

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 01/21/2016

**RFP NUMBER: CSP907716
INDEX NUMBER: MAC111**

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

Community Schools Sponsor Evaluation Services

Attached are page(s) 6 and 14 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 number of proposals to submit and to add a link for Frequently Asked Questions.

PROPOSAL DUE DATE:	January 29, 2016
OPENING LOCATION:	Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395

Reviews	Compliance Reviews	Quality Reviews
Offerors estimated number of Reviews to be completed for School Year 2014-2015		
Offerors estimated number of Reviews to be completed for School Year 2015-2016		

- 1.6 **CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION** DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.
- 1.7 **REGISTRY OF OFFERORS** DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and available for public inspection after the Proposals are received.
- 1.8 **PROPOSAL SUBMITTAL** Offeror must submit both a “Technical Proposal” and a “Cost Proposal” as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either “Technical Proposal” or “Cost Proposal” with CSP907716 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.
- 1.9 ***NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and seven (7) copies for a total of eight (8) Proposal packages.

2.0 **EVALUATION OF PROPOSALS**

- 2.1 **MANDATORY REQUIREMENTS** The following table contains items that are Mandatory Requirements for this RFP.

Determining the Offeror’s ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror’s response must be clearly labeled “Mandatory Requirements” and collectively contained in Tab 2 of the Offeror’s Proposal in the “Offeror Required Information and Certification” section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
1. Offeror must demonstrate experience in performing reviews of legal compliance and/or experience performing reviews for public, non-public and or charter schools..
2. Offeror must demonstrate experience implementing educational programs or evaluating educational programs for public, non-public and or charter schools.

- 2.2 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror’s Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

2.3 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	850 points
Proposal Cost	255 points
Total	1,105 Points

*Indicates change

7.0 Supplements

All forms referenced in Section 1.5 Scope of Work are provided via the web link below. The forms are at the bottom of the web page under the heading "Compliance and Quality Evaluation Resources."

The forms are titled:

Authorizer-Quality-Rubric-2014-2015

Documents-Requested-of-the-Authorizer

Final-Authorizer-Monitoring-Review-Instrument-2014-2015-for-Authorizers

Online-School-Survey-Quality-Practices

Quality-Practices-Review-Component-of-the-Authorizer-Evaluation-2015-2016

School-Interview-Template-6-2015

<http://education.ohio.gov/About/Suppliers/Notices-for-Professional-Services-Vendors>

*Frequently Asked Questions (See the link below)

[CSP907716 FAQ's](#)

*Indicates addition of web link