



**0620262416**

## **Ohio University - Instructional Design Services**

Issue Date: 6/22/2026

Questions Deadline: 7/1/2026 03:00 PM (ET)

Response Deadline: 7/17/2026 03:00 PM (ET)

Ohio University

### **Contact Information**

Contact: Janet Schramm, Senior Commodity Manager

Address: Procurement Services

Lindley Hall

N162

1 Ohio University

Athens, OH 45701

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## Event Information

Number: 0620262416  
Title: Ohio University - Instructional Design Services  
Type: RFP-OU  
Issue Date: 6/22/2026  
Question Deadline: 7/1/2026 03:00 PM (ET)  
Response Deadline: 7/17/2026 03:00 PM (ET)  
Notes: Ohio University is seeking proposals for Instructional Design Services. All proposals shall be submitted through our eSourcing platform. Please visit <https://www.ohio.edu/finance/purchasing/supplier-information>, RFP Opportunities section, for additional information on accessing the platform.

PLEASE NOTE: This competitive bid event/request for proposals (CBE/RFP) is for Ohio University only. Ohio University does not collaborate on awards with Miami University. The lonwave platform (e-Sourcing) license is shared between the two universities.

## Billing Information

Address: Accounts Payable  
Lindley Hall  
N162  
Ohio University Accounts Payable  
1 Ohio University  
Athens, OH 45701  
Email: [accounts.payable@ohio.edu](mailto:accounts.payable@ohio.edu)

## Bid Activities

### RFP Questions

7/1/2026 3:00:00 PM (ET)

All questions are considered formal and may be submitted through the Questions tab in the eSourcing Platform. All responses will be posted to the eSourcing Platform in the Questions tab. Registered respondents will receive email notifications of responses to questions.

## Bid Attachments

### Services\_Agreement\_May 2026\_INSTRUCTIONAL DESIGN.docx

[View Online](#)

SAMPLE SERVICES AGREEMENT. For reference purposes only - this is a copy of the example agreement that will be signed by the awarded vendor. Any exceptions to this agreement must be provided in the respondent's proposal submission. Changes to the indemnification clause may result in non-award as this section is particularly mandated by the Ohio Revised Code.

### IT Security Outsourcing Technology Questionnaire.docx

[View Online](#)

Copy of Online IT Security Outsourcing Technology Questionnaire for reference only.

### Accessibility\_Workbook\_for\_Vendors.docx

[View Online](#)

Copy of online Accessibility Workbook for reference only.

# Requested Attachments

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## Organizational Overview and Qualifications

*(Attachment required)*

Proposals should provide a clear and comprehensive picture of Supplier's capabilities, experience, and structural readiness to support this engagement. Requirements include:

- o Organizational overview, size, and structure
- o Instructional design and development capabilities
- o Experience with Universities or organizations of similar size and complexity
  - o Include at least three Higher Education references

## Instructional design methodology and approach

*(Attachment required)*

Vendors must clearly describe their standard process for designing or redesigning a single course, including:

- Discovery and intake process
- Analysis of course goals, student population, and modality
- Design and storyboard development
- Iterative review cycles with faculty SMEs
- Development and/or LMS build phase
- Quality assurance and final review

Faculty SME Engagement - Proposals must outline:

- Expected time commitment from faculty
- Defined roles and responsibilities between instructional designer and SME
- Methods for efficient collaboration (e.g., templates, sprint models, asynchronous reviews)
- Strategies to minimize faculty burden while preserving academic ownership
- Approach to working within OHIO's decentralized organizational structure

Design Standards and Quality Frameworks

Vendors must describe their alignment with recognized standards:

- Quality Matters (QM)
- OSCQR or equivalent

And ability to adapt to institutional priorities:

- Consistent student experience across programs
- Scalable design models
- Faculty workload sustainability

Compliance Requirements

Vendors must confirm compliance with:

- Federal distance education regulations, including Regular and Substantive Interaction (RSI)
- Accessibility standards (WCAG 2.1 AA, ADA compliance)
- State authorization and consumer protection regulations, including Ohio-specific requirements

Vendors should describe:

- Compliance review processes
- Tools, checklists, and validation methods
- Experience working in regulated higher education environments

## Timelines and Project Plans

*(Attachment required)*

Vendors must provide typical timelines for:

- Instructional design only (per course)
- Full development (design + LMS build)

Include:

- Standard duration (weeks per course)
- Key milestones and deliverables
- Ability to accelerate timelines for priority programs
- Capacity to support parallel course development

## Levels of Design

*(Attachment required)*

Vendors should define and differentiate design tiers:

- Level 1: Standard Design
  - o Template-based design
  - o Basic interaction and assessments
- Level 2: Enhanced Design
  - o Interactive elements
  - o Scenario-based learning
  - o Increased engagement strategies
- Level 3: Premium/Custom Design
  - o Advanced multimedia
  - o Simulations and branching scenarios
  - o High-production instructional assets

Clearly describe what is included at each level.

## Staffing, Credentials, and Locations

*(Attachment required)*

Provide details on:

- Instructional design team structure
- Credentials (degrees, QM certification, accessibility expertise, etc.)
- Years of experience in higher education
- Subject matter expertise across disciplines
- Physical location of staff (U.S.-based, Ohio-based, or global)

Preferred qualifications:

- Experience working with public universities
- Familiarity with decentralized academic models
- Ability to scale across multiple programs
- Prior online teaching experience

## Multimedia and Learning Assets

*(Attachment required)*

Describe typical assets provided:

- Video (faculty-led, animation, micro-lectures, studio-produced)
- Interactive learning objects (H5P, simulations, case-based modules)
- Audio and podcast-style content
- Graphics, infographics, and visual learning aids
- Assessments (auto-graded, authentic, applied)
- AI-enabled or adaptive learning components (if applicable)

Include:

- In-house vs. outsourced production capabilities
- Accessibility compliance (captions, transcripts, alt text)
- Guidance and support provided to faculty for content creation

## Pricing Structure

*(Attachment required)*

### Per-Course Pricing

- Instructional design only
- Instructional design + LMS build

### Bundled Pricing

- Discounts for multiple courses or program-level development
- Volume-based pricing tiers (e.g., 5, 10, 20+ courses)

### Additional Costs

- Multimedia production
- Out-of-scope revisions
- Accelerated timelines

### Volume Discounting and Scalability

Vendors must describe:

- Volume discount structures
- Capacity to support large-scale program launches
- Flexibility to scale resources up or down based on demand

## Examples or portfolio of past work

*(Attachment required)*

- Demonstrated examples of similar projects, preferably in higher education
- Links or access to sample courses, modules, or deliverables
- Description of the scope and impact of each example

# Bid Attributes

## 1 General Information

1. Proposal Description: Ohio University of Athens, Ohio (hereafter called The University) invites proposals for a service engagement titled "Ohio University - Instructional Design Services" as described herein. The information provided herein is intended to assist firms to respond properly to this Request for Proposal. The University believes this RFP provides interested firms with sufficient information to submit proposals that meet minimum requirements. It is not intended to limit a proposal's content or to exclude any relevant or essential data. Firms are encouraged to include additional information that will substantiate their service or product quality and service capabilities. The University will receive proposals electronically via the protocol described within the "Deadline and Delivery" Section of this solicitation.
2. Alternates and Variations from Requirements: Wherever items or services have been specifically described, such identification is descriptive and not restrictive. It indicates the quality and characteristics that are satisfactory. If the respondent has an equal, alternative proposal, that alternative must be clearly and completely described. The University will consider alternates that meet or exceed the quality and characteristics specified. The University is not bound to accept any proposals that are not in its best interest. The determination as to acceptability of the alternate offered is the responsibility of the University, and will be based on information furnished by the respondent, as well as information reasonably available to the University. Unless the respondent clearly indicates that an alternative is being offered, it will be assumed that the proposal meets the requirements exactly as specified in this document. CAUTION TO RESPONDENTS: It is not the responsibility of the University to secure any information not identified in the respondent's response. Information furnished may include specific references to catalogs, brochures, or other material previously furnished. Otherwise, such information must accompany the proposal.
3. Method of Award: Awards for goods and services will be made to the respondent(s) providing the most responsive and responsible proposal that provides the best overall value to the University. The University reserves the right to reject any or all proposals and is not bound to accept the lowest-cost proposal if that proposal is not in the best interests of the University. In making an award, factors such as the firm's service capability, integrity, facilities, equipment, reputation and past performance will be weighed. The University reserves the right to make multiple awards.
4. Compliance with Federal, State and Local Laws: Any supplier warrants, in submitting a proposal and in the performance of any resulting award, that if applicable, Executive Order 13496 (29 CFR 471, Appendix A to Subpart A), Ohio Executive Order 2022-02D ([https://content.govdelivery.com/attachments/OHIOGOVERNOR/2022/03/03/file\\_attachments/2093123/Signe d%20EO%202022-02D.pdf](https://content.govdelivery.com/attachments/OHIOGOVERNOR/2022/03/03/file_attachments/2093123/Signe d%20EO%202022-02D.pdf)), and 41 CFR 60-1.4(a), 60-1.7, 60-4.3 are incorporated herein. If applicable, all vendors and their subcontractors shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime vendors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. Supplier further warrants that it: 1) has complied with or will comply with all applicable federal, state, University and local laws, ordinances and all lawful orders, rules and regulations there under; 2) that every sub-contract for any ensuing order will contain a provision requiring non-discrimination in employment as specified above, and 3) that it is not now, and will not become subject to an unresolved find for recovery under ORC 9.24, prior to the award of any contract or agreement arising out of this RFP, without notifying the University of such finding. Any breach thereof may be regarded as material breach of contract or purchase order and cause for cancellation.

## 2 Compliance with Federal, State and Local Laws

Supplier acknowledgement of compliance with Federal, State, and Local laws

☐ I acknowledge compliance requirements

(Required: Check if applicable)

### 3 Institutional Background

Ohio University was chartered by the state of Ohio in 1804 and is the oldest university in the Northwest Territory. Located in the scenic Appalachian foothills of southeastern Ohio, the University is the oldest of the 14 state-assisted universities in Ohio. The main campus is in Athens, located in southeastern Ohio, about 75 miles from Columbus. The student headcount of Ohio University for Fall 2025 was 30,915, including approximately 1,000 students enrolled in the University's Heritage College of Osteopathic Medicine. Undergraduate eLearning Programs enrolled 3,927 students. The University had an additional 3,788 students on the Chillicothe, Eastern (St. Clairsville), Lancaster, Southern (Ironton), and Zanesville regional campuses. The Dublin Extension Campus and the Cleveland Extension Campus offer additional learning locations for students. The University enrolled 1,045 international students from approximately 102 countries.

The University is organized academically into twelve colleges: Arts and Sciences, Business, Scripps College of Communication, the Gladys W. and David H. Patton College of Education, the Russ College of Engineering and Technology, Chaddock + Morrow College of Fine Arts, Health Sciences and Professions, Honors Tutorial, University, Graduate, Voinovich School of Leadership and Public Service as well as the Heritage College of Osteopathic Medicine. In addition, students may pursue degrees through the Center for International Studies or one of five regional campuses. The University offers more than 250 undergraduate majors. On the graduate level, the University grants master's degrees in nearly all of its major academic divisions, as well as doctoral degrees in selected departments. The Doctor of Osteopathic Medicine degree is granted through the Heritage College of Osteopathic Medicine.

The university employs 4,374 employees, including 1,098 full-time faculty members. The University is accredited by the Higher Learning Commission. Under the Carnegie Classification of Institutions of Higher Education, Ohio University has earned the R1 Classification (Very High Research Spending and Doctorate Production) and 'Professions-Focused' 'Opportunity College'.

The University maintains long-term credit ratings of "Aa3" from Moody's (as of August 2024) and "A+" from Standard & Poor's (as of February 2026).

#### Background: OHIO Online

OHIO Online serves as Ohio University's hub for online degrees and programs, providing flexible, high-quality learning opportunities for undergraduate, graduate, and certificate students. It extends the university's academic offerings beyond the traditional campus, enabling learners to pursue their educational and professional goals in a fully online environment.

Designed to meet the needs of working adults and nontraditional students, OHIO Online emphasizes accessibility, affordability, and student success. Online programs are structured to deliver the same academic rigor and quality as on-campus programs while offering the flexibility required for today's learners.

Through collaboration with academic colleges and faculty, OHIO Online supports the continued growth of online programs and ensures a consistent, high-quality student experience aligned with Ohio University's standards for teaching excellence.

<https://www.ohio.edu/online>

### 4 Scope of Services

Ohio University (OHIO), through OHIO Online, seeks proposals from qualified vendors to provide instructional design services in support of undergraduate and graduate online and hybrid courses across a wide range of academic disciplines. These services are sought to augment OHIO's capacity to launch new online programs and retrofit campus-based courses for online delivery.

The selected partner(s) will collaborate with faculty subject matter experts (SMEs), academic units, and OHIO Online to design, develop, and enhance high-quality courses that support:

- Student success and engagement
- Instructional quality and consistency
- Scalability across programs
- Compliance with federal, state, and accessibility standards

Vendors must demonstrate the ability to operate effectively in a decentralized academic environment, partnering across colleges while maintaining consistent design quality, student experience, delivery standards, and adherence to timelines.

**Strategic Alignment** Ohio University is committed to delivering a consistent, high-quality online student experience. Vendors must demonstrate the ability to:

- Design for scale without sacrificing quality
- Support diverse student populations, including working professionals
- Align with institutional goals for growth, retention, and student success
- Foster engaging, inclusive, and accessible learning environments
- Enable sustainable faculty workload models

**Instructional Design (Core Services)** Ohio University seeks instructional design services to support the development of high-quality online and hybrid courses. The selected vendor will collaborate with faculty to create engaging, outcomes-aligned, and accessible learning experiences, including the following:

- Course design and redesign for fully online and hybrid courses (undergraduate and graduate)
- Alignment of learning objectives, assessments, and instructional materials
- Development of course structure, pacing (e.g., 7-week formats), and engagement strategies
- Integration of evidence-based instructional practices for adult and online learners
- Design strategies supporting academic integrity without reliance on proctoring
- Faculty collaboration and coaching throughout the design process
- Innovations to support Regular and Substantive Interaction (RSI)

**Course Development (Optional Add-On)** Ohio University may also engage vendors to build courses within the LMS, translating approved designs into fully developed, student-ready environments that meet institutional standards, including the following:

- Build-out of courses in Canvas LMS (or other LMS as needed)
- Implementation of templates, navigation, and accessibility features
- Uploading and structuring content, assessments, and multimedia assets

#### **Design Standards and Quality Frameworks**

- Quality Matters (QM)
- OSCQR or equivalent

#### **Compliance Requirements**

Vendors must confirm compliance with:

- Federal distance education regulations, including Regular and Substantive Interaction (RSI)
- Accessibility standards (WCAG 2.1 AA, ADA compliance)
- State authorization and consumer protection regulations, including Ohio-specific requirements

#### **Deliverables**

Typical deliverables should include:

- Course design blueprint or storyboard
- Fully developed course shell (if applicable)
- Multimedia assets
- Faculty teaching guides and notes
- Quality assurance checklist
- Compliance and accessibility documentation



## 5 Evaluation Criteria

All proposals received from contractors will be reviewed and evaluated by a committee of qualified Requestors. The Requestors intend to accept the proposal that best fulfills their interests from a service, financial, and environmental standpoint. Selection will be based on the overall value offered, considering, but not limited to, factors such as:

- A. Supplier Qualifications, Relevant Experience, References, and Examples
- B. Instructional Design Methodology and Approach
- C. Timelines and Project Plans
- D. Levels of Design
- E. Staffing, Credentials, and Locations
- F. Multimedia and Learning Assets
- G. Pricing Structure

Selection and award of contracts will be made to the supplier(s) whose proposal, in the sole opinion of OHIO University, represents the best overall value to the University.

## 6 Deadline and Delivery

Ohio University will receive proposals through the Ohio University eSourcing Platform (please visit our [Supplier Information](#) webpage for information on the eSourcing Platform) until the due date specified in the Event Details section of the RFP. Firms submitting proposals will be responsible for delivery of the documents via the eSourcing Platform. Any proposal received after the time and date specified, prepared or submitted, may not be eligible for consideration. Respondents are cautioned to write all descriptions and monetary amounts clearly so there is no doubt as to the intent and scope of the proposal. Erasures and other changes in the proposal must bear the signature or initials of the respondent.

Digital Signature must be provided in the Response Submission section of the eSourcing Platform.

Failure to provide this information may result in rejection of the proposal. The University reserves the right to reject any proposal not prepared and submitted according to the provisions herein outlined, and may reject any or all proposals. Any proposal may be withdrawn prior to the proposal due date.

**IMPORTANT NOTE: The respondent is cautioned against last minute attempts to meet the due date & time and OHIO University will not be responsible for network outages, failure to register as a respondent, and other related internet malfunctions on the part of the respondent in submitting their bid. The respondent will receive an electronic confirmation of successful submission of the bid. Plan ahead.**

**Late proposals, regardless of cause, will not be considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure the timely submission of proposals.**

## 7 Questions

All questions are considered formal and may be submitted through the Questions tab in the eSourcing Platform. All responses will be posted to the eSourcing Platform in the Questions tab. Registered respondents will receive email notifications of responses to questions. Please see the Activities section for the deadline for submitting questions.

## **8 Period of Agreement**

1. Initial term: The initial term of the Agreement shall be for approximately one (1) year, with an option to extend as noted below;
2. Renewal Options: After the initial term, OHIO University reserves the right to renew the contract for additional one (1) year terms with mutual assent, not to exceed four (4) renewals. Any renewal agreed upon shall occur ninety (90) days prior to expiration of the contract then in force.
3. Termination: Either party may terminate this contract after the expiration of sixty (60) days from the effective date of the contract term. Termination may occur by giving the other party ninety (90) days prior written notice of intent to terminate; except that any breach of this contract shall be just cause to terminate immediately the contract and any obligations existing thereunder without any prior notice to you.

## **9 General**

1. Shortlist: The University reserves the right to shortlist the Respondents on all of the stated criteria. However, The University may determine that shortlisting is not necessary.
2. Interviews: The University reserves the right to conduct interviews with all or some of the Respondents at any point during the evaluation process. However, The University may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.
3. Additional Investigations: The University reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.
4. Prior Experience: Experiences with The University and entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience.
5. Sustainability: Ohio University is committed to being a steward of our environmental, social and financial resources and, as such, gives preference to bidders who can effectively speak to their commitment to sustainability. The Ohio University Sustainability Plan (found online at [www.ohio.edu/sustainability](http://www.ohio.edu/sustainability)) outlines institutional goals and benchmarks that are expected to be addressed in the successful bidder's submission. In particular, bidders are asked to speak of their values and practices in relationship to local products, fair labor, emission reduction, Conflict Free products, low-or-no Volatile Organic Compounds, recycled content/recyclable products, and energy efficiency.
6. Exceptions To Contract Terms And Specifications: The Respondent shall clearly identify any proposed deviations from the Contract Terms or Specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Respondent's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Respondent's proposal, The University will assume Complete conformance with The University's Contract Terms and Specifications which are included as "Agreement for Services". Respondents who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language. However, the provisions of the Request for Proposal cannot be modified without the express written approval of the Director of Procurement or his/her designee. If a proposal or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the Director or his/her designee, the contract provisions contained in The University's Request for Proposal shall prevail.
7. Negotiations: The University reserves the right to conduct discussions with Respondents, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, The University will not disclose any information derived from proposals submitted. Once an award is made, proposal documents are public record and will be disclosed upon request (see Additional Terms & Conditions, in the Instructions for Respondents Section, below).

## 10 Additional Terms & Conditions of Submitting a Proposal

1. **Costs incurred by respondent:** The respondent, by submitting a proposal, agrees that any cost incurred by the respondent in responding to this RFP, or in support of activities associated with this request, are to be borne by the respondent and may not be billed to the University. The University will incur no obligation or liability whatsoever to anyone by reason of issuance of this RFP, or action by anyone relative thereto.
2. **Signature & submission:** Proposals must be dated, signed by an official authorized to bind the respondent to the terms of the proposal and submitted to the OHIO University Procurement Services in accordance with the terms and conditions of this RFP.
3. **Obtaining clarification:** All issues and questions raised in this RFP must be answered in full. Each respondent understands and agrees that it has a duty to inquire about and clarify any RFP issue that the respondent does not fully understand or believes may be interpreted in more than one way. Every attempt will be made to promptly answer all inquiries from each respondent.
4. **Freight Terms:** If applicable, all prices quoted are to be F.O.B. Destination. Unless clearly stated otherwise by the respondent, prices quoted will include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.
5. **No Bid Requirement:** If you are unable to submit a proposal, please date and sign the Terms & Conditions sheet, and indicate "NO BID". Give a brief explanation, and return the sheet before the due date.
6. **Contractual obligations:** The contents of proposals submitted by the successful respondent will be considered contractual obligations upon award.
7. **Sales Tax:** The University, as an instrumentality of the State of Ohio, is exempt from Ohio sales tax and Federal excise tax, including Federal transportation tax.
8. **Formal & Informal RFPs/Proposal opening:** This is an informal RFP and will not be read at a public opening. Written requests for proposal results must include the Request for Proposal number and closing date. If the respondent wishes to obtain a copy of the proposal tabulation and/or evaluation form(s) once award is complete, respondent should provide a self-addressed, stamped envelope with the proposal.
9. **Proprietary Information:** All evaluation documents for proposals are non-proprietary and subject to public disclosure after contract award. All proposal documents and information are subject to public disclosure under Ohio Revised Code Section 149.43. To exempt information provided in the proposal from public disclosure, respondents should identify any and all sections of their proposal they consider trade secrets or proprietary information. In the event of a public document request, the OHIO University Legal Affairs Office will review the sections so identified, and will make the final determination as to the need to disclose. Respondents will be solely responsible for protecting their own trade secret or proprietary information, and will be responsible for all costs associated with protecting this information from disclosure. The University will keep one (1) copy of proposals in accordance with its record retention schedule.
10. **Use of OHIO University's Name:** No Supplier providing proposals, products or services to the University will appropriate or make use of OHIO University's name or other identifying marks or property in its advertising without prior written consent of OHIO University.
11. **Gratuities and gifts:** Gratuities are not acceptable. OHIO University, by written notice to Respondent, may immediately reject any proposal, or cancel any contract that results from this RFP, if the University finds that gratuities were given or offered. Gratuities are defined as gifts, entertainment, or any other compensation offered or given by the Respondent, or any agent or representative of the Respondent, to an OHIO University officer or employee, in an effort to secure an award or preferential treatment.

1  
1**Accessible Experience**

Ohio University is committed to providing an accessible, usable, and integrated experience for people with all abilities. Should any Vendor require reasonable accommodation in the process of submitting a proposal, requests should be directed to the Office for University Accessibility at 740-593-2620. Requests should be made in a timely manner as a late request for accommodation will not result in an extension of the proposal deadline.

1  
2**ADA**

In submitting a proposal, Respondent certifies that the programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 and the regulations issued there under by the federal government.

☐ I acknowledge conformance to laws and regulations

(Required: Check if applicable)

1  
3**ADA**

Respondent acknowledges and understands that if applicable, its programs, services, and activities are being licensed by the Customer to be provided to its students. Respondent acknowledges and understands that as a public institution of higher education that receives federal funding, the Customer is required to comply with the Americans with Disabilities Act, 42 U.S.C. 12101 et seq. and Section 504 of the Rehabilitation Act 29 USC 701 et. Seq. Respondent agrees that its software will comply with the Americans with Disabilities Act, 42 U.S.C. 12101 et seq. and Section 504 of the Rehabilitation Act, 29 USC 701 et seq. as those laws apply to Customer. Respondent agrees that programs, services, and activities provided will be accessible to individuals with disabilities and will meet current Web Content Accessibility Guidelines. Respondent agrees that failure to provide an accessible product is a breach of Agreement.

☐ I acknowledge conformance to laws and regulations

(Required: Check if applicable)

1  
4**ADA**

Respondent agrees to provide evidence of compliance with the aforementioned requirements before any agreement becomes effective and any other time upon reasonable request from the university. In the event that information technology provided under an agreement does not fully comply with the standards as set forth above, Respondent will promptly advise the university in writing of the noncompliance and provide detailed information regarding the remediation plan. Respondent agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services. Failure to comply with these accessibility standards shall constitute a breach of agreement.

☐ I acknowledge process and responsibilities

(Required: Check if applicable)

1  
5**Company Name and Address**

For purpose of sending a Purchase Order


(Required: Maximum 500 characters allowed)

1  
6**Fax Number for Ordering**

(\_\_\_\_) \_\_\_\_ - \_\_\_\_

ext: \_\_\_\_\_

(Optional)

<b>1 7</b>	<b>Website Address</b> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <i>(Required: Enter URL)</i>
<b>1 8</b>	<b>Proposal Prices are valid for</b> (e.g. "120 days", a minimum of 60 days is preferred) <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <i>(Required: Maximum 1000 characters allowed)</i>
<b>1 9</b>	<b>FOB point</b> <input type="checkbox"/> Destination <input type="checkbox"/> Origin <i>(Required: Check only one)</i>
<b>2 0</b>	<b>Payment Terms</b> The University's standard payment terms are Net 30 from the date of the invoice <input type="checkbox"/> Net 30 <input type="checkbox"/> Net 45 <input type="checkbox"/> Net 60 <input type="checkbox"/> Other <i>(Required: Check only one)</i>
<b>2 1</b>	<b>Representative Name</b> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <i>(Required: Maximum 500 characters allowed)</i>
<b>2 2</b>	<b>Representative Phone</b> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 10px;">(    )    -   </div> <div style="margin: 0 5px;">ext:</div> <div style="border: 1px solid black; padding: 2px 10px; flex-grow: 1;"></div> </div> <i>(Required)</i>
<b>2 3</b>	<b>Representative Email Address</b> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <i>(Optional: Email address)</i>
<b>2 4</b>	<b>Is Respondent's firm a certified Minority Business Enterprise in the State of Ohio?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(Optional: Check only one)</i>
<b>2 5</b>	<b>Is Respondent's firm a certified EDGE Supplier in the State of Ohio?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(Optional: Check only one)</i>
<b>2 6</b>	<b>Is Respondent's firm a certified Disadvantaged Business Enterprise?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(Optional: Check only one)</i>

2  
7

## References

Provide a minimum of 3 and a maximum of 6 references. They should ideally be similar to OHIO University - i.e., mid to large size state-funded institutions of higher learning, who have contracted with the respondent for the same services and/or products. If such references are not available, list references which match as closely as possible.

2  
8

### Reference #1

Company Name  
Address  
Contract Name  
Phone  
Email Address

(Required: Maximum 1000 characters allowed)

2  
9

### Reference #2

Company Name  
Address  
Contract Name  
Phone  
Email Address

(Required: Maximum 1000 characters allowed)

3  
0

### Reference #3

Company Name  
Address  
Contract Name  
Phone  
Email Address

(Required: Maximum 1000 characters allowed)

3  
1

### Reference #4

Company Name  
Address  
Contract Name  
Phone  
Email Address

(Optional: Maximum 1000 characters allowed)

3  
2

### Reference #5

Company Name  
Address  
Contract Name  
Phone  
Email Address

(Optional: Maximum 1000 characters allowed)

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### Reference #6

Company Name  
Address  
Contract Name  
Phone  
Email Address

(Optional: Maximum 1000 characters allowed)

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### Digital Accessibility

Per University Policy 04.001, it is the University's expectation that information technology be accessible to people with disabilities, including those who use assistive technologies, whether the IT product is designed, developed or purchased from a third-party. Accessibility generally enhances usability for all users. Thus, by supporting IT accessibility, Ohio University helps ensure that as broad a population as possible will have access to, benefit from, and contribute to its digital information and services.

Vendor User Interface shall be ADA-compliant and meet the WCAG 2.1 AA standard. Additionally, the vendor must complete the [Digital Accessibility Questionnaire](#) prior to submission or complete the accessibility section of HECVAT version 4.04 or later.

Company shall ensure that the Technology complies with the most current accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194; and the Web Content Accessibility Guidelines (collectively, the "Accessibility Requirements"). When differences exist between Section 508 and WCAG 2.1 AA, the WCAG 2.1 AA compliance standard shall apply.

Company will submit to University a voluntary product accessibility template ("VPAT") for the Technology. The VPAT depicts the degree to which the Technology complies with accessibility requirements.

Upon receipt of the VPAT, University may test the Technology for compliance with the Accessibility Requirements and will submit to Company a report indicating areas where the Technology is not compliant ("Accessibility Report"). No later than thirty (30) days after receiving the Accessibility Report, Company will create a roadmap detailing the methods and reasonable timeframes for remediating the Technology so that it is in compliance with the Accessibility Requirements (the "Roadmap"). Company will remediate any errors and issues described in the Accessibility Report as well as any other issues not within conformance to Accessibility Requirements within the timeframes described in the Roadmap. If the Technology does not meet the Accessibility Requirements, then that may be factored into the decision-making process as it relates to the bid award.

☐ I have completed required Survey or HECVAT/VPAT

(Required: Check if applicable)

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### Information Security and Data Protection

If Company uses University's Personal Information, they shall use Personal Information only for the purposes of performing its obligations under the Agreement, shall not disclose or otherwise make available Personal Information to any third party and meet their obligations to adhere to the principle of least privilege. Company will be bound by confidentiality requirements at least as restrictive as those set forth herein; to treat Proprietary Information as confidential information, and protect and safeguard the confidentiality of the Personal Information with at least the same degree of care as Company would protect its own confidential information, but in no event with less than a commercially reasonable degree of care; and to notify University if Company becomes aware of any loss or disclosure of any Personal Information promptly to ensure that University will be in compliance with the reporting requirements of GLBA, FERPA, Ohio Revised Code 1349.19, or any other law as applicable. As such, company will implement and maintain sufficient information security protocols to secure and protect the confidentiality of all the Personal Information in Company's possession or control (or in the possession or control of its employees, contractors, subcontractors, and other representatives). To evaluate the company's ability to comply with these requirements the company will provide to the University a copy of their Higher Education Community Vendor Assessment Toolkit (HECVAT) for review and analysis by the University. HECVAT documentation is preferred, but if unavailable the company can submit a copy of their SOC2 Type 2 report or complete the OHIO Vendor Security Questionnaire available at: [https://ohio.qualtrics.com/jfe/form/SV\\_56bLkvUFKS6YAPH](https://ohio.qualtrics.com/jfe/form/SV_56bLkvUFKS6YAPH)

☐ I have completed required Survey or HECVAT/SOC2

*(Required: Check if applicable)*

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### Exceptions or Clarifications to Specifications or Terms

I am agreeing, on behalf of my firm, to the specifications of this Request for Proposal and any awarded Agreement terms and conditions.

Any exceptions or amendment to the Instructions, Agreement Terms, and/or Specifications as set forth in this document will be explained and included within my proposal as an addendum. I understand these exception requests may not be approved and may result in the inability to award.

☐ Yes, I agree to the Statement

☐ No, I do not agree and have requested exceptions

*(Required: Check all that apply)*



**Supplier Information**

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

**Supplier Notes**

By submitting your response, you certify that you are authorized to represent and bind your company.

*Print Name*

*Signature*