018 at 1:00 P.M.**, EST. Any bidder who submits a proposal, but did not attend the **mandatory vendor conference** will be disqualified from further consideration. Topics covered during the conference will include: Project scope of work, OIS roles, expectations and timelines, walkthrough of each room, and a Q&A session. The SOT is located at 30 E. Broad St., Columbus, Ohio. The conference will be held in Conference Room 3001.

Please arrive at 12:45 p.m. for sign in. The conference will start promptly at 1:00 p.m..

II. Time and Date of Submission

Bids must be prepared and submitted in accordance with instructions found in this section and must be received by ODJFS, OCA no later than **1:00PM – May 29, 2018**. Bids received after this date and time will not be reviewed. Material mailed or submitted separately will not be accepted or added to the bid by staff of ODJFS. Faxed bids will not be accepted. Bids must be addressed to:

Office of Contracts & Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, OH 43215

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 Office Tower (address above) and again on the 31st Floor. OCA will accept bids at any time during normal ODJFS business hours prior to the posted submission deadline.

All bids must be received by mail or hand delivery by the above date and time. Materials received after the submission deadline will not be included in previous submissions nor be considered. No confirmations of mailed bids received will be sent. ODJFS is not responsible for bids incorrectly addressed or for bids delivered to any ODJFS location other than the address specified above.

III. Anticipated Procurement and Project Timetable

May 15, 2018	ODJFS releases RLB on ODJFS and DAS websites - RLB becomes active; vendors may submit inquiries for RLB clarification.
May 23, 2018, at 9:00 A.M., EST	Mandatory Pre-Bidders Conference

May 23, 2018	Vendor Q & A Period closes - No further inquiries for RLB clarification will be accepted.
May 29, 2018 at 1:00 P.M., EST	Deadline for vendors to submit bids to ODJFS - Late bids will not be considered. No exceptions will be made.
June 1, 2018	ODJFS issues Award Notification Letters - Vendors that submitted bids in response to this RLB will be sent notification of award recommendation. This is an estimated date.
June 11, 2018	Implementation* - ODJFS awards are not valid and effective until the issuance of an approved State of Ohio Purchase Order.
June 30, 2018	All project work must be completed.

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

* According to requirements of Ohio Revised Code (ORC) 126.07, ODJFS awards are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the issuance of an approved State of Ohio Purchase Order (PO). The contractor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the PO approval date. The ODJFS Contract Manager will notify the contractor when the requirements of ORC Section 126.07 have been met.

IV. Internet Question and Answer Period; RLB Clarification Opportunity

Vendors or other parties may ask clarifying questions regarding this RLB via the internet during the Q & A Period as outlined in Section III. Anticipated Procurement and Project Timetable. To ask a question, vendors must use the following internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov>;**
- * **Select “Doing Business with ODJFS” from the bottom of the page;**
- * **Select “RFP’s” from the left side column;**
- * **Select RLB Number JFSR1819108150 from the list of competitive opportunities;**
- * **Follow the link to the dedicated web page;**
- * **Select “Submit Inquiry” near the bottom of the web page;**
- * **Follow instructions there for submitting questions; or, to view posted questions and answers;**
- * **Select “View Q and A” near the bottom of the web page.**

Questions regarding this RLB must reference the relevant section of this document, the heading for the provision under question, and the page number where the provision can be found. The name of a representative of the vendor (or other party), the company name, phone number, and e-mail address must be provided to submit an inquiry. ODJFS may, at its option, disregard any questions which do not appropriately reference an RLB provision or location within the RLB, or which do not include identification of the originator of the question. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions. Questions submitted after 8:00 a.m. on the date the Q & A period closes will not be answered.

ODJFS' responses to all questions asked via the Internet will be posted on the webpage dedicated to this RLB for public reference by any party. ODJFS will not provide answers directly to the vendors (or any party) that submitted the question.

Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions that may be submitted. 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.

Bids in response to this RLB are to take into account any information communicated by ODJFS in the Q & A process for the RLB. It is the responsibility of all vendors to check this site on a regular basis for responses to all questions, as well as for any amendments, alerts, or other pertinent information regarding this RLB. ODJFS is not responsible for the accuracy of any information regarding this RLB that was obtained or gathered through a source other than from the Q & A process described in this RLB.

Requests for copies of any previous solicitations (RFPs, RLBs, RFGAs, etc.) or for past vendor proposals, score sheets, or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RLB. ODJFS will only answer those questions which pertain to issues of RLB clarity, and which are not requests for public records.

Should vendors experience technical difficulties accessing the ODJFS webpage dedicated to this RLB, they may contact ODJFS OCA at (614) 728-5693 for guidance.

V. Vendor Qualifications

Bids must address all the following mandatory qualifications as well as organizational and staff experience and capabilities:

A. Mandatory Vendor Qualifications

To be considered for the Purchase Order expected to result from this RLB, ODJFS requires that vendors must meet, at minimum, all the following qualification requirements:

1. Vendors are required to hold a current DAS OIT STS contract and provide a copy of the current title page posted on the DAS State of Ohio Procurement website at the following link;
<https://procure.ohio.gov/proc/index.asp>
2. Vendors are required to have at least one (1) member of the proposed staffing plan hold a valid Crestron Certified Programmer certification. A copy of such certificate shall be included in the proposal.

Vendors which do not meet all the above qualifications will be disqualified from further consideration.

B. Organizational Experience and Capabilities

As part of the evaluation process, vendors are to provide the following information to be scored by ODJFS:

1. Documentation of the vendor's experience in the design, implementation, and evaluation of similar types of projects. This documentation may include photographs, project descriptions, customer testimonials, and details of design to include components used, capabilities enabled, and customizations deployed;

2. Descriptions of at least two (2), but no more than four (4) projects completed in the past three (3) years that demonstrate expertise which are similar in size, scope, and effort that is described in Section VI, Scope of Work; and
3. Names and contact information from at least two (2) entities for which the vendor has performed similar scale projects in the past three (3) years.

C. Staff Experience and Capabilities

The submitted bid will demonstrate the vendor's significant expertise by assigning highly qualified staff this project. Bids are to provide detailed information explaining how and to what degree the vendor's proposed staff possesses experience that is relevant to ODJFS' requested needs. This information will be scored by ODJFS as part of the detailed bid evaluation and scoring process.

Bids are to demonstrate significant expertise by assigning staff to key roles for this project. The vendor is to, at minimum:

1. Provide a staff plan to identify, by position and by name, a minimum of two (2) to a maximum of five (5) personnel expected to work on the project; and
2. Provide resumes and/or professional profiles documenting the identified staff's relevant certifications, training, and/or work experience; and the duties they will perform under this project.

Example:

Joe Smith – Audio/Video Technician

Years of experience Certified

Cable Installer Certified

Cable Technician Certified

RCDD

Certified Optical Fiber Technician

IMPORTANT: It is the affirmative responsibility of the vendor submitting a bid to remove all personal confidential information (such as home addresses and social security numbers) of vendor from resumes or any other part of the bid package. Following submission to ODJFS, all bids submitted may become part of the public record.

VI. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

A. Scope of Work

ODJFS is seeking a vendor to upgrade the large A/V Room known as Room 3001 at the SOT. The contractor will work with ODJFS to accomplish the following:

1. Provide equipment, components, supplies, labor, and engineering services required to complete the upgrade of Room 3001 at the SOT located at 30 E. Broad St., Columbus, Ohio 43215.
 - a. The contractor is responsible for bringing all materials and equipment to the job site.
 - b. Transportation and/or delivery of materials to the aforementioned destination must be included in vendor's pricing.
2. All work must be done in accordance with all national, state, and local codes;
3. The contractor shall be wholly responsible for any and/or all damages caused or affiliated with this

service.

4. Job site must be clean and maintained in a safe manner.
5. The following chart shows the proposed equipment to be installed at each site:

					3001 30 E. Broad St.
Audio/Video Conferencing					Polycom Group Series 700
Camera					Polycom EagleEyeIV-4X Camera (2)
Display(s)					Generic Interactive Display (1)
Projector					6000 Lumen WUXGA (16:10) Ceiling Mounted
Screen					123" Diagonal Motorized Screen
Ceiling Mounted Tile Speakers					Ceiling Mounted Tile Speakers (4)
Ceiling Mounted Microphones					Ceiling Mounted Microphones (4)
Crestron 3-Series Control System					Crestron Series-3 Control System
Touch Panel Control					10.1" Touch Panel
Monitor Mount					Floor Mount
Lectern					None
Microphones					Ceiling Only
In-Room Sound					Audio/Video Conference Only
Ceiling Plate with Connectors					Qty=1, See description below
Wall Plate with Connectors					Qty=4, See description below
Misc. Options					Integration of ODJFS provided PC; Equipment Rack
Documentation	User Documentation on 8 ½" by 11" Laminated Cards				

B. Definitions

1. **Generic Interactive Display:** 84"-86: Class LCD Flat-Screen 4K UHD Touch Screen Display. Support for HDMI (HDCP 2.2) and USB (3.0) inputs, VESA 600x400 Wall Mount. LG 86TR3D or equivalent.
2. **Projector:**
 - a. 6000 Lumen WUXGA – 1980x1200 resolution. Support for HDMI (HDCP 2.2), USB (3.0) and VGA video inputs. Maximum noise level at full brightness and resolution shall be no more than 34Db.

3. **123” Diagonal Motorized Screen:** 123” Diagonal, 16:10 format. Ceiling flush mounted. Electrically operated projection screen. Draper 139040EG, or equivalent.
4. **Ceiling Mounted Tile Speakers:** 2’x2’ Ceiling tile replacement loudspeaker. 6 ½ “OD Woofer and 1” Dome tweeter. 20W X 70V variable select transformer with 8 Ohm position. 60 hz – 20 kHz EIA 426A Standard frequency response. Suitable for use in air handling spaces. Quam System 19 or equivalent.
5. **Ceiling Mounted Microphones:** Flush mounted in standard ceiling tiles. 10-20K Hz frequency range. White, to blend with standard 2x2 white ceiling tiles. CTG CM-02 or equivalent.
6. **Crestron Series-3 Control System:** Complete system required for each location described above. System shall include a primary 3-Series Control System, Appropriately sized DigitalMedia Switcher, 4K DigitalMedia 8G+ Receiver and Room Controller w/Scaler, HDBaseT Certified 4K DigitalMedia 8G+ Output Card for DM Switchers, 2-Channel 4K Scaling HDMI Output Card for DM Switchers, AirMedia Presentation Gateway, 5 Port PoE Switch, and 2x210W Commercial Power Audio Amplifier. No equivalent items will be accepted.
7. **Touch Panel Control:** 10.1” Crestron Touch Screen, Black.
8. **Monitor Mount:**
 - a. Floor Mount devices for Generic Interactive Display. Provide tilt and height adjustments for floor mounted monitors or displays. Sized for compatibility with the proposed monitor(s) or displays(s) in the room. Chief LFAUB, or equivalent. Must include any ancillary accessories required.
9. **In-Room Sound:**
 - a. Amplified Audio-Video Conference – Requires amplification of remote participants in audio or video conferences. This feature will be accomplished via the Crestron Control System
 - b. Sound Mixing – All rooms require sound mixing. Vendor shall provide sound mixing hardware for each room. Sound Mixing hardware shall be Converge Pro 2 128, or equivalent.
10. **Ceiling Plate with Video Connector:**
 - a. Ceiling mounted plate with one HDMI 2.0b and one VGA/A connector(s); Crestron Wall Plate DigitalMedia 8G+ Transmitter 200, or equivalent.
11. **Wall Plate with Connectors:**
 - a. Wall mounted plate with one HDMI 2.0b connector; one each VGA/A Video and 3.5 mm Audio connectors; Crestron Wall Plate DigitalMedia 8G+ Transmitter 200, or equivalent.
12. **Miscellaneous Options:**
 - a. *Integration of ODJFS Provided PC.* Crestron System integration of ODJFS provided PC in each room. PC will require mounting in the room equipment rack. The room PC will deliver a USB display interface and include a wireless keyboard and mouse.
 - b. *Equipment Rack-*Middle Atlantic Products, WRK-24MDK Series, or equivalent. Each provided rack shall be vented as required to dissipate heat from all electronic devices contained within. If fan venting is offered, noise level shall be kept to a minimum. Each rack shall also be configured with power distribution, cable management, and hardware (to include shelving) required to house the devices provided through this procurement and/or provided by ODJFS
13. **User Documentation:**

- a. The vendor shall provide unique documentation for each room to provide simplistic, easy to follow, graphical diagrams on 8 ½ x 11 paper, laminated for durability, outlining basic procedures for each of the following features:
 - (1) Starting and ending a video conference using the touch screen panel
 - (2) Starting and ending an audio conference using the touch screen panel
 - (3) Enabling/disabling content display on any or all available screens
 - (4) Use of wireless microphones where available
 - (5) Sound muting
 - (6) Volume adjustment
- b. Documentation must display the ODJFS Agency logo (Artwork to be provided by ODJFS).

14. Training:

- a. Upon completion, vendor shall provide a training session in room 3001 at the Rhodes State Office Tower.
- b. Training shall provide attending users with a basic understanding of the features, functions, and capabilities of the newly installed system(s).
- c. The training session shall provide time for vendor to respond to user questions in a formal Questions & Answers period during the session.

VII. Requirements:

The vendor will design, engineer, and install the solution that meets the technical requirements listed in this document. Design will include but not be limited to: specifying where equipment will be located; optimal placing of video viewing devices; how equipment will be contained i.e. rack systems, carts, etc.; and list manufacturer(s), model number(s), and statements explaining how the design meets the technical requirements. Engineering will include but not be limited to: mechanical, structural and environmental specifications, including but not limited to: load bearing, conduit, or plenum requirements; heat dissipation for the equipment; mounting hardware; cables and interfaces to connect the various components; and placement or pathways for cable(s). Installation will include but not be limited to: installing all equipment, parts and pieces, for room(s) to function in a manner to meet the technical requirements; installing all cables; assembling equipment and/or parts; removing packaging material; and maintaining a clean work environment.

Crestron equipment and components for the room shall be proposed in the bid response. Inputs, outputs, connection types, and capacities shall be included as required to support the devices specified in the room.

The vendor is responsible for verifying ceiling access and whether any patchwork will be necessary, as a result, of the installation. The cost of all patchwork shall be included in the bid cost. The bidder is also responsible for receiving, accepting, and delivering in place all equipment. The ODJFS will be responsible for providing electric to the point of installation, if and where necessary.

The vendor will explain how the solution meets all the technical requirements. All equipment specified in the solution will be supplied and installed by the vendor. Detailed manufacturer technical specifications must accompany your bid if you are submitting an equivalent. If diagrams are provided in electronic form, they must be in Microsoft Visio 2002 format. A demonstration must also be available within 24 hours of bid opening if requested.

A pre-installation meeting with the selected vendor will be scheduled to go over the design before installation begins.

A. Rhodes SOT – Room 3001

1. Video

- a. There will be one motorized video projection screens each with a minimum size of 69” H X 104” W (16:10 format) and illuminated by a ceiling mounted WUXGA (1920x1200) resolution video/WUXGA projector with a minimum light output of 6000 ANSI lumens, each centered on wall shown in Room 3001 diagram included in Attachment G. Surfaces will be designed for best observation from the seating areas.
 - (1) The video projection system will have the ability to have multiple sources as available, including content feeds.
 - (2) Power outlets for the screen and projector will be provided by ODJFS.
- b. There will be one Generic Interactive Display (see Section VI) that will be mounted on the side wall of the room as shown in room diagram for Room 3001 included in Attachment G.
 - (1) Generic Interactive Display will also have the capability to display content from other input sources available in the room as needed.
 - (2) The Generic Interactive Display will be at minimum 84” flat panel monitor as described in Section VI.
- c. Display systems must work with the following ambient lighting: Room lumens will be achieved with florescent lights providing a minimum of 50’ candles measured 3’ from the floor.
- d. Display systems must work with the available ambient lighting in the room.

2. Graphics and Video Sources

- a. Sources (VGA & HDMI) must be able to feed any one of the video viewing devices (WUXGA projector, or Generic Interactive Display) in an independent manner and additionally be available to the inputs of the video conferencing unit. Video switcher will be Crestron DM-MD8x8 (8x8 DigitalMedia Switch) or equivalent.
- b. Room 3001 will have four (4) wall plates.
 - (1) Wall Plate input requirements
 - (a) For PC images and audio: one (1) each VGA and 1/8” (3.5mm) audio jack; one (1) HDMI 2.0
 - (b) Locations for each Wall Plate are depicted in the drawing for Room 3001 in Attachment G.
- c. Room 3001 will be served by one Polycom GS700 (ODJFS provided). The far end video feed from the Polycom GS700 video conference unit will be a media source in the room.

3. Audio

- a. Audio shall be delivered to the room via four (4) speakers as described in Section VI.B.
- b. Speakers will be mounted in a drop ceiling of 27”x27” acoustical ceiling tiles and will not protrude more than one half inch from the tile surface.
 - (1) Speaker and amplifier; selection, design and placement, will provide a nominal sound pressure level of sixty to seventy decibel’s A weighted (60-70 dBA) throughout the entire seating area.

- c. Audio Sources will include:
 - (1) Wall Plates defined in Section VI.B.11
 - (2) Polycom GS700 assigned to the room
- d. Provision an audio feed to the video conferencing unit from four (4) Ceiling Microphones described in Section VI.
- e. Provision an audio feed from the room audio system to the audio input of the associated Polycom GS700 video conferencing system.
- f. Room audio mixing shall be delivered via an audio DSP platform suited for conferencing and sound reinforcement applications. ClearOne Converge Pro 2 128, or equivalent..

4. Video Conference

- a. The video conferencing CODEC is to be one Polycom Group Series 700 (GS700) dedicated to the room.
- b. The Main PTZ (Pan, Tilt, Zoom) camera positioned in such a way that the presenter can be seen.
- c. An audience PTZ camera to provide local view for far end presenter.
- d. Connectivity will be via IP over an Ethernet connection provided by ODJFS.

5. Automated Control

- a. All equipment will interface with one permanently mounted wired LCD touch screen remote control unit.
- b. The wired touchpad will have a minimum of six (6) configurable preset room settings.
- c. The wired touchpad will operate all video and audio switching, distribution equipment, audio and video conferencing, and all video viewing devices.
- d. Control system will be Crestron (see Section VI).
- e. The wired touchpad in the room will be located as shown on the room drawing (see Attachment G.) Specific location will be addressed at the vendors conference.

6. Miscellaneous Requirements

- a. Maintenance Contract
 - (1) System will have a three (3) year Maintenance Contact covering all provided equipment and wiring.
- b. Rack

- (1) The equipment rack (see Section VI) will be placed as depicted in the Rhodes SOT Room 3001 drawing included in Attachment G.
- (2) The video conferencing, audio distribution, video distribution, automated system control head-end, and associated equipment will be installed in the equipment rack. Provisions will be made to secure or “tamper-proof” all equipment excluding the wired touchpads.

VIII. Documentation/Field Test Requirements

- A. System diagram and interconnect sheets will be provided by the vendor upon completion.
- B. A user quick reference manual will be provided by the vendor upon completion.

IX. Materials and Equipment

- A. Contractor must furnish all staff, tools, materials, and equipment necessary to install and configure the items outlined in this RLB.
- B. All work must be done in accordance with all national, state, and local codes.
- C. Contractor shall be wholly responsible for any and all damages caused or affiliated with this service.
- D. Job site must be clean and maintained in a safe manner.
- E. Vendor is responsible for any and/or all permits necessary to perform this service.

X. Contractor Compensation

The vendor must provide all pricing for all labor and materials “labor and materials” on Attachment E. Any mathematical errors in the spreadsheet may result in rejection of the bid. Bidders who do not use the MS Excel spreadsheet format specified in this RLB will have their bids rejected.

Pricing for all materials and labor must be at or below STS pricing at the time of installation. Material or labor pricing may change after award of the RLB if the vendor’s STS pricing changes, but the percentage discount off the STS may not change. If the vendor’s STS pricing does increase for any item, those items must be discounted at the same percentage rate as bid in this RLB. If it is determined that STS price increases are excessive, ODJFS may decide to rebid this project at any time. ODJFS may also, at its sole discretion negotiate with a selected vendor for additional price decreases at any time.

Any items or materials that a vendor believes are necessary for the completion of the project that do not appear on the vendor’s STS must be added to the contractor’s STS prior to submission of a bid or else such items may not be charged to the State. No extension time will be granted to allow additional time for the vendor to update their STS beyond the due date of bids to ODJFS. Any miscellaneous items required to complete this project, but not appearing on a STS, cannot and will not be billed to the state.

Pricing requested is for labor and materials at the identified location in Columbus, Ohio. There is no reimbursement for travel expenditures incurred.

XI. Format of Submission

Vendors must submit five (5) copies of their bid in hard copy and one (1) copy of their bid on non-rewritable compact disc (CD) in Microsoft Word, Microsoft Excel, or Adobe Portable Document Format (PDF). If there is any discrepancy between the paper copy and the electronic copy of the bid, and ODJFS will base its evaluation of the vendor bid on the paper copy.

Vendor bids must include a Technical Proposal which should contain all the information as specified and requested for each of the components listed below. A bid which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. The following outline for the preparation of the bid in response to this RLB is intended to assist in the development of effectiveness and clarity.

Tab 1. Attachment A. – Required Vendor Information & Certifications Document

Attachment A., Section I. – Required Vendor Information & Certifications Document In this section, the vendor is required to provide required information and certifications of eligibility for state awards, as described in Attachment A., Section I. to this RLB. Vendors may, at their discretion, either print Attachment A., Section I., complete and sign it, and return it as the content of their bid 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 bid Tab 1. Vendors who fail to provide all information and certifications as described in Attachment A., Section I. in their bid Tab 1 will be disqualified.

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 seeking to do business with ODJFS. This must be submitted as part of the response to any solicitation. Failure by any vendor to complete, sign, and return the Affirmation and Disclosure Form with its application will result in rejection of the bid as being non-responsive and disqualified from further consideration.

The signed originals of the above referenced forms (Attachment A., Sections I. and II.) are to be provided in the vendor's original bid. Photocopies of the completed and signed forms must also be provided with each of the required copies. The above referenced forms must also be included in the Technical Proposal CD.

Tab 2: Vendor Qualifications. The Technical Proposal must include all documents and information as outlined in Section V, Vendor Qualifications, demonstrating how the vendor and its staff meet the requirements, specifically:

Sub-Tab 2a. Mandatory Vendor Qualifications, Section V., A. 1-2

Sub-Tab 2b. Organizational Experience & Capabilities, Section V., B., 1-3

Sub-Tab 2c. Staff Experience and Capabilities, Section V., C., 1-2

Tab 3: Specifications of Deliverables

The Technical Proposal must include detailed descriptions of products proposed and a discussion of how those products meet the definitions of requirements listed in Section VI.A and VI.B of this RLB in this tab;

Sub-Tab 3a.

Generic Interactive Display (Section VI., B., 1.)

Sub-Tab 3b. Projector (Section VI., B., 2.)

- Sub-Tab 3c.** 123” Diagonal Motorized Screen (Section VI., B., 3.)
- Sub-Tab 3d.** Ceiling Mounted Tile Speakers (Section VI., B., 4.)
- Sub-Tab 3e.** Ceiling Mounted Microphones (Section VI., B., 5.)
- Sub-Tab 3f.** Crestron Series-3 Control System (Section VI., B., 6.)
- Sub-Tab 3g.** Touch Panel Control (Section VI., B., 7.)
- Sub-Tab 3h.** Monitor Mount (Section VI., B., 8., a.)

- Sub-Tab 3j.** In-Room Sound (Section VI., B., 9., a.-b.)
- Sub-Tab 3j. Ceiling Plate with Video Connector (Section VI., B., 10., a.)
- Sub-Tab 3k. Wall Plate with Connectors (Section VI., B., 11., a)
- Sub-Tab 3l. Miscellaneous Options (Section VI., B., 12., a.-b.)
- Sub-Tab 3m. User Documentation (Example Only) (Section VI., B., 13., a.-b.)
- Sub-Tab 3n. Training (Descriptive) (Section VI., B., 14., a.-c.)

Tab 4: Vendor Cost Proposal/Budget

Attach the cost summary quote for this project as indicated accordingly on Attachment C, Cost Proposal Form.

XII. Selection Process

Vendors submitting a bid will be evaluated based on the capacity and experience demonstrated in their Technical Proposal. All bids will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from ODJFS, OIS. Vendors should not assume that the review members are familiar with their current work activities with ODJFS. Bids containing lack of sufficient detail, poor organization, lacks proofreading and unnecessary use of self-promotional claims will be evaluated accordingly.

Final selection of a contractor will be based upon the criteria specified in Sections II., V., VI., and VII. of this RLB. The PRT reserves the right to reject any and all bids, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when no prejudice will result to the rights of any vendor or to the public. ODJFS reserves the right to require clarification of any information provided in vendor bids. In scoring the bids, ODJFS will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, bids 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 bid from further consideration. Please refer to Attachment B., 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 this RLB. Using the score sheet for Phase II scoring (see Attachment B. of this RLB for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying Technical Proposal.

A maximum of **164** points will be awarded for the Technical Proposal. A Technical Proposal must achieve a total of at least **136** points (indicating that the vendor is capable of successfully performing contractual duties) out of the possible **164** points to qualify for continued consideration. Any bid which does not meet the minimum required Technical Proposal points will be disqualified from any further consideration and its Cost Proposal will neither be opened nor considered.

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

C. Phase III.—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.

D. 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.

Any trade secret, proprietary, or confidential information (as defined in Section X.E. of this RLB) found anywhere in a vendor's bid shall result in immediate disqualification of that vendor's bid.

XIII. RLB Process Information and Other Contractual Requirements:

A. State Contracts

Vendors must list any current contracts held 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 report this information in the Required Vendor Information and Certifications Document (Attachment A.) and include the completed document in the proposal as specified in Section VIII. of this RLB.

B. Interview

Vendors may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, will include participants from the Office of Information Services. ODJFS reserves the right to select responding vendors for interviews and may not interview all vendors. The vendor shall bear all costs of any scheduled interview.

C. Start Work Date

The contractor must be able to begin work no later than seven (7) business days after the time funds are encumbered and approved by the Office of Budget and Management. The contractor will be notified by the ODJFS Contract Manager when work may begin.

D. Bid Costs

Costs incurred in the preparation of this bid are the responsibility of the vendor; ODJFS will not contribute in any way to the costs of the preparation.

E. Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in ORC 1333.61 in their bids in response to any ODJFS procurement effort. ODJFS shall consider all bids or similar responses voluntarily submitted to any ODJFS procurement document to be free of trade secrets, and such bids if opened by ODJFS will, in their entirety, be made a part of the public record. Any bids submitted in response to any ODJFS procurement efforts which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

All bids and any other documents submitted to ODJFS in response to any procurement effort shall become the property of ODJFS. This RLB and, after the selection of a vendor for award, any bids received in response to solicitation that have been opened, reviewed and considered by ODJFS are deemed to be public records pursuant to ORC 149.43. For purposes of this section, the term "bid" shall mean both the Technical Proposal and the Cost Proposal submitted by a vendor, and, if opened, any attachments, addenda, appendices, or sample products.

F. Contractual Requirements

1. Any PO resulting from the issuance of this RLB is subject to the terms and conditions as provided in the DAS State Term Schedule.
2. Payments for any and all services provided pursuant to the award are contingent upon the availability of state and federal funds;
3. All aspects of the award apply equally to work performed by any and all subcontractors;
4. As a condition of receiving a PO from ODJFS, the contractor 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 ORC. The contractor 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; and

G. Travel Reimbursement

Travel should be included in the overhead, per diem, or the hourly rates which are built into the cost of the deliverables.

H. Public Release of Evaluations and/or Records

Public release of any evaluation or monitoring reports funded under the PO resulting from this RLB will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a thirty (30) day period for review and comment.

I. Confidentiality

All awards 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 other than to fulfill the contractual duties of specified in this RLB. The contractor 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 PO, and may result in legal action.

J. Ethical & Conflict of Interest Requirements

1. No contractor or individual, company or organization seeking an award 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;
2. No contractor or individual, company or organization seeking an award shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
3. Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any vendor or contractor who violates the requirements and prohibitions defined here or of Section 102.04 of ORC is subject to termination of the PO or refusal by ODJFS to award a PO; and
4. ODJFS employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of ORC may be prosecuted for criminal violations.

K. Unresolved Findings for Recovery (ORC 9.24)

ORC Section 9.24 prohibits ODJFS from awarding a PO 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 PO arising out of this RLB, 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 RLB. 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.

L. Mandatory Contract Performance Disclosure

Each bid 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 and/or similar services to those provided for the project which is the subject of this RLB 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 the disqualification of a vendor 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.

M. Mandatory Disclosures of Governmental Investigations

Each bid must indicate whether the vendor 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 RLB. If any such instances are disclosed, the 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, at the sole discretion of ODJFS, such governmental action and a review of the background details may result in a disqualification of the vendor proposal. 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.

N. Vendor Selection Restriction

Any vendor deemed not responsible, or who has submitted a proposal deemed not to be responsive to the terms of this RLB, shall not be awarded the resulting PO.

O. Waiver of Minor Proposal Errors

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

P. Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a PO 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 C.F.R. 164.501 and any amendments thereto.

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

Q. Caveat

ODJFS is under no obligation to issue a PO, as a result of, this or any solicitation if, in the opinion of ODJFS and the PRT, none of the bids 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 RLB of a material nature will be provided via the webpage dedicated to this solicitation. All vendors are responsible for obtaining any such changes without further notice by ODJFS. After issuance of an award letter, ODJFS reserves the right to rescind the award and choose the next most responsive and responsible vendor, if ODJFS and the recommended vendor are unable to come to a mutually acceptable agreement.

XV. Communications Prohibitions

From the release date of this RLB until a PO is awarded, there may be no communications concerning the RLB between any vendor which expects to submit a proposal 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 RLB or the selection of the contractor.

The only exceptions to this prohibition are as follows:

- A. Communications conducted pursuant to Section IV: Question & Answer Period; RLB Clarification Opportunity;
- B. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor which could submit a proposal in response to this RLB;
- C. 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;
- D. If it becomes necessary to revise any part of this RLB. ODJFS will post revisions, amendments, etc. to the webpage dedicated to this RLB; and
- E. Any Public Records Request (PRR) made to the ODJFS Office of Legal Acquisition Services (OLAS).

If a vendor has a need to communicate regarding this RLB, they must contact ODJFS using one of the mechanisms provided for in this section. Vendors are cautioned that communication attempts which do not comply with these instructions will not be answered. Any attempts at prohibited communications by a vendor may result in the disqualification of that proposal.

XVI. Protests

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

- A. A protest may be filed by a prospective or actual vendor objecting to the award of a PO resulting from this RLB. The protest shall be in writing and shall contain the following information:
 - 1. The name, address, telephone number, and e-mail address of the protestor;
 - 2. The name and number of the RLB 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 ODJFS OCA within the following periods:
 - 1. A protest based on alleged improprieties in the issuance of the RLB or any other event preceding the closing date for receipt of bids which are apparent or should be apparent prior to the closing date for receipt of bids shall be filed no later than 3:00 p.m. the closing date for receipt of

proposals, as specified in Section III., Anticipated Procurement and Project Timetable, of this RLB.

2. If the protest relates to the announced intent to award a PO, the protest shall be filed no later than 3:00 p.m. of seventh (7th) calendar day after the issuance of formal letters sent to all responding vendors regarding ODJFS' 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;
3. 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 ODJFS OCA after the time periods set forth in Item B. of this section;
4. 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
5. When a timely protest is filed, an 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 who would have been awarded the PO shall be notified of the receipt of the protest; and
6. ODJFS 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.

SECTION XVII. ATTACHMENTS AND APPENDICES

Attachments

- A. Required Vendor Information and Certifications** (To be completed & included in bid packet as specified in Sec. VIII)
- B. Technical Proposal Score Sheet** (For vendor self-evaluation purposes - do not submit)
- C. Pricing Spreadsheet** (To be completed & included in cost proposal packet as specified in Sec. VII)
- D. Testing and Documentation Requirements** (For vendor self-evaluation purposes - do not submit)
- E. Cost Proposal Form** (To be completed & included in cost proposal packet as specified in Sec. VII)

Thank you for your interest in this project.

Attachment A

ODJFS RLB #: JFSR1819108150

REQUIRED VENDOR INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (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 RLB #:	2. Proposal Due Date:
3. Vendor Name: (legal name of the vendor – person or organization – to whom contract\purchase payments would be made)	4. Vendor Federal Tax ID # or Social Security #: (this number MUST correspond with the name in Item # 3)
5. Vendor Corporate Address:	6. Vendor Remittance Address: (or “same” if same as Item # 5)
7. Print or type information on the vendor representative/contact person <u>authorized to answer questions on the proposal\bid:</u> Vendor Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:	

8. Print or type the name of the vendor representative 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 (if not the same individual as in #7, provide the following information on each such representative and specify their function):

Vendor Representative:

Representative's Title: Address:

Phone #: Fax #:

E-Mail:

9. Is this vendor an Ohio certified MBE? Yes No **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.)

10. 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 Unites 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.

11. 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 "Standard Affirmation and Disclosure Form." **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THE STANDARD AFFIRMATION AND DISCLOSURE FORM, WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD.**

12. 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 _____

(Ohio Certified MBE/EDGE)

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

NO
work

-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:

_____ (Ohio Certified MBE/EDGE)

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, 2016) 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

ATTACHMENT B
RLB#: JFSR1819108150
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

The proposal must meet the following Phase I proposal acceptance criteria 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	RLB Section Reference	YES	NO
1	Was the proposal received by the deadline as specified in Section II., of this RLB?	II, III		
2	Did the vendor submit their proposals in the format described in Section XI., of this RLB?	XI		
3	Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A, B and E of the RLB?	XII, Attach. A,B & E		
4	Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (<i>i.e.</i> , the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	XII, K		
5	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 RLB?	XII., D		
6	Did the vendor propose a staff plan that includes at least one (1) individual that holds a Crestron Certified Programmer certificate?	V., A.		

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 Information Services. 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 RLB, and assign the appropriate point value, as follows:

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

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 **116** points (a score which represents that it “meets” all of the evaluation criteria) out of a maximum of **164** points, will be disqualified from further consideration and its cost proposal will not be opened or considered. Only those vendors whose Technical Proposal meets or exceeds the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	RLB SEC. REF.	Weighting	Doesn’t Meet 0	Partially Meets 6	Meets 8	Exceeds 10
Organizational Experience and Capabilities							
1	Documentation of the vendor’s experience in the design, implementation, and evaluation of similar types of projects. This documentation may include photographs, project descriptions, customer testimonials, and details of design to include components used, capabilities enabled, and customizations deployed	V.B.	3				
2	Descriptions of at least two (2), but no more than four (4) projects completed in the past three (3) years that demonstrate expertise which	V.B.	2				

	are similar in size, scope, and effort that is described in Section VI, Scope of Work						
3	Names and contact information from at least two (2) entities for which the vendor has performed similar scale projects in the past three (3) years.	V.B.	3				
Staff Experience & Capabilities							
4	Vendor lists a minimum of 2 and a maximum of 5 personnel expected to work on the project, with individual's years of experience and certifications or resume / curriculum vitae	V.C.	3				
5	The vendor has included a resume or curriculum vitae for the assigned technicians who will perform the field-testing.	V.C. Attach.E, I.A.3.	3				
Requirements							
6	Rhodes SOT Room 3001 pricing complete and accurate (ie. STS #, Part#)	VI, VII, Attach C	3				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL 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 must be at least 136 points.)

Yes _____ No _____
 (If "No," Vendor's Proposal will not proceed to Phase III scoring.)

Vendor Phase II Points: _____

Vendor Phase III Cost Proposal Points: _____

Vendor's Total Score: _____

Ceiling Mounted Microphones (See description – Section VI)	4					
Wall Mount for Generic Interactive Display offered above	1					
Executive Multimedia Lectern (See description – Section VI)						
Hand-Held Microphone (See description – Section VI)	1					
Lapel Microphone (See description – Section VI)	1					
Equipment Rack and related components (List related components below)	1					
Additional Items Not Mentioned but Required to Complete the Scope of Work (Add additional lines as necessary)						
Floor Mount for Generic Interactive Display offered above (List additional components below)						
Labor and other Services						
Project Management						
Engineering						
Programming						
Installation Labor						

Attachment D
RLB#: JFSR1819108150

Testing and Documentation Requirements

I. Functional: Test requirements upon completion of the installation

A. Performance Requirements

- 1. Perform complete system testing to verify operation meets design specifications.**
- 2. Demonstrate and verify all custom system programming for proper operation**
- 2. Provide complete system functionality verification including, but not limited to, Video Conferencing, Audio Conferencing, Content Display, and Touch Panel Controls.**
- 3. Verify software version and operational accuracy**
- 4. Tune system for optimal performance eliminating feedback and resonance, insuring proper camera alignment, and optimizing sound output**
- 5. All testing shall be performed with representatives of ODJFS present.**

B. Capability Requirements

- 1. Test and document functionality of all connectors and cabling**
- 2. Test and document functionality of Video Conferencing display and sound**
- 3. Test and document functionality of Audio Conferencing sound**
- 4. Test and document functionality of Content Display from all available source inputs**

C. Documentation Requirements

- 1. Provide complete system documentation to include;**
 - a. As-Built drawings showing the connectivity of all devices and outlets**
 - b. Owner's manuals for all equipment provided in this project**
 - c. User documentation and training materials, typically in PDF format.**

**ATTACHMENT E: COST PROPOSAL FORM
RLB#: JFSR1819108150**

Instructions:

Vendors are to complete the Cost Proposal Form, provided as Attachment F, to the RLB according to instructions, sign it, and submit it fully completed as the cost proposal.

Vendors are to propose their firm, fixed, all-inclusive rates per A, B & C below.

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

(A) Total Material Price Total \$ _____

(B) Total Labor Price Total \$ _____

Total Proposed Cost \$ _____

This is a low cost bid in which the vendor's grand total cost proposal is the sum of the Materials and Labor to complete the job listed under the Scope of Work in the RLB. This total along with attachment "A" detailed labor and material list is used for purposes of vendor selection.

Name (Signature) and Title Date of Signature



Attachment F: Mandatory Bidder Conference

Office of Information Services Infrastructure & Operations
RLB#: JFSR1819108150
Mandatory Bidder Conference 03/22/2018 09:00 AM SOT Room 3001

- a. **Sign-In Sheet** – Please sign in!

- b. **Introduction- JFS/OIS**

- c. **OIS Responsibilities**
 1. Contract Manager
 2. Work requests

- d. **Vendor Expectations**

- e. **Walk-Through**
 9:00 – Introduction and walk-through of SOT Room-3001
 10:00 – Final Q&A in SOT Room 3001
 10:30 - Adjourn

- f. **Q & A**
 Final Q&A will be held in SOT Room 3001

Attachment G: Room Drawing

Rhodes SOT – Room 3001 –

