



Office of
Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP904914
INDEX NUMBER: DOH089
UNSPSC CATEGORY: 80101500

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Health, is requesting Proposals for:

TITLE: CONSULTING SERVICES FOR THE AFFORDABLE CARE ACT

OBJECTIVE: The Ohio Department of Health (ODH) is seeking proposals from qualified individuals, agencies or organizations to provide consulting services in regard to the Affordable Care Act and its impact to ODH and the services it provides.

RFP ISSUED:	August 21, 2013
INQUIRY PERIOD BEGINS:	August 21, 2013
INQUIRY PERIOD ENDS:	September 6, 2013 at 8:00 AM
PROPOSAL DUE DATE:	September 18, 2013 by 1:00 PM

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

Offeror Name and Address: _____ _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
ACA:	Affordable Care Act (The Patient Protection and Affordable Care Act) (P.L. 111-148) 3/23/10
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
ODH:	Ohio Department of Health
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Health (ODH) (the Agency), is soliciting competitive sealed proposals (Proposals) for Consulting Services for the Affordable Care Act. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD

Once awarded, the term of the Contract will be from the award date through September 30, 2014. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

- 1.3 BACKGROUND The Patient Protection and Affordable Care Act (P.L. 111-48) was signed into law on March 23, 2010, and amended by the Health Care and Education Reconciliation Act, which was signed into law on March 31, 2010. The law is a regulatory overhaul of the U.S. healthcare system and it includes expanded access to insurance.

- 1.4 SCOPE OF WORK The successful Contractor will perform professional services to work with ODH leadership to identify the programmatic and financial impacts of the Affordable Care Act (including impact of adopting or not adopting Medicaid Expansion) in regard to Public Health and the programs currently being supported by ODH.

The successful Contractor(s) shall perform all of the following tasks for which there is an executed Contract in consultation with, and with the approval of the ODH Contract Manager, for the period on or about October 1, 2013 through September 30, 2014:

- A. The successful Contractor shall correspond with the ODH Contract Manager(s) on a biweekly basis with regard to assignments and related progress.
- B. With guidance from the ODH Contract Manager(s), plan facilitate and assist in researching the Affordable Care Act with regard to, but not limited to, the following programs: Children with Medical Handicaps, Help Me Grow, HIV/AIDS, Breast and Cervical Cancer, Immunizations, etc.
- C. Contractor will meet with programmatic areas to discuss and document current program operations, services, and funding sources. Contractor will provide detailed information to select ODH staff on the impact of the ACA on public health.
- D. Contractor will meet with programmatic areas to draw conclusions of the potential impact of the Affordable Care Act and Medicaid expansion in regard to what services will be covered by the ACA/Medicaid and what services would not. Document findings and support by reference to the law or rationale for conclusions.
- E. The Contractor will prepare Monthly Status Reports that include progress, next steps, time lines, targets and any other pertinent information to the ODH Contract Manager(s).
- F. Contractor will prepare a draft final report that details the Affordable Care Act/Medicaid coverage as it relates to Public Health, detail the program and financial impact on ODH programs once the Affordable Care Act/Medicaid expansion is implemented, and any final conclusions.

1.4.1 QUALIFICATIONS OF THE OFFERORS

Qualified Offerors are individuals, agencies or organizations should have a minimum of two (2) years of consultation experience on the ACA, experience working with and facilitating public sector groups and Public Health experience. The qualified Offeror should have experience analyzing public health and healthcare programs and the impacts to significant regulatory changes. Experience must be detailed and provided in the response to this RFP. The technical proposal shall include a description of the Offeror's experience and expertise conducting similar projects. The Project Manager must be named, how many will perform the tasks, their experience, qualifications and education (degrees). The description must detail how the Offeror meets these qualifications and explain the tasks they will perform.

- A. Should have a minimum of two (2) years of consultation experience on the ACA, experience working with and facilitating public sector groups and Public Health experience.
- B. Should have experience analyzing public health and healthcare programs and the impacts to changes.
- C. Experience must be detailed in the response.

- D. Identification and qualifications of key project personnel and their responsibilities to the project. Include resumes and complete the forms in section 5.2.
- E. Contractor must be well versed on Ohio's implementation plan for ACA requirements.

1.4.2 DELIVERABLES

- A. The successful Contractor shall correspond with the ODH Contract Manager(s) on a biweekly basis with regard to assignments and related progress.
- B. With guidance from the ODH Contract Manager(s), plan facilitate and assist in researching the Affordable Care Act with regard to, but not limited to, the following programs: Children with Medical Handicaps, Help Me Grow, HIV/AIDS, Breast and Cervical Cancer, Immunizations, etc.
- C. Contractor will meet with programmatic areas to discuss and document current program operations, services, and funding sources. Contractor will provide detailed information to select ODH staff on the impact of the ACA on public health.
- D. Contractor will meet with programmatic areas to draw conclusions of the potential impact of the Affordable Care Act and Medicaid expansion in regard to what services will be covered by the ACA/Medicaid and what services would not. Document findings and support by reference to the law or rationale for conclusions.
- E. The Contractor will prepare Monthly Status Reports that include progress, next steps, time lines, targets and any other pertinent information to the ODH Contract Manager(s).
- F. Contractor will prepare a draft final report that details the Affordable Care Act/Medicaid coverage as it relates to Public Health, detail the program and financial impact on ODH programs once the Affordable Care Act/Medicaid expansion is implemented, and any final conclusions.

1.4.3 PROPOSAL RESPONSE

- A. The technical proposal shall include a description of the Offeror's experience and expertise conducting same or similar projects. The description must include how the Offeror meets the qualifications in section 1.4.1.
- B. The technical proposal shall identify and describe the Offeror's experience. Include success stories as an example of the Offeror's capacity to perform the Project Scope of Work and Deliverables.
- C. The Offeror shall also attach a list of three (3) references (other than ODH) by previous users of the Offeror's services in performing similar projects. Include in Section 5.2 the contact name and appropriate phone number. DAS may, at its discretion, contact the references provided. There is no obligation on the part of DAS or ODH to contact any reference.
- D. The Offeror must provide identification and description of any subcontractors to be used, if any. Subcontractors must be approved by ODH. However, Offeror may subcontract without ODH's approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services described in the Scope of Work or Deliverables in this RFP, but which are required for its satisfactory completion.
- E. The Offeror must include at least one sample of a project final report as a writing example.
- F. The Offeror will provide a proposed detailed plan description of how all of the requirements specific to this project will be implemented, including each item under Section 1.4, Scope of Work and Deliverables. All the tasks outlined must be clearly identified and discussed in the response.
- G. The Offeror will clearly indicate the amount of time that lead and key project personnel will be expected to work on the project, time and percentage FTE.
- H. The Offeror will describe a contingency plan for completing the project in the event the lead or key project personnel become unavailable for any reason.
- I. The Offeror will identify any anticipated difficulties in meeting the specifications and a description of proposed solutions to those difficulties.
- J. The Offeror is required to submit the appropriate level of detail for the information required; failure to do so may result in the Proposal being deemed non-responsive. If a requirement can be exceeded by the Offeror, the proposal should state the degree to which the requirement will be exceeded and how. If a requirement cannot be fully met, the Offeror must state the reasons and must provide alternatives that can be accomplished to meet the requirements.
- K. Proposals should include documentation of the financial stability of the Offeror in order to demonstrate the financial capacity to complete the Work.
- L. The Cost Proposal should detail the number of hours and the hourly rate to complete each deliverable, as indicate on the Cost Summary section 3.0.

- 1.5 CONFIDENTIAL INFORMATION The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS
Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW
Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
None		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.3 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	735 Points
Proposal Cost	265 Points
Presentations, Interviews, Demonstrations (if applicable)	250 Points
Total	1250 Points

The following scale (0-5) will be used to rate each Proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	MODERATE 2 POINTS	MEETS 3 POINTS	STRONG 4 POINTS	GREATLY EXCEEDS 5 POINTS
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The Evaluation Committee will rank the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together to calculate the Offeror's total technical score.

Does Not Meet (0) – Proposal does not comply substantially with requirements.

Weak (1) – Response was poor related to meeting the objectives.

Moderate (2) - Proposal meets most requirements, and any weaknesses or deviations from requirements are minor, acceptable and may be readily corrected or minimized in terms of material impact.

Meets (3) – Proposal generally meets the objectives (or expectations).

Strong (4) – Proposal exceeds objectives (or expectations) in ways that are beneficial to the State and meets objectives (or expectations) and contains at least one enhancing feature that provides some benefit to the State. Weaknesses are minor and are more than offset by the enhancing feature.

Greatly Exceeds (5) – Proposal significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

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2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
1. Company history, years of relevant experience	10		
2. Number of years in business, number of employees, demonstrates financial stability and capacity to complete the work	8		
3. Capacity to do the Work	10		
Offeror Prior Projects			
1. Similar scope and size, description of Offeror's experience and expertise conducting same or similar projects	8		
2. Public Sector clients, demonstrates similar work for other government entities and organizations.	10		
3. Relevant experience within past five years, including success stories as an example of their capacity to perform the SOW and deliverables.	10		
4. Demonstrates experience with the impact of the Affordable Care Act and Medicaid as affecting public health	10		
Staffing Plan			
1. Staff Qualifications – Identification of and qualifications of key project personnel and their responsibilities, including subcontractors, if applicable.	8		
2. Formal Education of designated key project personnel	7		
3. Experience of designated key project personnel	10		
4. Demonstrates knowledge of Ohio's implementation plan for ACA requirements.	8		
5. Quality of three (3) references performing similar projects, (other than ODH)	7		
Scope of Work (Work Plan)			
1. Methodologies proposed	7		
2. Plan of Action (detailed plan description of how all the requirements will be implemented for each item in the Scope of Work and Deliverables)	10		
3. Demonstrates understanding of Project	7		
4. Timeline proposed, identifies the amount of time lead and key project personnel will be expected to work on the project	9		
5. A sample of a project final report as a writing example	8		

Total Technical Score: _____

- 2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

Presentations, Interviews, Demonstrations (if applicable)	Weight	Rating (0 to 5)	Extended Score
1. Oral Presentation & Interview	50		

Total Presentation Score: _____

In this RFP, DAS 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 DAS received.

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

- 2.7 COST PROPOSAL POINTS DAS will use the information Offeror gives on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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 Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

- 2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.



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3.0 COST SUMMARY

- 3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal.

- 3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

- 3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

- 3.4 BILL TO ADDRESS
Ohio Department of Health
PO Box 118
Columbus, OH 43215

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3.5 COST SUMMARY (CONT'D)

RFP Title: CONSULTING SERVICES FOR THE AFFORDABLE CARE ACT
CSP904914
UNSPSC CATEGORY CODE: 80101500

OFFEROR: _____

Description by Deliverable	Number of Hours	Hourly Rate	Total Extended Cost to Complete the Work
The successful Contractor shall correspond with the ODH Contract Manager(s) on a biweekly basis with regard to assignment and related progress.		\$	\$
Plan, facilitate and assist in researching the Affordable Care Act with regard to, but not limited to, the following programs: Children with Medical Handicaps, Help Me Grow, HIV/AIDS, Breast and Cervical Cancer, Immunizations, etc.		\$	\$
Meet with Programmatic areas to discuss and document current program operations, services, and funding sources. Provide detailed information to select ODH staff on the impact of the ACA on public health.		\$	\$
Meet with Programmatic areas to draw conclusions of the potential impact of the ACA and Medicaid expansion in regard to what services will be covered by the ACA/Medicaid and what services would not. Document findings and support by reference to the law or rationale for conclusions.		\$	\$
Prepare Monthly Status Reports that include progress, next steps, time lines, targets and any other pertinent information to the ODH Contract Manager(s).		\$	\$
Prepare a draft final report that details the Affordable Care Act/Medicaid coverage as it relates to Public Health, detail the program and financial impact on ODH programs once the Affordable Care Act/Medicaid expansion is implemented, and any final conclusions.		\$	\$
GRAND TOTAL			\$

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/RFP%20Instructions/5.3%20Terms%20and%20Conditions.pdf>.

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2;
2. The RFP, as amended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and,
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 Additional Resources

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.



6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Secretary of State Certification, Affirmative Action, proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.