

RESPONDING TO STATE OF OHIO REQUESTS FOR PROPOSALS

RECEIVING NOTIFICATIONS:

All registered Minority Business Enterprise (MBE) businesses are sent a Bid Notification email when a set-aside opportunity is posted on the Ohio Department of Administrative Services (DAS) website – each email contains a link to the opportunity. Certified MBE businesses should regularly check and verify the email address associated with their company's registration.

To learn about open-market opportunities, interested businesses should bookmark this Web page and check it regularly: procure.ohio.gov/proc/searchProcOpps.asp

DOWNLOADING AND READING REQUESTS FOR PROPOSALS:

Documents regarding DAS requests for proposals (RFPs), also known as competitive sealed proposals, are advertised on the DAS State Procurement website and are in one of two formats:

- a. Long Form – all Terms and Conditions, Cost Summary and forms for the contractor to complete are attached. Each form in the document is required to be completed and returned with the document at the time of bid opening; or
- b. Short Form – includes Background, Scope of Work, Mandatory Requirements, Scoring Criteria and Cost Summary. Terms and Conditions and forms for the contractor to complete are accessible through Web links within the document. Interested bidders should download these forms and return with the document at the time of bid opening.

TIMELINES:

RFP issued date – Date the RFP was posted to the DAS website;

Inquiry period begins – Date that interested bidders can post inquiries to the website;

Inquiry period ends – Date that inquiries can no longer be submitted through the website;

Pre-bid conference – Date that a pre-bid meeting or conference, if planned, is scheduled – may be mandatory attendance or strongly encouraged; and

Proposal due date – Date and time (Eastern Time) when sealed proposals are due. Sealed proposals received after that time will not be considered.

INQUIRIES:

Submitting an inquiry through the DAS State Procurement website is the only method of communication allowed during the time the RFP is posted, through the date the RFP is awarded.

KNOW:

- Scope of Work – Includes a summary of the background information of the project and work requirements and deliverables. Some requirements may be mandatory and must be met before the bidder moves to the evaluation phase;
- General Terms and Conditions – Signature on the front page of the short form and on the Contract page of the long form indicates the bidder has read, understands and agrees to these Terms and Conditions;
- Scoring Criteria – Alerts the bidder the specific areas that the consensus scoring team will evaluate. Includes a definition of the 0-5 scoring matrix and how points are assigned to each area; and
- Evaluation – Informs interested bidders of how the responses are evaluated. Each RFP is scored on its technical merit by a consensus team. One consensus score is arrived at for each bidder. Items other than cost are rated and scored. Cost is then scored. Award is made to the highest scoring bidder that is deemed responsive and responsible.

DOING BUSINESS WITH THE STATE:

- First-time bidders should obtain, complete and submit New Vendor forms to the Ohio Office of Budget and Management's Ohio Shared Services – ohiosharedservices.ohio.gov/Home.aspx;
- Bidders must assure that an Affirmative Action Plan is on file with the DAS Equal Opportunity Division – eodreporting.oit.ohio.gov/searchEODReporting.aspx;
- Bidders must include the appropriate Insurance Acord form with policy limits and additional statements as requested in the Terms and Conditions and/or Supplemental Terms;
- Each bid document describes how many copies of both the Technical portion and Cost Summary portions should be submitted. There should be one original set and the number of copies requested turned in on the bid open date/time; and
- Evaluation of the bids may take several weeks. No communication is allowed during that time.

For more information about how to submit an inquiry:

Ohio Department of Administrative Services
Office of Procurement Services
Bid Desk

614-466-5090 / das.statepurchasing@das.ohio.gov