

**AMENDMENT SIX (6)  
FOR  
0A1266**

**DATE AMENDMENT ISSUED: April 21, 2020**

The State of Ohio, through the Department of Administrative Services, for the Ohio Department of Commerce is requesting proposals for:

**ODOC DOLC Liquor Issuance and Tracking RFP**

The attached is an Amendment for the Request for Proposals listed above. Please see the following pages including instructions for submitting proposals electronically or by hard copy.

As a result of the COVID-19 emergency, this RFP is being amended to allow offerors to submit their Proposal electronically or by hard copy. The State's preferred method of submission for this solicitation is electronic submission. The method of submission (electronic vs. hard copy) will not impact the scoring or evaluation of Proposals submitted.

The following pages provides detailed instructions for submitting a Proposal using either method. The instructions for electronic submission include new information and processes. The instructions for hard copy submission are provided in this amendment for your convenience. Hard copy Proposal submittal instructions are identical to those contained in the RFP as part of the original issuance of the RFP.

## PROPOSAL SUBMITTAL - ELECTRONIC

Each Offeror must electronically submit a technical section and a cost section as part of its total Proposal before the opening time on the Proposal due date. The Offeror must submit the technical section as a separate submission from the cost section of its Proposal, and each section must be submitted as a separate electronic upload. The electronic submission must be submitted using the site at the following URL: <https://filedrop.cloudfs.ohio.gov/>

Login credentials are not required. Offeror submitting proposals must use the "Drop-Off" option to upload files. Please note that this process will require email verification. Please allow adequate time to upload your technical and cost proposal information in advance of the submission deadline. The steps to successfully complete a submission are provided below.

1. Click on "**Drop-off**" button
2. Select "**No**" in response to "Have you been given a Request Code?"
3. Populate the "Your name" field with the "**first and last name**" of the individual submitting the proposal
4. As appropriate, populate the "Your Organization" field with the following:

**"#0A1266 – [Insert Company Name] – Technical"**

**Or**

**"#0A1266 – [Insert Company Name] – Cost"**

5. Enter your **email address** in the "Your email address field"
6. Check "**I'm not a robot**" box to confirm you are a real person
7. Click "**Send confirmation**"
8. After 1-2 minutes you should receive a confirmation email. Take one of the following actions:

**Click on the link contained in the confirmation email**

**Or**

**Copy and paste the link into your web browser.**

9. After a new web page opens, **add recipient information** by entering “eBidSubmissions” in the “Name” field and [eBidSubmissions@das.ohio.gov](mailto:eBidSubmissions@das.ohio.gov) in the “Email” field
10. Click on the “Add & Close” button
11. Enter a **“Short note to the Recipients”**. Within the body of the short note, minimally include one of the following entries, as appropriate:

**“#0A1266 – ODOC DOLC Liquor Issuance and Tracking RFP – Technical”**

**Or**

**“#0A1266 – ODOC DOLC Liquor Issuance and Tracking RFP – Cost”**

12. **Click to Add Files or Drag Files** to the appropriate area of the webpage. Multiple files can be uploaded as a single submission. When adding files, please populate the “Description” field with appropriate descriptive information.

Included in each electronic upload submission, the Offeror also must provide an electronic “searchable” copy of everything contained within the proposal in Microsoft Office (native format), Microsoft Word (native format), Microsoft Project (native format), Microsoft Excel (native format) and Adobe Acrobat format, as appropriate.

Note: All files comprising the Technical Proposal must be submitted as a single upload. A separate upload must be performed to submit your Cost Proposal by repeating all the previous steps.

It is required that you **“NOT”** click on the “Encrypt every file” box. Clicking this option will result in the files being inaccessible to the State without a passphrase. Note: The passphrase is not stored as part of this solution and cannot be recovered if lost.

13. When all files have been added, click **“Drop-off Files”** to send.
14. A Drop-Off Summary page will be displayed confirming your files have been sent successfully.
15. You will receive an email message when the submission has been picked up by the State’s Bid Desk and Auditor team.

Proposals are due no later than 1:00 p.m. on the Proposal due date. Proposals submitted by email, fax, or other electronic means, excluding of the process available at <https://filedrop.cloudfs.ohio.gov/>, are not acceptable, and the State may reject them.

The State may reject any Proposals or unsolicited modifications it receives after the deadline. Offerors submitting its Proposal electronically must allow for adequate time to ensure its timely receipt.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered or withdrawn, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source other than the inquiry process described in the RFP.

Revised Code Section 9.24 prohibits the State from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery (a "Finding"), if the Finding is unresolved at the time of the award. This also applies to renewals of contracts. By submitting a Proposal, the Offeror warrants it is not subject to an unresolved Finding under Section 9.24 at the time of its submission. Additionally, the Offeror warrants it will notify the Department of Administrative Services in writing immediately upon becoming subject to such an unresolved Finding after submitting its Proposal and before the award of a Contract under this RFP. Should the State select the Offeror's Proposal for award of a Contract, this warranty of immediate written notice will apply during the term of the Contract, including any renewals or extensions. Further, the State may treat any unresolved Finding against the Contractor that prevents a renewal of the Contract as a breach, in accordance with the provisions of *Attachment Four, General Terms and Conditions*.

If an Offeror includes in its proposal confidential, proprietary, or trade secret information, it must also submit a complete redacted version of its Technical Proposal in accordance with Confidential, Proprietary or Trade Secret Information that follows. Offerors shall only redact (black out) language that is exempt from disclosure pursuant to Ohio Public Records Act. Offerors must also submit an itemized list of each redaction with the corresponding statutory exemption from disclosure. The redacted version must be submitted as an electronic copy in a searchable PDF format. **The term "redacted" must appear in the file name for documents uploaded containing redactions.** The redacted version, as submitted, will be available for inspection and released in response to public records requests. If a redacted version is not submitted, the original submission of the proposal will be provided in response to public records requests.

The State may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, includes unacceptable assumptions or conditions in its Proposal, fails to comply with the procedure for participating in the RFP process, or fails to meet any requirement of this RFP. The State also may reject any Proposal it believes is not in its interest to accept and may decide not to award a contract to any or all of the Offerors responding to this RFP.

Offerors may not prepare or modify their Proposals on State premises.

All Proposals and other material Offerors submit will become the property of the State and may be returned only at the State's option. All Proposals will be open to the public after the State has awarded the Contract.

The State will retain all Proposals, or a copy of them, as part of the Contract file for at least three (3) years. After the three-year retention period, the State may return, destroy, or otherwise dispose of the Proposals and any copies of them.

The State is not liable for any costs an Offeror incurs in responding to this RFP or from participating in the evaluation process, regardless of whether the State awards the Contract through this process, decides not to go forward with the Work, cancels this RFP for any reason, or contracts for the Work through some other process or through another RFP.

## PROPOSAL SUBMITTAL – HARD COPY

Each Offeror must submit a technical section and a cost section as part of its total Proposal before the opening time on the Proposal due date. The Offeror must submit the technical section as a separate package from the cost section of its Proposal, and each section must be submitted in its own separate, opaque package. The package with the technical section of the Proposal must be sealed and contain one (1) originally signed technical section and seven (7) additional copies of the technical section, and the package with the cost section also must be sealed and contain two (2) complete copies of the cost section of the Proposal.

The Offeror must mark the outside of each package with either:

**“RFP #0A1266 – ODOC DOLC Liquor Issuance and Tracking RFP – Technical Proposal”** or  
**“RFP #0A1266 ODOC DOLC Liquor Issuance and Tracking – Cost Proposal,”** as appropriate.

Included in each sealed package, the Offeror also must provide an electronic “searchable” copy of everything contained within the package on a flash drive (portable storage device) in Microsoft Office (native format), Microsoft Word (native format), Microsoft Project (native format), Microsoft Excel (native format) and Adobe Acrobat format, as appropriate. If there is a discrepancy between the hard copy and the electronic copy of the Proposal, the hard copy will control, and the State will base its evaluation of the Offeror’s Proposal on the hard copy.

Proposals are due no later than 1:00 p.m. on the Proposal due date. Proposals submitted by email, fax, or other electronic means are not acceptable, and the State may reject them. Offerors must submit their Proposals to:

**Department of Administrative Services**  
**Attn: Lauren Brown c/o Bid Desk RFP 0A1266**  
**4200 Surface Road**  
**Columbus, Ohio 43228**

Bid Desk Main Phone Number: 614-466-5090

The State may reject any Proposals or unsolicited modifications it receives after the deadline. An Offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors also must allow for potential delays due to increased security. The Bid Desk accepts packages between the hours of 7:30 A.M. to 5:00 P.M. Monday through Friday, excluding State Holidays. No deliveries will be accepted before or after these hours without prior arrangements. Offerors must allow sufficient time since the State may reject late Proposals regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered or withdrawn, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source other than the inquiry process described in the RFP.

Revised Code Section 9.24 prohibits the State from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery (a "Finding"), if the Finding is unresolved at the time of the award. This also applies to renewals of contracts. By submitting a Proposal, the Offeror warrants it is not subject to an unresolved Finding under Section 9.24 at the time of its submission. Additionally, the Offeror warrants it will notify the Department of Administrative Services in writing immediately upon becoming subject to such an unresolved Finding after submitting its Proposal and before the award of a Contract under this RFP. Should the State select the Offeror's Proposal for award of a Contract, this warranty of immediate written notice will apply during the term of the Contract, including any renewals or extensions. Further, the State may treat any unresolved Finding against the Contractor that prevents a renewal of the Contract as a breach, in accordance with the provisions of Attachment Four, General Terms and Conditions.

If an Offeror includes in its proposal confidential, proprietary, or trade secret information, it must also submit a complete redacted version of its Technical Proposal in accordance with Confidential, Proprietary or Trade Secret Information that follows. Offerors shall only redact (black out) language that is exempt from disclosure pursuant to Ohio Public Records Act. Offerors must also submit an itemized list of each redaction with the corresponding statutory exemption from disclosure. The redacted version must be submitted as an electronic copy in a searchable PDF format. The redacted version, as submitted, will be available for inspection and released in response to public records requests. If a redacted version is not submitted, the original submission of the proposal will be provided in response to public records requests.

The State may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, includes unacceptable assumptions or conditions in its Proposal, fails to comply with the procedure for participating in the RFP process, or fails to meet any requirement of this RFP. The State also may reject

any Proposal it believes is not in its interest to accept and may decide not to award a contract to any or all of the Offerors responding to this RFP.

Offerors may not prepare or modify their Proposals on State premises.

All Proposals and other material Offerors submit will become the property of the State and may be returned only at the State's option. All Proposals will be open to the public after the State has awarded the Contract.

The State will retain all Proposals, or a copy of them, as part of the Contract file for at least three (3) years. After the three-year retention period, the State may return, destroy, or otherwise dispose of the Proposals and any copies of them.