

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

OPTIONAL USE CONTRACT FOR: THIRD PARTY ADMINISTRATOR (TPA) FOR FACILITY MAINTENANCE, REPAIR AND MINOR CONSTRUCTION PROJECTS

CONTRACT NUMBER: CSP905815

EFFECTIVE DATES: 05/20/15 TO 12/31/17

* Renewal through 03/31/20

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP905815 that opened on 03/13/15. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Optional Use Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Optional Use Contract is available to the Ohio Adjutant General's Department, Ohio Department of Administrative Services, Ohio Department of Natural Resources, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Department of Agriculture, Ohio Department of Developmental Disabilities, Ohio Department of Transportation, Ohio Department of Veterans Services, Ohio Expo Center and State Fair and Supreme Court of Ohio as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

www.ohio.gov/procure

Minority Business Enterprise Award in accordance with ORC CH. 125.081

* Denotes as a result of mutual agreement between the State of Ohio and the Contractor, this amendment is issued for the period of January 1, 2020 through March 31, 2020 for the limited purpose of allowing the named state agencies to issue purchase order(s) for specific projects identified in the attached pending project list.

MUTUALLY AGREED UPON PROPOSAL AND COST SUMMARY REVISIONS

The following changes and clarifications to the IAP Proposal and Cost Summary were agreed upon through negotiations.

1. SUPPORT REQUIREMENTS:

- #4 The State will only provide competent staff to assist in the requirements and testing activities as it applies to the Online Task Order System.
- #7 The State can only provide assistance currently available through existing programs from agencies such as DAS/EOD and DSA. Contractors must independently secure involvement in these programs.
- #11 The State will facilitate the acquisition of this information.

2. ASSUMPTIONS:

- #1 Remove
- #2 Remove
- #4 The State will facilitate the acquisition of this information.
- #5 Remove

3. WORK PLAN: (These statements supersede any conflicting language within the entire Proposal)

- The TPA determined Not to Exceed Project Cost will not be provided to Contractors during the bidding process.
- The agency may request that an MBE set-aside Bid be performed for its Project. The TPA will perform the MBE set-aside bid for the Project as long as at least two appropriate MBE Pre-Qualified Contractors are available.
- MBE set-aside Bids cannot be issued for work that is classified as Construction.
- No initial limits will be set for the number of Pre-Qualified Contractors by region and/or service category.
- The schedule for Pre-qualification of Contractors will be flexible and dynamic to facilitate the addition and removal of Contractors and service categories as required.
- All projects will be Bid. There will be no threshold below which Bids are not required.
- The agency will be provided all Project Bids ranked by cost.
- The TPA may provide performance and other metric based information with the Bid results to the agency.
- The agency will make the decision on Project award based on the information provided by the TPA.
- All appropriate Pre-Qualified Contractors will be able to submit a Bid.

4. COST SUMMARY:

IAP has submitted a revised Cost Summary dated 5/11/15.

COST SUMMARY

Third Party Administrator (TPA) for Facility Maintenance, Repair and Minor Construction Projects

Contract: CSP905815 Index: GDC160

UNSPSC CATEGORY CODE: 811015xx

This Contract covers all five regions within the State as defined in the RFP.

Description	Cost or Percentage
Select the proposed Contract cost model based on the criteria provided above. Percentage of Total Project Cost	8.5%

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses.

COST SUMMARY (continued)

Offeror's List of State Preferences (from the SOW) or Valued Added Services

Provide Any State Preferences (from the SOW) or Value-Added Services that the Offeror has detailed in its Proposal. All State Preferences or Value-Added Services will only be evaluated as part of the Offeror's Technical Proposal.	
Description	Cost or Percentage
Detailed descriptions of any State Preferences or Value-Added Services offered must also be included in the appropriate section of the Offeror's proposal.	(make clear if this is a discount, no change or addition to the base cost from page one of the Cost Summary)
Access to Task Orders by Agency	NO CHANGE
Parts and Materials Only optional TPA Sources Parts and Materials TPA Tracks and Reports Project Status using the Online Task Order System	TPA FEE ADDED TO TPA INVOICED COST (no markup)
Fiscal Responsibility of IAP TPA Team	NO CHANGE
Scaled Fees	NO CHANGE
Change Order Controls	NO CHANGE
Outside Architectural Drawing Preparation Services (when required for large or complex projects that IAP cannot do internally)	BILLED AT COST (no TPA fee applies)
Plan Drawings (drawings required for projects that IAP can do internally)	NO CHANGE
Online Task Order System Using Amazon Web Services	NO CHANGE
Online Task Order System Using a Hard Server and Secure Location optional	COST TBD

All costs must be in U.S. Dollars.
The State will not be responsible for any costs not identified.
There will be no additional reimbursement for travel or other related expenses.

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: CSP905815



OAKS Supplier: 0000170792

MBE CONTRACTOR

IAP Government Services Group
2740 Airport Drive, Suite 300
Columbus, OH 43219

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Jennifer Schneider
Sr. Vice President

Telephone: (614) 416-0614 ext. 304
FAX: (614) 416-0613
E-mail address: jfschneider@iap-gsg.com

Nathan Crawford
Director, Project Management

Telephone: (614) 614-981-0933
E-mail address: ncrawford@iap-gsg.com

TO PROCESS TASK ORDERS:

1. Go to <https://iapotosoh.com>
2. Click on the appropriate AGENCIES OR CO-OP tab
3. Login with your username and password * **if you do not have a username and password click on the FAQ on the page and follow prompts**
4. Once you have signed in, you will be able to view all projects for your agency.
5. You can filter by factors such as Status – Inactive or Active; or Type of Project.
6. If you do not have any projects yet, you will only see the “Agency Task Orders” option.
7. You can click on Agency Task Orders here or select from the drop-down menu.
8. This page gives you an overview of your task orders.
9. If you select the “Task Order” tab at the top left here, you will be able to view your Task Orders and create new task orders.
10. Here you will see a list of all of your open task orders. Task orders will not stay open for long. It is our goal to have these reviewed and assigned to Project Managers within 24 hours of receiving the task order.
11. To create a new task order, you will click on the “Create New” tab in the top right corner.
12. Most of these fields are self-explanatory. Complete as much information as you can.
13. You can attach any documents here by selecting or drag & drop.
14. When you are ready to send, please click “Save but Do Not Send Emails”. Please do not select the other 2 options, only the middle button.
15. From there, this will be sent to our project coordinators who will then create a project and assign a project manager.
16. You will then receive an e-mail alerting you that you have been added to a project.
17. You will then be contacted by our Project Manager within 48 hours to discuss details and set up a site visit.

* Updated Contact info and added OTOS instructions.

PROJECT LIST

[Click here for a link to the Project List](#)

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
6	01/01/20	As a result of mutual agreement between the State of Ohio and the Contractor, this amendment is issued for the period of January 1, 2020 through March 31, 2020 for the limited purpose of allowing the named state agencies to issue purchase order(s) for specific projects identified in the attached pending project list.
5	01/01/20	This amendment is issued to advise that this contract will not be renewed beyond the current expiration date of 12/31/19. This contract will be re-solicited.
4	12/13/17	This amendment is issued to update the contact information removing Amy Torres whom is no longer with the company and adding Nathan Crawford.
3	02/15/16	This amendment is issued to indicate a mutual renewal effective 01/01/18 through 12/31/19.
2	09/18/15	This amendment is issued to add the MBE language to the front page.
1	09/18/15	This amendment is issued to update the Contractor contact information and add the OTOS instructions.