

REQUEST FOR PROPOSALS  
ADDENDUM # 6

ISSUED: 03/03/09

RFP NUMBER: CSP900010  
INDEX NUMBER: EPA017  
UNSPSC CODE: 78180000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Environmental Protection Agency, is requesting proposals for:

**OPERATION OF A VEHICLE EMISSIONS TESTING PROGRAM IN THE CLEVELAND/AKRON AREA**

Reason for Addendum: This Addendum is issued to notify of a change to the Cost Summary Form, Attachment Nine; renewal (optional) pricing is removed. Pages 16 and 94 are attached, please replace these pages in the RFP.

PROPOSAL DUE DATE: March 18, 2009 at 1:00 p.m.

OPENING LOCATION: Department of Administrative Services  
Office of Procurement Services  
4200 Surface Rd.  
Columbus, OH 43228-1395

5. The Offeror submits a list of the key, qualified personnel, including a Project Manager that will be involved in the Work. The key staff must have experience with projects of a similar size, scope, and nature. The Offeror provides completed Attachments Seven A, B, and C for the Project Manager and all such key personnel and their responsibility to the Work. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided.	4	
6. The Offeror must do the following: a. Demonstrate it has sufficient resources to meet the requirements and deadline of the Project. (i.e., technology and support mechanisms; financial stability and capacity; sufficient time commitment by its staff. b. Demonstrate it can quickly undertake and successfully complete the required tasks for this Project in time allowed. (e.g., it has an adequately skilled staff to develop quality deliverables in the allowable time frame).	6	

400 points are attainable by scoring 5 (“greatly exceeds”) points, multiplied by corresponding weight, for each of the items in the Technical Proposal section of Table 3.

**PROPOSAL EVALUATION AND ORAL PRESENTATION.** Once the technical merits of a Proposal are considered, the costs of that Proposal will be considered. It is within the State’s discretion to wait to factor in a Proposal’s cost until after any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, the State may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. The State may reconsider the excessiveness of any Proposal’s cost at any time in the evaluation process.

**COST POINT CALCULATION**

The Offeror’s cost points are calculated using the following formula: Cost points = (lowest Offeror’s cost/Offeror’s cost) x C. The value of C will be 100 cost points.

\* Cost will be based on the monthly cost proposal as shown on page 94 of the RFP.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum number of points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum number of points possible for this criterion.

**TOTAL POINTS**

The Offeror with the highest point total from all phases of the evaluation (Technical Merit Points + Cost Points) will be recommended for the next phase of the evaluation. If the committee finds that one or more Proposals should be given further consideration, the committee may select one or more of the highest scoring Proposals to move to the next phase. The committee may alternatively choose to bypass any or all subsequent phases and make an award based solely on the evaluation phase.

**TABLE 3 – COMBINED SCORES**

The values for technical and cost points will be calculated and applied to Table 3.

CRITERIA	POSSIBLE POINTS	ACTUAL SCORE
TECHNICAL REQUIREMENTS	400	
COST	100	
TOTAL	500	

**SELECTION PROCESS.** This RFP asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror’s Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the Proposal process.

\* To indicate a clarification to the cost point calculation.

ATTACHMENT NINE  
COST SUMMARY FORM

UNSPSC Number: 78180000

Cost must be reflected in U.S. Dollars

OAKS ITEM #13207

The Offeror must provide one (1) total not-to-exceed cost for a one (1) month period, testing to commence July 1, 2009 or no later than January 1, 2010 through June 30, 2011.

The not-to-exceed cost will be paid in monthly installments in arrears after testing has begun.	
DESCRIPTION	MONTHLY COST
Budget narrative and budget costs to provide the Operation of an Emissions Testing Program in the Cleveland/Akron area, as identified in the Scope of Work, Attachment One, Part One.	
Not-to-Exceed Monthly Cost for the initial contract term	\$ _____ /month
* <del>Not to Exceed Monthly Cost for up to twenty four (24) additional months of renewal (optional)</del>	<del>\$ _____ /month</del>
* <del>Not to Exceed Monthly Cost total of the summation of the two cost proposals above only for the purpose of calculating the cost points.</del>	<del>\$ _____ /month</del>

Cost must be reflected in U. S. Dollars.

An invoice will be prepared and submitted to Ohio EPA on a monthly basis in arrears for costs, not to exceed above quote. Testing must commence on or before January 1, 2010; start-up may begin upon receipt of a valid purchase order from EPA. There will be no compensation for months preparing for start-up; compensation will begin when the testing starts.

Payment to begin monthly once testing commences for SFY 2010, not to exceed \$1,041,000 per month or \$12.5 million for the year if testing occurs over the entire twelve month period. Payment for SFY 2011 is not to exceed \$1,075,000 per month or \$12.9 million for the year. Budgetary numbers are provided in advance of the SFY 2010 - 2011 biennium budget. There are no assurances that these amounts will be allocated to this program by the Ohio General Assembly.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses not included in the Not-to-Exceed Cost.

\* To indicate an update to cost summary form to remove the line item for renewal (optional) pricing and total.