



## Opportunities for Ohioans with Disabilities

**John R. Kasich**  
Governor  
**Kevin L. Miller**  
Executive Director

Bureau of Services for the Visually Impaired  
Bureau of Vocational Rehabilitation  
Division of Disability Determination

### **REQUEST FOR PROPOSAL (RFP)**

#### **ADDENDUM #1**

**Issued: September 21, 2016**

**RFP Title: Disability Etiquette Videos**

**RFP NUMBER: OOD COM-2017-01**

The Opportunities for Ohioans with Disabilities Agency (OOD) is seeking proposals for a professional video production services to produce five (5) videos that introduce employers to the basic etiquette when working with employees with disabilities. These videos will be shown on our website, social media, at job fairs, and during trainings for educational purposes. Details are provided on the attached "Exhibit A".

Attached are Section II – Timeline Requirements (page 6) and Exhibit A (pages 1 and 2) of to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached. All updates are highlighted in red font.

#### Reason for the Addendum:

1. To clarify the scope:
  - a. First video is to be completed for a December 30, 2016 release date.
  - b. Accessibility for hearing impairment shall include both closed captioning and live on-screen ASL interpreting.
2. To extend the Q&A period September 30, 2016.
3. To extend the opening date to October 7, 2016.
4. To extend the contract to November 30, 2017.

## SECTION II. – TIMELINE REQUIREMENTS

### **Firm Dates**

Inquiry Period Begins: **September 13, 2016** 8:00 AM Eastern Daylight Time (EDT)

Inquiry Period Ends: **September 30, 2016** 8:00 AM EDT

**The submission of RFP Responses may begin on September 30, 2016.**

RFP Response Deadline Date: **October 7, 2016**

RFP Response Deadline Time: **5:00 Eastern Daylight Time (EDT)**

RFP Response Evaluation Period: **October 10, 2016 to October 21, 2016**

Contract Begins: **Date of final contract signature or November 8, 2016, whichever occurs later.**

Contract Ends: **No later than November 30, 2017**

### **RFP Response Amendments**

Amendments of RFP responses are allowed until the above RFP Response Deadline Date and Time. No amendments will be permitted after this date or time, except as expressly authorized by this RFP.

### **RFP Response Withdrawals**

Withdraw of RFP responses must be submitted by email to [OOD.FinMgr@ood.ohio.gov](mailto:OOD.FinMgr@ood.ohio.gov), preferably prior to the "RFP Response Deadline" above.

## Exhibit A – Request for Proposal

Provided in this document is a description of the scope of services and any additional requirements, duties, obligations, terms and conditions required of the Respondent in performance of a contract with OOD. The Respondent understands and agrees that if there is a conflict, whether in whole or in part, between the terms in this Exhibit A and any other terms in the attachments or any other part of a contract then OOD shall have sole authority and discretion, which shall not be inconsistent with any established law, to identify which term, or portion of such term, would control and Respondent, upon becoming a Contractor, agrees to follow such determination by OOD.

### 1. Statement of Need:

- A. Opportunities for Ohioans with Disabilities (OOD) is seeking a professional video production services to produce five (5) videos that introduce employers to the basic etiquette when working with employees with disabilities. **The videos will be used as a tool to help educate viewers of these benefits and to raise awareness of OOD as a resource to help employers recruit, hire and retain qualified employees who happen to have a disability.**
- B. These videos will be shown on our website, social media, at job fairs, and during trainings for educational purposes. **The target audience includes human resource professionals and hiring managers.**

### 2. Statement of Services:

- A. Each video shall be approximately 3 to 5 minutes in length and cover the following topics:
  - How OOD Can Help You Meet Your Workforce Needs
  - Employer Toolkit Overview
  - Tax Credits for Hiring Individuals with Disabilities
  - Tips for Effective Communication with Individuals with Disabilities
  - Building An Employer Resource Group As Part Of A Path To Build A Culture Of Diversity And Inclusion
- B. Pre-production shooting and post-production for the videos will be done one or two at a time, with the release of videos at various times over a one year period. **The first video shall be completed in time for release no later than December 30, 2016.**
- C. The awardee shall work collaboratively with OOD staff to brainstorm ideas and strategies, concept development, develop and write script(s) and video story board(s), schedule video shoots, schedule and manage shooting schedule, edit and finalize videos based on OOD staff direction, review and approval.
- D. Filming shall take place both on-site and in-studio at a limited number of locations, with audio and lighting for interviews and other shots.
- E. The awardee must supply all necessary equipment, trained production staff, voice-over talent, **ASL interpreter**, music, and stock photos as needed to complete the project.
- F. The video(s) must be accessible and usable by an audience with a wide range of disabilities, including those with visual and hearing impairments **(which shall include both closed captioning and on-screen ASL interpreting).**

**3. Additional Fiscal and Budget Requirements, Terms and Conditions:**

- A. Respondents should provide a detailed cost proposal to perform the scope of work that includes estimated person hours, labor costs, and expenses for each task. **Various creative concepts and related cost structures are acceptable.**

**4. Education/Training, Licensure/Certification and Experience:**

- A. In order to be considered for the project described in the RFP, OOD requires that interested vendors must meet, at minimum, all of the following qualification requirements as well as any other requirements listed on the Score Sheet as mandatory. OOD will only consider bids from vendors that demonstrate in their proposals that they:
1. Be full service media production company.
  2. Have experience in informational videography design, development and implementation.
  3. Have experience with public sector messaging.
  4. Have the depth and knowledge of the latest technical tools available in the marketplace that will allow the agency to achieve its goals and objectives with its information videos.
  5. Demonstrate the ability to provide an innovative, unique, flexible product that meets the requirements of the agency.

**5. Additional Terms and Conditions:**

- A. The Opportunities for Ohioans with Disabilities Agency (OOD) reserves the right to reject any and all proposals where the Respondent takes exception to OOD terms and conditions or fails to meet the terms and conditions, including, but not limited to, standards, specifications, and requirements.
- B. In addition, OOD reserves the right to reject, in whole or in part, any and all responses if any of the following circumstances are true:
1. responses offer supplies or services that are not in compliance with the requirements, specifications, terms or conditions stated in this document and/or the RFP;
  2. the price of the lowest responsive and responsible bid is deemed excessive in comparison with market conditions or with the purchasing agency's available funds, or
  3. OOD determines that awarding any item is not in the best interest of the state of Ohio.
- C. OOD reserves the right to contract with multiple vendors/providers for the services stated in this document.
- D. OOD owns the copyright to any videos created through this contract. The deliverables should include an electronic file of each individual video and a compilation of all videos, along with 10 DVDs per video, DVD per video with unused raw footage, and 10 DVDs with a compilations of all videos. OOD has the right to order additional individual and compilation videos over time.

**6. Selection Criteria:**

The Opportunities for Ohioans with Disabilities Agency shall base the award of the contract on the following:

	<b>DESCRIPTION</b>	<b>WEIGHT (%)</b>
A.	Project Understanding and Approach	30
B.	Experience	20
C.	Quality of Work Delivery Model	20
D.	Work Plan and Timeline	20
E.	Cost Effectiveness	10