



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

MANDATORY USE CONTRACT FOR: Edison Advanced Manufacturing Program

CONTRACT NUMBER: CSP909914

EFFECTIVE DATES: 04/14/14 TO 09/30/14

\* Renewal through 06/30/16

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP909914 that opened on 03/28/14. 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 Requirements 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 Requirements Contract is available to the Ohio Development Services 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:

<http://www.ohio.gov/procure>

\*Indicates contract expiration date.

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS.

Redwood Innovations and the Ohio Developmental Agency agree to additional hours for Orientation Meetings, Proposal Calibration, Final Report Preparation and Communication with Development as needed. All changes are reflected in the cost summary.

Contractor evaluation services for the Edison Advanced Manufacturing Program  
 CSP909914

UNSPSC CATEGORY CODE: 80101500

OAKS Item Code:25838

RFP Title: Contractor Evaluation Services for Edison Advanced Manufacturing Program			Redwood Innovation Partners – April 14, 2014	
Edison Advanced Manufacturing Program	Quantity Estimated	Unit Price Each	FY 2014	Clarification / Justification
<b>Fixed costs (not tied to number of Proposals; itemized and/all costs if applicable)</b>				
Establish Program Management Portal	2	\$175.00	\$350.00	Establish Drop Box folder structure and role appropriate folder access privileges for reviewers to enable consistent, high quality evaluations while avoiding conflict of interest and maintaining (where appropriate) confidentiality.
Establish templates for all deliverables	6	\$175.00	\$1,050.00	Translate and enhance evaluation Criteria from our technical proposal into clear unambiguous rating templates that will be used by all evaluators,
Orientation meeting for 8 evaluators - prepare and hold	14	\$175.00	\$2,450.00	Prepare for and hold a 1 hour orientation meeting for up to 8 reviewers to ensure that all understand the conflict of interest requirements, rating methodology criteria and project management portal mechanics. This will ensure high quality, unbiased and efficient evaluations.
Proposal calibration review - prepare and hold	10	\$175.00	\$1,750.00	Prepare for, conduct and follow up on a 1 hour calibration meeting of 4 Redwood Innovation partners to ensure all proposal evaluations have been performed consistently and with high quality. Identify and justify any needed proposal evaluation changes.
Final report preparation	18	\$175.00	\$3,150.00	Time to collect and summarize individual rating data then write and polish a final report.
Communication with Development	4	\$175.00	\$700.00	Time for the Redwood Innovation Project manager to engage with Development to clarify any questions / issues and to prepare and provide progress updates.
<b>TOTAL FIXED COSTS</b>			<b>\$9,450.00</b>	
<b>PROPOSAL EVALUATION COSTS</b>				
Cost per proposal x 14 proposals	14	\$2,800.00	*\$39,200.00	
<b>DEBRIEFING COSTS</b>				
Total Debriefing Costs= Cost per Debriefing x 10 per Fiscal Year	10	\$438.00	\$4,380.00	
<b>TOTAL OF COSTS PER FISCAL YEAR (Total fixed costs+ total proposal evaluation costs+ total debriefing costs)</b>			<b>*\$53,030.00</b>	
<b>GRAND TOTAL OF FY2014 COSTS</b>			<b>*\$53,030.00</b>	
<b>EVALUATION PERSONNEL INFORMATION</b>				
Number of Evaluators per Proposal (NOTE: unequal time for evaluators)	4			
Average Evaluation Hours per Proposal	*16			
Evaluator Hourly Rate	\$175.00			

TECHNICAL ASSISTANCE	FY2014 Total
Edison Advanced Manufacturing Program	150 hours
Personnel Hourly Rate per FY	\$175.00
<b>TOTAL COST PER FISCAL YEAR HOURLY RATE X 150:</b>	<b>\$26,250.00</b>

All costs must be in U.S. Dollars.

Note: Any reimbursement of travel expenses made by Grantee in connection with the Contract shall be subject to the travel reimbursement rates, limitations, restrictions, and exclusions imposed by Ohio Administrative Code 126-1-02 and any other rules imposed by the Ohio Office of Budget and Management, as such rules may be amended from time to time.

\*Indicates a change in Average Evaluation Hours per proposal and related costs.

\*Fiscal Year 2015 Budget

RFP Title: Contractor Evaluation Services for AMP / MEP			Redwood Innovation Partners - February 25, 2015	
Edison Advanced Manufacturing Program	Quantity Estimated	Unit Price Each	FY 2015	Clarification / Justification
Fixed costs (not tied to number of Proposals; itemized and/all costs if applicable)				
Establish Program Management Portal	2	\$175.00	\$350.00	Establish Drop Box folder structure and role appropriate folder access privileges for reviewers to enable consistent, high quality evaluations while avoiding conflict of interest and maintaining (where appropriate) Confidentiality.
Establish templates for all deliverables	3	\$175.00	\$525.00	Translate and enhance evaluation Criteria from our technical proposal into clear unambiguous rating templates that will be used by all evaluators.
Orientation meeting for 8 evaluators - prepare and hold	11	\$175.00	\$1,925.00	Prepare for and hold a 1 hour orientation meeting for up to 8 reviewers to ensure that all understand the conflict of interest requirements, rating methodology criteria and project management portal mechanics. This will ensure high quality, unbiased and efficient evaluations.
Proposal calibration review - prepare and hold	10	\$175.00	\$1,750.00	Prepare for, conduct and follow up on a 1 hour calibration meeting of 4 Redwood Innovation partners to ensure all proposal evaluations have been performed consistently and with high quality. Identify and justify Any needed proposal evaluation changes.
Final report preparation	16	\$175.00	\$2,800.00	Time to collect and summarize individual rating data then write and polish a final report.
Communication with Development	6	\$175.00	\$1,050.00	Time for the Redwood Innovation Project manager to engage with Development to clarify any questions / Issues and to prepare and provide progress updates.
<b>TOTAL FIXED COSTS</b>			<b>\$8,400.00</b>	
<b>PROPOSAL EVALUATION COSTS</b>				
Cost per proposal x 12 proposals	12	\$3,150.00	\$37,800.00	Includes newly added financial stability discussion.
<b>DEBRIEFING COSTS</b>				
Total Debriefing Costs= Cost per Debriefing x 10 per Fiscal Year	3	\$438.00	\$1,314.00	
<b>TOTAL OF COSTS PER FISCAL YEAR (Total fixed costs+ total proposal evaluation costs+ total debriefing costs)</b>			<b>\$47,514.00</b>	
<b>GRAND TOTAL OF FY2015 COSTS</b>			<b>\$47,514.00</b>	
<b>EVALUATION PERSONNEL INFORMATION</b>				
Number of Evaluators per Proposal (NOTE: unequal time for evaluators)	4			
Average Evaluation Hours per Proposal	18			
Evaluator Hourly Rate	\$175.00			

TECHNICAL ASSISTANCE	FY2015 Total
Edison Advanced Manufacturing Program	100 hours
Personnel Hourly Rate per FY 15	\$175.00
<b>TOTAL COST PER FISCAL YEAR HOURLY RATE X 150:</b>	<b>\$17,500.00</b>

Includes visits to nine 2014 AMP awardees plus anticipation of other tasks.

\*Fiscal Year 2016 Budget

RFP Title: FY 2016 Contractor Evaluation Services for AMP / MEP		Redwood Innovation Partners - October 9, 2015		
Edison Advanced Manufacturing Program	Quantity Estimated	Unit Price Each	FY 2016	Clarification / Justification
Fixed Costs (not tied to number of Proposals; itemize any/all costs if applicable)				
Establish Program Management Portal	2	\$175.00	\$350.00	Establish DropBox folder structure and role appropriate folder access privileges for reviewers to enable consistent, high quality evaluations while avoiding conflict of interest and maintaining (where appropriate) confidentiality.
Establish templates for review and all deliverables	8	\$175.00	\$1,400.00	Need to develop scoring templates to reflect new process and revised criteria
Orientation meeting for 6 evaluators - prepare and hold	11	\$175.00	\$1,925.00	Prepare for and hold an ~ 1.5 hour orientation meeting for up to 6 reviewers to ensure that all understand the conflict of interest requirements, rating methodology / criteria and project management portal mechanics. This will ensure high quality, unbiased and efficient evaluations.
Proposal calibration review - prepare and hold	15	\$175.00	\$2,625.00	Prepare for, conduct and follow up on an ~ 2 hour calibration meeting of 6 Redwood Innovation staff to ensure all proposal evaluations have been performed consistently and with high quality. Identify and justify any needed proposal evaluation changes.
Final report preparation	20	\$175.00	\$3,500.00	Time to collect and summarize individual rating data then write and polish a final report.
Communication with Development	10	\$175.00	\$1,750.00	Time for the Redwood Innovation Project manager to engage with Development to clarify any questions / issues and to prepare and provide progress updates for this iterative review process.
<b>TOTAL FIXED COSTS</b>			<b>\$11,550.00</b>	
<b>PROPOSAL EVALUATION COSTS</b>				
White paper review and feedback	22.00	1312.50	28875.00	Deliverable is a written summary of white paper initial rankings and specific concerns / suggestions
Full proposal review	15.00	1881.25	28218.75	Includes financial stability review
Review of revised full proposal	6.00	700.00	4200.00	Assumes revised proposals will be in track changes format
<b>DEBRIEFING COSTS</b>				
Total Debriefing Costs = Cost per Debriefing x 3 per Fiscal Year	3	\$438.00	\$1,314.00	
<b>TOTAL OF COSTS PER FISCAL YEAR (Total fixed costs + total proposal evaluation costs + total debriefing costs)</b>			<b>\$74,157.75</b>	
<b>GRAND TOTAL OF FY2016 COSTS</b>			<b>\$74,157.75</b>	
<b>EVALUATION PERSONNEL INFORMATION</b>				
Number of Evaluators per Proposal (NOTE: unequal time for evaluators)	4			
Average Evaluation Hours per Proposal (for proposal mix shown above)	15.9			
Evaluator Hourly Rate	\$175.00			
<b>TECHNICAL ASSISTANCE</b>				
Edison Advanced Manufacturing Program	FY2016 Total			
Personnel Hourly Rate per FY	100			
TOTAL COST PER FISCAL YEAR = HOURLY RATE X 175 =	\$175.00			
	\$17,500.00			

\*Indicates addition of FY 2016 budget and repagnate

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

219201  
Redwood Innovations Partners, LLC  
2660 Crafton Park  
Columbus, OH 43221

BID CONTRACT NO.: CSP909914-1 \*\*

TERMS: Net 30

CONTRACTOR'S CONTACT:

James M. Sonnett, PhD

Office: 614-783-9535  
E-mail: [jim@redwdinnov.com](mailto:jim@redwdinnov.com)

\*Indicates repagination

\*\*Indicates removal of expiration date

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
5	10/30/15	To add pricing for FY 2016 budget, repaginate and allow contract to expire on 6/30/16
4	10/01/15	As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional 12 months, effective 10/01/15 through 09/30/16 and remove contact from page 1.
3	03/13/15	To add pricing for FY 2015 budget and repaginate.
2	10/01/14	As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional 12 months, effective 10/01/14 through 09/30/15
1	05/19/14	To revise the Average Evaluation Hours per Proposal from 11.5 to 16 and related costs.

\*Indicates repagination