

# How to Respond to a State Bid Request

**Tonya Prickett, CPPO**

**Procurement Manager**

**Department of Administrative Services**

**614-466-2705**

**[tonya.prickett@das.ohio.gov](mailto:tonya.prickett@das.ohio.gov)**

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



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State Agencies

Online Services

# State of Ohio Procurement



for Suppliers ▾

for State Agencies ▾

for Political Subdivisions ▾

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## Save the Date!

### September 28, 2017

**DAS Office of Procurement Services**  
**"How to do Business with the State"**  
**Webinar!**

#### NOTICE: How to do Business with the State

You are invited to participate in a live webinar on "How to do Business with the State." We will look at tools and resources you can use to assist your business in finding procurement opportunities.



#### Announcements

◀ 9/21/2017 Save the Date - "How to do Business with the State"

◀ 8/17/2017 State Term Schedule Guidance - NEW UPDATE

#### 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

#### Services

- Agency Procurement Tools
- MBE & EDGE Agency Tool Kit
- MBE & EDGE Suppliers Tool Kit

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# Finding Opportunities

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## State of Ohio Procurement

GOVERNING 2016 STATE PROCUREMENT RANKINGS State of Ohio #5 RANK

Select Bid Opportunities then All Opportunities.

- for Suppliers
- for State Agencies
- for Political Subdivisions
- for
- Current Contracts
- Bid Opportunities**
- Selling to the State
- Registration
- Purchasing Programs
- Contract Management Vendor Portal
- Forms
- Invoice Processing
- IT Opportunities
- All Opportunities**
- Printing Opportunities
- Construction Opportunities
- Ohio Department of Transportation

Save the Date  
August 8, 2017  
Procurement Services  
How to do Business with the State  
Webinar!

**NOTICE: How to do Business with the State**  
You are invited to participate in a live webinar on "How to do Business with the State." We will look at tools and resources you can use to assist your business in finding procurement opportunities.

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### Services

- Agency Procurement Tools
- MBE & EDGE Agency Tool Kit
- MBE & EDGE Suppliers Tool Kit
- IT Services Catalog

### Policies

- Procurement Procedures for Supplies, Services and Information Technology
- State Term Schedule Guidance

### Announcements

- 9/21/2017 Save the Date - "How to do Business with the State"
- 8/17/2017 State Term Schedule Guidance - NEW UPDATE
- 6/15/2017 DAS GSD awards Staff Augmentation Managed Services Provider to InGenesis
- 5/11/2017 Veteran-Friendly Business Procurement Program
- 5/4/2017 Blanket Release & Permit FY 18 & 19
- 10/28/2016 Non-IT Staff Augmentation Services, GDC030, CSP900917 Awarded

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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](#).

#### 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

- [Requests 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: All; Opportunity Status: Active;

[Export to Excel](#)

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Title ▼	Opportunity Type ▼	Opportunity Status ▼	Issued By ▼	Market Type ▼	Index Number ▼	Document/Bid Number ▼	Posted Date ▼	Opening Date ▼
"Certified Welder Instructor" <i>Not Issued by Procurement Services</i>	RFP	Active	<a href="#">DRC</a>	<a href="#">Open</a>	N/A	<a href="#">DRCP2384</a>	9/13/2017	9/28/2017
2017 Street Tree Planting <i>Not Issued by Procurement Services</i>	ITB	Active	<a href="#">COOP</a>	<a href="#">Open</a>	N/A	<a href="#">2017-002(P&amp;R)</a>	7/12/2017	8/10/2017
Braille Literacy <i>Not Issued by Procurement Services</i>	RFP	Active	<a href="#">OOD</a>	<a href="#">Open</a>	N/A	<a href="#">OOD BSVI-2018-1</a>	9/11/2017	9/25/2017
BREAD AND OTHER BAKERY PRODUCTS	ITB	Active	<a href="#">DAS</a>	<a href="#">Open</a>	GDC003	<a href="#">RS901618</a>	9/22/2017	10/11/2017
Brochure Distribution <i>Not Issued by Procurement Services</i>	RFP	Active	<a href="#">DEV</a>	<a href="#">Open</a>	N/A	<a href="#">DEV18TOU03</a>	9/25/2017	10/11/2017
CABLE INSTALLATION PROJECT <i>Not Issued by Procurement Services</i>	RLB	Active	<a href="#">JFS</a>	<a href="#">MBE</a>	N/A	<a href="#">RLB-OIS-18-001</a>	9/18/2017	10/2/2017
Computer-aided Speech-to-Print Transcription Services <i>Not Issued by Procurement Services</i>	RFQ	Active	<a href="#">EDU</a>	<a href="#">Open</a>	N/A	<a href="#">EDU2018039</a>	9/27/2017	10/18/2017
Cultural Competency Project Information <i>Not Issued by Procurement Services</i>	RFQ	Active	<a href="#">EDU</a>	<a href="#">Open</a>	N/A	<a href="#">EDU2018040</a>	9/25/2017	10/4/2017
CUSTOM MUSIC <i>Not Issued by Procurement Services</i>	RFP	Active	<a href="#">DEV</a>	<a href="#">Open</a>	N/A	<a href="#">DEV18TOU02</a>	9/25/2017	10/20/2017
Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curriculum	RFP	Active	<a href="#">DAS</a>	<a href="#">EMBE</a>	DOH027	<a href="#">CSP905518</a>	9/12/2017	10/11/2017
DISCOUNT AIR FARE	RFI	Active	<a href="#">DAS</a>	<a href="#">Open</a>	GPC010	<a href="#">DASPS-2803-17</a>	8/30/2017	9/28/2017
Employer Resource Information Center	IFP	Active	<a href="#">JFS</a>	<a href="#">N/A</a>	N/A	<a href="#">PTJFS-18-01-004</a>	9/1/2017	9/28/2017
Evaluation of the Comprehensive Cancer Control Program	RFP	Active	<a href="#">DAS</a>	<a href="#">Open</a>	DOH024	<a href="#">CSP904818</a>	8/28/2017	9/27/2017
Halfway House for ODYS <i>Not Issued by Procurement Services</i>	RFP	Active	<a href="#">DYS</a>	<a href="#">Open</a>	N/A	<a href="#">DYS180103CO</a>	8/30/2017	9/20/2017
Hearing Officers - EXTENDED UNTIL 11/1/2017 at 5:00pm (EST) <i>Not Issued by Procurement Services</i>	RFQ	Active	<a href="#">COM</a>	<a href="#">Open</a>	N/A	<a href="#">COM2018-ADM007</a>	8/4/2017	11/1/2017
Impartial Hearing Officer (IHO) Training. <i>Not Issued by Procurement Services</i>	RFQ	Active	<a href="#">EDU</a>	<a href="#">Open</a>	N/A	<a href="#">EDU2018038</a>	9/27/2017	10/18/2017
Industrial Meat Processing Vacuum Filling/Stuffing Machine	ITB	Active	<a href="#">DAS</a>	<a href="#">Open</a>	N/A	<a href="#">0B100418</a>	9/14/2017	9/29/2017



## Procurement Opportunity Search Detail

### Opportunity Title

Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curriculum

### Opportunity Description

**\*\*\*THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASIDE COMPONENT\*\*\***

Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curriculum

The awarded contractor will be creating a curriculum that will develop, pilot and evaluate an Ohio specific infant mortality curriculum that will be supported by evidenced-based research, established evidence-based practices or an ODH promising approach. Please see the Associated PDF for complete information.

### General Information

<u>Commodity Category 1:</u>	Administrative, Financial, Managerial, Courier, Insurance & Temp Svcs
<u>Commodity Category 2:</u>	Medical or Dental Equipment, Supplies & Services
<u>Opportunity Type:</u>	Request For Proposal
<u>Opportunity Status:</u>	Active
<u>Document/Bid #:</u>	CSP905518
<u>Index #:</u>	DOH027
<u>Requesting Agency:</u>	Administrative Services, Department of
<u>Issued By:</u>	Administrative Services, Department of

### Dates

<u>Posted Date:</u>	9/12/2017
<u>Inquiry Period:</u>	9/12/2017 thru 10/4/2017 8:00:00 AM
<u>Opening Date:</u>	10/11/2017

### Procurement Programs

<u>MBE Set Aside:</u>	Yes
<u>Open Market:</u>	No

### Other

<u>Submit Inquiry:</u>	<a href="#">Submit Inquiry</a>
<u>View Q and A:</u>	<a href="#">View Q and A</a>

### Associated PDF Files

Document: [CSP905518.pdf](#)

### Addenda/Amendments

1 [See Addendum 1 - Effective 9/14/2017](#)



# 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
- 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



# 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> QR137508-F		<b>OPENING DATE (1:00 p.m.)</b> DECEMBER 10, 2007		<b>FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)</b> _____	
<b>BIDDER NAME</b> _____		<b>STREET ADDRESS</b> <input type="checkbox"/> Check if remit address is different and list on separate sheet			
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 <b>ATTN: BID DESK</b>		<b>CITY</b> _____ <b>STATE</b> _____ <b>ZIP</b> _____		<b>TELEPHONE NO.</b> (____) _____	
<b>REC. CHECK NO.</b> DMHD1083981		<b>BID NOTICE DATE</b> 11/29/07		<b>TOLL FREE NO.</b> 1-____-____	
<b>BIDDER'S E-MAIL ADDRESS</b> _____		<b>CONTACT PERSON</b> _____		<b>FAX NO.</b> _____	
<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"/> Email <input type="checkbox"/> Fax		<b>TIME CONTACT PERSON</b> _____			
<b>IN ADDITION TO THE STANDARD TERMS FOR PAYMENT, THE PAYMENT TERMS FOR STATE AGENCY(IES) WILL BE 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days":</b> _____ % _____ Days, Net 30 Days		<b>SHIP TO: SAME</b>			
<b>BILL TO:</b> DEPARTMENT OF MENTAL HEALTH CENTRAL WAREHOUSE 3201 ALBERTA STREET COLUMBUS, OH 43204		<b>DELIVERY OFFERED (IF DIFFERENT):</b> _____			
<b>DELIVERY REQUIRED:</b> F.O.B./DEST.P.P.D. SEE BELOW		<b>F.O.B./DEST.P.P.D.:</b> _____			
<b>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</b>					
<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. Digit(s) 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> 952 ccs - 01/25/08, 952 ccs - 02/08/08, and 952 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. 07/06) (1 page) - <b>Should complete and return with response *</b></li> <li>One-Time Bid Special Terms and Conditions (Rev. 05/01/07) (1 page)</li> <li>Item Specification (Rev. 10/06/06) (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 online food specifications may be viewed at <a href="http://procure.ohio.gov/pdf/FoodManual.pdf">http://procure.ohio.gov/pdf/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) 644-6743 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) (Please sign in blue ink)</b> _____		<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
- Attach any relevant product/service literature



# Responding to an Invitation to Bid (ITB)

- 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.



# Responding to the Request for Proposal (RFP)

## 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



# 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



# Responding to the Request for Proposal (RFP)

- RFP is awarded as a Best Value rather than Low Bid
- 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**



# 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*.
- 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





# Guide 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)
- 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.



# Questions?



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