

OHIO ATTORNEY GENERAL'S OFFICE
REQUEST FOR PROPOSALS
e-Billing / Legal Matter Management System

AGO-eB-LMS-20-1001

October 1, 2019

**Proposals *must* be received and stamped at:
Ohio Attorney General's Office
Information Technology Services Section
ATTN: RFP REVIEW COMMITTEE (AGO-eB-LMS-20-1001)
150 East Gay Street, 20th Floor
Columbus, Ohio 43215**

On or before:

October 31, 2019 at 3:00 PM Eastern Daylight Time

AGO-eB-LMS-20-1001 Addendum 2 – Effective October 17, 2019

This addendum to the RFP is issued to add the following sentence to section 3.7 Place of Work, Contractors and Data: **“All services provided by the selected contractor must not be performed outside of the United States without AGO’s written permission provided in advance.”**

Attached are revised pages 17, 18, and 19 to this Request for Proposal (RFP). No language was changed on pages 18 and 19 – these pages are provided because the update to section 3.7 resulted in text moving from the bottom of one page to the top of the next page. **Please remove the corresponding pages from the RFP and the “Addendum to Place of Work, Contractors and Data – Effective 10/2/2019” and replace with the attached.**

3.7. Place of Work, Contractors and Data

All work performed under the resulting contract **must** be performed within the territory of the United States. All services provided by the selected contractor **must not** be performed outside of the United States without AGO's written permission provided in advance. AGO data **must not** be stored, accessed from or transmitted to outside of the United States without AGO's written permission provided in advance.

3.8. Subcontractors

Prospective contractors **must** identify any subcontractors that will be used in performance of the scope of work in their Proposal. Additionally, the selected contractor shall bind its subcontractors to the terms of the resulting contract, so far as applicable to the work of the subcontractor, and shall not agree to any provision which seeks to bind the AGO to terms inconsistent with, or at variance from, the resulting contract.

The selected contractor shall be fully responsible for all acts and omissions of its subcontractors, including any default by a subcontractor, just as if the selected contractor itself had defaulted. The selected contractor assumes responsibility for all deliverables and milestones in the scope of work whether it, a subcontractor, or third-party produces them in whole or in part. The selected contractor shall be solely responsible for the payment of any subcontractor.

SECTION 4.0 PROPOSAL PREPARATION INSTRUCTIONS

Proposal preparation instructions relative to form and manner are provided in the subsections below. Specific content requirements are provided in Section 5.0, Required Proposal Content. Prospective contractors responding to this RFP understand and acknowledge that a Proposal does not guarantee a contract with the AGO.

4.1. Paper Copy - Requirements

The Proposal **must** be submitted with one original, **six (6)** conforming paper copies, and one electronic copy on a USB drive. Computer-generated pages **must** use Arial or Times New Roman fonts at a pitch of 12 points or larger; 10-point Times New Roman font may be used in presenting tables where the data would otherwise not easily fit onto the page width; and 9-point Times New Roman font may be used in embedded graphics. Proposal page size **must** not exceed 8-1/2 inches by 11 inches. A page is defined as one printed side of one 8-1/2" by 11" sheet of paper. Folded pages **must** fold entirely within the volume. Each 8-1/2" by 11" section of a folded page counts as one page. Larger sheets will count as two or more pages. For example, an 11" by 17" folded sheet counts as two pages. Each Proposal page will be numbered sequentially with a unique number. There **must** be no less than 1½ space between lines.

4.2. Electronic Copy Requirements

The prospective contractor **must** provide one USB drive containing the electronic version of the paper copy. Media will not be returned.

Please note the following electronic copy requirements:

- Submitted files **must** be fully searchable, printable, and unlocked.
- Files **must** not be password protected.
- USB drive **must** be labeled with a text file to indicate the prospective contractor name, solicitation name, and date of submission.
- The prospective contractor **must** screen the USB drive for computer viruses prior to submittal.

4.3. Master Copy

Proposals submitted on paper and signed in blue ink by a person who can contractually obligate the organization is considered the master copy for purposes of scoring. In case of differences between the Proposal submitted on paper and the Proposal submitted electronically, the Proposal submitted on paper binds the prospective contractor and supersedes the electronic submission.

4.4. General Proposal Requirements

This subsection provides specific information and requirements that apply to the Proposal overall. For purposes of this subsection, “Contractor” means the proposer who is qualified to submit a Proposal under the terms of this RFP.

4.4.1. Discrepancies

If a Contractor believes that the requirements in these instructions contain an error, omission, a conflict internal to this RFP, or are otherwise unsound, the Contractor **must** immediately notify the AGO in writing, via the email address provided in this RFP with supporting rationale. Failure to notify the AGO will **not** give rise to a Contractor’s claim that in substance hinges on an error, omission, a conflict internal to this RFP or unsound instructions brought after a Contractor has submitted a Proposal.

4.4.2. Disposition of Unsuccessful Proposals

The AGO will keep all Proposals submitted in accordance with its records retention policies. No originals or copies of unsuccessful Proposals will be returned.

4.4.3. Restrictions on Communications

Formal communications, which include requests for clarification and/or information concerning this RFP, **must** be submitted in writing to the AGO via the email address provided in this RFP and will be published and shared with all the Contractors.

4.4.4. News Releases

Contractors *must* not make any news releases pertaining to RFP activity or the award of this RFP without prior approval by the AGO.

4.4.5. Discussions

The AGO reserves the right to award this RFP based on the initial Proposal, as received, without discussions.

4.4.6. Proposal Validity Period

The Contractor *must* provide a Proposal that is valid for a minimum of six (6) months from the Proposal Deadline Date/Time.

SECTION 5.0 REQUIRED PROPOSAL CONTENT

A complete proposal to this RFP *must* include all requests described in this section.

5.1. Proposal Checklist

An RFP Checklist is found in Attachment B – Proposal Checklist for Completeness of this RFP. The purpose of the checklist is to enable a quick determination of proposal completeness and to ensure the prospective contractor is clear on all required components.

5.2. Naming Conventions

The prospective contractor *must* use the Proposal heading naming conventions described in subsection 5.4.1. This ensures ease of reference for the AGO evaluation team as well as prospective contractor reference for submitting a complete Proposal.

5.3. Transmittal Letter

The Transmittal Letter *must* be in the form of a standard business letter and be signed by an individual authorized to legally bind the prospective contractor. The Transmittal Letter *must*:

- a) Identify the submitting organization's name, address, and phone number (along with parent company name, if any);
- b) Identify the name, title, phone number, and email address of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, phone number and email address of the person authorized to negotiate a contract on behalf of the organization;
- d) Identify the names, titles, phone numbers, and email addresses of persons to be contacted for clarification of the RFP Proposal;
- e) Explicitly indicate acceptance of the Terms and Conditions stated in Section 3.0 of this RFP;
- f) Be signed by a person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP.