

REQUEST FOR PROPOSAL

RFP NUMBER: CSP907216
INDEX NUMBER: DRC011
UNSPSC CATEGORY: 94131600, 92101700

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Rehabilitation and Correction, is requesting Proposals for:

FAITH-BASED RESIDENTIAL PROGRAMS

OBJECTIVE: The Ohio Department of Rehabilitation and Correction (ODRC) has been designated by Governor John Kasich to administer the 2016-2017 Faith-Based Residential Program for State Prisoners. These funds are to be used to support programs that are associated with, supported by, or based on a particular religious group or religion. The services provided through the Contract(s) pursuant to this RFP are in addition to those currently provided by ODRC. The goal of the Faith-Based Residential program is to prepare offenders to return to the community and desist from a criminal lifestyle.

RFP ISSUED: December 11, 2015
INQUIRY PERIOD BEGINS: December 11, 2015
INQUIRY PERIOD ENDS: January 4, 2016 at 8:00 AM
PROPOSAL DUE DATE: January 11, 2016 by 1:00 PM

Proposals received after the due date and time will not be evaluated.

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.

The Offeror must submit this cover page (signed) with its Technical Proposal.

<p>Offeror Name and Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>E-Mail Address: _____</p> <p>Phone Number: () - Ext. _____</p>	<p>Name/Title:</p> <p>_____</p> <p>_____</p> <p>Signature: _____</p> <p>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.</p>
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TABLE OF CONTENTS

	<u>Section Number</u>
Cover Page (to be signed by Offeror) and Schedule of Events	Cover (Page 1)
Glossary of Terms	Page 2
Executive Summary	1.0
Evaluation of Proposals	2.0
Cost Summary	3.0
Award of the Contract	4.0
Links to Instructions, Forms, Terms and Conditions, Special Provisions and Additional Resources	5.0
Guide for Proposal Submission	6.0

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
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
ODRC:	Ohio Department of Rehabilitation and Correction
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 Rehabilitation and Correction (the Agency), is soliciting competitive sealed proposals (Proposals) for Faith-Based Residential Programming. 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 gives the dates on page 1 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 April 1, 2016 through March 31, 2017. 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 Ohio Department of Rehabilitation and Correction (ODRC) was established under House Bill 494. Its responsibilities are defined in Ohio Revised Code 5120. Final responsibility for operation of the Department rests with the Governor who appoints the Director. The Department's Director serves at the pleasure of the Governor. The Director has full power and authority in the supervision and control of the Department's affairs and is its chief administrative officer. ODRC has been designated by Governor John Kasich to administer the 2016-17, Faith-Based Residential Program for State Prisoners. These funds are to be used to support programs that are associated with, supported by, or based on a particular religious group or religion. The services provided through the Contract(s) pursuant to this RFP are in addition to those currently provided by ODRC.

The ODRC Vision is: To reduce crime in Ohio. The ODRC Mission is: To reduce recidivism among those we touch. In alignment with our Vision and Mission, the Faith-Based Residential Program goal is to return Offenders to the community and desist from a criminal lifestyle.

In administering the one-year pilot program, the Department shall establish a partnership with a university or college that would provide all necessary and appropriate statistical information concerning the implementation of the program. ODRC is required to submit a quarterly report containing that information to the Speaker of the House of Representatives and the President of the Senate.

- 1.3.1 Location of Services. The Faith-Based Residential Program shall be offered at the following locations:

1. Belmont Correctional Institution
2. Dayton Correctional Institution
3. Ross Correctional Institution
4. Madison Correctional Institution
5. Noble Correctional Institution
6. Ohio Reformatory for Women
7. Richland Correctional Institution
8. Southeast Correctional Complex
9. Trumbull Correctional Camp
10. Trumbull Correctional Institution

- 1.3.2 Multiple Award Contract. There will be one award per location to the highest scoring Offeror for that location. Offerors are not required to offer the services in all locations. It is the intent of the State to offer one program in each location listed above.

1.4 SCOPE OF WORK

- 1.4.1 Program Target. ODRC expects the program to target prisoners who have a definite sentence release date within six years or less and may have demonstrated high risk behavior through their disciplinary record. The target program participants do not include offenders that are sentenced to a life term. The awarded Contractor shall determine the number of participants in the program and work in coordination with the facility to select the participants.

1.4.2 Program Minimum Requirements. The Faith-Based Residential Provider/Program shall:

1. Have been in existence for a minimum of five years.
2. Demonstrate a record of successful implementation of Faith-Based Residential programming that is not operated by the State of Ohio, and includes statistical evidence that the implemented program reduced violent behavior and incident reports within a correctional environment and reduced recidivism among program "graduates" once they re-enter the outside community

1.4.3 Program Content Requirements. The proposed Faith-Based Residential Program shall provide pro-social faith-based programming for incarcerated inmates for their reintegration into the communities from which they came. The program shall incorporate reentry planning activities into programs that assist offenders and their communities through the reentry process. In this case, the assistance is through the delivery of community-based character programs. The programming shall include:

1. Providing faith-based residential programming in a housing unit designated exclusively for use by Faith-Based Residential Program participants set apart from the general correctional population.
2. Focusing on the criminogenic needs of the inmate.
3. Developing the inmate's cognitive, behavioral, social, vocational, and other skills necessary to successfully reenter the community.
4. Adhering to the requirements of the institution and or housing unit designated for faith-based programming.

1.4.4 Aftercare. The proposed Faith-Based Residential Program shall include a plan for aftercare services. These services must involve coordination between the faith-based correctional program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the allied agency or organization program must work in conjunction with state and local authorities and organizations involved in offender reentry to assist in the placement of program participants into community-based programs that meet the criminogenic needs of the individual upon release.

1.4.5 Monitoring and Compliance. ODRC will monitor the implementation of the Faith-Based Residential Program by evaluating progress with the achievement of the proposed objectives as scheduled. In addition, the Contractor shall work with the ODRC University partner to provide reports consistent with the requirements to evaluate the programming results.

1.4.6 Work plan. Offeror's Work Plan shall clearly address and give detail to the following items:

1. Problem Statement and Target Population. Offeror shall explain or clearly describe the problem or issue to be addressed, and its impact on the community. Offeror's Proposal shall:
 - A. Describe the nature and scope of the problem, justify the need for assistance, and relate the problem and the need for assistance to the purpose of the Faith-Based Residential Program. The problem statement should be data driven and the Offeror will need to provide relevant state and local level data/statistics as well as agency statistics to document the problem addressed;
 - B. Discuss the short and long-term consequences for the community if the problem identified is not addressed. More specifically, the Offeror should discuss what will happen to the community if the proposed program is not funded;
 - C. Clearly describe the target population to be served in terms of population size and demographic characteristics, including how the population will be set apart from the general correctional population. It should provide the rationale for why the target group was selected; and
 - D. Identify other resources in the community that are available to continue to help address the problem once the inmate is released from the institution. If no resources exist, Offeror should discuss the gaps in services and link how the proposed program will help alleviate those gaps.
2. Clearly identify the mission of the organization that will implement the proposed program.
3. Demonstrate the capacity of the implementing agency to administer contracts of similar size and scope as the program required herein.
4. Discuss how successful completion of the program is realistic given the key staff implementing the program. In cases where positions have not been filled, the Offeror should clearly describe a reasonable approach and criteria to add experienced and qualified staff.

5. Describe program contents and how proposed program meets the requirements of section 1.4.3. In addition, Offeror shall describe how the program:
 - A. Adheres to the models of correctional programming best practices that utilize a cognitive behavioral treatment approach with variable intensity of services and supervision focused on targeting the criminogenic behaviors of moderate to high-risk offenders that is based on specific offender needs.
 - B. Identifies the program model to be used and describes the proposed activities associated with the approach to be taken and clearly demonstrates how they will address the identified problem. Any participant admission or exclusion criteria for the program should be discussed. The approach should seem logical given the characteristics and needs of the target population discussed in the problem statement and target population section of the application.
 - C. Discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the mode or practice chosen is (are) appropriate for the outcomes the program wants to achieve. Clearly justifies why the particular program model was selected for implementation. Offerors should provide a detailed discussion on their plan to implement a model that is evidence-based or grounded in best practices of the field. For more information on evidence-based practices, go to <http://www.ocjs.ohio.gov/ebp.stm>.
 - D. Discusses the initial and ongoing assessment process to be used to determine program participant needs. Any specific instruments or tools to be used along with any evidence to support the rationale for choosing that particular instrument/tool and how it is based on the demonstrated effectiveness should be discussed and identified.
 - E. Identifies and discusses the sanctions and/or rewards, if any, to be used in the program.
 - F. Proposals should clearly identify what aftercare services will be provided to program participants once they have left the correctional facility. This include describing linkage to community resources.
 - G. Proposal identifies the proposed number of participants for its program(s).
6. Describe an implementation plan of action for the proposed program.
7. Program Objectives and Outcomes. Identifies how success will be defined and measured for the program. Describe the outcomes or changes anticipated as a result of the proposed program. The achievement of the objectives should provide an outcome that reflects a measurable change for the target population due to the services offered by the program. Provide objectives, with performance indicators and baseline numbers that further the Faith-Based Residential Program Goal (to have offenders return to the community and desist from a criminal lifestyle).

The Proposal shall include program outcomes (measured change as a result of implementing the proposed program), performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.), and any baseline data that might exist. The program outcomes should reflect an appropriate amount of change anticipated or accomplishments that are logical and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application.

8. Project deliverables to achieve the program objectives. Offeror presents a clear and detailed list of deliverables.
9. Proposal shall clearly define the location(s) of program delivery. Offeror is not required to offer the proposed program to all locations. The State shall not consider bundled locations as an "all or none" proposal.
10. Timeline for all project activities. If Offeror is proposing the program for more than one location, there shall be a separate timeline for each location.

The Offeror shall present a comprehensive, thorough timeline that specifies what program activities will be done, completed, who (individuals and organizations) will do it, and when it will be accomplished. Include activities such as anticipated planning meetings, ODRC reporting deadlines and any other activities specific to the program. The timeline should be reasonable given the nature of the problem, the target population, and the approach/response discussed in earlier sections of the Offeror's proposal.

- 1.4.7 Contractor Requirements. As a requisite for initial and continued employment, the successful awarded Contractor's staff must pass a criminal background investigation conducted by ODRC. The cost of the investigation will be the responsibility of the ODRC. Staff names shall be provided by the awarded Contractor to the ODRC within one week of contract award.

Awarded personnel must comply with current, and future state, federal and local laws, court orders, administrative regulation, administrative directives, and policies and procedures of the ODRC and its respective institutions.

DRC policies can be viewed at: http://www.drc.ohio.gov/web/drc_policies/drc_policies.htm

- 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.
- 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 available for public inspection after the Proposals are received.
- 1.7 PROPOSAL SUBMITTAL 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 CSP907216 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.
- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and three (3) copies for a total of four (4) Proposal packages.

2.0 EVALUATION OF PROPOSALS

- 2.1 MANDATORY REQUIREMENTS The following table 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.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
1. Offeror documents that the program has been in existence for a minimum of five years.
2. Offeror documents a record of successful implementation of faith-based residential programming that is not operated by the State of Ohio, and includes statistical evidence that the implemented program reduced violent behavior and incident reports within a correctional environment and reduced recidivism among program "graduates" once they re-enter the outside community.

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

- 2.2 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.

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	525 Points
Proposal Cost	60 Points
Total	585 Points

2.4 SCORE RATINGS The scale below (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	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response 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.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile			
Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete Form 5.2.3).	10		
Mission statement of the implementing organization.	10		
Offeror Prior Projects			
Prior Projects of similar scope and size (minimum of three (3) in past five (5) years). Include a brief summary of the services provided for each. Complete Form 5.2.4 for each project.	10		
Staffing Plan			
The Offeror must submit a staffing plan naming all key personnel, including any volunteers, which will be used to complete the project. The plan shall include the planned duties of key personnel and the time commitment of the proposed work team.	5		

Criterion	Weight	Rating (0 to 5)	Extended Score
The Offeror must submit forms 5.2.5 and 5.2.6 for proposed Project Manager and any other key personnel to include candidate's education, training, qualifications and proposed work assignment.	5		
Discuss how successful completion of the program is realistic given the key staff implementing the program. In cases where positions have not been filled, Offeror should clearly describe a reasonable approach and criteria to add experienced and qualified staff.	5		
Scope of Work. Offeror's Work Plan must include, at a minimum:			
Problem Statement and Target Population.	10		
Detailed description of program contents	15		
An implementation plan of action for the proposed program.	10		
Program Objectives and Outcomes	10		
Program Deliverables	10		
Timeline for all activities	5		

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.

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 the Offeror submits 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. "Cost" = Cost per Participant 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.

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 Cost per Participant. 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 Rehabilitation and Correction
770 W. Broad Street
Columbus, OH 43222

Faith-Based Residential Program
CSP907216
UNSPSC CATEGORY CODE: 94131600, 92101700

OFFEROR: _____

Location of Services	Cost per Participant	Evaluation Quantity	Extended Cost
1. Belmont Correctional Institution	\$	100	\$
2. Dayton Correctional Institution	\$	100	\$
3. Ross Correctional Institution	\$	100	\$
4. Madison Correctional Institution	\$	100	\$
5. Noble Correctional Institution	\$	100	\$
6. Ohio Reformatory for Women	\$	100	\$
7. Richland Correctional Institution	\$	100	\$
8. Southeast Correctional Complex	\$	100	\$
9. Trumbull Correctional Camp	\$	100	\$
10. Trumbull Correctional Institution	\$	100	\$

Offeror shall submit a cost for each location it proposes to serve.

The Evaluation Quantity given above is for evaluation purposes only. It is not a guarantee on the number of participants. To offer services to multiple locations, Offeror shall add rows as needed and use the Evaluation Quantity of 100 per location.

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/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 addended, 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.

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

- 4.4 SPECIAL PROVISIONS Not applicable for this project.

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 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and 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://www.obm.ohio.gov/
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	Ohio Shared Services
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
Department of Rehabilitation and Correction Policies	http://www.drc.ohio.gov/web/drc_policies/drc_policies.htm

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: Affirmative Action and 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.