

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 11/16/2015

**RFP NUMBER: CSP907116
INDEX NUMBER: BOR002**

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

EVALUATION – CHANGE CAMPUS CULTURE INITIATIVE

Attached are page(s) 4-5 and 13 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to clarify the report requirement for Support Strategy A and to clarify the estimated budget.

**PROPOSAL DUE DATE:
OPENING LOCATION:**

**November 23, 2015 by 1:00 PM
Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

B. Deliverables

1. Support Strategy A: By the start of the 2016-2017 school year assist up to 87 campuses in analyzing data collected from campus climate surveys and in developing next steps.
 - a) Port information from campuses' own data collection systems (i.e. SurveyMonkeyPro) into a statistical analysis system (i.e. SPSS) system.
 - b) *Analyze campus climate data using a statistical analysis system (i.e. SPSS) and provide a report.
 1. The report should be campus specific, however the content can be standardized across campuses.
 2. Goal of the report is to provide a "user friendly" understanding of the survey results and highlight any results that are especially significant.
 - c) Provide up to eight hours of in-person or phone consulting to support campuses in using the data to:
 1. Establish campus goals
 2. Develop appropriate next steps

The contractor should have experience or expertise with data analysis, higher education institutions, and campus climate surveys; access to SPSS or other statistical software; quality of analysis to be provided; quality/robustness of consulting support; capacity to provide support for up to 87 institutions by fall 2016.

2. Support Strategy B: Via four (4) regional workshops, provide evidence-based training for campus stakeholders that will help campuses prevent and/or better respond to sexual violence. There is a preference for "train the trainer" programs, and, for student-facing training, a preference for training that Ohio institutions can integrate into student orientation. Training programs can be, but are not limited to: bystander prevention, self-protection, trauma-informed training, and best practices in operating the campus adjudication process.
 - a) Provide informational/marketing materials that can be sent to campuses at least two months prior to workshop.
 - b) Prepare a clear agenda, timeline, and curriculum for the workshop.
 - c) Provide any necessary pre-work for participants.
 - d) Provide skilled trainers to facilitate the workshop; each workshop may serve up to 100 individuals from campuses.
 - e) Facilitate the workshop, including collecting survey feedback.
 - f) Provide campuses with an assessment tool they may use to measure effectiveness of training on campus.
 - g) Be available for technical assistance, via phone and email, to campuses from January 2016-November 2016. Technical assistance may include, but is not limited to: consultation via phone, review of materials, etc.

The type of training to be provided is relevant & appropriate for the intended audience; evidence basis for training; data/outcomes associated with previous trainings, strong agenda & curricular materials; staffing plan & quality of staff for training; quality of assessment tool; ability to meet the needs of diverse campuses (in geography, size, student population, etc.).

3. Support Strategy C: Via four (4) regional workshops assist up to 87 Ohio campuses in developing and/or reviewing their comprehensive response protocols towards campus sexual misconduct and/or training stakeholders on their response protocols in a way that protects both the rights of the survivor and the rights of the accused.
 - a) Develop and disseminate (to all Ohio Campuses) a template that can be used in building a campus sexual misconduct protocol. Template should incorporate recommendations from the Changing Campus Culture.
 - b) Develop and disseminate (to all Ohio campuses) a toolkit of case studies and scenarios that campuses can use with a variety of stakeholders (i.e., staff in Title IX, judicial affairs, security, student wellness, diversity center, international affairs, campus ministry, counseling center; faculty; students; community members such as law enforcement and advocacy groups) to practice implementation of their response protocol.
 - c) Provide informational/marketing materials that can be sent to campuses at least two months prior to workshop.
 - d) Prepare a clear agenda, timeline, and curriculum for the workshop. Workshop must cover the following, at minimum: a) basic elements of the model protocol b) strategies for facilitating meetings on campuses with stakeholders c) strategies for integrating stakeholder input into the model protocol d) practice with the case-study exercises and scenarios that attendees can use on their own campuses to practice implementation of new/revised campus protocol and ensure consistency of response. As much as possible, the planned workshop should model what campus staff will perform on their own campus.

*Denotes specification clarification modification with bid addendum 1.

- e) Provide any pre-work for participants.
- f) Provide skilled trainers to facilitate the workshop; each workshop may serve up to 80 individuals from campuses.
- g) Facilitate the workshop, including collecting survey feedback.
- h) Provide campuses with the following model protocol(s) they can adapt for their campus.
- i) Be available for technical assistance, via phone, to campuses from January 2016-November 2016. Technical assistance may include review of two (2) drafts of a campus' revised protocol.

The Contractor should have expertise with campus response protocols; capacity & plan to serve up to 87 institutions; plan for stakeholder meetings; plan for technical assistance.

4. Support Strategy D: Via four (4) regional workshops, provide training on survivor-centered response strategies for Ohio's campuses. Training must include (but should not be limited to) a) confidential advisors, including the interaction between confidential advisors & State and federal law, b) trauma-informed reporting c) balancing survivor and accused needs during the adjudication process. Facilitations will include hands-on training in the form of case-studies, table-top exercises, and group role-playing.
- a) Provide informational/marketing materials that can be sent to campuses at least two months prior to workshop.
 - b) Prepare a clear agenda, timeline, and curriculum for the workshop.
 - c) Provide any necessary pre-work for participants.
 - d) Provide skilled trainers to facilitate the workshop; each workshop may serve up to 80 individuals from campuses.
 - e) Facilitate the workshop, including collecting survey feedback.
 - f) Provide a toolkit of resources related to confidential advisors.
 - g) Be available for technical assistance, via the phone, to campuses from January 2016-November 2016.

The type of training to be provided & appropriateness for the intended audience; evidence base for training; data/outcomes associated with previous trainings; strong agenda & curricular materials; staffing plan & quality of staff for training; quality of assessment tool; ability to meet the needs of diverse campuses (in geography, size, student population, etc.).

C. Reporting

1. The Contractor(s) will be required to submit a monthly report, through November 2016, following the approved application timeline. The report will include a list of activities and outcomes, status of work in the four strategies and planned activities/outcomes anticipated in the following month. Subsequent to the award the agency and the contractor(s) will determine the final format of the report.
2. Contractor(s) must participate in a weekly phone call conversation, through November 2016, to provide status updates to the Ohio Department of Higher Education. The weekly phone calls will be scheduled at a mutually agreeable time.

*Denotes page renumbering with bid addendum 1.

3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the as firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal.

3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS
Ohio Department of Higher Education
25 S. Front St.
Columbus, OH 43215

Evaluation – Change Campus Culture Initiative
CSP907116
UNSPSC CATEGORY CODE: 86000000
**PROJECT BUDGET: Amounts listed below are estimated.
Support Strategy A: \$2,500 per campus
Support Strategy B: \$200,000
Support Strategy C: \$350,000
Support Strategy D: \$225,000
OFFEROR: _____

Description	Cost
Support Strategy A: Analyze data collected from campus climate surveys using statistical analysis systems and provide a report. Provide up to 8 hours of consulting support to campuses using the data received.	\$ Cost per campus *\$ Cost per additional hour of consulting
Support Strategy B: Provide evidence-based training for campus stakeholders, via 4 regional workshops in a “train the trainer” type program. To include providing survey feedback and technical assistance.	\$ Total Cost
Support Strategy C: Via four (4) regional workshops, assist Ohio campuses in developing and/or reviewing their comprehensive response protocols toward campus sexual misconduct and/or training stakeholders on their response protocols.	\$ Total Cost
Support Strategy D: Provide survivor-centered response program training for campus stakeholders, via 4 regional workshops in a “train the trainer” type program. To include, but not limited to a) confidential advisors, b) trauma-informed reporting c) balancing survivor and accused needs during the adjudications process training and provide survey feedback and technical assistance as needed.	\$ Total Cost

*This cost will not be used in the evaluation.
All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as “Cost Proposal” with the RFP Number and due date.

**Denotes modification with bid addendum 1.