

REQUEST FOR PROPOSAL

RFP NUMBER: DRCP-20-2844
DATE ISSUED: AUGUST 02, 2019

The Ohio Department of Rehabilitation and Correction (ODRC) is requesting Proposals for:

INSTITUTION ARTS-BASED PROGRAM

OBJECTIVE: The Ohio Revised Code 5120.01 states that "The director of rehabilitation and correction is the executive head of the department of rehabilitation and correction. All duties conferred on the various divisions and institutions of the department by law or by order of the director shall be performed under the rules and regulations that the director prescribes and shall be under the director's control."

The ODRC is seeking to secure best practice programming ranging from meaningful activities for incarcerated individuals to preparing offenders to return to the community and desist from a criminal lifestyle.

RFP ISSUED:	August 02, 2019
INQUIRY PERIOD BEGINS:	August 02, 2019
INQUIRY PERIOD ENDS:	August 26, 2019 at 8:00 AM
PROPOSAL DUE DATE:	September 03, 2019 by 12:00 PM

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

Submit Sealed Proposals to:

Department of Rehabilitation and Correction
Office of Contract Services
Attn: Yolanda Cooks
4545 Fisher Road, Suite D
Columbus, OH 43228

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

<p>Offeror Name and Address:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>E-Mail Address: _____</p> <p>Phone Number: () _____ - _____ Ext. _____</p>	<p>Name/Title:</p> <hr/> <hr/> <p>Signature:</p> <hr/> <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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I. GENERAL INSTRUCTIONS

A. Contacts

The following section provides details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

The following Project Representative will represent ODRC during the Proposal process:

Name: Yolanda Cooks
Institution: Operation Support Center
Address: 4545 Fisher Road, Suite D, Columbus OH 43228
Phone: 614-995-0637
Email: Yolanda.cooks@odrc.state.oh.us

During the performance of the Contract, a Project Monitor will represent ODRC and will be the primary contact for matters relating to the Contract. ODRC will designate the Contract Monitor in writing at the time the contract is awarded.

By submitting a Proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements.

The ODRC is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in this RFP.

B. Inquiries/Clarifications

Offerors may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Timeframe Requirements. To make an inquiry, Offerors must use the following process:

- Access the State Procurement web site at <http://www.ohio.gov/procure>;
- From the Navigation Bar on the left, select "Find it Fast";
- Select "Doc/Proposal/Schedule #" as the Type;
- Enter the RFP Number found on Page 1 of the document (RFP Numbers begin with ODRC followed by a number);
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
 - First and last name of the prospective Offeror's representative who is responsible for the inquiry,
 - Name of the prospective Offeror,
 - Representative's business phone number, and
 - Representative's e-mail address;
- Type the inquiry in the space provided including:
 - A reference to the relevant part of this RFP,
 - The heading for the provision under question, and
 - The page number of the RFP where the provision can be found; and
- Click the "Submit" button.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt. Offerors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.

Offerors may view inquiries using the following process:

- Access the State Procurement web site at <http://www.ohio.gov/procure>;
- From the Navigation Bar on the left, select "Find it Fast";
- Select "Doc/Proposal/Schedule #" as the Type;
- Enter the RFP Number found on Page 1 of the document (RFP Numbers begin with ODRC followed by a number);
- Click the "Find It Fast" button;
- On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

The ODRC will try to respond to all inquiries within 48 hours, excluding weekends and State holidays. But the ODRC will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Inquiries and or requests for clarification about a specific portion of this RFP must reference the relevant part of this RFP and include the provision heading with the RFP page number. The inquiry must contain the name of the prospective Offeror, and prospective Offeror's representative who should receive the response, including the representative's business telephone and fax numbers.

Offerors who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with state purchasing policy. No other form of communication is acceptable and use of any other form of communication or any attempt to communicate with ODRC staff or any other agency of the State to discuss the Proposal may result in the Offeror being deemed not responsive.

C. Recruitment

Offerors shall not attempt to recruit an employee, subcontractor, or agent of any current service provider while that person is engaged in providing services at an ODRC facility. Offerors who attempt to make such contacts may be deemed not responsive.

D. Proposal Deadline and Requirement

Each Offeror must submit **four complete, sealed, and signed** copies of its Proposal, with the outside of the envelope(s) clearly marked.

Acceptable delivery methods for submission of contractor Proposals are U.S. Mail, any overnight or express delivery service, courier or hand delivery. All Proposals must be received at the submission address indicated within this RFP no later than 12 pm, Eastern Standard Time on the listed deadline date. Proposals will not be accepted after the deadline.

Submit Proposals to the ODRC RFP Project Representative named as indicated in Part One, I. A.

ODRC may reject any Proposals or unsolicited Proposal amendments received after the deadline. ODRC will reject late Proposals regardless of the cause for the delay. Should a disagreement occur regarding delivery, the Offeror must provide evidence of delivery date and time.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

ODRC may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Offeror's Proposal fails to meet any requirement of this RFP. ODRC may also reject

any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the potential contractors responding to this RFP.

To protect the integrity of the evaluation and award process, Proposal responses will not be available for public viewing until after the contract has been officially awarded. Offerors may not contact ODRC staff, other contractors or any other member of the State to discuss their Proposal or to discuss any of the other responses to the RFP. Offerors who attempt to make such contacts may be deemed not responsive.

All Proposals and other submitted material will become the property of ODRC and will not be returned. The Offeror should not include proprietary information in a Proposal because ODRC maintains the right to use any materials or ideas submitted without compensation to the Offeror. Additionally, all Proposals will be open to the public after ODRC awards the Contract.

ODRC will retain all Proposals or a copy of them, as part of the contract file for the period of the contract and any subsequent renewals. After the retention period, ODRC may return, destroy, or otherwise dispose of the Proposals and copies.

E. Waiver of Defects

ODRC maintains the right to waive any defects in any Proposal or in the Offeror's submission process. ODRC will only waive immaterial defects if it believes that is in the ODRC's interest.

F. Proposal Instructions

The Contractor must organize each Proposal in a manner consistent with the order of this RFP and any attachments, if any.

ODRC wants clear and concise Proposals. Potential contractors should take care to completely answer questions and meet all RFP requirements.

The requirements for the Proposal's contents and formatting are contained in an attachment to this RFP.

ODRC will not be liable for any costs incurred by any Offeror in responding to this RFP, even if the ODRC does not award a Contract through this process. ODRC may decide not to award a service contract. It may also cancel this RFP and contract for these services through some other process or by issuing another RFP.

II. RFP TIMEFRAME REQUIREMENTS

The RFP proposal schedule is below. ODRC may change this schedule at any time. If ODRC changes the schedule before the Proposal due date, ODRC will amend this RFP and Offerors are responsible for watching the State Procurement website identified in Part One: General Instructions, B. Inquiries/Clarifications for such amendment. Once ODRC awards the Contract, the Contractor must negotiate any subsequent schedule changes.

Failure to meet a deadline, in the submission or evaluation phases or any objection to the dates for performance in the Proposal phase, may result in the ODRC not considering the Proposal of the Offeror.

A. Amendments to Proposals

Amendments or withdrawals of Proposals are allowed until 12:00 PM Eastern Standard Time, on the state Proposal Due Date. No amendment or withdrawals will be permitted after the due date, except as expressly authorized by this RFP.

B. Proposal Deadline and Requirement

Each Offeror must submit four (4) complete, sealed, and signed copies of its Proposal, with the outside of each envelope clearly marked as:

“DRCP-20-2844 “

The term of this contract is from October 1, 2019 through August 20, 2020, with two optional two-year renewals by mutual agreement.

Offerors should refer to scope of Work for a complete listing of requirements for services for Institution Arts Based Program

III. SCOPE OF SERVICES

It will be the Contractor's obligation to ensure that the staff the Contractor provides to fulfill the Contract is qualified to perform the services requested by this RFP.

This RFP is to solicit proposals for the requested services to the ODRC at the Institutions (s)
The Contractor will provide Institution Arts based program.

The successful proposal will form the basis of a contract for such services, and be the minimum acceptable standard expected of the contractor throughout the term of the contract.

It is the intent of the ODRC to acquire a complete and operational program for these requested services. The Contractor's proposal shall include any incidental items omitted from these specifications in order to deliver a working program and follow the specifications and requirements of this RFP. The Contractor's proposed service program, curriculum, staff and supplies must be fully identified, described and documented within the Proposal.

The Contractor will schedule service times with the appropriate ODRC institution program administrative staff within hours that inmates are available as dictated by count, meal, movement schedules, and support staff availability.

Proposal Format

Each Proposal must include sufficient data to allow the evaluation team to verify the total cost for the Contractor to provide services and all of the Offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response, if a detailed plan has been requested, and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The Offeror may include any additional information it believes is relevant. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following, in this order and must be typed:

1. Cover Letter
2. Letter of commitment to provide the service from any and all proposed employees and/or sub-contractors
3. Offeror Profile Summary, Attachment Two
4. Completed & Signed Declaration Statements, Attachment Three

5. Work Plan:
 - A. Scope of Work;

- B. Potential Problem Areas;
 - C. Staffing Plan; and
 - D. Project Management Methodologies
6. Payment Address
 7. Cost Summary
 8. Completed W-9 IRS Form
 9. Statement of Services and Locations

Cover Letter. The Offeror must include a standard business letter signed by an individual authorized to legally bind the Offeror. The Offeror must be engaged in the business of providing the same or similar services as requested in this RFP. All services must comply with ACA Standards, any relevant licensure laws and related OODRC policies and protocols. The letter must also include the following:

Minimum Required Response:

- a. A statement regarding the Offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business;
- b. The name, address, telephone number, and fax number of a project representative who has authority to answer questions regarding the Proposal;
- c. A list of all sub-contractors, if any, that the Offeror will use to provide services;
- d. A statement that the Offeror's Proposal meets all the requirements of this RFP.
- e. A statement that the Offeror is not now and will not become subject to an "unresolved" finding for recovery under ORC 9.24, prior to the award of a Contract arising out of this RFP, without notifying OODRC of such finding.

1. **Letter of Commitment from employees and/or sub-contractors.** For each proposed employee and/or sub-contractor, the Offeror must attach a letter from each of them, signed by them or someone authorized to legally bind them, and must include the following information:

Minimum Required Response:

- a. The sub-contractor's legal status, federal tax identification number, and principal place of business address;
- b. The name, address, and phone number of someone who is authorized to legally bind them to contractual obligations;
- c. A description of the services that the person will provide;
- d. A statement that the Offeror is solely responsible for any payments made to them;
- e. A commitment to provide services at the specified site if the Offeror is selected;
- f. A non-discrimination statement;
- d. Information on any previous project partnering between the two organizations; and
- e. A statement that they have read and understood the RFP and will comply with the requirements of the RFP.

2. **Offeror Profile Summary.** Using the form provided in Attachment Two which may be reproduced as needed, the Offeror must provide a five-year (5) history of all contracts, for which the Offeror is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP. The evaluation team will consider an Offeror's years of experience in providing services similar to those in this RFP, as a scored criterion in the evaluation process as set forth.

3. **Completed and Signed Declaration Statements** Attachment Three

Offerors who seek to be considered for an award of the Contract must submit a signed copy of Attachment Three, which contains the following:

- a. Statement of Compliance;
- b. Location of Services / Off-Shore / I-9 Certification;
- c. Contract Performance;
- d. Conflict of Interest; and
- e. Purchase Contract Compliance

4. **Work Plan.** The Offeror must respond to and demonstrate an understanding of and an agreement with each service requirement. The Offeror must fully describe the Offeror's approach, method of delivery, and specific steps for providing each of the services. The Offeror must make this description as complete and as detailed as possible: 1. Which services will be performed by the Contractor and which services will be performed by a sub-contractor; 2. Which services will be performed on-site at the institution and which services will be performed off-site, if any, at another facility or site. The detailed Proposal must present and explain the Offeror's approach to each of the following service requirements.

A. Scope of Work

The contractor agrees to provide the following services for the designated correctional institution(s). The contractor agrees to provide the specified services below and any other services required by this RFP as part of the contractor's total cost for providing the programming.

B. Staffing Plan

The Offeror must provide a description of a staffing plan that demonstrates an understanding of the above-stated scope of work. Each of the Offeror's proposed candidates must meet all of the applicable technical experience.

A detailed discussion is mandatory and responses to the following questions must be integrated into the Staff Plan:

1. What are Offeror's plans for staff coverage in the event of a sudden staff vacancy?
2. How would Offeror cover vacancies due to vacation or extended illness?
3. Provide a schedule when services will be provided. (See Attachment 5.)

C. Project Management Methodology. The Management Plan must be as complete as possible at the time of submission. It must contain the following:

1. Describe the Offeror's proposed organization(s) and management structure responsible for fulfilling the Contractor's requirements and provide a proposed table of organization.
2. Does the Offeror have an Ohio office? Where?
3. If the Offeror chooses to use any sub-contractors, describe Offeror's approach to effectively manage its sub-contractors.

5. **Payment Address.** The Offeror must provide an address for contract payment in exchange for contract services.
6. **Cost Summary.** Using the form provided as Attachment Four, Offerors must indicate the cost in the form of a **monthly** comprehensive rate. Offerors may not reformat this form. Reformatting may result in the rejection of the Offeror's Proposal.

ODRC will not be liable for any costs the Offeror does not include in Attachment Four.

The successful Offeror will invoice for services on a monthly schedule. The schedule is for the convenience of the contractor and represents lump sum payments for their fee for services rendered. Payment will be made within thirty days upon receipt of a proper, correct invoice and documentation of completion of work, in compliance with O.R.C. 126.30.

7. **W-9 Form.** The Offeror must complete a W-9 form in its entirety. At least one original W-9 form must be submitted, **completed in blue, not black, ink.** All other copies of a Proposal may

contain copies of the W-9 form. Please indicate on the cover letter, which Proposal is the original. The W-9 form may be accessed and downloaded at the following website: <http://www.irs.gov/faqs/faq12-5.html>

- 8. Statement of Services and Locations.** The Offeror must provide a clear statement identifying the service and locations they are responding to.

IV. EVALUATION OF PROPOSALS AND CONTRACT AWARD

A. Rejection of Proposals

ODRC may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that ODRC believes is excessive in price or otherwise not in its interests to consider or accept. Additionally, ODRC may cancel this RFP, reject all the Proposals, and seek services through a new RFP or other means.

B. Evaluation of Proposals Generally

The evaluation process may consist of up to five distinct phases:

1. Initial Review
2. The Evaluation Team's Evaluation of the Proposals
3. Offeror's Performance History with Other Jurisdictions
4. Request for More Information (Interviews, Presentations, and/or Demonstrations)
5. Contract Negotiations

It is within the purview of the evaluation team to decide whether phases four and five are necessary. The team has the right to eliminate or add phases if the team believes doing so will improve the evaluation process

C. Clarifications & Corrections

During the evaluation process, the evaluation team may request clarifications from any Offeror under consideration and may give any Offeror the opportunity to correct defects in its Proposal if ODRC believes doing so does not result in an unfair advantage for the Offeror and it is in ODRC's interests.

During the evaluation process, unless clarifying information is requested by ODRC as part of the evaluation process, any attempt on the part of the Offeror, the Offeror's agent(s), or any party representing the Offeror, to submit correspondence that is determined by ODRC to be an attempt to compromise the impartiality of the evaluation, or any attempt on the part of the Offeror to communicate with any member of the State regarding the evaluation process may be grounds for immediate disqualification of the Offeror.

D. Initial Review

The ODRC will review all Proposals for their format and completeness. The ODRC may reject any incomplete or incorrectly formatted Proposal, though they may also elect to waive any immaterial defects or allow an Offeror to submit a correction.

E. Team Review of the Proposals

Each member of the evaluation team will evaluate and numerically score each Proposal forwarded to it. The evaluation will be according to the criteria contained in RFP. The evaluation team has a right to break these criteria into components and weight any components of a criterion according to their perceived importance. The evaluation team will then meet and review each Offeror's scores and come to an agreement on a consensus score.

The evaluation team may also have the Proposals or portions of them reviewed and evaluated by independent third parties or other State personnel with technical or professional experience that relates to the scope of work or to a criterion in the evaluation process. The evaluation

team may also seek reviews of end users of the scope of work or the advice or evaluations of other State teams that have subject matter expertise or an interest in the scope of work. In seeking such reviews, evaluations and advice, the evaluation team will first decide, in writing, how to incorporate the results in the numerical scoring of the Proposals. The evaluation team may adopt or reject any recommendations it receives from such reviews and evaluations.

The evaluation will result in a point total being calculated for each Proposal. Those Offerors submitting the highest rated Proposals may be scheduled for the next phase. The number of Proposals forwarded to the next phase will be within the evaluation team's discretion, but regardless of the number of Proposals selected for the next phase, they will always be the highest rated Proposals from this phase. At any time during this phase, the evaluation team may ask an Offeror to correct, revise, or clarify any portions of its Proposal.

The evaluation team will document all major decisions in writing and make these a part of the contract file along with the evaluation results for each Proposal considered.

Once the technical merits of a Proposal are considered, as described in this RFP, the costs of that Proposal will be considered. But it is within the evaluation team's discretion to wait to factor in a Proposal's costs until after any interviews, presentations and discussions are held. Also, before evaluating the technical merits of the Proposals, the evaluation team may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. The evaluation team may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

The evaluation team will then divide the Offeror's total cost as set forth in Attachment Four for the relevant scope of work by the Proposal's totaled score based on the points received from the evaluation of the Proposal's technical merits. One or more of the Proposals will then be selected for further consideration in the next phase of the evaluation process. The Proposal(s) selected to be considered in the next phase would always be the highest-ranking Proposal(s) based on this analysis. That is, the evaluation team may not move a lower ranking Proposal to the next phase unless all Proposals that rank above it are also moved to the next phase, excluding any Proposals that the evaluation team disqualifies because of excessive cost or other reasons. Alternatively, if there is to be no more phases because the evaluation team feels they are unnecessary or inappropriate, the Proposal with the lowest cost per point ratio will be awarded the Contract.

If the evaluation team finds that one or more Proposals should be given further consideration, the evaluation team may select one or more of the highest-ranking Proposals to move to the next phase. The evaluation team may alternatively choose to bypass any or all-subsequent phases and make an award based solely on the evaluation phase.

This RFP asks for responses and submissions from Offerors, most of which represent components of Part Seven: Proposal Evaluation Criteria. The value assigned 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 the State received. It is not a basis for determining the importance of meeting any requirement to participate in the Proposal process.

F. Offeror's Performance History with Other Jurisdictions

Offeror must provide a list of all contracts performed within the past five years, for which the Offeror is providing, or has provided under any previous corporate name or identity, similar services. Using the form provided as Attachment Two, Offeror Profile Summary, Offerors must identify three references from previous contracts of similar size and complexity to the scope of this RFP. A reference check questionnaire will be sent to the three references. If the Offeror has previous experience with ODRC, the ODRC will complete the questionnaire based on the Offeror's performance history. The ODRC questionnaire will count as one of the three required reference checks.

The evaluation team will consider an Offeror's past performance as a scored criterion in the evaluation process. The questionnaire point total will be used to determine the Contract Performance score in this RFP.

G. Interviews, Presentations and Demonstrations

The evaluation team may require an Offeror to interview with the evaluation team regarding their Proposal. Such presentation, demonstrations, and interviews provide the Offeror with an opportunity to clarify its Proposal and to ensure a mutual understanding of the RFP content. These presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of the evaluation team. This phase of the evaluation is not an opportunity for the Offeror to engage in any negotiations over the form of the Proposal or required scope of the work.

The evaluation team will not numerically rank interviews, demonstrations, and presentations. Rather, the evaluation team may decide to revise existing Proposal evaluations based on the interviews, demonstrations and presentations.

H. Background Investigations

All contractor personnel must pass a background investigation conducted by ODRC as a requisite under this contract. ODRC will conduct a computerized check through a national database and with applicable Ohio licensing agencies. The cost of this investigation will not be the responsibility of the Offeror.

I. Financial Ability

The evaluation team may insist that an Offeror submit financial documents for the past three years if the evaluation team is concerned that an Offeror may not have the financial ability to carry out the Contract. This is not an essential element of the initial evaluation phase but may be requested at any time. If the evaluation team finds that the Offeror's financial ability is not adequate, they may reject the Bid despite its other merits.

J. Contract Negotiations

The final phase of the evaluation process may be contract negotiations. The evaluation team will schedule all negotiations. The selected Offeror(s) must negotiate in good faith. The evaluation team may conduct negotiations with any Offeror who submits a competitive Proposal, but the evaluation team may limit discussions to specific aspects of the RFP. Neither the Team, nor an Offeror, may disclose to another Offeror, its costs or any other material information derived from competing Proposals. The Offeror as described below will reduce any oral modification of a Proposal to writing.

It is entirely within the discretion of the evaluation team whether to permit negotiations. An Offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal. The evaluation team is free to limit negotiations to particular aspects of any Proposal, to limit the potential contractors with whom the evaluation team wants to negotiate, or to dispense with negotiations entirely. The evaluation team will normally negotiate to correct deficiencies in the preferred Offeror's Proposal. If negotiations fail with the preferred Offeror, the evaluation team may negotiate with the next Offeror in ranking. Alternatively, the team may decide that it is in the interests of ODRC to negotiate with all the remaining Offerors to determine if negotiations lead to an adjustment in the ranking of the remaining potential contractors.

From the opening of the Proposals to the award of the Contract, everyone working on behalf of ODRC to evaluate the Proposals will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. They will also seek to keep this information away from other Offerors, and the Evaluation Team will not be allowed to tell one Offeror about the contents of another Offeror's Proposal in order to gain a negotiating advantage.

ODRC may disqualify from consideration any Offeror that seeks to gain access to the contents of another Offeror's Proposal.

Any negotiated changes will be reduced to writing and become part of the contract file open to public inspection. The Offeror will submit a signed, written notice of change to the evaluation team within five business days. If the evaluation team accepts the change, the team will give the Offeror written notice of the team's acceptance. The negotiated changes to the successful Proposal will become a part of the Contract.

K. Failure to Negotiate

If an Offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, ODRC may terminate negotiations with that Offeror.

L. Contract Award

The contract will be awarded to the Offeror whose Proposal is the lowest cost per point ratio to the ODRC. ODRC plans to award the Contract no later than the date specified in part of this RFP, if ODRC decides the Contract is in its best interests and has not changed the award date. If the total cost of the contract is \$50,000 or more, or if this contract combined with any other contract(s) that the contractor holds with ODRC will total \$50,000 or more for the term of the contract, the contract will need the approval of the Ohio Controlling Board, and any announcement of award is contingent upon that approval.

In awarding the Contract, ODRC will issue an award letter to the selected Contractor. The Contract will not be binding on ODRC until the ODRC's duly authorized representatives sign the Contract, the ODRC issues a purchase order and all other prerequisites identified in the Contract have occurred. The selected Bidder will receive an executed copy of the contract.

ODRC expects the Contractor to commence the work on the Work Begins date specified in this RFP and ODRC will issue a purchase order under the contract.

M. Contract

If this RFP results in a Contract award, the Contract will include this RFP, written amendments to this RFP, the Contractor's Proposal, and written, authorized amendments to the Contractor's Proposal. These contract elements will be attached and incorporated into the standard ODRC Service Contract (see Attachment One). The Contract may also include any materials incorporated by reference in the above documents. The general terms and conditions for the Contract are contained in the Service Contract attachment to this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of preference for the documents is as follows:

1. This RFP, as addended;
2. The documents and materials incorporated by reference in the RFP;
3. The Offeror's Proposal, as amended; and
4. The documents and materials incorporated by reference in the Offeror's Proposal.

Notwithstanding the order listed above, any 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.

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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 Ohio Department of Rehabilitation and Correction is soliciting competitive sealed proposals (Proposals) for **Inmate Programming in The Arts**. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DRC, 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 the Contract is awarded, the term of the Contract will be from September 30, 2019 through August 30, 2020. The State may solely renew all or part of this Contract at the discretion of ODRC for a period of up to two years 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 ODRC for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed six (6) 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.

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. The Ohio Revised Code 5120.01 states that "The director of rehabilitation and correction is the executive head of the department of rehabilitation and correction. All duties conferred on the various divisions and institutions of the department by law or by order of the director shall be performed under the rules and regulations that the director prescribes and shall be under the director's control."

- 1.3 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 ODRC is seeking to secure arts-based programming, that primarily constitute but are not limited to meaningful activities for incarcerated individuals. The selected programs should contain activities that contribute to a desistance from a criminal lifestyle. These services shall be delivered on an "as needed," "as ordered (by ODRC)" basis, throughout the initial Contract period and for any renewal period thereafter. Due to many factors in the Correction environment, The ODRC reserves the right to not order any services during the initial term or any renewal period in the best interest of the ODRC.

- 1.3.1 Location of Services. Art-based Inmate programming shall be offered at any of the ODRC locations. The following are links to ODRC facilities: <https://www.drc.ohio.gov/Office-of-Prisons>

- 1.3.2 Multiple Award Contract. There will be more than one award to the highest scoring Offerors. Offerors are not required to offer the services in all locations. Offeror may select the locations they wish to serve. It is the intent of the State to award by program at any, some, or all locations listed above, as is in the best interest of the state.

1.4 SCOPE OF WORK

- 1.4.1 Program Target. ODRC expects the program to target prisoners who have demonstrated low to high risk behavior through their disciplinary record. The target program participants may also include offenders that are sentenced to a life term. However, the offeror shall indicate the target population that best responds to their programming. 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 Provider/Program shall:
1. The applicant must be the entity with primary responsibility for administering the funding and managing the project. If applications involve more than one entity, one entity must be the applicant and the other must be the sub-recipient.
 2. Demonstrate a record of successful implementation of programming that is not operated by the state of Ohio and includes evidence that the implemented program is designed to target criminogenic risk factors that when addressed has been proven to improve behavior in a correctional environment or reduced recidivism among program participants.
- 1.4.3 Program Content Requirements. The proposed Program shall provide pro-social programming for incarcerated inmates to encourage a reduction in violent behavior during their confinement or for their reintegration into the communities from which they came. As appropriate to the target population, 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 arts-based programming. This includes but is not limited to:
1. Providing programming in an area designated by the institution, focusing on the criminogenic needs of the inmate.
 2. Developing the inmate's cognitive, behavioral, social, vocational, and other skills necessary to successfully reenter the community.
 3. Adhering to the requirements of the location, i.e. institution and or housing unit designated for programming
 4. Providing meaningful activities that build useful skills and provide practice in social or individual experiences.
- 1.4.4 Aftercare. Any proposed Program that is targeted for the population to be released within 3 years shall include a plan for aftercare services. These services must involve coordination between the 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 Program by evaluating progress with the achievement of the proposed objectives as scheduled.
- 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, justifies the need for assistance, and relates the problem and the need for assistance to the purpose of the proposed

Program The problem statement should be data driven and the Offeror will need to provide relevant state, and local level data 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. Clearly identify, for any proposed Program that is targeted for the population to be released within 3 years, 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 agency that will serve as the implementing agency.
 - 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 proposal.
 - 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 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. For any proposed Program that is targeted for the population to be released within 3 years, 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 purpose of providing Programs (reduced violent behavior and incident reports within a correctional environment or 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 this request for proposals.

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. Offeror'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 DRC procures goods and services through an RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to ODRC in response to this RFP become records of ODRC 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 DRC will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be in the Office of Contract Services. 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 CSPXXXXX 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 ODRC 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.

ODRC 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 ODRC from further consideration.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
1. Offeror documents that the program has been in existence for a minimum of one year.
2. Offeror documents a record of successful implementation of programming that is not operated by the state of Ohio, and includes 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 ODRC 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, ODRC 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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ODRC 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 two (2) in past one (1) year). 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		
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		
Criterion	Weight	Rating (0 to 5)	Extended Score
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 ODRC 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 DRC 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 DRC and the Agency. DRC 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, DRC 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 DRC received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DRC's 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, DRC may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DRC may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

2.7 COST PROPOSAL POINTS DRC will use the information the Offeror submits on the Cost Summary Form to calculate Cost Proposal Points. DRC 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 DRC finds that one or more Proposals should be given further consideration, DRC may select one or more of the highest-ranking Proposals to move to the next phase. DRC 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 DRC may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DRC believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DRC 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 DRC, Office of Contract 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.

OFFEROR: _____

Description	Location of Services	Price per Participant	Evaluation Quantity	Extended Price
Arts-Based Programming*		\$	100	\$
*Note that in the event pricing differs per location or per gender, the Offeror shall state those conditions in the Offerors proposal.				

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.

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4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DRC intends to award the Contract based on the schedule in the RFP, if DRC decides the Work is in the best interests of the State and has not changed the award date.

No Work shall be commenced until the ODRC provides a certified Purchase Order with the defined program and delivery schedule, pursuant to the Contract. The ODRC reserves the right to order Work in the quantity and timing as it sees fit in the best interest of the ODRC. Once Ordered, DRC expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DRC awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DRC 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.

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 Contract, Form 1271GUI
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 2019-12D 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.

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ATTACHMENT ONE: SERVICE CONTRACT

FOR OFFICE USE ONLY:

Contract No.	Fund	ALI
Dept.	Program	OAKS Vendor ID No.

**PURCHASE CONTRACT
BETWEEN THE
OHIO DEPARTMENT OF REHABILITATION AND CORRECTION -
Institution**

And

THIS AGREEMENT is made and entered into effective _____ by and between the Ohio Department of Rehabilitation and Correction, _____ (hereinafter collectively referred to as "Agency"), located at _____ **OH** and _____ (hereinafter referred to as "Contractor"), located at _____ (hereinafter referred to as "Contract").

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized officers, as of the day and year first written above.

Signature of Contractor:	
Printed Name of Contractor:	Date:

ATTESTATION: I hereby attest that there are sufficient funds available to cover the cost of this Contract:	
Fiscal Officer:	Date:
Warden/Program Manager/Department Head:	Date:

For purchases of services only, the following signatures are also required:

Program Administrator:	Date:
Legal Services:	Date:
Deputy Director, Administration:	Date:
Director, Ohio Department of Rehabilitation and Correction:	Date:

ATTACHMENT TWO: OFFEROR PROFILE SUMMARY

OFFEROR ENTITY: (Insert company name)

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

ATTACHMENT THREE: DECLARATION STATEMENTS

Failure to complete, and return with the Proposal, this declaration attachment may deem your Proposal non-responsive.

A. STATEMENT OF COMPLIANCE

The Offeror will provide services that comply with all federal and Ohio laws, rules of the Ohio Administrative Code, ODRC security policies, and ODRC Management Audit Standards as those laws, rules and policies, and standards are currently enacted and promulgated and as they may subsequently be amended and adopted.

B. LOCATION OF SERVICES/OFF-SHORE/I-9 CERTIFICATION

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES:

List names of subcontractors who will be performing work under the Contract and locations where work will be performed, or data will be stored:

_____	_____
_____	_____
_____	_____

The Offeror agrees that no changes will be made to this list of subcontractors or locations where work will be performed, or data will be stored without prior written approval of ODRC. Any attempt by the Offeror/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of ODRC, will be deemed as a default. If a default should occur, ODRC will seek all legal remedies as set forth in the Terms and Conditions, which may include IMMEDIATE cancellation of the Contract.

Offeror affirms it shall not allow others to perform work or take data outside the United States without express authorization from the ODRC Project Representative.

Offeror affirms that all personnel provided for the contract, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents, and maintain records of such; and, also affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

Offeror agrees that it (and any personnel or sub-contractors provided for performance of this contract) is a separate and independent enterprise from the State of Ohio and the ODRC; and, that this contract does not constitute any joint employment relationship between the Offeror, and its representatives and the ODRC, including obligation for any lawful taxes, deductions or contributions, federal, state or local.

C. CONTRACT PERFORMANCE

The Proposal must provide the following information for this section for the past five years. Please indicate yes or no in each column. If the answer to any item is yes, the Offeror must provide complete details about the matter on a separate page.

Yes/No	Description
	The Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number.

	The Offeror has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The Offeror, any officer of the Offeror, or any owner of a twenty percent (20%) interest or greater in the Proposal has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Offeror, any officer of the Offeror, or any owner with a twenty percent (20%) interest or greater in the Proposal has been convicted of a felony or is currently under indictment on any felony charge.

D. CONFLICT OF INTEREST

Additional information regarding Conflict of Interest and Ethics Compliance, as it relates to award of this RFP, may be found in Attachment One, Article X.

The Offeror must include a statement indicating whether the Offeror, or any people that may work on the contract through the Offeror, have any possible conflict of interest, direct or indirect which is incompatible with the fulfillment of these services.

Provide statement regarding any potential Conflict of Interest:

While a yes answer to any of the items in the Contract Performance checklist or, inclusion of a statement of possible Conflict of Interest, will not automatically disqualify a Proposal from consideration, such an answer or statement and a review of the background details may result in a rejection of the Offeror’s Proposal, at the sole discretion of the evaluation team. The team will make this decision based on its determination of the seriousness of the matter, the matter’s possible impact on the Offeror’s performance on the project, and the best interests of the State.

E. PURCHASE CONTRACT COMPLIANCE

Offeror acknowledges to having read, understood, and agrees to the Purchase/Service Contract as set forth in Attachment One. Offeror is able to contractually comply with all the terms and conditions as set forth in that Purchase/Service Contract. If there are any such terms and conditions which Offeror is unable to contractually comply, the Offeror must provide a detailed statement (attached to Attachment One) as to the reason(s) such term(s) and condition(s) cannot be met.

I attest that I am a representative of the organization listed in this Proposal and have the authority to bind the Offeror to the aforementioned requirements.

Printed Name and Title: _____

Signature: _____

Organization: _____ Date: _____

ATTACHMENT FOUR: COST SUMMARY

Description	Location of Services	Price per Participant	Evaluation Quantity	Extended Price
Arts-Based Programming*		\$	100	\$
*Note that in the event pricing differs per location or per gender, the Offeror shall state those conditions in the Offerors proposal.				

I attest that I am a representative of the organization listed in this Proposal and have authority to bind the Offeror to provide the services indicated for the time period specified at the costs listed above.

Printed Name:

Signature:

Date:

ATTACHMENT FIVE: PROPOSED CONTRACTOR SCHEDULE FOR SERVICES

This form may be duplicated.

Institution: _____

Service: _____

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							

Offeror Signature:	Date:
--------------------	-------