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
Procurement website: procure.ohio.gov
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

#ohiobizcareerexpo2018
Finding Opportunities

Select Bid Opportunities then All Opportunities.
Finding Opportunities

Procurement

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. 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.

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
#ohiobizcareerexpo2018

## 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Opportunity Type</th>
<th>Opportunity Status</th>
<th>Issued By</th>
<th>Market Type</th>
<th>Index Number</th>
<th>Document/Bid Number</th>
<th>Posted Date</th>
<th>Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Certified Welder Instructor”</td>
<td>RFP</td>
<td>Active</td>
<td>DRC</td>
<td>Open</td>
<td></td>
<td>DRCP2384</td>
<td>9/13/2017</td>
<td>9/28/2017</td>
</tr>
<tr>
<td>2017 Street Tree Planting</td>
<td>ITB</td>
<td>Active</td>
<td>COOP</td>
<td>Open</td>
<td></td>
<td>2017-002(R&amp;R)</td>
<td>7/12/2017</td>
<td>8/10/2017</td>
</tr>
<tr>
<td>Basic Literacy</td>
<td>RFP</td>
<td>Active</td>
<td>OOD</td>
<td>Open</td>
<td></td>
<td>OOD BSV1-2016-1</td>
<td>9/11/2017</td>
<td>9/26/2017</td>
</tr>
<tr>
<td>BREAD AND OTHER BAKERY PRODUCTS</td>
<td>ITB</td>
<td>Active</td>
<td>DAS</td>
<td>Open</td>
<td></td>
<td>RSG016163</td>
<td>9/22/2017</td>
<td>10/11/2017</td>
</tr>
<tr>
<td>Brochure Distribution</td>
<td>RFP</td>
<td>Active</td>
<td>DEV</td>
<td>Open</td>
<td></td>
<td>DEV18TCU02</td>
<td>9/25/2017</td>
<td>10/11/2017</td>
</tr>
<tr>
<td>CABLE INSTALLATION PROJECT</td>
<td>RLB</td>
<td>Active</td>
<td>JFS</td>
<td>MBE</td>
<td></td>
<td>RLB-QIS-18-001</td>
<td>9/18/2017</td>
<td>10/2/2017</td>
</tr>
<tr>
<td>Computer-aided Speech-to-Print Transcription Services</td>
<td>RFQ</td>
<td>Active</td>
<td>EDU</td>
<td>Open</td>
<td></td>
<td>EDU2018523</td>
<td>9/27/2017</td>
<td>10/19/2017</td>
</tr>
<tr>
<td>Cultural Competency Project Information</td>
<td>RFQ</td>
<td>Active</td>
<td>EDU</td>
<td>Open</td>
<td></td>
<td>EDU2018540</td>
<td>9/25/2017</td>
<td>10/4/2017</td>
</tr>
<tr>
<td>CUSTOM MUSIC</td>
<td>RFP</td>
<td>Active</td>
<td>DEV</td>
<td>Open</td>
<td></td>
<td>DEV18TCU02</td>
<td>9/25/2017</td>
<td>10/20/2017</td>
</tr>
<tr>
<td>Develop, Pilot and Evaluate an Ohio Specific Infant Mortality Curriculum</td>
<td>RFP</td>
<td>Active</td>
<td>DAS</td>
<td>EMBE</td>
<td>DCH027</td>
<td>CSP925518</td>
<td>9/12/2017</td>
<td>10/11/2017</td>
</tr>
<tr>
<td>DISCOUNT AIR FARE</td>
<td>RFI</td>
<td>Active</td>
<td>DAS</td>
<td>Open</td>
<td>GPC010</td>
<td>DASPS-2003-17</td>
<td>8/30/2017</td>
<td>9/28/2017</td>
</tr>
<tr>
<td>Employer Resource Information Center</td>
<td>IFP</td>
<td>Active</td>
<td>JFS</td>
<td>N/A</td>
<td></td>
<td>PTJFS-18-01-004</td>
<td>9/1/2017</td>
<td>9/28/2017</td>
</tr>
<tr>
<td>Evaluation of the Comprehensive Cancer Control Program</td>
<td>RFQ</td>
<td>Active</td>
<td>DAS</td>
<td>Open</td>
<td>DCH024</td>
<td>CSP904418</td>
<td>8/28/2017</td>
<td>9/27/2017</td>
</tr>
<tr>
<td>Halfway House for ODYS</td>
<td>RFP</td>
<td>Active</td>
<td>DYS</td>
<td>Open</td>
<td></td>
<td>DYS150103CQ</td>
<td>8/30/2017</td>
<td>9/20/2017</td>
</tr>
<tr>
<td>Hearing Officers - EXTENDED UNTIL 11/1/2017 at 5:00pm (EST)</td>
<td>RFQ</td>
<td>Active</td>
<td>COM</td>
<td>Open</td>
<td></td>
<td>COM2018-ADM007</td>
<td>8/4/2017</td>
<td>11/1/2017</td>
</tr>
<tr>
<td>Impartial Hearing Officer (IHO) Training</td>
<td>RFQ</td>
<td>Active</td>
<td>EDU</td>
<td>Open</td>
<td></td>
<td>EDU2018035</td>
<td>9/27/2017</td>
<td>10/19/2017</td>
</tr>
<tr>
<td>Industrial Meat Processing Vacuum Filling/Stuffing Machine</td>
<td>ITB</td>
<td>Active</td>
<td>DAS</td>
<td>Open</td>
<td></td>
<td>OS8100419</td>
<td>9/14/2017</td>
<td>9/29/2017</td>
</tr>
</tbody>
</table>
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

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

Dates

Posted Date: 9/12/2017
Inquiry Period: 9/12/2017 thru 10/4/2017 6:00:00 AM
Opening Date: 10/11/2017

Procurement Programs

MBE Set Aside: Yes
Open Market: No

Other

Submit Inquiry:
View Q and 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)

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?