

REQUEST FOR PROPOSALS

ADDENDUM # 2

ISSUED: 03/30/2016

RFP NUMBER: CSP906116  
INDEX NUMBER: MAC031

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

Mediators and Facilitators for the Office for Exceptional Children

Attached are pages 1, 4, 5 and 6 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 extend the proposal due date, remove mandatory requirements, change the continuing education requirement and add a scoring criteria.

PROPOSAL DUE DATE:  
OPENING LOCATION:

Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395



REQUEST FOR PROPOSAL

RFP NUMBER: CSP906116  
INDEX NUMBER: MAC031  
UNSPSC CATEGORY: 80122001, 92111501

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education, is requesting Proposals for:

Mediators and Facilitators for the Office for Exceptional Children

**OBJECTIVE:** The objective of this Request for Proposal (RFP) is to identify trained, professional mediators who will assist Local Education Agencies (LEA)s and parents of children with disabilities and those children in resolving disputes in relation to the identification, evaluation, educational placement, and the provision of Free, Appropriate Public Education (FAPE) to those children. This RFP will establish a master roster of 10-15 qualified, trained mediators/facilitators. Mediators and facilitators are selected by the parties from the roster and are assigned for consideration to specific cases on a random, rotational or other impartial basis.

RFP ISSUED: March 4, 2016  
INQUIRY PERIOD BEGINS: March 4, 2016  
\*INQUIRY PERIOD ENDS: April 8, 2016 at 8:00 AM  
\*PROPOSAL DUE DATE: April 15, 2016 by 1:00 PM

**MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081**

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

Submit Sealed Proposals to:

Department of Administrative Services  
Office of Procurement Services  
Attn: Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: ( ) _____ - _____ Ext. _____	<b>Name/Title:</b>  _____  _____  Signature: _____  By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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\*Indicates change

although this is not required. Ideal offerors will have experience with culturally diverse parties although this is not required. Resumes will be reviewed by the evaluation team to determine which Offerors will be interviewed for a position on the OEC list. Interviews will be scheduled after the opening of this RFP and will be held in the Central Ohio area.

Mediators (Facilitators) must provide their own transportation and will not be reimbursed for travel expenses which include transportation-related costs, food and/or lodging. Selected Mediators (Facilitators) will be assigned to travel to an area that will be mutually agreed upon between contractors and OEC.

CONTRACTOR QUALIFICATIONS The Offeror must have been in business for a minimum of three (3) years as a corporation, partnership, individual or association that maintains and employs a staff of qualified personnel.

The Contractor must be able to provide service to all agreed upon areas within the State of Ohio. Failure to provide these services throughout the agreed area may result in a reduction of contract length, hours, assignments or position on the roster.

If the Contract is awarded to a corporation or partnership, there will be additional qualifications and information that will need to be provided at a later date.

The Offeror is to provide a statement that the individual or company does *not* have any of the following conflicts of interest: an employee of the Ohio Department of Education or LEA involved in the education or care of children, an employee of an LEA or State agency; an advocate for parents or schools, legal counsel for parents or schools.

RESUME AND REFERENCES The Offeror must provide with their Proposal the resumes of all mediators (facilitators) to be under consideration.

Offeror is to provide with their proposal at least three (3) references for jobs of similar scope which may include government agencies and private industries. The reference must provide the name and address of the company or agency, the name and telephone number(s) of the contract person, a brief description of services provided and the length of service for that company.

Upon request from the Department, the Offeror will provide additional references, if needed. Failure to provide references that are able, available and willing to answer questions pertinent to the Offeror's performance and job satisfaction may deem the Offeror as not responsive and further consideration for award may not be given.

\*TRAINING DEVELOPMENT REQUIREMENTS Mediators (facilitators) are required to attend training presented by the OEC and will also be required to complete a minimum of 10 hours per year of special education related training, at their own expense, during the contract period. This training will be determined by the individuals, but must be approved by the OEC prior to taking the training. Training must relate to special education law, the provision of services to special education students, the evaluation of children with disabilities, the requirements for IEPs, and other related topics as deemed appropriate by the mediation (facilitation) coordinator at OEC. If deemed necessary by OEC, individuals may be required to receive additional training to improve performance based on evaluations from LEAs, parents, and students.

AREAS OF SERVICE Offerors must provide a list of counties in Ohio where Mediation (Facilitation) services will be provided. Refer to Sections 7.0 and 7.1 for a list and map of all counties in Ohio.

- 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 CSP906116 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 four (4) copies for a total of five (5) Proposal packages.

\*Indicates change

2.0 EVALUATION OF PROPOSALS

\*2.1 MANDATORY REQUIREMENTS There are no mandatory requirements for CSP906116.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
There are no mandatory requirements for CSP906116

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

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	*450 Points
Proposal Cost	125 Points
Interviews	150 Points
Total	*725 Points

\*Indicates change

2.4 SCORE RATINGS The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Offeror Profile Form 5.2.3</b>			
1. Offeror to demonstrate a history of relevant experience in mediation and facilitation practices. Consideration will be given for experience working with educational entities.	10		
2. *Demonstrate three (3) years of experience in mediation.	15		
<b>Offeror Prior Projects Forms 5.2.4, 5.2.5 and 5.2.6</b>			
Provide examples of three (3) jobs of similar scope (government agencies and private industries) within the past five (5) years.	20		
<b>Scope of Work</b>			
1. Qualifications for company staff (Mediators) with identified roles, or qualifications for individual mediators. Specified percentage of time for work on this project. Offeror providing multiple staff (Mediators) must identify a Project Manager.	10		
2. The Offeror demonstrates having training in various techniques of mediation (facilitation) for themselves or staff conducting mediation (facilitation) for the awarded contract.	10		
3. Provide detailed mediation (facilitation) centered resume(s) of all mediators (facilitators)	25		

Total Technical Score: \_\_\_\_\_

\*Indicates change