

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 7/29/21

RFP NUMBER: CSP904422
INDEX NUMBER: DOH128

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

Creative Services for Statewide Media Messaging and Development

Attached are pages 19 and 55 to this Request for Proposal (RFP). Remove the corresponding pages from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to expand the expenses that can be reimbursed at cost and to remove the media buying language.

PROPOSAL DUE DATE: August 16, 2021

OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART TWO: SPECIAL PROVISIONS

THE OFFEROR'S FEE STRUCTURE. The Contractor will be paid as proposed on the Cost Summary Form after the Agency approves the receipt of product(s) and continued completion of all deliverables.

- * REIMBURSABLE EXPENSES. Materials for printed publications and postage will be reimbursed at cost. The Contractor is to submit copies of the invoices from their suppliers for materials and postage with the itemized invoice to the Agency.
- * Expenses for services that cannot be completed by the Contractor and the identified sub-contractor, if any, will be reimbursed at cost provided these expenses are identified and cost estimates are provided to and approval obtained from the Agency prior to beginning the work on assigned projects.

BILL TO ADDRESS.

Ohio Department of Health
Attn: Accounts Payable
P.O. Box 118
Columbus, OH 43216-0118

ePROCUREMENT. This contract will become part of an eProcurement System which will provide electronic contract and catalog hosting and management services. The Agency will access a web-based site to place orders for the procurement of goods and services using State of Ohio contracts. The Contractor agrees to establish, maintain, and support an online contract and catalog.

- * Expands the expenses that can be reimbursed at cost and removes media buying language

ATTACHMENT NINE
COST SUMMARY FORM

Creative Services for Statewide Media Messaging and Development
CSP904422

UNSPSC CATEGORY CODES: 82101800

| DESCRIPTION | AVERAGE ESTIMATED HOURS PER PROJECT | UNIT OF MEASURE | COST |
|----------------------|-------------------------------------|-----------------|------|
| CREATIVE DEVELOPMENT | 80 | HR | \$ |
| PROJECT EXECUTION | 180 | HR | \$ |
| PROJECT MANAGEMENT | 60 | HR | \$ |

All costs must be in U.S. Dollars.
The State will not be responsible for any costs not identified.

- * Reimbursable expenses include materials for printed publications and postage, which will be reimbursed at cost. The Contractor will provide the Agency with the total expected quantity needed for printed materials prior to printing. Reimbursable expenses should be invoiced to the Agency once a month. The Contractor is to submit an itemized invoice to the Agency and include copies of the invoices from their suppliers.
- * Expenses for services that cannot be completed by the Contractor and the identified sub-contractor, if any, will be also reimbursed at cost provided these expenses are identified and cost estimates are provided to and approval obtained from the Agency prior to beginning the work on assigned projects.

There will be no additional reimbursement for travel or other related expenses.

- * Expands the expenses that can be reimbursed at cost