REQUEST FOR PROPOSALS

ADDENDUM # 4

ISSUED: 09/22/2015

RFP NUMBER: CSP904316
INDEX NUMBER: OPI012

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Rehabilitation and Correction, Ohio Penal Industries is requesting proposals for:

Drug Testing Cup and Oral Fluid Tester Supplies for the Ohio Department of Rehabilitation and Correction

Attached are pages 1 and 2 to this Request for Proposal (RFP). Remove the corresponding pages from the existing RFP and replace with the attached pages 1 and 2.

Reason for Addendum. This addendum is issued to extend the inquiry period to October 2, 2015. Please note that all questions previously submitted are under review and will be answered as determinations are made, if necessary, regarding the Scope of Work.

PROPOSAL DUE DATE:	**October 16, 2015**
OPENING LOCATION:	**Department of Administrative Services** **General Services Bid Desk** **4200 Surface Road** **Columbus, Ohio 43228-1395**

*See asterisks for changes.

REQUEST FOR PROPOSALS

RFP NUMBER: **CSP904316**
INDEX NUMBER: **OPI012**
UNSPSC CATEGORY: **41120000, 85120000**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Rehabilitation and Correction, Ohio Penal Industries is requesting proposals for:

Drug Testing Cup and Oral Fluid Tester Supplies for the Ohio Department of Rehabilitation and Correction

RFP ISSUED: **August 27, 2015**
INQUIRY PERIOD BEGINS: **August 27, 2015**
***INQUIRY PERIOD ENDS:** **October 2, 2015 at 8:00 a.m.**
PROPOSAL DUE DATE: **October 16, 2015 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 nine (9) attachments, totaling 51 consecutively numbered pages. Please verify that you have a complete copy.

*Change Inquiry Period Ends date to October 2, 2015.

PART ONE: EXECUTIVE SUMMARY

PURPOSE. This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Rehabilitation and Correction, Ohio Penal Industries (the Agency), is soliciting competitive sealed proposals (Proposals) for Drug Testing Cup and Oral Fluid Tester Supplies for the Ohio Department of Rehabilitation and Correction and this RFP is the result of that request. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through 09/30/17. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed four (4) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

BACKGROUND. The Ohio Department of Correction and Rehabilitation (DRC) performs drug testing on an as-needed basis for its Correctional Facilities and the Ohio Adult Parole Authority (APA). As of July 1, 2015, there are currently 50,403 people incarcerated in Ohio's penal institutions. The State is seeking to ensure its testing products reflect the latest trends in drug usage to enable corrections officials to monitor drug usage or abstinence. The APA currently monitors 33,245 individuals that are under court-ordered supervision, but not confined to a correctional facility, and tests its clientele on an as-needed basis.

OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

The State is seeking a partner that can provide drug testing cup and oral fluid tester supplies, in bulk packaging and that can customize the testing parameters to reflect current drug use trends.

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:	August 27, 2015
Inquiry Period Begins:	August 27, 2015
*Inquiry Period Ends:	October 2, 2015, at 8:00 a.m.
Proposal Due Date	October 16, 2015, by 1:00 p.m.
Estimated Dates	
Contract Award Notification:	TBD

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 Inquiry Period Ends date to October 2, 2015.