Ohio | Board of Regents

Ted Strickland, Governor
Eric D. Fingerhut, Chancellor

University System of Ohio

MBE/EDGE SPEND ANALYSIS AND DATABASE

Request for Proposals (RFP)

Fiscal Year 2010

Administered by:
Chancellor of the Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43215

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I. Introduction and Purpose

The State of Ohio is committed to minority-owned, women-owned, and socially and economically disadvantaged ("MBE/EDGE") businesses. Governor Ted Strickland's Executive Order 2008-13S was issued on June 25, 2008 and reinforces the accountability of state agencies for the utilization of these companies in contracting opportunities. Nearly one hundred individual state agencies, boards and commissions, and colleges and universities are required to actively participate in achieving the State of Ohio's equal opportunity goals in the area of purchasing and providing opportunities for MBE/EDGE businesses .

The Chancellor of the Ohio Board of Regents (the "Chancellor") is committed to helping the institutions of the University System of Ohio ("USO") reach the State of Ohio's equal opportunity goals. The Chancellor has already taken several steps to ensure USO participation. The Chancellor mandated that for each Controlling Board request, an institution must submit documentation that details its MBE/EDGE participation not only for each project, but also a running total for all projects in the current year. The Chancellor also requires each institution to document its efforts to increase participation by proactively recruiting MBE/EDGE vendors. The Chancellor is issuing this RFP to continue to assist USO institutions with MBE/EDGE participation.

II. Statement of Solicitation

The Chancellor seeks RFP responses for the MBE/EDGE spend analysis and database. The selected vendor ("Vendor") will make specific and practical recommendations for increasing the utilization of MBE/EDGE firms for the institutions of the USO via the Vendor's conduct of a spend analysis and creation of a contractor and vendor database (together the "database").

The Chancellor's staff will administer this RFP process. The designated contact for questions regarding this RFP is Amy Shaffer, Staff Attorney. All inquiries must be made via email at ashaffer@regents.state.oh.us and during the inquiry period.

Timeline:

- Anticipated RFP release date: March 17, 2010
- E-mail notification of intent to submit: March 23, 2010 @ 5:00 pm
- Inquiry Period begins: March 18, 2010
- Inquiry Period End April 1, 2010 @ 5:00 pm
- Proposals due: April 7, 2010 @ 5:00 pm
- Awards Announced: April 28, 2010

III. The RFP Process

a. Release of the RFP

All RFPs covering programs administered by the Chancellor will be published on the Chancellor's website (http://regents.ohio.gov/).

b. E-mail Notification of Intent to Submit

Vendors must notify the Chancellor via email of their intent to submit a proposal on or before March 23, 2010. The notice of intent should be sent to Amy Shaffer at ashaffer@regents.state.oh.us**.** The intent to submit notice must include the name, title, telephone number, fax number, and email address of one staff member selected to represent the Vendor in the RFP process.

The Chancellor's contact person will confirm receipt of the notice by email to the Vendor's contact identified in the notice. In the event that the notice has not been received by the deadline, the Vendor will not be considered eligible for consideration in the award of a contract.

c. Inquiry Period

Vendors may make inquiries regarding this RFP only during the inquiry period, which begins on March 18, 2010 and ends on April 1, 2010. For purposes of documentation, all inquiries shall be submitted by email to Amy Shaffer, at the email address noted above.

Vendors submitting inquiries will receive an email acknowledging that their inquiry has been received. Responses to inquiries will only be posted on the Chancellor's web site at www.regents.ohio.gov following the expiration of the inquiry period.

Inquiries received after the inquiry period has ended or made by means other than email will not receive a response.

d. Submittal of Proposal

It is the responsibility of the Vendor to ensure that the Chancellor's staff receives proposals in the prescribed manner on or before the published due date. Late proposals will neither be reviewed nor considered further. Vendors must ensure that proposals submitted in response to this RFP comply with all the requirements set forth in the RFP. Vendors are advised to read this RFP carefully to ensure a complete understanding of the proposal requirements. Decisions at this initial phase of the review process may be based exclusively on the content and completeness of the proposal. The Chancellor reserves the right to ask clarifying questions, request additional information, and require meetings to discuss the details of the proposal. Additional proposal requirements are specified in section VI of this RFP.

e. Proposal Review

All proposals will be subjected to an administrative review by the Chancellor's staff. The administrative review will cover compliance with RFP requirements. Proposals found to comply administratively with the RFP requirements and database intent will be forwarded to the review panel.

f. Recommendations for Contract Award

As described in section V below, a review panel composed of the Chancellor's appointees will review database proposals and make recommendations directly to the Chancellor. All proposals will be

evaluated based upon predetermined criteria. Based on the outcome of the review, a recommendation for contract award shall be prepared and forwarded to the Chancellor. The Chancellor shall take into account the evaluations and recommendations made by the review panel and shall exercise independent judgment in making the final decision for determining the contract award. The decision of the Chancellor is final.

IV. Scope of Work for Selected Vendor

Vendors interested completing the database should address their ability to meet the requirements of the database.

The Chancellor is primarily interested in Vendors who can provide the needed capabilities immediately.

a. Requirements of the Database

The Chancellor seeks to enter into a contract with a Vendor that will perform the following services:

1. Create a database of MBE/EDGE firms and MBE/EDGE eligible firms that are ready, willing and able to compete for contracts from the USO's institutions, medical school and regional campuses. The database should be searchable by geographical area and service category, i.e. construction, professional services, data and data analysis, and other services.
2. The Vendor shall also:
    a. Conduct a spend analysis for each of the fourteen University Main Campuses within the USO.
    b. Develop a database of MBE/EDGE firms and eligible firms that are ready, willing and able to bid on USO projects.
    c. Develop a plan for the ongoing maintenance of the database, including staffing and cost estimates.
    d. Develop a plan for identifying and qualifying MBE/EDGE firms to work on USO projects.
3. The Vendor should present a plan for identifying non-qualifying MBE/EDGE eligible firms and providing counseling and assistance to any non-qualifying firms in becoming qualified to compete for contracts with USO institutions.

The Vendor should include a timeline to provide these services, the proposed cost, information regarding whether the Vendor is willing to maintain the database under a year-to-year contract with the Chancellor and, if so, at what cost, and finally whether the Vendor is itself MBE/EDGE certified.

V. Proposal Evaluation and Review Committee

Proposals for the database will be evaluated by a review panel appointed by the Chancellor. The evaluation will address the responsiveness of the proposal to the requirements of this RFP. Based on the outcome of the review panel, a recommendation shall be prepared and forwarded to the Chancellor for consideration of award. The Chancellor shall take into account the evaluations and recommendations made by the review panel and shall exercise independent judgment in making the final award decision. All proposals are expected to provide a complete and full description of how they will meet the requirements in identified in section IV.

VI. Non-substantive Proposal Requirements

Proposals must be submitted in the following manner:

- One electronic copy (PDF preferred) submitted via email to Amy Shaffer at ashaffer@regents.state.oh.us on or before April 7, 2010 at 5:00 pm
- One CD-ROM containing one PDF and one WORD-compatible file of the proposal. Do not include multiple PDF or WORD-compatible files containing individual proposal sections. The proposal must be completely contained on the CD-ROM in one PDF and one WORD-compatible file.
- Proposals may not be submitted via fax.
- CD-ROM must be received by the Chancellor at the following address on or before the due date:

  The Chancellor of the Ohio Board of Regents
  Attention: Amy Shaffer, Database RFP
  30 East Broad Street
  36th Floor
  Columbus, OH 43215

- Margins must not be less than ¾ of an inch on all sides.
- Font must be 10 point or larger with no more than 6 lines per inch.

The proposal's cover page must include the following information:

- A statement regarding the Vendor's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business;
- A list of the people who prepared the RFP response, including their titles;
- The name, phone number, fax number and e-mail address of one (1) contact person who has authority to answer questions regarding the RFP response;
- A list of all sub-contractors, if any, that the Vendor will use on the Project if the Vendor is selected to do the work.

a. Trade Secrets

Vendors responding to this RFP are strongly discouraged from including any information in the proposal that qualifies as a trade secret. All information submitted will be considered public information pursuant to Ohio Revised Code Section 149.43 and not exempt from disclosure unless identified as a trade secret. Any assertion of trade secrets information must be clearly identified, and the basis for the assertion must be included.

VII. Legal

The Vendor understands that if its proposal is accepted by the Chancellor the Vendor shall enter into a contract with the Chancellor governing the terms of the relationship.

The Vendor agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder.

The Chancellor reserves the right to fund any proposal in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to re-issue the announcement if it is determined that it is in the best interests of the State of Ohio. Issuing this announcement does not bind the State to making an award. The Chancellor's staff administers the program. The Chancellor reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The Chancellor reserves the right to waive any non-substantive infraction made by a Vendor, provided that the Vendor cures such infraction upon the request of the Chancellor.

All costs incurred in preparation of a proposal shall be borne by the Vendor. Proposal preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions of the Chancellor are final. All Vendors will be notified in writing whether their application(s) meet the requirements specified in the announcement and, therefore, whether their proposals will be reviewed by the Chancellor for funding consideration. Vendors also will be notified of the outcome of their proposal(s) at the conclusion of the review process.

The Vendor understands that the information provided herein is intended solely to assist the Vendor in submittal preparation. To the best of the Chancellor's knowledge, the information provided is accurate. However, the Chancellor does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying proposal. The Chancellor retains the right to modify or withdraw this solicitation at any time. By submitting a proposal, Vendors expressly agree to these terms.