

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: December 3, 2013

RFP NUMBER: CSP908514
INDEX NUMBER: DOH061

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health is requesting proposals for:

**EVALUATION OF MATERNAL, INFANT AND EARLY CHILDHOOD
HOME VISITING PROGRAM PRENATAL CURRICULUM**

Reasons for Addendum: Extend Proposal opening due to end-of-year time issues.

PROPOSAL DUE DATE: January 3, 2014
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

REQUEST FOR PROPOSALS

RFP NUMBER: CSP908514
INDEX NUMBER: DOH061
UNSPSC CATEGORY: 85100000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health, is requesting proposals for:

EVALUATION OF MATERNAL, INFANT AND EARLY CHILDHOOD HOME VISITING PROGRAM PRENATAL CURRICULUM

RFP ISSUED: November 26, 2013
INQUIRY PERIOD BEGINS: November 26, 2013
INQUIRY PERIOD ENDS: December 11, 2013 at 8:00 a.m.
*PROPOSAL DUE DATE: January 3, 2014 by 1:00 p.m.

Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
ATTN: Bid Desk
4200 Surface Rd.
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

This RFP consists of five (5) parts and thirteen (13) attachments totaling 62 consecutively numbered pages. Please verify that you have a complete copy.

*Change the Proposal Due Date to January 3, 2014.

programs i.e., early childhood programs that have provided services to pregnant women or children ages birth to 5 years old or maternal-child health programs.

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	November 26, 2013
Inquiry Period Begins:	November 26, 2013
Inquiry Period Ends:	December 11, 2013, at 8:00 a.m.
*Proposal Due Date:	January 3, 2014, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	January 24, 2014
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NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

*Change the Proposal Due Date to January 3, 2014.

J. The Contractor will submit a final report by September 1, 2015. The report will summarize findings of the study, with data presented in both tabular and graphical form. This report will include all contacts, summarized findings, details of consultations provided, and a preliminary data analysis report of all findings to date, and future recommendations for action and training. This report should not exceed 30 pages, not including appendices. The report will be written for a general audience and include limited technical terminology. Technical information will be included in an appendix. This final report should also provide lessons learned from prenatal curriculum pilot and discuss the viability of implementing this curriculum in all Home Visiting programs in Ohio (i.e., other MIECHV sites, Help Me Grow Home Visiting sites). This final report will also include an executive summary. The executive summary will not exceed two pages and will serve as an extended abstract, highlighting the project's goals and key findings.

K. The Contractor will give a presentation to ODH in Columbus, OH on September 15, 2015.

III. PROJECT TIMELINE.

November 26, 2013 – September 15, 2015	
Dates	Milestone Events
November 26, 2013	Release of RFP
*January 3, 2014	RFP submission's due
January 24, 2014	Contract award announced
January 31, 2014	Contract award start date
March 15, 2014	Completed updated work plan
March 15, 2014	Completed updated evaluation plan
April 15, 2014	1 st Quarterly Report due
July 15, 2014	2 nd Quarterly Report due
October 15, 2014	3 rd Quarter Report due
October 15, 2014	Mid-point evaluation report due
December 30, 2014	1st calendar year activities and budget report
January 15, 2015	4 th Quarter Report due
April 15, 2015	5 th Quarter Report due
July 1, 2015	Submit Draft of the Final Report
July 15, 2015	6 th Quarter Report Due
August 15, 2015	Submit Final Data Files
September 1, 2015	Final report (including executive summary and report card), log of total activities and final budget due
September 15, 2015	Presentation of findings

RESPONSIBILITES: The Contractor must meet all RFP requirements and perform the Work as defined in the Scope of Work.

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