

# How to Respond to a State Bid Request

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Procurement website: [procure.ohio.gov](http://procure.ohio.gov)



# INVITATION TO BID (ITB) & REQUEST FOR PROPOSAL (RFP)

Invitation to Bid / ITB – Solicit bid for goods/services and award made according to lowest responsive and responsible bidder (submit bid that fully satisfies all material aspects of ITB and possess full capability including financial & technical)

Request for Proposal / RFP – Solicit proposal for goods/services, price is not usually a primary evaluation factor, provides for negotiation and best and final offer



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## Procurement Survey: Ohio Ties for Fifth

Ohio did very well in the Governing Institute's inaugural Governing Procurement Survey of the States. Out of the 37 states responding to the survey, the State of Ohio tied for fifth overall with the Commonwealth of Massachusetts based on the procurement policies, programs and practices detailed for 10 categories.

## Quick Links

[Current Contract Search](#)

[Bid Opportunities Search](#)

[IT Release and Permit](#)

[Telecommunication Contracts](#)

[IT Enterprise Services Portal](#)

[▶ MBE & EDGE Opportunities](#)

[▶ State Contract Opportunities](#)

[State Printing and Mail Services](#)

[Agency Request to Purchase](#)

[Procurement Related Web Links](#)

Website: [procure.ohio.gov](http://procure.ohio.gov)

Click “Bid Opportunities Search”



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## Procurement Opportunity Search

Please enter one or more of the search criteria below to locate bid opportunities with the State of Ohio. Some of the most popular searches are pre-programmed and listed on the right of this page, click on one of the hyperlinks to view associated search results. To follow all updates to any bid opportunity, see [opportunity updates](#).

For roadway and building construction opportunities, as well as opportunities for related machinery, services, and supplies, see [Construction Opportunities](#).

Search Various Ways:  
Market Type, Keyword,  
Commodity Category or  
Click on Search Button

### General Criteria

Document/Bid Number:

Search by keywords:

Index Number:

Matches on:  All Words  Any Word  Exact Phrase

Agency:

Commodity Category:

Opportunity Status:

Opportunity Type:

Market Type:

- All  
 MBE  
 Open Market

Search by Date Type:

Start Date:

End Date:

Clear

Search

### Popular Bid Opportunity Searches

Information Technology Opportunities

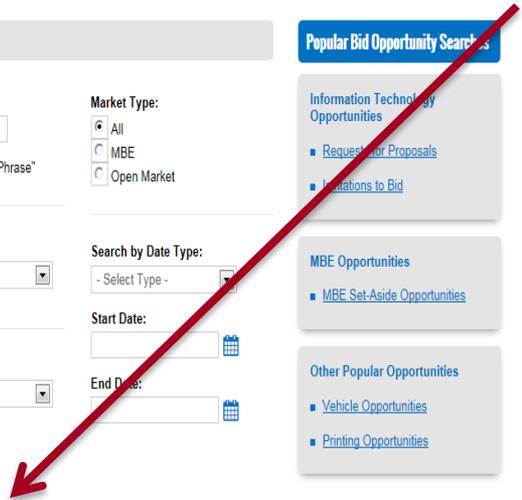
- Request for Proposals
- Invitations to Bid

MBE Opportunities

- MBE Set-Aside Opportunities

Other Popular Opportunities

- Vehicle Opportunities
- Printing Opportunities



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## Procurement Opportunity Search Results

The table below presents search results based upon the criteria you entered. To refine your search further, you may enter additional search criteria by clicking the Back button at the bottom of the page to return to the Procurement Opportunity Search.

### Selection Criteria...

Market Type: MBE; Opportunity Status: All;

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Title	Opportunity Type	Opportunity Status	Issued By	Market Type	Index Number	Document/Bid Number	Posted Date	Opening Date
CAREER-TECHNICAL CERTIFICATE PROFESSIONAL DEVELOPMENT <i>Not Issued by Procurement Services</i>	RFP	Active	<a href="#">EDU</a>	<a href="#">MBE</a>	N/A	<a href="#">EDU160040</a>	2/29/2016	3/23/2016
Mediators and Facilitators for the Office for Exceptional Children	RFP	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	MAC031	<a href="#">CSP906116</a>	3/4/2016	4/15/2016
Development of Social Marketing Campaign for Prescribers and General Public	RFP	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	DOH066	<a href="#">CSP907816</a>	3/23/2016	4/20/2016
MEATLOAF SEASONING AND TURKEY SAUSAGE SEASONING MIXES, DRY AND TEXTURED SOY FLOUR	ITB	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	OPI035	<a href="#">OT906616</a>	3/24/2016	4/15/2016
STATE HIGHWAY PATROL TROOPER AND POLICE OFFICER HATS	ITB	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	DPS013	<a href="#">OT900017</a>	3/24/2016	4/22/2016
MARKETING AND BRANDING SERVICES FOR THE EXPANSION OF GOOD FOOD	RFP	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	DOH025	<a href="#">CSP909316</a>	3/25/2016	4/22/2016

Click on  
Document/Bid  
Number



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## Procurement Opportunity Search Detail

### Opportunity Title

MEATLOAF SEASONING AND TURKEY SAUSAGE SEASONING MIXES, DRY AND TEXTURED SOY FLOUR

### Opportunity Description

MEATLOAF SEASONING AND TURKEY SAUSAGE SEASONING MIXES, DRY AND TEXTURED SOY FLOUR

### General Information

Commodity Category 1: Food, Food Mgmt Svcs, Food Related Equip & Related Svcs  
Opportunity Type: Invitation To Bid  
Opportunity Status: Active  
Document/Bid #: OT906616  
Index #: OPI035  
Requesting Agency: Administrative Services, Department of  
Issued By: Administrative Services, Department of

### Dates

Posted Date: 3/24/2016  
Inquiry Period: 3/24/2016 thru 4/11/2016 8:00:00 AM  
Opening Date: 4/15/2016

### Procurement Programs

MBE Set Aside: Yes  
Open Market: No

### Associated PDF Files

Document: [OT906616.pdf](#) 

### Other

Inquiry Period: 3/24/2016 thru 4/11/2016 8:00:00 AM

Click on Document  
Number



# RESPONDING TO AN INVITATION TO BID (ITB)

## INVITATION TO BID

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.

<b>BID NUMBER</b> DB137508-F		<b>OPENING DATE (1:00 p.m.)</b> DECEMBER 10, 2007		<b>FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)</b>	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 <b>ATTN: BID DESK</b>				<b>BIDDER NAME</b>	
<b>REQ. INDEX NO.</b> DMHD1083981				<b>BID NOTICE DATE</b> 11/29/07	
<b>BIDDER'S E-MAIL ADDRESS</b>		<b>TELEPHONE NO.</b> ( ) - ( ) - ( )		<b>TOLL FREE NO.</b> 1 - ( ) - ( )	
<b>SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)</b> <input type="checkbox"/> e-Mail <input type="checkbox"/> Fax		<b>STREET ADDRESS</b> <input type="checkbox"/> Check if rent address is different and list on separate sheet		<b>CITY</b> <b>STATE</b> <b>ZIP</b>	
<b>CONTRACT PERSON</b>		<b>CONTRACT PERSON</b>		<b>FAX NO.</b>	
<b>TEAMS CONTACT PERSON</b>		<b>TEAMS CONTACT PERSON</b>		<b>TEAMS TELEPHONE NO.</b>	
<b>BILL TO:</b> DEPARTMENT OF MENTAL HEALTH CENTRAL WAREHOUSE 3201 ALBERTA STREET COLUMBUS, OH 43204		<b>SHIP TO:</b> SAME			
<b>DELIVERY REQUESTED:</b> F.O.B./DEST.P.P.D. SEE BELOW		<b>DELIVERY OFFERED (IF DIFFERENT):</b> F.O.B./DEST.P.P.D.			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:					
<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>DESCRIPTION (393-54)</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
1.	2868	CS	MANDARIN ORANGES, CANNED (277-34-0122) (ITEM IS ON DAS EXCEPTED PRODUCTS LIST)		
Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digits beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in the evaluation and any subsequent award.					
<b>DELIVERY:</b> 562 ccs - 01/25/08, 562 ccs - 02/08/08, and 562 ccs - 02/15/08					
The following documents (are part of the food bid manual) apply to this bid, all of which become the contract upon award:					
<ul style="list-style-type: none"> <li>Required Certification for Bidding (Page 2)(Rev. 10/01/07) (1 page) - <b>Must complete and return with response to receive domestic and Ohio preference.</b></li> <li>Disclosure of Subcontractors/Joint Ventures (Page 2A) (Rev. 07/05) (1 page) - <b>Should complete and return with response *</b></li> <li>One-Time Food Bid Special Terms and Conditions (Rev. 05/01/07) (1 page)</li> <li>Item Specification (Rev. 10/06/05) (1 page)</li> <li>Appendix - General Specifications (Rev. 11/27/07) (2 pages)</li> <li>Instructions, Terms and Conditions for Bidding; Standard Contract Terms and Conditions; and Supplemental Terms and Conditions (Rev. 10/01/07) (11 pages). All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</li> </ul>					
All onetime food specifications may be viewed at <a href="http://procure.ohio.gov/p25/FoodManual.pdf">http://procure.ohio.gov/p25/FoodManual.pdf</a> at the State Procurement website.					
Any questions or clarifications regarding this invitation to bid should be directed to the Office of Procurement Services by letter or telephone at (614) 644-6742 or through the internet at <a href="http://www.ohio.gov/procure">http://www.ohio.gov/procure</a> . Questions posted to the website should be submitted a minimum of one (1) business day prior to the bid opening date.					
* See paragraph 2 of "One-Time Food Bid Special Terms and Conditions"					
<b>PRINTED/TYPED SIGNATURE</b>		<b>AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY)</b> <small>Please sign in blue ink.</small>		<b>DATE</b>	

Example of the 'Invitation to Bid' document (ITB)



# RESPONDING TO AN INVITATION TO BID (ITB)

- Print a copy of the Invitation to Bid from website
- Complete Page 1 and sign in Blue Ink
- Complete Page 2, Buy America/Buy Ohio Certification
- Complete the Cost Summary Page(s) provided in the bid document
- Be sure to read “Instructions to Bidder and Contract Terms and Conditions
- Attach any relevant product/service literature
- Place completed, signed bid document in a sealed envelope
- Clearly mark the Bid# on Envelope
- Bids may be submitted via mail, courier or, hand-delivered;
- Sealed bids **MUST** be received prior to the advertised open date/time to be considered for award.



# THE EVALUATION BEGINS

- Bids received are delivered to the assigned analyst
- Bidders may not communicate with the analyst or agency during the evaluation time
- Bidders may track the status of the bid on the website (Selling to the State) .
- The Invitation to Bid is awarded to lowest responsive, responsible bidder
- If the ITB is for a one-time requirement, the successful bidder is notified with receipt of a purchase order
- If the ITB is for an on-going (annual) need, bidder is notified by letter



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Mediators and Facilitators for the Office for Exceptional Children	RFP	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	MAC031	<a href="#">CSP906118</a>	3/4/2016	4/15/2016
Development of Social Marketing Campaign for Prescribers and General Public	RFP	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	DOH066	<a href="#">CSP907816</a>	3/23/2016	4/20/2016
MEATLOAF SEASONING AND TURKEY SAUSAGE SEASONING MIXES, DRY AND TEXTURED SOY FLOUR	ITB	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	OPI035	<a href="#">OT906616</a>	3/24/2016	4/15/2016
STATE HIGHWAY PATROL TROOPER AND POLICE OFFICER HATS	ITB	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	DPS013	<a href="#">OT900017</a>	3/24/2016	4/22/2016
MARKETING AND BRANDING SERVICES FOR THE EXPANSION OF GOOD FOOD	RFP	Active	<a href="#">DAS</a>	<a href="#">MBE</a>	DOH025	<a href="#">CSP909316</a>	3/25/2016	4/22/2016

Click on  
Document/Bid  
Number



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## Procurement Opportunity Search Detail

### Opportunity Title

Psychiatric Hospitalization for Incarcerated Inmates

### Opportunity Description

Psychiatric Hospitalization for Incarcerated Inmates

### General Information

Commodity Category 1: Medical or Dental Equipment, Supplies & Services  
Opportunity Type: Request For Proposal  
Opportunity Status: Active  
Document/Bid #: CSP908016  
Index #: DRC014  
Requesting Agency: Administrative Services, Department of  
Issued By: Administrative Services, Department of

### Dates

Posted Date: 3/15/2016  
Inquiry Period: 3/15/2016 thru 4/4/2016 8:00:00 AM  
Opening Date: 4/11/2016

### Procurement Programs

MBE Set Aside: No  
Open Market: Yes

### Associated PDF Files

Document: [CSP908016.pdf](#) 

### Other

Inquiry Period: 3/15/2016 thru 4/4/2016 8:00:00 AM

Click on Document  
Number



# RESPONDING TO THE REQUEST FOR PROPOSAL (RFP)

Index No.: INS006  
Page 1



## REQUEST FOR PROPOSAL

RFP NUMBER: CSP908916  
INDEX NUMBER: INS006  
UNSPSC CATEGORY: 80100000, 80101512

Example of the  
“Request for Proposal”  
(RFP) →

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

Health Actuarial Consultant

OBJECTIVE: To establish a contract with a Health Actuarial Consultant for the Ohio Department of Insurance.

RFP ISSUED:	March 18, 2016
INQUIRY PERIOD BEGINS:	March 18, 2016
INQUIRY PERIOD ENDS:	April 1, 2016 at 8:00 AM
PROPOSAL DUE DATE:	April 8, 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.



# RESPONDING TO THE REQUEST FOR PROPOSAL (RFP)

1<sup>st</sup> To Do - Print a copy of the Request for Proposal from website and complete Page 1 and sign in Blue Ink

## Cover Page

- RFP Title for Requirement
- Dates for Inquiry Period
- Date for Site Visit
- Proposal Due Date

## Executive Summary

- Background Information & History
- Scope of Work (SOW) Details
  - Deliverables
  - Schedule of Milestones
  - In essence, what the contractor must do to complete the project satisfactorily



# RESPONDING TO THE REQUEST FOR PROPOSAL (RFP)

- Offeror must submit both a “Technical Proposal” and “Cost Proposal”.
- Bids are scored on a scale of *does not meet, weak, weak to meets, meets, meets to strong, strong*.

## Cost Summary

Complete in the format provided

(Cost per hour, per deliverable, etc.)

Most RFP’s do not allow for any reimbursable expenses

Cost Proposal is submitted in a sealed envelope separate from Technical Proposal



# RESPONDING TO THE REQUEST FOR PROPOSAL (RFP)

- RFP is awarded as a Best Value rather than Low Bid on, the ITB's
- Offerors' will receive scores in the areas of experience, references and documented solution to Scope of Work requirements
- Evaluation of Proposals
- Description of the method to be used for rating/scoring proposals
- Mandatory Requirements
- Scored Criteria:
  - Technical
  - Cost



# CHECKLIST FOR PROPOSAL SUBMISSION

- Read entire document, note Mandatory Requirements
- Take advantage of “Q&A” period
- Follow Format required
- Use Forms provided in RFP Instructions
- Provide complete answers/descriptions
- Check the state’s website for RFP addenda (it is the responsibility of the offeror to be aware of additional info or changes)
- Review and read the RFP document to make sure you have addressed all requirements
- Proposal must be submitted on time!
- Label exterior of envelope/package with the RFP# and due date
- Label each packet accordingly, “Technical Proposal” & “Cost Proposal”



# TIME TO SUBMIT BID OR PROPOSAL

- Mail or deliver bids/proposal to:  
General Services Division  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395  
Att: Bid Desk
- Bids/proposal are opened at 1:00 PM EST on Mondays, Wednesdays and Fridays;
- Bids/proposal are certified by an attending State Auditor
- Vendors must be certified by EOD at time of Bid Opening
- Bidders may attend bid openings.



# TOP REASONS BID/PROPOSAL IS REJECTED

- Proposal does not address specific information showing how bidder meets mandatory requirements
- Proposal does not include detail to clearly describe how bidder will fulfill requirements of the RFP
- Bidder has not read Terms and Conditions
- Bidder has not read information provided in link of RFP – “Proposal Instructions
- Bidder has not monitored the issued Addendums
- Bid/Proposal is not signed
- Bidder is not a certified MBE vendor at time of Bid/Proposal submittal
- Proposal submitted is not in the required format
- Excessive pricing



**QUESTIONS??**

