

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 03/26/2014

**RFP NUMBER: CSP909714
INDEX NUMBER: DOH102**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health, Bureau for Children with Developmental and Special Health Needs is requesting proposals for:

TRAINING FOR HELP ME GROW

Attached is page four (4) to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to indicate new dates for deliverables in Section 1.4.2, C, to courses to be ready for trainees by August 1, 2014; taping and editing complete by October 1, 2014.

PROPOSAL DUE DATE:	March 28, 2014, by 1:00 PM
OPENING LOCATION:	Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395

Training topics will include core/foundational courses offered in an online (self-tutorial, webinar, or synchronous) format. Offeror must explain how the proposed courses will be presented.

Knowledgeable Experienced Teachers for Courses

- 1) Teachers performing in the online self-tutorial format must be able to help learners be effective through creative and varied on-line formats. Offeror should detail how this will be accomplished.
- 2) Teachers should be seasoned trainers, familiar with adult learning principles as well as specific content. They must be able to support student learning across a broad band of learning areas.

1.4.2 DELIVERABLES

Proposals should address three (3) key deliverables, including:

The original course design and creation of at least one of the courses from the provided list must be proposed. An Offeror may propose to provide any or all of the courses. **Each course proposed must include the course design and details as each course will be evaluated both in the technical evaluations and the cost evaluations.** The award may be a contract made with more than one (1) contractor, in order to meet the needs of the State.

A. Course delivered in an online format; using the OhioTrain or Offeror may propose another free alternative.

B. Course delivered by an expert in the field of early childhood and/or pregnancy

- * C. Courses ready for trainees by ~~June 30, 2014~~ August 1, 2014; taping and editing to be complete by October 1, 2014.

1.4.3 ORIGINAL COURSE DESIGN AND CREATION

A. The courses will include foundational as well as ongoing, special topics training. These courses should be delivered in a format that considers adult learning principles, allows student/teacher interaction and gives students flexibility to engage their diverse learning styles.

B. The courses, which focus on providing information and knowledge development, should utilize time efficient e-learning modules that allow students to move rapidly when appropriate, while allowing opportunities for review or deeper inquiry when needed. The Contractor will be required to provide downloadable handouts to the attendees.

C. Course content should be created by content experts with experience in the area of early childhood. The course format should not expect learners to simply read text and answer assessment questions. Courses must be appealing and engaging for learners. Learners must not finish a course with a sense of resignation or frustration. Content must include current relevant information with sources cited. The Contractor must provide a means to test the student(s) upon completion of the course; which they must pass at 80% minimum score. ODH has the capability to track and verify completion of the course and final exam through OhioTrain.

1.4.4 PROPOSAL RESPONSE

A. The technical proposal shall include a description of the Offeror's experience and expertise conducting same or similar projects. The description must include how the Offeror meets the qualifications in section 1.4.

B. The technical proposal shall identify and describe the Offeror's experience. Include success stories as an example of the Offeror's capacity to perform the Project Scope of Work and Deliverables.

C. The Offeror shall also attach a list of three (3) references (other than ODH) by previous users of the Offeror's services in performing similar projects. Include in Section 5.2 the contact name and appropriate phone number. DAS may, at its discretion, contact the references provided. There is no obligation on the part of DAS or ODH to contact any reference.

D. The Offeror must provide identification and description of any subcontractors to be used, if any. Subcontractors must be approved by ODH. However, Offeror may subcontract without ODH's approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services described in the Scope of Work or Deliverables in this RFP, but which are required for its satisfactory completion.

E. The Offeror must include at least one sample of a proposed course training outline as an example of professionalism.

F. The Offeror will provide a proposed detailed plan description of how all of the requirements specific to this project will be implemented, including each item under Section 1.4, Scope of Work and Deliverables. All the tasks outlined must be clearly identified and discussed in the response.

G. The Offeror will clearly indicate the amount of time that the named lead and key project personnel will be expected to work on the project, time and percentage FTE.

H. The Offeror will describe a contingency plan for completing the project in the event the lead or key project personnel become unavailable for any reason.

I. The Offeror will identify any anticipated difficulties in meeting the specifications and a description of proposed solutions to those difficulties.

J. The Offeror is required to submit the appropriate level of detail for the information required; failure to do so may result in the Proposal being deemed non-responsive. If a requirement can be exceeded by the Offeror, the proposal should state the degree to which the requirement will be exceeded and how. If a requirement cannot be fully met, the Offeror must state the reasons and must provide alternatives that can be accomplished to meet the requirements.