

AMENDMENT 1 FOR 0A1265

**DATE AMENDMENT ISSUED:
February 22, 2021**

The State of Ohio, through the Department of Administrative Services, for the Department of Education (ODE), is requesting proposals for:

ED STEPS RFP

The attached is an Amendment for the RFP Solicitation listed above. Please use the replacement page(s) contained in the Amendment to replace the corresponding page(s) previously in the RFP Solicitation.

Specifications and requirements that have been revised are surrounded by ****bolded double asterisks**** and, when applicable, ~~strikethrough~~.

system please visit the public view of the system which can be accessed at <https://ccip.ode.state.oh.us>. The public view permits access to approved plans and funding applications of educational organizations.

Objective of the Work. The objective of the ED STEPS project is to design, develop, test and deploy a software system that facilitates ODE and LEAs (or districts) in their planning exercises, the execution of those plans, and the allocation of state and federal resources (grants) to fund those plans. The ED STEPS web-based systems will be built for and designed substantially by the customers. ODE's goal is for its customers to want to use the ED STEPS systems, not because they are required to do so. It is ODE's expectation that the One Plan and Consolidated Competitive and Formula Funding Applications will be deployed fully functional by June 2022.

Calendar of Events. The schedule for the RFP process and the Project is given below. The State may change this schedule at any time. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Website's question and answer area for this RFP. The Website announcement will be followed by an amendment to this RFP, also available through the State's Procurement Website. After the Proposal due date and before the award of the Contract, the State will make schedule changes through the RFP amendment process. Additionally, the State will make changes in the Work schedule after the Contract award through the change order provisions in the General Terms and Conditions Attachment to this RFP. It is each prospective offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract.

Dates:

Firm Dates

RFP Issued:	February 16, 2021
Inquiry Period Begins:	February 16, 2021
Pre-Proposal Conference Date:	February 23, 2021** at 3:00 PM (Columbus, Ohio local time)**
Inquiry Period Ends:	March 1, 2021 at 8:00 AM (Columbus, Ohio local time)
Proposal Due Date:	March 17, 2021 at 1:00 PM (Columbus, Ohio local time)

Estimated Dates

Award Date:	April 2021
Work Begins:	May 2021

There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

Pre-Proposal Conference. The State will hold a Pre-Proposal Conference on February 23, 2021, at ~~3:00~~ 4:00 p.m. Details on how to attend will be posted to the Opportunity Details page. The purpose of this conference is to discuss the RFP and the Project with prospective offerors and to allow them to ask questions arising from their initial review of this RFP.

Amendments to the RFP. If the State revises this RFP before the Proposals are due, it will announce any amendments on the State Procurement Website.

Offerors may view amendments by using the “Bid Opportunities Search” function of the State’s Procurement Webpage (described in the Inquiries Section above) and then clicking on the amendment number to display the amendment.

When an amendment to this RFP is necessary, the State may extend the Proposal due date through an announcement on the State Procurement Website. The State may issue amendment announcements any time before 5:00 p.m. on the day before Proposals are due, and it is each prospective offeror’s responsibility to check for announcements and other current information regarding this RFP.

After the Proposal due date, the State will distribute amendments only to those offerors whose Proposals are under active consideration. When the State amends the RFP after the due date for Proposals, the State will permit offerors to withdraw their Proposals within five business days after the amendment is issued. This withdrawal option will allow any offeror to remove its Proposal from active consideration should the offeror feel that the amendment changes the nature of the transaction so much that the offeror’s Proposal is no longer in its interest. Alternatively, the State may allow offerors that have Proposals under active consideration to modify their Proposals in response to the amendment.

If the State allows offerors to modify their Proposals in response to an amendment, the State may limit the nature and scope of the modifications. Unless otherwise provided in the State’s notice, offerors must make any modifications or withdrawals in writing and submit them to the State within five business days after the amendment is issued at the address and in the same manner required for the submission of the original Proposals. If this RFP provides for a negotiation phase, this submission procedure will not apply to changes negotiated during that phase. The State may reject any modification that is broader in scope than the State has authorized in the announcement of the amendment and treat it as a withdrawal of the offeror’s Proposal.

Proposal Submittal. Each offeror must submit a technical section and a cost section as part of its total Proposal before the opening time on the Proposal due date. The offeror must submit the technical section as a separate package from the cost section of its Proposal, and each section must be submitted in its own separate, opaque package. The package with the technical section of the Proposal must be sealed and contain one (1) originally signed technical section and eight (8) additional copies of the technical section, and the package with the cost section also must be sealed and contain two (2) complete copies of the cost section of the Proposal.

The offeror must mark the outside of each package with either:

“**RFP #0A1265 – ED STEPS RFP – Technical Proposal**” or
“**RFP #0A1265 – ED STEPS RFP – Cost Proposal**,” as appropriate.

Included in each sealed package, the offeror also must provide an electronic “searchable” copy of everything contained within the package on a flash drive (portable storage device) in Microsoft Office (native format), Microsoft Word (native format), Microsoft Project (native format), Microsoft Excel (native format) and Adobe Acrobat format, as appropriate. If there is a discrepancy between the hard copy and the electronic copy of the Proposal, the hard copy will control, and the State will base its evaluation of the offeror’s Proposal on the hard copy.

Proposals are due no later than 1:00 p.m. on the Proposal due date. Proposals submitted by email, fax, or other electronic means are not acceptable, and the State may reject them. Offerors must submit their Proposals to:

Department of Administrative Services
Attn: Cyrus Carter c/o Bid Desk RFP 0A1265
4200 Surface Road
Columbus, Ohio 43228