



**Opportunities for
Ohioans with
Disabilities**

REQUEST FOR PROPOSAL

RFP Number: SRC0000038613

**RFP Title: Statewide Support Service Provider / Co Navigator
(SSP/CN) Program**

The Opportunities for Ohioans with Disabilities Agency (OOD) is requesting proposals for Statewide Support Service Provider / Co Navigator (SSP/CN) Program.

All attachments and forms required in the posted opportunity **MUST** be submitted with proposal. Proposals must be submitted electronically at <https://OhioBuys.Ohio.gov/>. Only electronic bids received by the RFP response deadline will be accepted.

Mailed, emailed, or faxed responses will NOT be accepted.

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All documents referenced above are included in this document or in the Solicitation Documents section in OhioBuys. The Contractor is required to complete the Attachments within this RFQ and submit them in the corresponding question in the OhioBuys questionnaire, along with any other requested documentation.

SECTION I. – GENERAL INSTRUCTIONS AND INFORMATION

General Notes

- Submission of questions or clarifications of the RFP must be submitted as directed in Section I. – “General Instructions and Information”.
- The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry/clarification process described in Section I.
- There will be no exceptions to the RFP Submission Deadline Date/Time regardless of the cause for delay.
- By submitting a response, the Contractor acknowledges that they have read this RFP, understand it, and agree to be bound by its requirements.
- OOD reserves the right to contract with multiple Contractors.

Inquiries/Clarifications

- Contractors may make inquiries or seek clarifications regarding this RFQ any time during the inquiry period. To make an inquiry or seek clarification, Contractors must utilize OhioBuys which can be found at ohiobuys.ohio.gov.
- Contractors may view inquiries and responses on the OhioBuys Public Solicitations page by opening the Solicitation Overview and navigating to the inquiries section of that page.
- Contractors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, not on details of any other potentially related contract or project.
- If Contractors ask questions about existing or past contracts using the inquiry process, OOD will use its discretion in deciding whether to provide answers as part of this RFP process.
- Contractors who attempt to inquire or seek clarification verbally, electronically or by mail, will be directed in accordance with the method detailed above. No other form of communication is acceptable. Use of any other form of communication or any attempt to communicate with OOD staff or any other agency of the State to discuss this RFP may result in the Contractor being deemed not responsive.
- OOD will try to respond to all inquiries within 48 hours of receipt, excluding weekends and holidays as defined in R.C. 124.19.
- Contractors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.
- OhioBuys provides the primary platform for Supplier Partners to engage in procurement activities with the State of Ohio. For additional information on accessing OhioBuys or OhioBuys Training, please visit <https://procure.ohio.gov/bidders-and-suppliers>

- If you encounter an issue or have a question regarding OhioBuys, please contact the OBM Shared Services Help Desk via email at OBM.SharedServices@OBM.Ohio.Gov - Please use "OhioBuys" in the subject line or contact via phone at 614-338-4781 or 1-877-OHIOSS1 (1-877-644-6771).

RFP Response Deadline and Requirements

- All RFP responses must be received by the published submission deadline date and time.
- Each Contractor shall submit the completed RFP response electronically at ohiobuys.ohio.gov. The response must include all documents requested via the OhioBuys solicitation. The acceptable delivery method for submission of RFP responses is only via OhioBuys. **Mailed, emailed, or faxed responses will NOT be accepted.**
- OhioBuys will not allow any responses to be accepted after the deadline regardless of the cause for delay. The date and time stamp on the electronic submission in OhioBuys will be accepted as the official receipt time.
- OOD may refuse any RFP response if the Contractor takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Contractor's response fails to meet any requirement of this RFP. OOD may also refuse any response that it believes is not in its best interest 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, RFP responses will not be available for public viewing until after the contract has been officially awarded. Contractors may not contact OOD staff, other contractors, or any other member of the State to discuss their RFP response or to discuss any of the other RFP responses. Contractors who attempt to make such contacts may be deemed not responsive.
- All RFP responses and other submitted material will become the property of OOD and will not be returned. The Contractor should not include confidential, proprietary, or trade secret information in an RFP response because OOD maintains the right to use any materials or ideas submitted without compensation to the Contractor. Additionally, all responses will be open to the public after OOD awards the contract(s).
- OOD will retain all RFP responses 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, OOD may return, destroy, or otherwise dispose of the RFP responses and copies.

Waiver of Defects

- OOD maintains the right to waive any defects in any RFP response or in the Contractor's submission process. OOD will only waive immaterial defects if it believes that it is in OOD's interest.

RFP Response Instructions

OOD wants clear and concise responses. Contractors should take care to completely answer questions, where applicable, and meet all RFP requirements.

OOD will not be liable for any costs incurred by any Contractor in submitting a proposal, even if OOD does not award a Contract through this process. OOD may also cancel this RFP and contract for these services through some other process or by issuing another RFP.

To be considered for an award, proposals must be judged as responsive and responsible in accordance with the selection criteria listed in Exhibit A. In addition, the following will be considered:

Responsive: A Contractor is responsive if the proposal substantively complies with the RFP specifications and all prescribed documentation and attachments. Proposals should not deviate from the specifications that would affect the amount of the RFP response or otherwise give the Contractor an unfair advantage.

Responsible: OOD's determination of a Contractor's responsibility will be based on factors such as:

- Experience of the Contractor
- Contractor's financial condition
- Contractor's conduct and performance on previous contracts
- The Contractor's facilities (if applicable)
- The Contractor's management skills
- The Contractor's ability to execute the contract properly, and
- Review of Federal and State of Ohio debarment lists

Contacts

The following RFP Representative will represent OOD during the RFP process:

Name: John Morrison, Sourcing Planner
Address: 150 E. Campus View Blvd.
Columbus, OH 43235
Email: ood.purchasing@ood.ohio.gov

Note: If a supplier is offered an opportunity to move into a contract, OOD will provide the awardee(s) with the name of a contract liaison in writing.

SECTION II. – TIMELINE REQUIREMENTS

Targeted Dates

- Targeted Contract Begin Date: September 1, 2026
- Targeted Contract End Date: June 30, 2027

In accordance with R.C 126.07, and at the sole discretion of OOD, any subsequent agreement arising from this solicitation may be renewed annually under the same terms and conditions applicable to the Agreement for any period, up to a maximum of twenty-four (24) additional months.

Optional Question and Answer Session

- Opportunities for Ohioans with Disabilities will be hosting an OPTIONAL question and answer session to give Contractors an opportunity to discuss the requirements of the solicitation. The meeting will be held via Zoom. Questions and answers will be posted in OhioBuys after the question-and-answer session for Contractors unable to attend.
- Question and Answer Date: Thursday, June 25, 2026, 3:00 pm – 4:00 pm ET. Use the link below to join.

<https://www.zoomgov.com/j/16022914931?pwd=cobbY1gTjs99DObRRj39oiKgJTEdPR.1>

Meeting ID: 160 2291 4931

Passcode: 883394

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 964 1167 US (US Spanish Line)
- +1 646 828 7666 US (New York)
- +1 551 285 1373 US (New Jersey)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)

Meeting ID: 160 2291 4931

Passcode: 883394

Find your local number: <https://www.zoomgov.com/u/adpbs6u4Z7>

RFP Response Amendments

Amendments of RFP responses are allowed until the RFP Response Deadline Date and Time. No amendments will be permitted after this date or time.

RFP Response Withdrawals

Withdrawal of RFP responses must be submitted electronically at <https://OhioBuys.Ohio.gov/>. If a Bidder or Supplier has submitted multiple responses for a solicitation, each response will need to be individually withdrawn to be removed. **All RFP response withdrawals need to occur prior to the Bid Due Date for a solicitation.**

SECTION III. – BACKGROUND AND COMPLIANCE DOCUMENTATION

The intent of this section is to clarify the background and compliance documentation that is required with the proposal submission.

Declarations Statement

Contractors must sign and return the “Declarations Statement” attachment with their response. An explanation is provided on the attachment for each of the following areas:

- **Ohio Election Law Information**
- **Ohio Ethics and Conflict of Interest Laws Information**
- **Equal Employment Opportunity Law Information**
- **Contract Performance** – A Contractor must respond to several statements regarding the past seven (7) years and if any affirmative answer is provided, details must be provided.
- **Conflict of Interest**
- **Contractor Checklist**

Statement of Compliance

OOD intends for the Awardee, all of the Awardee’s employees and/or subcontractors to implement and comply with the following: all federal and Ohio laws (i.e. Ohio Revised Code [R.C.], Ohio Administrative Code [Ohio Adm.Code]); OOD policies, procedures and Community Rehabilitation Program Standards; State and/or Federal Fiscal Management/Audit Standards; and standards pertaining to vocational rehabilitation (VR) services as those laws, rules and policies, and standards are currently enacted and promulgated and as they may subsequently be amended and adopted. The Awardee agrees that any students, interims, or residents, as part of a formal training program, will work under staff supervision commensurate with their level of training.

Contractor Company Overview

The overview must include the Contractor’s legal company name; address; telephone number; email address; date established; ownership (such as public firm, partnership, or subsidiary); number of employees; number of employees engaged in tasks directly related to the Work; and any other background information that will help the State gauge the ability of the Offeror to fulfill the obligations of the Contract. The financial stability of the company should also be described and is considered a necessary component of this portion of the Proposal’s response.

Contractor Experience Summary

The Contractor must provide history of contracts, for which the Contractor is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP on the attached “Contractor Experience Summary Form”. Information provided should include: Company name and address, contact person/phone number, program name, beginning date of project (month/year), ending date of the

project (month/year), and a description of the related services provided that relates to the requirements of this RFP. Attach as many sheets as necessary to respond to this RFP requirement.

Ohio Administrative Knowledge System (OAKS) Supplier Identification Number

Each response should include the Contractor's Ohio Administrative Knowledge System (OAKS) identification number. If Contractor does not currently have an OAKS identification number, visit ohiopays.ohio.gov to create a new Payee registration. Please note that obtaining an OAKS payee identification number may take up to five (5) business days.

Ohio Department of Development/ Minority Business Development Division (MBDD) Certification Number

If the RFP is an MBE/EDGE set-aside opportunity, an Ohio Department of Development/MBDD Certification # (for MBE/EDGE) will need to be provided with the response. To obtain MBE/EDGE certification, an application must be submitted to the Ohio Department of Development/MBDD. More information regarding each program, including a link to the application and steps for application, can be found at:

<https://development.ohio.gov/business/minority-business/business-certifications/office-of-business-certifications>

Veteran-Friendly Business Enterprise Program (VBE)

The **Veteran-Friendly Business Enterprise (VBE)** program provides preference or bonus points to certified companies competing for State contracts, including eligible construction services. The legal authority for the program is R.C. 9.318, while its administrative rules are found in Ohio Adm.Code 123:5-1-01 and 123:5-1-16. The VBE program applies to all state agencies' purchases made by bid or proposal under R.C. 125. The VBE program allows for scores on proposals submitted by veteran-friendly businesses to be up to five percent lower than the proposal scores submitted by businesses not certified as veteran-friendly and still be eligible for winning the award. More information regarding this program, including a link to the application and steps for application, can be found at:

<https://development.ohio.gov/business/minority-business/business-certifications/veteran-friendly-business-enterprise-procurement-program>

OPPORTUNITIES FOR OHIOANS WITH DISABILITIES AGENCY

EXHIBIT [A]

SCOPE OF SERVICES AND ADDITIONAL TERMS

Background

In 2024, a group of individuals and advocacy groups created the DeafBlind Taskforce and advocated directly to the 135th General Assembly to fund a Support Service Provider / Co-Navigator (SSP / CN) program in Ohio. House Bill 33 provided \$100,000 in appropriation each year of the biennium, to be used for this purpose (“DeafBlind Fund”), distributed to the Columbus Speech and Hearing Center (CSHC), through Opportunities for Ohioans with Disabilities (OOD). At the request of the same taskforce, House Bill 96 increased that appropriation to \$200,000 each year of the biennium, again to be distributed directly to CSHC, through OOD. In March 2026, CSHC ceased operations with some funds remaining. House Bill 730 adjusted the language to allow OOD to select a new provider for these services. House Bill 730 appropriates funds through June 30, 2027.

1. Statement of Needs:

OOD is seeking a contractor to develop a statewide Support Service Provider / Co Navigator (SSP/CN) program for the support and benefit of DeafBlind individuals in Ohio utilizing the funds outlined in House Bill 730. Up to \$305,399.20 is available for this purpose in State Fiscal Year 2027. OOD intends to contract with a single entity to provide one (1) of the following options:

- A. Option One (1): Statewide SSP/CN program implementation - OOD is seeking an entity that is ready to implement, operate, and manage a statewide SSP/CN program in Ohio. The selected entity will be responsible for all aspects of service delivery, program infrastructure, workforce development, program evaluation, and long-term sustainability.
- B. Option Two (2): Statewide SSP/CN comprehensive model design - OOD is seeking an entity to provide a comprehensive model for how a statewide SSP/CN program could function in Ohio. For this option, OOD is seeking a design for how the SSP/CN program could function in Ohio, not for actual implementation. The model must include:
 - 1. A training and recruitment plan for Support Service Providers / Co-Navigators (SSPs/CNs), and
 - 2. An outreach plan for DeafBlind individuals who may benefit from these services.

OOD will give priority to an entity that can implement Option One (1). If an award of a contract for Option One (1) results from this solicitation there will not be an award of a contract for Option Two (2).

2. Statement of Services:

A. Option One (1) -Statewide SSP/CN program implementation

Work Plan

- 1. Contractor shall engage the DeafBlind community in the design, implementation, and ongoing improvement of the SSP/CN program.

2. Contractor shall recruit DeafBlind individuals to participate in the SSP/CN program, and:
 - a. Assist individuals in submitting applications and collecting supporting documentation, when required;
 - b. Determine the eligibility of these individuals;
 - c. Determine the number of hours of services the individual may receive;
 - d. Communicate with individuals regarding their eligibility status;
 - e. Notify individuals of their responsibilities to maintain eligibility; and
 - f. Notify individuals of their rights as an applicant or participant of the program (e.g., appeal decisions, request changes).
3. Contractor shall train eligible individuals on how to utilize SSPs/CNs, including but not limited to:
 - a. Allowable and non-allowable SSP/CN activities;
 - b. Appropriate boundaries and ethics;
 - c. Safety considerations; and
 - d. Required documentation and documentation retention.
4. Contractor shall acknowledge there may be challenges and risks to implementing and maintaining a statewide SSP/CN program and has formulated strategies to address or mitigate them.
5. Contractor shall ensure the statewide SSP/CN program aligns with and/or is appropriately integrated into the larger mission and services of the Contractor.
6. Contractor acknowledges current funding is allocated by the Ohio Legislature and must explain long-term resource needs, funding strategies, and organizational capacity required to implement and/or sustain the SSP/CN program beyond the end of the current available funding.
7. Contractor shall submit a comprehensive plan to OOD focused on the programs ongoing performance, future success and long-term sustainment.

Staffing Plan

1. The Contractor shall provide a staffing plan that identifies all key personnel required to do the project as outlined in Exhibit [A] and their responsibilities on the project.
2. Contractor shall ensure staff have and maintain the appropriate qualifications and language / cultural competency to, at a minimum:
 - a. Implement and execute programmatic services while ensuring sound fiscal management practices;
 - b. Provide statewide support to DeafBlind individuals and SSPs/CNs;
 - c. Coordinate SSPs/CNs and other staff and/or volunteers;

- d. Manage program administration and logistics activities;
 - e. Develop and conduct outreach activities;
 - f. Maintain confidential case management documentation that tracks both quality and compliance indicators; and
 - g. Ensure fiscal compliance and transparency.
3. Contractor shall ensure staff, SSPs/CNs, and volunteers have access to the technology and resources required to provide support to DeafBlind individuals throughout the State of Ohio and the training required to effectively use the technology and resources, if needed.
 4. Contractor shall recruit potential SSPs/CNs to provide services in all areas of the state.
 5. Contractor shall maintain a roster of qualified SSPs/CNs who meet established requirements, including but not limited to:
 - a. Competency in providing SSP/CN services;
 - b. Compliance with an identified standard of ethics and confidentiality practices;
 - c. Language competency, when required;
 - d. Acceptable background, substance use, and driver record reviews; and
 - e. Agreement to the terms of employment established by Contractor.
 6. Contractor shall be responsible for the compensation, evaluation, continued training, and retaining of SSPs/CNs as well as the discipline and termination of these individuals, when warranted.

B. Option Two (2) - Statewide SSP/CN comprehensive model design

Work Plan

1. Contractor shall develop a model for how a statewide SSP/CN program could be developed, implemented, and maintained in Ohio. Contractor shall engage the DeafBlind community in the design of the model.
2. This model should include, but is not limited to:
 - a. Standards and minimum qualifications required for an organization that could successfully implement a statewide SSP/CN program;
 - b. Any evidence-based practices applicable to the type of service, population, and statewide nature of this type of program;
 - c. Staffing requirements to implement and maintain a program;
 - d. Minimum qualifications of SSPs/CNs to include, but not be limited to:
 1. Competency in providing SSP/CN services
 2. Compliance with an identified standard of ethics and confidentiality practices

3. Language competency, when required
 4. Acceptable background, substance use, and driver record reviews.
 - e. Terms of employment for SSPs/CNs (e.g., 1099/W2 status),
 - f. Outreach plan for potentially-eligible individuals,
 - g. Recruitment plan for potential SSPs/CNs,
 - h. Proposed training for participants to effectively use the program and services, including but not limited to:
 1. Allowable and non-allowable SSP/CN activities,
 2. Appropriate boundaries and ethics,
 3. Safety considerations, and
 4. Required documentation and documentation retention.
 - i. Training plan for SSPs/CNs, including but not limited to:
 1. Delivering effective and appropriate SSP/CN services,
 2. Confidentiality and ethics related to the profession,
 3. Language and cultural competency,
 4. Required documentation and documentation retention.
 - j. Proposed training for stakeholders to understand the need of these services,
 - k. Plan to engage the DeafBlind community in the implementation and ongoing improvement of the SSP/CN program.
 - l. The challenges and risks to implementing and maintaining a statewide SSP/CN program and strategies that address or mitigate them.
3. Contractor shall identify the programs, organizations, and partners essential to the development of a statewide model and outline a strategy for engagement.
 4. Contractor shall identify all resources necessary to develop and sustain a statewide SSP/CN program in its first five (5) years of operation. This should include, but is not limited to the following:
 - a. Staffing
 - b. Administrative resources including office space
 - c. Technological resources, and
 - d. Financial resources.

Staffing Plan

1. The Contractor shall provide a staffing plan that identifies all key personnel required to do the project as outlined in Exhibit [A] and their responsibilities on the project.

3. Additional Fiscal or Budget Requirements:

- A. Contractor shall cooperate with all billing outlined in the Agreement as well as any additional fiscal requirements and documentation that is mutually agreed to by the parties and specifically authorized by OOD.
- B. Contractors shall submit an invoice for compensation within thirty (30) days of the end of each month in which services are provided.
- C. Contractor shall submit reporting in accordance with section five (5) Monitoring, Evaluation and Reporting, detailing the description of services associated with the services documented on the corresponding monthly invoice. Invoices submitted for reimbursement without the completed program report may be rejected as an inaccurate and incomplete invoice and may not be processed for reimbursement.
- D. Notwithstanding the above language and for the purpose of maintaining a liquid source of operating funds, the Contractor may elect to submit a request for a one-time advance payment to assist in the development of the project. Said payment is not to exceed 30% of the total award. In exercising the one-time advance payment option, the Contractor may still invoice OOD for the actual operating expenses for each month as set forth above. In choosing this option, the Contractor warrants that, following receipt of the total value of the award, the Contractor will continue to provide to OOD a monthly expense statement until such time as the total award is liquidated.
- E. Contractor shall submit a final fiscal report no later than ninety (90) calendar days after the end of the agreement period, along with the return of any actual costs which cannot be properly documented.

4. Education/Training, Licensure/Certification and Experience:

- A. Contractor shall provide evidence of at least three (3) continuous years of experience providing social services / Deaf services programming or coordination. Contractor shall provide information on the company's background, financial stability, and evidence that the Contractor has in place the personnel, internal procedures, and any other resources required under the terms of the contract to ensure successful performance and contract compliance.
- B. Contractor shall document previous experience and expertise by providing a minimum of three (3) prior projects from customers for whom the Contractor has previously provided the described services. The projects must be of similar size, scope, and nature. Details of the similarities must be included.
- C. Contractor shall possess all applicable licenses, certificates, and permits required by any governmental authority, including the State of Ohio, having jurisdiction over the operations of the Contractor and the proposed services.

5. Monitoring, Evaluation and Reporting:

- A. Contractor shall provide, at no additional cost, a single point of contact/account representative that will coordinate all activities related to the contract. Point of contact/account representative shall also be point of contact for the resolution of service issues.

- B. OOD will communicate with Contractor's single point of contact/account representative to resolve any issues that arise.
- C. Communication shall include a description of service issues, required remediation, and a specific timeframe to cure the issue(s).
- D. Point of contact/account representative shall respond to OOD inquiries within one (1) business day.
- E. The single point of contact/account representative shall be available to meet with OOD on a quarterly basis at minimum, throughout the term of the contract. All other contractor staff assigned to this project shall be made available to meet at OOD's request. Meetings will be virtual, on a platform chosen by OOD, unless OOD requires the meeting to be in person, sufficient notice will be given if an in-person meeting is required.
- F. **Option One (1) Reporting Plan:**
 - 1. Contractor shall establish program evaluation methods and monthly reporting on items including, but not limited to the following:
 - a. Outputs (e.g., numbers served, SSPs/CNs on roster, etc.)
 - b. Demographic information about individuals served (e.g., age, gender, ethnicity/race, disability, geographical information, referral source)
 - c. Timeframes (e.g., time to eligibility, time to onboard, time to match individual to SSP/CN)
 - d. Participant satisfaction
 - e. Quality indicators, and
 - f. Programmatic and fiscal compliance
 - 2. Contractor shall make available monthly fiscal reports that outline, at minimum:
 - a. Statement of Financial Position
 - b. Statement of Activities
 - c. Statement of Cash Flows, and
 - d. Statement of Functional Expenses.
 - 3. Contractor shall submit monthly reports to OOD within five (5) business days of the end of each month. OOD may request that the Contractor provide program evaluation and/or fiscal reports outside the Contractor's standard reporting schedule. Upon such request, the Contractor shall provide the reports within five (5) business days.
- G. **Option Two (2) Reporting Plan:**
 - 1. Contractor shall provide project progress, and milestone reports on a monthly basis. OOD may request that the Contractor provide program evaluation and/or fiscal reports outside the Contractor's standard reporting schedule. Upon such request, the Contractor shall provide the reports within five (5) business days.

6. Additional Terms and Conditions:

- A. OOD's preference is to award a single Contractor, but OOD reserves the right to contract with multiple Contractor(s) if it is in the best interest of OOD.
- B. OOD reserves the right to reject any and all proposals where the Contractor takes exception to OOD terms and conditions or fails to meet the terms and conditions, including, but not limited to, standards, specifications, and requirements.
- C. In addition, OOD reserves the right to reject, in whole or in part, any and all responses if any of the following circumstances are true:
 - 1. Responses offer supplies or services that are not in compliance with the requirements, specifications, terms or conditions stated in this document and/or the RFP;
 - 2. OOD determines it is not in the best interest of the State of Ohio to make an award.
- D. Replacement Personnel.
 - 1. If the Contractor's proposal contains the names of specific people who will work on the project, then the quality and professional credentials of those people were material factors in the OOD's decision to enter into this Contract. Therefore, the Contractor must make every effort to ensure the continued availability of those people.
 - 2. OOD shall be notified in writing of change and provided new staff credentials for review and approval prior to staff working on contract.
 - 3. The Contractor must have qualified replacement people available to replace any people listed by name in its proposal. When the removal of a listed person is permitted under this section, or if a person becomes unavailable, the Contractor will submit the resumes for two (2) replacement people for each person removed or who otherwise becomes unavailable. The Contractor will submit the two (2) resumes, along with such other information as OOD may reasonably request, within five (5) business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.
 - 4. OOD will select one of the two proposed replacements or will reject both of them within ten (10) business days after the Contractor has submitted the proposed replacements to OOD. OOD may reject the proposed replacements for any legal reason(s). Should OOD reject both replacement candidates because they lack a similar combination of experience and education as the original listed person, or should the Contractor fail to provide the notice required under this Section or fail to provide two (2) qualified replacement candidates for each removed or unavailable person, the Contractor will be in breach and the cure period for breach specified elsewhere in this Contract will not apply. In the event of such a breach, OOD will have the right to terminate this Contract and to have the damages specified elsewhere in this Contract for termination due to breach.
 - 5. Should OOD reject both proposed candidates for any legal reason other than their lack of a similar combination of experience and education as the original listed person, then such rejection may be deemed a termination other than for cause.

SECTION IV. – SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

A. OhioBuys Submission:

Funding for this initiative was established through legislative actions beginning in 2024 and expanded through House Bills 33, 96, and 730. House Bill 730 authorized OOD to select a new provider and appropriated funds through June 30, 2027, with up to \$305,399.20 available for State Fiscal Year 2027.

Because these funds are fixed and determined through legislative appropriation, OOD will use a qualification-based selection process. Evaluation and award will be based solely on the strength, clarity, and feasibility of each respondent's technical proposal.

All respondents must complete the Financial Supplement and Budget Proposal Submission Template included in the RFP materials. The Budget Proposal Submission Template is required to demonstrate how the respondent intends to use the fixed funds available under House Bill 730 and to confirm that the proposed approach can be delivered within the established budget. OOD will review the Budget Proposal Submission Template only to ensure that it is complete, internally consistent, reasonable, allowable, allocable, and aligned with the technical proposal. Any proposal submitted without a completed Financial Supplement and/or completed Budget Proposal Submission Template may be deemed non-responsive.

Each Contractor must submit a Technical Proposal and a Financial Proposal (Financial Supplement and Budget Proposal Submission Template) as part of its Proposal package. Proposals must be submitted as two (2) separate components (Technical Proposal and Financial Proposal) in separate electronic envelopes. Additionally, the technical component contains five (5) subcomponents, which are identified below:

A. Background and Compliance Documentation:

- 1) Attachment One – Standard Affirmation and Disclosure Form – Executive Order 2022-02D
- 2) Attachment Two – Certification Statements
- 3) Attachment Three – Declaration Statements
- a. Attachment Four – Attachment Four A OR Attachment Four B (Contractor must choose applicable document) – Non-Member Acknowledgement (PEDACKN) OR Statement of Non-Applicability of Non-Member Acknowledgement Form

B. Technical Proposal

The below sections are required for submittal for Option One (1) and Option Two (2), reference Exhibit A for option specific requirements.

- 1) Contractor shall document previous experience and expertise by providing a minimum of three (3) prior projects from customers for whom the Contractor has previously provided the described services. The projects must be of similar size, scope, and nature. Details of the similarities must be included.

OOD will use Contractor's responses in Attachment FIVE A-C, Contractor Experience Summary forms, to score.

- 2) The Contractor shall provide information on the company's background, financial stability, accreditations, as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the contract to ensure successful performance and contract compliance. The Contractor must also detail its prior experience working with DeafBlind individuals and experience serving DeafBlind communities. The Contractor shall provide evidence of at least three (3) continuous years of experience providing social services / Deaf services programming or coordination.

OOD will use Contractor's responses in Attachment SIX, Contractor Company Overview form, to score.

- 3) Work Plan. Contractor shall fully describe, in detail, its current capacity, approach, methods, and specific work steps for doing the work on this project as outlined in Exhibit A Statement of Services, Section A or B respective to the proposal option selected. Contractor shall demonstrate a thorough understanding of the nature of the project and what the Contractor shall do to complete the project satisfactorily. Contractor shall explain, in detail, how it will support the project requirements as outlined in Exhibit A Statement of Services, Section A or B respective to the proposal option selected as well as the following:
 - a. Contractor shall describe in detail how it will engage the DeafBlind community in the design, implementation, and ongoing improvement of the SSP/CN program or design of the SSP/CN model,
 - b. Contractor shall provide a detailed Implementation timeline,
 - c. Contractor shall clearly identify all resources (including subcontractors, if applicable) required to successfully complete the project,
 - d. Contractor shall provide a detailed narrative that describes their understanding of the scope of services being requested, and how the contractor intends to accomplish the scope of services.
 - e. Contractor shall discuss, in detail, the process utilized to identify potential problem areas, recommend solutions to the potential problem areas, and provide any assumptions used in developing those solutions.

The Work Plan shall demonstrate an understanding of the requirements of the project as described in Exhibit A Statement of Services, Section A or B respective to the proposal option selected. Contractor shall describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work.

OOD seeks insightful responses that describe methods appropriate for this unique population and type of services. Recommended solutions must demonstrate that the Contractor would be prepared to immediately undertake and successfully complete the required tasks.

- 4) Staffing Plan. The Contractor shall provide a detailed staffing plan that identifies all key personnel required to do the project as outlined in Exhibit A Statement of Services, Section A or B respective to the proposal option selected, and their responsibilities on the project. OOD is seeking a staffing plan that matches the proposed key project personnel and qualifications to the activities and tasks that will be completed on the project. In addition, the plan must have the following information, at a minimum:
 - a. Contractor shall submit a list of the key qualified personnel that will be involved in the project. Contractor shall describe, in detail, the roles of key personnel involved in the delivery of the service, providing clear statements of each individual's title, responsibilities, qualifications and experience (e.g., degrees, licenses, certifications, etc.).

- b. Contractor shall submit a chart matching each key team member to their respective position in the project team.
 - c. Contractor shall submit a contingency plan that shows the ability to add more staff if needed to ensure meeting the project's due date(s).
 - d. Contractor shall submit a discussion of the Contractor's ability to provide qualified replacement personnel.
 - e. Contractor must submit a statement and chart that clearly indicate the time commitment of the proposed work team, including the Project Manager, to the project and any other, non-related work during the term of the Contract. The Contractor must also include a statement indicating to what extent, if any, the Project Manager may be used on other projects during the term of the Contract. The evaluation committee may reject any proposal that commits the proposed Project Manager to other work during the term of the Contract if the evaluation committee believes that doing so will be detrimental to the Contractor's performance.
- 5) Reporting plan. Contractor must describe its reporting plan in detail. This must include, at a minimum, how the contractor will meet the reporting requirements in Exhibit A respective to the proposal option selected.

C. Financial Proposal

- 1) The Contractor must submit a fully completed Financial Supplement Worksheet and Budget Proposal Submission Template respective to the proposal option selected as a part of its Financial Proposal in the separate cost envelope in OhioBuys. At no time may the Contractor's total budget allocation exceed the appropriated funds of \$305,399.20 allocated by House Bill 730. No mention of or reference to, cost may be made in responses to the general, technical, performance, or support requirements of this RFP. Any proposal submitted without a completed Financial Supplement and/or completed Budget Proposal Submission Template may be deemed non-responsive.

B. **Evaluation Criteria**

Option One (1) -Statewide SSP/CN program implementation – Evaluation Criteria

The Opportunities for Ohioans with Disabilities Agency shall base the award of the contract on the following:

Criteria	Maximum Available Points
Technical Proposal	1000
Cost Proposal	0
Maximum Available Points	1000

	CRITERIA DESCRIPTION	% OF POINTS
1.	Contractor Experience	9
2.	Contractor Company Overview	11
3.	Work Plan	35
4.	Staffing Plan	35
5.	Reporting Plan	10
Technical Points Total		100
1.	Proposed Cost	0
Total		100

OOD will assign points on a scale of 0-5 for each criteria element based on how well each proposal meets the requirements of the competitive purchasing opportunity.

5 Points	Strong/Very Highly Meets/Qualified	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.
4 Points	Meets to Strong	Response indicates the objectives will be exceeded.
3 Points	Meets	Response generally meets the objectives (or expectations).
2 Points	Weak to Meets	Response indicates the objectives will not be completely met or at a level that will be below average.
1 Point	Weak	Response was poor related to meeting the objectives.
0 Points	Does not Meet	Response does not meet requirements or is not provided.

Criterion	Weight	Rating (0=Does not Meet to 5 = Strong)	Extended Score	Total Points Available	Percentage of Overall Points
Contractor Experience					9.00%
Contractor shall document previous experience and expertise by providing a minimum of three (3) prior projects from customers for whom the Contractor has previously provided the described services. The projects must be of similar size, scope, and nature. Details of the similarities must be included. OOD will use Contractor's responses in Attachment FIVE A-C, Contractor Experience Summary forms, to score.					

The Contractor’s experience in Attachment FIVE A demonstrates the project is of similar size, scope and nature. The Contractor provides details of the similarities. Contractor shall complete Contractor Experience Summary form, (Attachment FIVE A, for the first previous project.)	6			30	
The Contractor’s experience in Attachment FIVE B demonstrates the project is of similar size, scope and nature. The Contractor provides details of the similarities. Contractor shall complete Contractor Experience Summary form, (Attachment FIVE B, for the second previous project.)	6			30	
The Contractor’s experience in Attachment FIVE C demonstrates the project is of similar size, scope and nature. The Contractor provides details of the similarities. Contractor shall complete Contractor Experience Summary form, (Attachment FIVE C, for the third previous project.)	6			30	
Contractor Company Overview					11.00%
<p>The Contractor shall provide information on the company’s background, financial stability, accreditations, as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the contract to ensure successful performance and contract compliance. The Contractor must also detail its prior experience working with DeafBlind individuals and experience serving DeafBlind communities. The Contractor shall provide evidence of at least three (3) continuous years of experience providing social services / Deaf services programming or coordination.</p> <p>OOD will use Contractor’s responses in Attachment SIX, Contractor Company Overview form, to score.</p>	22			110	
Work Plan					35.00%
Contractor described in detail its current capacity, approach, methods, and specific work steps for doing the Work on this Project as outlined in Exhibit A.	7			35	
Contractor provided a detailed project implementation timeline.	6			30	
Contractor clearly identified all resources (including subcontractors, if applicable) required to successfully complete the project.	7			35	

Contractor shall engage the DeafBlind community in the design, implementation, and ongoing improvement of the SSP/CN program.	8			40	
Contractor shall recruit DeafBlind individuals to participate in the SSP/CN program, and: a. Assist individuals in submitting applications and collecting supporting documentation, when required; b. Determine the eligibility of these individuals; c. Determine the number of hours of services the individual may receive; d. Communicate with individuals regarding their eligibility status; e. Notify individuals of their responsibilities to maintain eligibility; and f. Notify individuals of their rights as an applicant or participant of the program (e.g., appeal decisions, request changes).	7			35	
Contractor shall train eligible individuals on how to utilize SSPs/CNs, including but not limited to: a. Allowable and non-allowable SSP/CN activities; b. Appropriate boundaries and ethics; c. Safety considerations; and d. Required documentation and documentation retention.	7			35	
Contractor shall acknowledge there may be challenges and risks to implementing and maintaining a statewide SSP/CN program and has formulated strategies to address or mitigate them.	7			35	
Contractor shall ensure the statewide SSP/CN program aligns with and/or is appropriately integrated into the larger mission and services of the Contractor.	7			35	
Contractor acknowledges current funding is allocated by the Ohio Legislature and must explain long term resource needs, funding strategies, and organizational capacity required to implement and/or sustain the SSP/CN program beyond the end of the current available funding.	7			35	
Contractor shall submit a comprehensive plan to OOD focused on the programs ongoing performance, future success and long-term sustainment.	7			35	

Staffing Plan					35.00%
Contractor shall submit a list of the key qualified personnel that will be involved in the project. Contractor shall describe, in detail, the roles of key personnel involved in the delivery of the service, providing clear statements of each individual's title, responsibilities, qualifications and experience (e.g., degrees, licenses, certifications, etc.).	8			40	
Contractor shall ensure staff have and maintain the appropriate qualifications and language / cultural competency to, at a minimum: a. Implement and execute programmatic services while ensuring sound fiscal management practices; b. Provide statewide support to DeafBlind individuals and SSPs/CNs; c. Coordinate SSPs/CNs and other staff and/or volunteers; d. Manage program administration and logistics activities; e. Develop and conduct outreach activities; f. Maintain confidential case management documentation that tracks both quality and compliance indicators; and g. Ensure fiscal compliance and transparency.	17			85	
Contractor shall ensure staff, SSPs/CNs, and volunteers have access to the technology and resources required to provide support to DeafBlind individuals throughout the State of Ohio and the training required to effectively use the technology and resources, if needed.	10			50	
Contractor shall recruit potential SSPs/CNs to provide services in all areas of the state.	7			35	
Contractor shall maintain a roster of qualified SSPs/CNs who meet established requirements, including but not limited to: a. Competency in providing SSP/CN services; b. Compliance with an identified standard of ethics and confidentiality practices; c. Language competency, when required; d. Acceptable background, substance use, and driver record reviews; and e. Agreement to the terms of employment established by Contractor.	15			75	

Contractor shall be responsible for the compensation, evaluation, continued training, and retaining of SSPs/CNs as well as the discipline and termination of these individuals, when warranted.	13			65	
Reporting Plan					10.00%
<p>Contractor shall establish program evaluation methods and monthly reporting on items including, but not limited to the following:</p> <ul style="list-style-type: none"> a. Outputs (e.g., numbers served, SSPs/CNs on roster, etc.) b. Demographic information about individuals served (e.g., age, gender, ethnicity/race, disability, geographical information, referral source) c. Timeframes (e.g., time to eligibility, time to onboard, time to match individual to SSP/CN) d. Participant satisfaction e. Quality indicators, and f. Programmatic and fiscal compliance 	9			45	
<p>Contractor shall make available monthly fiscal reports that outline, at minimum:</p> <ul style="list-style-type: none"> a. Statement of Financial Position b. Statement of Activities c. Statement of Cash Flows, and d. Statement of Functional Expenses. 	9			45	
Contractor shall submit monthly reports to OOD within five (5) business days of the end of each month. OOD may request that the Contractor provide program evaluation and/or fiscal reports outside the Contractor's standard reporting schedule. Upon such request, the Contractor shall provide the reports within five (5) business days.	2			10	

Option Two (2)- Statewide SSP/CN comprehensive model design -Evaluation Criteria

The Opportunities for Ohioans with Disabilities Agency shall base the award of the contract on the following:

Criteria	Maximum Available Points
Technical Proposal	1000
Cost Proposal	0
Maximum Available Points	1000

	CRITERIA DESCRIPTION	% OF POINTS
1.	Contractor Experience	15
2.	Contractor Company Overview	10
3.	Work Plan	40
4.	Staffing Plan	30
5.	Reporting Plan	5
Technical Points Total		100
1.	Proposed Cost	0
Total		100

OOD will assign points on a scale of 0-5 for each criteria element based on how well each proposal meets the requirements of the competitive purchasing opportunity.

5 Points	Strong/Very Highly Meets/Qualified	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.
4 Points	Meets to Strong	Response indicates the objectives will be exceeded.
3 Points	Meets	Response generally meets the objectives (or expectations).
2 Points	Weak to Meets	Response indicates the objectives will not be completely met or at a level that will be below average.
1 Point	Weak	Response was poor related to meeting the objectives.
0 Points	Does not Meet	Response does not meet requirements or is not provided.

Criterion	Weight	Rating (0=Does not Meet to 5 = Strong)	Extended Score	Total Points Available	Percentage of Overall Points
Contractor Experience					15.00%
Contractor shall document previous experience and expertise by providing a minimum of three (3) prior projects from customers for whom the Contractor has previously provided the described services. The projects must be of similar size, scope, and nature. Details of the similarities must be included. OOD will use Contractor’s responses in Attachment FIVE A-C, Contractor Experience Summary forms, to score.					
The Contractor’s experience in Attachment FIVE A demonstrates the project is of similar size, scope and nature. The Contractor provides details of the similarities. Contractor shall complete Contractor Experience Summary form, (Attachment FIVE A, for the first previous project.)	10			50	
The Contractor’s experience in Attachment FIVE B demonstrates the project is of similar size, scope and nature. The Contractor provides details of the similarities. Contractor shall complete Contractor Experience Summary form, (Attachment FIVE B, for the second previous project.)	10			50	
The Contractor’s experience in Attachment FIVE C demonstrates the project is of similar size, scope and nature. The Contractor provides details of the similarities. Contractor shall complete Contractor Experience Summary form, (Attachment FIVE C, for the third previous project.)	10			50	
Contractor Company Overview					10.00%
The Contractor shall provide information on the company’s background, financial stability, accreditations, as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the contract to ensure successful performance and contract compliance. The Contractor must also detail its prior experience working with DeafBlind individuals and experience serving DeafBlind communities. The Contractor shall provide evidence of at least three (3) continuous years of experience providing social services / Deaf services programming or coordination.	20			100	

OOD will use Contractor's responses in Attachment SIX, Contractor Company Overview form, to score.					
Work Plan					40.00%
Contractor described in detail its current capacity, approach, methods, and specific work steps for doing the Work on this Project as outlined in Exhibit A.	5			25	
Contractor provided a detailed project implementation timeline.	2			10	
Contractor clearly identified all resources (including subcontractors, if applicable) required to successfully complete the project.	4			20	
Contractor shall develop a model for how a statewide SSP/CN program could be developed, implemented, and maintained in Ohio. Contractor shall engage the DeafBlind community in the design of the model.	6			30	
This model should include, but is not limited to:					
Standards and minimum qualifications required for an organization that could successfully implement a statewide SSP/CN program	4			20	
Any evidence-based practices applicable to the type of service, population, and statewide nature of this type of program	2			10	
Staffing requirements to implement and maintain a program	5			25	
Minimum qualifications of SSPs/CNs to include, but not be limited to: 1. Competency in providing SSP/CN services 2. Compliance with an identified standard of ethics and confidentiality practices 3. Language competency, when required 4. Acceptable background, substance use, and driver record reviews.	5			25	
Terms of employment for SSPs/CNs (e.g., 1099/W2 status)	2			10	

Outreach plan for potentially-eligible individuals	5			25	
Recruitment plan for potential SSPs/CNs	4			20	
Proposed training for participants to effectively use the program and services, including but not limited to: 1. Allowable and non-allowable SSP/CN activities, 2. Appropriate boundaries and ethics, 3. Safety considerations, and 4. Required documentation and documentation retention.	5			25	
Training plan for SSPs/CNs, including but not limited to: 1. Delivering effective and appropriate SSP/CN services, 2. Confidentiality and ethics related to the profession, 3. Language and cultural competency, 4. Required documentation and documentation retention.	5			25	
Proposed training for stakeholders to understand the need of these services	4			20	
Plan to engage the DeafBlind community in the implementation and ongoing improvement of the SSP/CN program.	6			30	
The challenges and risks to implementing and maintaining a statewide SSP/CN program and strategies that address or mitigate them.	5			25	
Contractor shall identify the programs, organizations, and partners essential to the development of a statewide model and outline a strategy for engagement.	4			20	
Contractor shall identify all resources necessary to develop and sustain a statewide SSP/CN program in its first five (5) years of operation. This should include, but is not limited to the following: a. Staffing b. Administrative resources including office space c. Technological resources, and d. Financial resources.	7			35	
Staffing Plan					30.00%

Contractor shall submit a list of the key qualified personnel that will be involved in the project. Contractor shall describe, in detail, the roles of key personnel involved in the delivery of the service, providing clear statements of each individual's title, responsibilities, qualifications and experience (e.g., degrees, licenses, certifications, etc.).	30			300	
Reporting Plan					5.00%
Contractor shall provide project progress, and milestone reports on a monthly basis. OOD may request that the Contractor provide program evaluation and/or fiscal reports outside the Contractor's standard reporting schedule. Upon such request, the Contractor shall provide the reports within five (5) business days.	10			50	

SECTION V.-FUNDING BACKGROUND INFORMATION

Funding Background Information:

Programs provided by Opportunities for Ohioans with Disabilities (OOD) are funded, in whole or in part, with federal grants awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS). For purposes of the Vocational Rehabilitation (VR) Program, including Pre-Employment Transition Services (Pre-ETS), OOD received 78.7% of its funding through the DOE VR grant. In federal fiscal year (FFY) 2025, OOD received \$177,897,297 in federal funds. Funds appropriated by the state covered 21.3 % of the total costs, or \$48,147,553. Of these federal funds, \$26,684,595 is set aside for Pre-ETS.

For purposes of the Works4Me Program, OOD received 100% of its funding through the DOE Disability Innovation Fund grant. In FFY 2025, OOD received \$1,793,225 for this Program.

For purposes of the Supported Employment (SE) Program, the DOE SE grant funded 90% of the costs for this Program up to the grant amount and 100% of the costs of the regular Supported Employment Program up to the grant amount. In FFY 2025, OOD received \$446,137 for SE Youth with a Disability, and state-appropriated funds paid the remaining 10%, or \$49,571 of the total costs. In FFY 2025, OOD received \$446,137 in regular SE grant funds.

For purposes of the Independent Living Services Older Blind (ILOB) Program, the federal grant received from DOE in FFY 2025 paid 90% of the total costs incurred under the Program. In FFY 2025, OOD received \$1,129,124 in federal grant funds. Funds appropriated by the state paid the 10% required match, or \$125,458 of the total costs incurred under the ILOB Program. For purposes of the Independent Living (IL) Program, the federal grant received from HHS paid 90% of the total costs incurred in FFY 2025. In FFY 2025, OOD received \$640,682 in federal grant funds. Funds appropriated by the state paid the 10% required match, or \$71,187 of the total costs incurred under the IL Program.

ATTACHMENT ONE

**DEPARTMENT OF ADMINISTRATIVE SERVICES
STANDARD AFFIRMATION AND DISCLOSURE FORM**

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

Contractor affirms that Contractor has read and understands the applicable Executive Orders regarding the prohibitions of performance of offshore services, locating State data offshore in any way, or purchasing from Russian institutions or companies.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed and where data is located in the spaces provided below or by attachment. Failure to provide this information may result in no award. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

_____	_____
(Address)	(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

_____	_____
(Name)	(Address, City, State, Zip)

_____	_____
(Name)	(Address, City, State, Zip)

Contractor also affirms, understands and agrees that contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure Form and have read and understand that this form is a part of any Contract that Contractor may enter into the with the State and is incorporated therein.

_____	_____
Signature of Contractor	Print Name and Title

Date

ATTACHMENT TWO - CERTIFICATION STATEMENTS

Contractors claiming preference for Domestic Source End Products, the Ohio (Buy Ohio) preference, and/or Veteran Friendly Business Enterprise (VBE) must complete the [Preference Certification Statements](#) form.

ATTACHMENT THREE - DECLARATION STATEMENTS

The following Declaration Statements are being certified by _____ (Contractor) and whose authorized signature is located at the bottom of this document.

Failure to complete, sign and return this Declarations Statement with the RFQ Response, may deem the response non-responsive.

Ohio Elections Law Information

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than \$500.00 to an entity listed in those Divisions if a party listed in those Divisions or the spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws Information

Contractor, by signature on this document, certifies: (1) it has reviewed and understands the Ohio ethics and conflict of interest laws, and (2) will take no action inconsistent with those laws and any applicable order. The Contractor understands that failure to comply with Ohio ethics and conflict of interest laws may, in itself, be grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio. Additional information concerning Ohio ethics laws may be found by accessing the following website: www.ethics.ohio.gov

Equal Employment Opportunity Information

The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Contract Performance:

The Contractor must provide the following information for this section for the past seven (7) years. **Please indicate “Yes” or “No” in each column.** If the answer to any item is affirmative, the Contractor must provide complete details about the matter on a separate page.

Yes/No	Description
	The Contractor has had a contract terminated for default or cause. If so, the Contractor must submit full details, including the other party's name, address, and telephone number.
	The Contractor 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 Contractor must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Contractor was the subject of any governmental action limiting the right of the Contractor 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 Contractor, any officer of the Contractor, or any owner of a twenty percent (20%) interest or greater in the Bid 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 Contractor, any officer of the Contractor, or any owner with a twenty percent (20%) interest or greater in the Bid has been convicted of a felony or is currently under indictment on any felony charge.

Conflict of Interest:

Additional information regarding Conflict of Interest and Ethics Compliance, as it relates to award of this RFQ, may be found in Standard Terms and Conditions, Article 15.

The Contractor must include a statement indicating whether the Contractor, or any people that may work on the project through the Contractor, have any possible conflict of interest, direct or indirect, which is incompatible with the fulfillment of these services. Provide a statement regarding any potential Conflict of Interest, if applicable:

While an affirmative 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 Response from consideration, such an answer or statement and a review of the background details may result in a rejection of the Response 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 Contractor’s performance on the project, and the best interests of the State.

Contractor Checklist:

Indicate Yes or No for each question and provide an explanation below, when specified:	Yes/No
Have you had experience with providing services as described in Scope of Work?	
Have you had past performance on previous state contracts? If yes, include agency, contract title(s) and contract number(s) in the box below.	
This Response covers all Statement of Services listed on Scope of Work. If No, please explain specific statement of services that could not be met in the box below.	
Explanation of any of the above:	
<div></div>	

CONTRACTOR CERTIFICATION:

I attest that I am a representative of the organization listed in this Response and have the authority to bind the Contractor to the aforementioned requirements in this Declaration Statements.

Printed Name and Title: _____

Signature and Date: _____

Organization: _____

ATTACHMENT FOUR
Explanation of Public Employee Retirement (OPERS)
Non-Member (Independent Contractor) Acknowledgment

Pursuant to Ohio Revised code (R.C.) Section 145.038, Opportunities for Ohioans with Disabilities (OOD) is required to inform independent contractors who begin providing services to it on or after January 7, 2013, that no contributions will be made on their behalf to the Ohio Public Employees Retirement System (OPERS). All such independent contractors are also required to complete an Independent Contractor Acknowledgement form (PEDACKN).

All independent contractors who are NOT employed by a "business entity" may request that OPERS determine whether the contractor is a public employee for purposes of R.C. Chapter 145. A business entity is defined as an entity with five (5) or more employees that is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business.

Please complete the PEDACKN Form, linked in Attachment Four-A, if appropriate, and submit in the corresponding OhioBuys question as part of your response. If the form is not applicable, please complete Attachment Four-B.

OOD WILL NOT SIGN THE AGREEMENT UNTIL THE FORM OR INFORMATION BELOW IS COMPLETED. If you have any questions regarding R.C. 145.038 or the attached PEDACKN, please contact OPERS at 1-888-400-0965.

Thank you,

OOD Division of Legal Services

ATTACHMENT FOUR-A

Fill out the form linked below, if applicable, and submit in OhioBuys.

<https://www.opers.org/forms-archive/PEDACKN-Non-Member-Acknowledgment.pdf>

ATTACHMENT FOUR-B

Statement of Non-Applicability of Non-Member Acknowledgment Form

The Independent Contractor Acknowledgment form is not applicable to_____. We have five (5) or more employees, and are either a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity.

Signature of Contractor: _____

Date: _____

ATTACHMENT FIVE A

Opportunities for Ohioans with Disabilities Agency

Contractor Experience Summary Form

The following provides a history of at least three (3) projects, for which the Contractor is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP. Additional projects may be provided, if necessary, to demonstrate requested experience.

Company:	Contact:	
Address (Street, City, State & Zip):	Telephone #	
	Email:	
Project Name:	Project Start Date	Project End Date
Description of Related Services Provided:		

ATTACHMENT FIVE B

Opportunities for Ohioans with Disabilities Agency

Contractor Experience Summary Form

The following provides a history of at least three (3) projects, for which the Contractor is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP. Additional projects may be provided, if necessary, to demonstrate requested experience.

Company:	Contact:	
Address (Street, City, State & Zip):	Telephone #	
	Email:	
Project Name:	Project Start Date	Project End Date
Description of Related Services Provided:		

ATTACHMENT FIVE C

Opportunities for Ohioans with Disabilities Agency

Contractor Experience Summary Form

The following provides a history of at least three (3) projects, for which the Contractor is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP. Additional projects may be provided, if necessary, to demonstrate requested experience.

Company:	Contact:	
Address (Street, City, State & Zip):	Telephone #	
	Email:	
Project Name:	Project Start Date	Project End Date
Description of Related Services Provided:		

ATTACHMENT SIX

Opportunities for Ohioans with Disabilities Agency

Contractor Company Overview Form

Company:		Contact:	
Address (Street, City, State & Zip):		Telephone #	
Ownership:		Email:	
Date Established:	Total Number of Employees:	Number of Employees Assigned to This Project:	
<p>Provide information on the company's background, financial stability, as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the Contract to ensure successful performance and contract compliance.</p> <p>Contractor must detail its prior experience working with DeafBlind individuals and experience serving DeafBlind communities.</p> <p>Contractor must list any applicable accreditations.</p>			