

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, 20<sup>th</sup> Floor  
Columbus, Ohio 43215**

**On or before:**

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

**AGO-eB-LMS-20-1001 Addendum 1 – Effective October 2, 2019**

Attached are revised pages 17 and 18 to this Request for Proposal (RFP). **Please remove the corresponding pages from the existing RFP and replace with the attached.**

This addendum to the RFP is issued to add the AGO Policy regarding 3.7 Place of Work, Contractors and Data.

### **3.7. Place of Work, Contractors and Data**

All work performed under the Agreement *must* be performed within the territory of the United States. 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.