



**Ohio Department of Job and Family Services
Request for Letterhead Bids RLB#: R-89-04-8001 for**

Computer Aided Facility Management Software

I. Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Letterhead Bids (RLB) to solicit formal responses (or “proposals”) from qualified vendors capable of providing ODJFS with a complete off-the-shelf Computer Aided Facility Management (CAFM) software system and of performing specified related services. ODJFS will use the standards and processes set in this RLB to evaluate qualifying proposals with the intent of selecting one vendor to fulfill all project requirements.

The one selected vendor will be responsible for providing a fully functional networked system (preferably under an enterprise-wide license), including system installation at multiple locations statewide, documentation, full implementation, and related data conversion services in order to replace the ODJFS existing system. The expectation is that the roll-out will occur no more than fourteen (14) weeks from installation. This fully functional, multi-user system must include core modules for space, move, and asset management utilizing AutoCAD software. The implemented system must provide varying levels of user access to system functionality. The product’s core must also provide modules to include maintenance/work orders, lease management, property management, space management, and move manager. The product must have the ability to transfer data from Drawbase, MS Access, and MS Excel. The selected vendor must also provide product upgrades and maintenance, ongoing product training for the initial contract period of approximately six months (from contract effective date through June 30, 2009) and for up to two additional two-year contract renewals (*i.e.*, through June 30, 2013).

II. Time and Date of Submission

Organizations, companies, firms, or individuals who are interested in submitting letterhead bids (also referred to as responses or proposals) must make their submission not later than **3:00 p.m. Eastern (local) Time on Thursday, October 16, 2008**. Faxes will not be accepted. Bids must be addressed to:

**Office of Contracts & Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
ATTN: RFP/RLB Unit**

For hand delivery on the due date, vendors are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31st Floor. All bids received on the due date will be accepted by the Office of Contracts and Acquisitions on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any bids delivered to any address other than the address provided above.**

All submissions must be received, complete, by mail or hand delivery by the above date and time. Materials received after the submission deadline date will not be added to previous submissions, nor be considered. No confirmations of mailed bids received can be provided.

Submission of a bid indicates acceptance by the vendor of the conditions contained in this RLB, unless clearly and specifically noted in the bid submitted and confirmed in the agreement between ODJFS and the vendor selected.

III. Anticipated Procurement and Project Timetable

Sept. 22, 2008	ODJFS Releases RLB to Potential Vendors on the DAS and ODJFS Websites; Q & A Period Opens - Vendors may submit inquiries for RLB clarification
Oct. 01, 2008	Vendor Q & A Period closes, 8 a.m. for inquiries for RLB clarification - No further inquiries for RLB clarification will be accepted
Oct. 06, 2008	ODJFS posts Final Vendor Question & Answer Document on ODJFS website
October 16, 2008	Deadline for Vendors to Submit Proposals to ODJFS (3:00 P.M., local time)
October 27, 2008	ODJFS Issues Contract Award Notification Letter (estimated) - Vendors that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted for award of the contract
Dec. 01, 2008	Controlling Board Review of Selected Contract (estimated—if applicable). -Contract with the selected vendor requires review and approval
Dec. 15, 2008	Implementation* (estimated—following notification of all contractual and funding approvals) - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.
June 30, 2009	Project Completion** - All work must be completed and approved by ODJFS Contract Manager
July 1, 2009 through June 30, 2011 and July 1, 2011 through June 30, 2013	Contract renewal periods for software maintenance. <i>(At ODJFS discretion.)</i>

ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

* According to requirements of Ohio Revised Code (ORC) 126.07, agreements with ODJFS are not valid and enforceable, and work may not begin, until all required agreement and funding approvals are obtained. No work may be performed until the Office of Budget and Management (OBM) certifies the

availability of appropriate funding, which is indicated by the approval of the Purchase Order (P.O.) The selected vendor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the ODJFS Contract Manager provides notice that the requirements of section 126.07 of the Ohio Revised Code have been met.

** Subject to all necessary approvals, this agreement is expected to be in effect from approximately December 15, 2008 through June 30, 2009, (i.e., through the remainder of the current state fiscal biennium) with renewal contracts to be in effect, contingent upon satisfactory performance, and continued availability of funding from July 1, 2009 through June 30, 2013 for software maintenance purposes. Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium (e.g., 7/01/07 through 6/30/09), the agreement with the selected vendor will be subject to renewal for the final four years of the planned project. Renewal is contingent upon the availability of funds, satisfactory performance by the vendor, all necessary contract and funding approvals, continuing programmatic need, and is at the discretion of ODJFS

IV. Internet Question & Answer Period; RLB Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RLB via the Internet during the Question and Answer (Q & A) Period as outlined in Section III. Anticipated Procurement Timetable. To ask a question, potential vendors must use the following Internet process:

- * Access the ODJFS Web Page at <http://jfs.ohio.gov>;
- * Select "About ODJFS" on the front page;
- * Select "Doing Business with ODJFS" listed on the left column of the page;
- * Select "Requests for Proposals, Letterhead Solicitations, and Other Invitations;"
- * Select RLB Number *R-89-04-8001*;
- * Select the "R89048001@jfs.ohio.gov" link; and
- * Follow the instructions and guidelines as follows to send an e-mail question.

Questions to this RLB must reference the relevant part of this RLB, the heading for the provision under question, and the number and/or section of the RLB where the provision can be found. The potential vendor must also include his or her name, the company name, and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RLB provision or location, or which do not include an identification for the originator of the question. ODJFS will not respond to any questions submitted after **10:00 a.m.** on the date that the Q & A period closes.

ODJFS responses to all questions asked via the Internet will be posted on the Internet web site dedicated to this RLB, for reference by all potential vendors. Potential vendors will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the "ODJFS Question and Answer Document" for this RLB; when possible, ODJFS may post an interim Q & A Document as well as the final version. Vendor proposals in response to this RLB are to take into account any information communicated by ODJFS in the Final Q & A Document for the RLB. **It is the responsibility of all potential vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding any RLB.**

Accessibility to the ODJFS Q & A Document will be clearly identified on the web site dedicated to this RLB, once that document is made available.

IMPORTANT: Requests from potential vendors for copies of previous RLBs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RLB. PRRs, submitted in accordance with directions

provided in Section XV., Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet or faxed questions for RLB clarification do not apply to PRRs.

Requirements under a current project may or may not be required by ODJFS under any future contract, and so may not be useful information for vendors who choose to respond to the RLB; therefore, vendors are to base their RLB responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in the RLB and, if applicable, in the Q&A document, NOT on details of a current or past related contract. If vendors ask questions about existing or past contracts using the Internet Q & A process, ODJFS will use its discretion in deciding whether to provide answers.

ODJFS will only answer those questions submitted within the established time period for the Vendor Q & A process (see Section III., Anticipated Procurement Timetable, above), and which pertain to issues of RLB clarity, and which are not requests for public records. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

V. Requirements for Consideration

Vendors' proposal must address both the following minimum mandatory requirements, to the satisfaction of ODJFS, in order to be considered for award of the contract expected to result from this RLB, and must also demonstrate adequate organizational qualifications, and staff experience and capabilities to be selected for award:

1. Mandatory Requirements

Vendor proposals failing to meet ANY of the following mandatory requirements shall be disqualified from all consideration.

- a.)** Proposals must contain a minimum of two project references for past projects similar in size and scope completed by the vendor in the past five years. Reference information must contain, at minimum, a brief description of key elements of each of the projects, the customer name, and a contact person (name, title, phone number and e-mail address) who would be able to discuss the vendor's performance with ODJFS.
- b.)** Proposals must describe one comprehensive software package for the full and satisfactory completion of the work described in this RLB (i.e., all modules required under this RLB must all be fully functional with the use of just one software package).
- c.)** Proposals must be received at the designated ODJFS location (as established in Section II. of this RLB) no later than the due date and time (as established in Sections II. and III. of this RLB).
- d.)** The vendor must submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost Proposal.
- e.)** The vendor's proposal must include all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in **Attachments A and C** to the RFP.

- f.) The vendor may not be excluded from entering into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or as established at O.R.C. § 9.24.

2. Organizational Experience and Capabilities

In order to demonstrate to ODJFS sufficient qualifications for the work that is the subject of this RLB, proposals must provide detailed background information on the vendor, indicating sufficient organizational experience and staffing to perform the required work. Specifically, the proposal must describe how, and to what extent, the vendor as an organization has the following characteristics:

- a.) A minimum of eight (8) years organizational experience;
- b.) The successful completion of at least two (2) similar sized projects completed in the past five years that demonstrate expertise in providing Computer Aided Facility Management (CAFM) software to markets, public sector or commercial, similar to ODJFS with approximately 4,000 employees and 1.7 million square feet of office space in various locations;
- c.) The proposal must demonstrate that the vendor is able to use and has experience with AutoCAD as a drawing platform.

NOTE: In the event that the vendor proposes the use of any subcontractors, information on the subcontractor(s) and letter of commitment are required as well.

Information provided in qualified vendors' proposals regarding the vendor's organizational experience and capabilities will be evaluated and scored using the methodology described on the Technical Proposal Score Sheet, provided as Attachment D.

3. Staff Experience, Credentials, and Capabilities

- a.) **Key Staff Designations** – The vendor must demonstrate significant expertise and comprehension of the work described in this RLB by assigning qualified staff to key leadership roles for the project, identifying in proposals, by position, those staff they consider key to the project's success. Key staff positions must be readily available to assist ODJFS staff with this project. Proposals must specifically state that the proposed key staff will be available to ODJFS during normal business hours. (**NOTE:** One individual may, at the vendor's discretion, be proposed for filling more than one project role, but the proposal must demonstrate fully that the individual possesses all applicable credentials and experience expected for any individuals filling those roles separately.)

The vendor must, at minimum identify the following key staff and provide justification for each person's selection:

- 1. **Project Manager (PM)** – A designated person to lead the selected contractor's team, who will be the contact person for the ODJFS project manager and IT experts. Proposals must demonstrate that the vendor's PM is characterized by each of the following, at minimum:

- i) at least four years' experience as a project manager with CAFM projects;
- ii.) a working ability to prepare project plans with MS Project.

2. **IT Manager (ITM)** – A designated person to manage all aspects of system architecture as indicated in this RLB, who will coordinate activities of the vendor's IT development lead, data conversion lead, database administration lead, and system test lead. Proposals must demonstrate that the vendor's ITM is characterized by each of the following, at minimum:
 - i.) at least four years' experience managing large CAFM software implementation projects;
 - ii.) at least two years experience with AutoCAD software, and,
 - iii.) is a Microsoft Windows Certified Engineer; and,
 - iv.) will be available for assistance from contract effective date through post-implementation work.
3. **Trainer** – A designated person to train staff in the use and maintenance of the CAFM software, with at least two years experience providing training for CAFM software.
4. **Any additional staff position** which the interested vendor would present as a Key Staff designation, at the vendor's discretion. For any such additional key staff, vendor proposal must include a detailed description of the role that individual will play in the purchased activities.

b.) Supplemental Resources and Support Staff –

1. Proposals must clearly demonstrate that all contractor staff involved in the project must be familiar with and capable of working with the AutoCAD program.
2. Proposals must clearly demonstrate that all contractor staff involved must have demonstrable expertise and knowledge of the customized portions of the software and the maintenance agreements, required for the proper upkeep of these custom routines and processes, as well as capability to expand them when necessary.
3. Proposals are to include a staffing plan to indicate all project roles and assignments. Additionally, the staffing plan presented must discuss possible methods the vendor could use in order to identify and involve any resources which may be needed for short-term assignments (e.g., project-specific subject matter experts).

If the vendor proposes subcontracting any part of the work, the subcontractors and their roles must be outlined in the staffing plan and are subject to the terms and conditions governing the resulting agreement between ODJFS and the selected contractor (See also Section XI, F., Contractual Requirements).

Information provided in qualified vendors' proposals regarding the vendor's staff experience, credentials, and capabilities will be evaluated and scored using the methodology described on the Technical Proposal Score Sheet, provided as Attachment D.

If dissatisfied with job performance of the selected vendor's staff, ODJFS may ask for the replacement of any staff members and/or vendor's sub-contractors.

The selected vendor will be subjected to a key personnel contractual requirement. ODJFS must be notified of any impending changes in key personnel and must approve any proposed replacement staff.

Important: It is the affirmative responsibility of the vendor submitting a proposal to remove all personal confidential information (such as home addresses and social security numbers) of vendor staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information.

VI. Scope of Work

ODJFS is requesting proposals from qualified vendors interested in providing a fully functional Computer Aided Facility Management (CAFM) system, including system implementation, to assist ODJFS staff in executing space information and Work Order functions. The requested software application must be supported by the ODJFS network infrastructure, and work using AutoCAD to read and create files for space and asset management. Proposals from interested vendors must describe how, if awarded the contract, the work would be performed in compliance with the following standards and expectations.

- A.) All hardware and operating systems will be procured by ODJFS, Office of Management Information Services (MIS). MIS resources will be involved in early discussions to determine the Service Level Agreement (SLA) and the specific configuration needs to ensure the system meets ODJFS standards. Vendor proposals must provide an overview of the hardware specifications for the proposed system in the vendor's proposal.

Vendors must also provide, at minimum, the following information on the proposed software (e.g., vendor name, product name and product version number):

1. Description/discussion of any necessary or recommended characteristics of an Operating System most appropriate for the proposed CAFM package
2. Application Programming Language
3. Network Software
4. Communications Software
5. Report Writer
6. Database
7. Browser
8. CISCO network bandwidth requirement
9. Back-up and Recovery Requirements
10. Server Design
11. Network Design – scalability, load balancing, fail over.

- B.) The CAFM system must have the ability to:

1. interface w/ ODJFS' Timekeep system so that data changes can be incorporated into CAFM on a quarterly basis. Data elements will include employee identification, employee name and location information such as building, floor, room or cube number.
2. provide automated procedure to update the data from the ORACLE tables to the CAFM system.
3. utilize an AutoCAD drawing platform

C.) Security and Client-Server Architecture Requirements

1. System Security should be implemented using authentication via the State of Ohio's Novell eDirectory based ID Vault.
2. Client-server architecture should adhere to the thin client approach.

D.) The contractor will work with MIS, administrators, and staff to ensure that all modifications, installations, and customizations adhere to business standards and ODJFS approval.

E.) The contractor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The contractor shall supply ODJFS with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations shall have been included by the contractor bid proposal.

F.) The expectation is that the go-live date for this project is July 1, 2009. The selected vendor will be required to submit a Finalized Work Schedule within ten business days of contract execution (e.g., notification by ODJFS that all necessary contract and funding approvals have been satisfied and a fully approved Purchase Order is in effect) to ODJFS for approval. The final project timeline must list out all work phases and all completion dates for all deliverables.

G.) Documentation Media Expectations all deliverables must be provided to ODJFS in both paper and electronic form following a style guide approved by ODJFS. The contractor must deliver documents in a format that can be easily viewed and edited by the current version of Microsoft Office Suite of desktop productivity tools at ODJFS. Any exceptions must be mutually agreed upon.

H.) System Use and Confidentiality Agreements for access to ODJFS systems and data, each project team member must sign system use and confidentiality agreements. Failure to sign these agreements will necessitate removal from the project. Please note that each individual team member must sign these agreements. Agreement by the contractor to sign these agreements from a company perspective rather than an individual perspective does not meet this specification.

Vendor proposals must describe in detail how the entire scope of work would be addressed to the satisfaction of ODJFS, in accordance with the standards, requirements, and expectations set forth in this section and in the RLB generally.

VII. Specifications of Deliverables

The selected vendor will be required to provide ODJFS with, at minimum, the following major deliverables:

A. Off-the-shelf Computer Aided Facility Management (CAFM) software, which links a space database and CAD floor plans to each other. The general minimum requirements for the CAFM system include, but may not be limited to the following modules:

1) Property & Lease Management:

Ability to track and evaluate ODJFS properties financial and operational performance as performance as individual units or as a portfolio. The CAFM solution must track lease terms

and provide automated warnings when options are due to expire, identify excess space within the portfolio that can be relinquished, provide detailed property reports and statistics, etc.

2) Capital Budgeting:

For State of Ohio owned facilities, the CAFM solution must provide a vehicle to prioritize programs and projects, schedule activities, and manage financial resources. The ability to match project activities to the appropriate funding source to insure project remains on budget. The ability to create a centralized database for all State owned facilities providing history of past projects to assist with future capital project financial projections.

3) Project Management:

Ability to define and prioritize projects in a centralized location, manage tasks using project calendars and Gantt charts, workflow process that automatically assigns and contacts employees and contractors with tasks, maintain accountability by tracking tasks and project changes, ability to exchange data with Microsoft Project.

4) Strategic Planning:

Ability to determine space requirements for facilities to be merged, determine space needs during periods of growth, departmental reporting on space, furniture and moving costs, ability to clearly evaluate multiple scenarios for future facility planning.

5) Space Management:

The management of ODJFS space is a key element of an acceptable CAFM solution. Space management includes the ability to determine which spaces are occupied and which are not. This information needs to be visually represented on the drawing of each facility and extrapolated into a report. Information on the individual or entity that is occupying a particular space must be available by selecting that space on the drawing. This information will included the employees name, phone number, office, and photo identification. The drawing must visually reflect the office name that occupies areas within each facility. The software must have the ability to charge back space occupied by each office. ODJFS staff must have the ability to customize reports to pull information from the database regarding space utilization.

6) Overlay with Design Management for AutoCAD:

Use of the Overlay application is required to reduce time and effort to populate architectural drawings with facilities and infrastructure information. Changes in AutoCAD must automatically transfer and update in CAFM database. Instantly populate drawings with walls, doors, and furniture. Assign intelligence to drawings by adding room numbers, departments, and more. Ability to work on entities drawn on any layer, even if plans were not originally created in AutoCAD. Updates to drawings in the Overlay application are instantaneous, eliminating the need to transfer AutoCAD information to the facilities and infrastructure database. The result is a single, unified information environment for managing facilities and infrastructure that improves productivity and data accuracy.

7) Move Management:

Maintain employee and asset locations as well as labor and construction costs required for the move. With a move order form the move manager can quickly select location and display the employee and assets assigned to the space. A move order can include more than one employee and/or asset relocation. Selecting a move-to location automatically displays its current occupancy and availability. Costs associated with the move can be recorded including construction and furniture components. A move order should automatically trigger

communications with other department involved in the move such as an e-mail to the IT department for computer/telephone changes, security, ADA Coordinator, etc. A move order should record the author, requestor, employee(s) and equipment/furniture to be moved, etc. The move manager selects the move date and assigns the work to internal staff or contractor. Completed moves automatically update employee locations and department assignments for accurate space charge backs, ownership and availability.

8) Reservations:

Ability to schedule shared space, conference rooms, and associated amenities. Information available for each room through the reservation module would contain, but not limited to, location, capacity, data drop availability, equipment availability, photo of space, etc.

9) Hoteling:

A mechanism to reserve hoteling workstations in every office for staff who need to work off-site, with the capability of implementing charge backs for staff usage.

10) Furniture & Equipment Management:

Furniture and equipment that is owned by ODJFS is tracked with asset management tags. In the CAFM solution, these items need to be tracked by their location within a given facility. Also, they need to have information associated with the items including date of purchase, vendor purchased from, manufacturer, item specifications (including style, model number, options, etc.), depreciation schedule, and warranty period. This information needs to be accessible by selecting the particular item on a drawing.

11) Help Desk – Work Orders:

An automated, web-based request process whereby assigned users (presently estimated at up to 80 requestors) would initiate a work request/trouble ticket. Ticket would be reviewed by a customer service assistant who dispatches it to the appropriate facility team member. Work orders to be tracked from beginning to end and could include maintenance, moves/adds/changes, and safety and health issues. Sends automated escalations and notifications as well as a satisfaction survey.

12) Building Operations Management:

For State owned facilities, the CAFM solution should have the ability to track and schedule preventive maintenance programs, track and evaluate performance of internal and outsourced service providers, track work orders for completion, forecast budgeting by utilizing historical data, generate expenditure reports by facility, etc.

13) Emergency Preparedness & Life Safety:

The CAFM solution should provide reports on employee locations, egress locations, AED locations, and hazardous material locations. Data should assist in the development of a disaster recovery plan for all ODJFS facilities that will insure a quick return to normal operations.

14) Condition Assessment:

For State owned facilities, the CAFM solution should provide a central database to address deferred maintenance issues and to evaluate maintenance issues to preserve and/or extend the life of the facility.

15) Environmental Sustainability Assessment:

The CAFM solution should assist in measuring recycling program performance to improve the facility's impact on the environment. Track furniture or other assets that can be reconditioned and reused in other facilities.

16) MIS Supplied System Artifacts:

- a. System Architecture artifacts – logical, physical, and network designs
- b. Detailed System Design – documentation of all components to include interaction and integration details

- B. Installation and Implementation** of the system software, including configuration and customization work required to meet the business functions not supported by the off-the-shelf modules. Currently, ODJFS estimates a need for a minimum of 15 total installations at four locations across the state. ODJFS would prefer one enterprise-wide license.
- C. Data Transfer** MS Access data (e.g., lease specifications, vendor contact information, maintenance history, payment history, etc.) into the CAFM system.
- D. Documentation and training** to allow system administrators and end-users the ability to properly operate the system on a day-to-day basis, including regular maintenance processes and the preparation of training materials to be used after implementation of the system is completed (contractor will provide initial product training for fifteen (15) ODJFS staff, and all training shall take place at an ODJFS Facility);
- E. Operation & Maintenance** the contractor will be responsible for the operation and maintenance of the system until the implementation task has been successfully completed and the system has been transferred to the State. At a minimum, the activities of this task must include the following:
- 1.) Final data conversion
 - 2.) Technical preparation and system changeover activities
 - 3.) Development of an implementation activities check list
 - 4.) Staffing requirements, by role and responsibility for all implementation activities
 - 5.) Implementation schedule
 - 6.) Activities required to effectively operate and maintain the system. The plan must include, but not limited to, staffing requirements by staff type and skill level and activities that must be preformed by each staff member
- F. Technical support** shall provide troubleshooting support for all installed software packages as specified. The contractor must support all technical questions by phone, e-mail, web, or fax between 8 a.m. and 6 p.m. Monday through Friday and must respond back to ODJFS within one (1) hour;
- G. Post-implementation training and consulting visits** for improving system implementation and increasing staff knowledge twice a year. Training shall include network configuration and administration, drawings and database development and customization, AutoCAD implementation and standardization, users and administrator training and system customizing, CAFM database import/export and application integration system consulting. The Contractor must provide technical and customization training for all software packages previously specified; and,

H. Standard Software Warranty;

For each of these mandatory deliverables, the selected vendor will be required to provide in detail the product offered and the work approach to be taken in order to fully satisfy the project requirements and timeline.

VIII. Vendor Compensation

On the Cost Proposal Form (provided as **Attachment E.** to this RLB), vendors are to propose their firm, fixed, all-inclusive cost for each deliverable, both by State Fiscal Year (SFY) and in total for all possible renewal periods. The proposed prices for each deliverable are to represent the entire cost the vendor offers for the full and successful completion of that deliverable. The sum of the proposed cost of all deliverables to be performed under the resulting agreement (including any renewal periods), will be the vendor's total cost for successful completion of the work described in this RLB.

SFY 2008 began July 1, 2007 and closes June 30, 2008. Completion of all key work (e.g., software installation, data conversion, training) on this project will be required of the selected vendor by June 30, 2008, with only the costs for phone and on-site technical support, post-implementation training, and annual software maintenance (Deliverables E., F., G., and H.) to be presented for July 1, 2008 through June 30, 2009 (SFY 09) and for each of the subsequent contract renewal periods through June 30, 2013.

Vendors are to use their business expertise in pricing the work described in this RLB, taking into consideration any intervening steps or activities that must be performed in order to complete the work, and offer their costs accordingly, even if ODJFS does not explicitly identify those intervening costs in this RLB. No separate travel expenses or any other type of expenses will be paid under the agreement to result from this RLB.

IX. Format of Submission

To be accepted and forwarded to the ODJFS Proposal Review Team (PRT), ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- **four** paper copies (**one signed original** and **3** copies) and one CD-ROM copy of the Technical Proposal;

AND

- in a sealed, separate envelope, **three** paper copies (**one signed original** and **two** copies) and one CD-ROM copy of the Cost Proposal.

The vendors' total proposal submissions (both the technical and cost proposals in all required copies) must be received by ODJFS complete no later than 3:00 p.m. on **Thursday, OCTOBER 16, 2008**. Faxed or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

**Office of Contracts & Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
ATTN: RFP/RLB Unit**

Vendors' original technical and cost proposals must contain all the information and documents specified in this Section IX, "Format of Submission." All copies (both paper and CD-ROM) of the proposal must include copies of ALL information, documents, and pages in the original proposal.

Along with the Technical proposal, the vendor must submit the Cost Proposal in a separate, sealed envelope/package labeled: **"NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR CAFM SOFTWARE, RLB#: R-89-04-8001 SUBMITTED BY [VENDOR'S NAME HERE]."**

The CD-ROM copy of the Technical Proposal must include all components of the technical proposal, including any required or voluntary attachments to it. The CD-ROM copy of the Cost Proposal must include all cost proposal components, including any required or voluntary attachments. **The CD-ROM containing the Cost Proposal must be submitted in the sealed envelope containing the hardcopy Cost Proposal.** Both CD-ROMs must be labeled with the vendor's name, the RLB number, and the proposal submission date or proposal due-date, at minimum. The requested CDs will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and failure to include them or to properly label them may, at ODJFS discretion, result in the rejection of the vendor from any consideration.

Note: It is the express responsibility of the vendor to verify the completeness and accuracy of each copy, paper or electronic, of the proposal. In the event that ODJFS identifies any substantive discrepancies between any copies or any significant omissions or errors in the reproductions, ODJFS reserves the right to either, at its sole discretion, make a reasonable assumption of the vendor's intent and proceed accordingly, or to require an immediate correction from the vendor to prevent disqualification of the vendor's proposal, or to immediately disqualify the vendor.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a vendor's proposal submission (*e.g.*, letters of recommendation from past customers of the vendor's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be considered. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

For hand delivery on the due date, vendors are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31st Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.**

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the vendor selected.

- A. Technical Proposal Composition:** The vendor's Technical Proposal shall contain all the information as specified for each component listed below. It is mandatory that vendor proposals be organized in the following order. Any other information thought to be relevant, but not applicable to a specific RLB section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which include information or materials that were not required in the RLB. However, the proposal will be scored on the relevancy to the stated responsibilities as well as the conciseness, clarity, flow, and neatness of the information presented. A proposal which is incomplete, vague,

unjustifiably wordy, unclear, or poorly organized may not be successful. All pages in The Technical Proposal shall be sequentially numbered either per tab or for the document as a whole.

Tab 1: Forms and Certifications

Vendors submitting proposals must include a completed “Required Vendor Information and Certifications” form (provided as Attachment A. to this RLB), a completed “Request for Taxpayer Identification Form W-9” (provided as Attachment B. to this RLB) and the DMA form (provided as Attachment C). The vendor must provide originals of these three documents, signed in blue ink by a qualified vendor representative, in this part of the original technical proposal packet, and copies of the signed document in the four paper copies and one electronic copy of the proposal.

Vendors are required to provide a declaration regarding material assistance to terrorist organizations or organizations that support terrorism as identified by the U.S. Department of State Terrorist Exclusion List, and as described in **Attachment C, Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization**. Vendors who fail to provide a signed and completed **Attachment C** risk disqualification. This form may also be accessed and printed at the Ohio Department of Public Safety, Division of Homeland Security’s Website at <http://www.homelandsecurity.ohio.gov>.

Tab 2: Vendor Qualifications. The vendor proposal must include all documents and information as outlined in Section V., Qualifications, demonstrating how the vendor and its staff meet the requirements, specifically:

- Sub-Tab 2a.** Mandatory Vendor Qualifications (Sub-section 1)
- Sub-Tab 2b.** Organizational Experience & Capabilities (Sub-section 2)
- Sub-Tab 2c.** Staff Experience and Capabilities (Sub-section 3)

Tab 3: Scope of Work The vendor proposal must describe in detail how the entire scope of work would be addressed to the satisfaction of ODJFS, in accordance with the standards, requirements, and expectations set forth in Section VI., specifically:

- Sub-Tab 3-a.** Item A
- Sub-Tab 3-b.** Item B
- Sub-Tab 3-c.** Item C
- Sub-Tab 3-d.** Item D
- Sub-Tab 3-e.** Item E
- Sub-Tab 3-f.** Item F
- Sub-Tab 3-g.** Item G
- Sub-Tab 3-h.** Item H

Tab 4: Specifications of Deliverables For each of the mandatory deliverables in Section VI., vendor proposals must discuss in detail the products offered and the work approach to be taken in order to fully satisfy the project needs, specifically:

- Sub-Tab 4-a.** Deliverable A
- Sub-Tab 4-b.** Deliverable B
- Sub-Tab 4-c.** Deliverable C
- Sub-Tab 4-d.** Deliverable D
- Sub-Tab 4-e.** Deliverable E
- Sub-Tab 4-f.** Deliverable F
- Sub-Tab 4-g.** Deliverable G

Sub-Tab 4-h. Deliverable H**Tab 5: Vendor Attachments or Appendices** *(for example, for required excerpts/samples of work products described in RFP Section II.)*

NOTE: All pages in the Technical Proposal must be sequentially numbered, with the exception of Tab 1 contents.

- B. Cost Proposal Composition:** Vendors must complete the Cost Proposal Form (provided as **Attachment E.** to this RLB), with their firm, fixed, all-inclusive cost for each deliverable, both by State Fiscal Year (SFY) and in total for all possible renewal periods, and submit that as their cost proposal.

The proposed prices for each deliverable are to represent the entire cost the vendor offers for the full and successful completion of that deliverable – no separate expenses will be allowed. The sum of the proposed cost of all deliverables to be performed under the resulting agreement (including any renewal periods), will be the vendor's total cost for successful completion of the work described in this RLB.

NOTE: Vendors are required to submit **one CD-ROM copy** (using TWO CD-ROMs) of their entire proposal package in non-rewriteable CD format. One CD-ROM is to contain the complete Technical Proposal, including any required or voluntary attachments to it, and the other CD-ROM is to contain the Cost Proposal including any required or voluntary attachments to it. **The CD-ROM containing the Cost Form must be submitted in the sealed envelope containing the hardcopy Cost Proposal Form and its paper copies.**

C. DISQUALIFIERS FOR PROPOSAL ERRORS:

- Any vendor's Technical Proposal found to contain any cost information shall be disqualified from consideration. Cost information is defined as any dollar amounts which might be deemed to be indicative of the relative cost or economy of the proposed project. Information on the assets, value, or historical business volume of the vendor is NOT considered to be such prohibited cost information, and MAY be included in any vendor's technical proposal as information on business capacity and stability. All prohibited cost information must be submitted with the separate, sealed Cost Proposal. The Technical Proposal is defined as any part of the vendor's proposal (either as required by ODJFS or sent at vendor's discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc., which is not specifically identified by ODJFS as a required component of the separate, sealed Cost Proposal. Should a vendor determine to include in the technical proposal any documents which contain such cost information, the cost information in those documents must be made unreadable by the vendor before submission of the proposal to ODJFS. Failure to follow these instructions will result in disqualification.
- **Any trade secret, proprietary, or confidential information (as defined in Section XI., E. of this RLB) found anywhere in a vendor's proposal shall result in immediate disqualification of that vendor's proposal.**
- **Any personal confidential information on vendor or sub-contract staff (eg: social security number's, addresses) must be omitted from vendor proposals, or rendered fully unreadable, or ODJFS may at its option disqualify the vendor from any consideration.**

X. Selection Process

All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of ODJFS staff. Vendors should not assume that the review team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading, and unnecessary self-promotional claims will be evaluated accordingly. PRT members are required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The PRT may waive minor defects that are not material when no prejudice will result to the rights of any vendor or to the public.

In scoring the proposals, ODJFS will score in three phases: Phase I—Initial Qualifying Criteria, Phase II—Scoring of the Technical Proposal, and Phase III—Consideration of Proposed Cost. In addition, the PRT may, at its option, elect to conduct interviews as part of the process. Details of the scoring and vendor selection process and all score criteria are presented in the Technical Proposal Score Sheet, which is provided as Attachment D. to this RLB.

For all proposals not disqualified through Phase I and which meet or exceed the technical quality minimum score established in Phase II, ODJFS will then consider the Cost Proposals. The grand total of each technically qualified vendor's Cost Proposal (for all deliverables, for all years of the contract period) is divided by that vendor's final Technical Proposal score. This compares the cost with the quality of the Technical Proposal, which will provide an average cost-per-quality point earned on the Technical Proposal.

If the cost proposals of all technically qualifying vendors (as determined by the scoring process described in this section and by the Technical Proposal Score Sheet, **Attachment D.** to this RFP) are in excess of the available funding for this project, ODJFS may, at its sole discretion, negotiate with all technically qualifying vendors for a revised cost proposal. Vendors may then submit one last and best offer, or may request that ODJFS view its original cost proposal as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. Upon receipt of all last and best offers, and assuming that one or more have submitted a cost proposal that is within project budget, ODJFS will then consider those vendors' revised cost proposals which are within the budget according to the cost-point assignment process described in this section, above, and in the Technical Proposal Score Sheet, **Attachment D.**, for calculation of the winning score.

ODJFS may, at its sole discretion, waive minor errors or omissions in vendors' Technical and/or Cost proposals/forms when those errors do not unreasonably obscure the meaning of the content. ODJFS reserves the right to request clarifications from vendors of any information in their Technical and/or Cost proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process.

Additionally, in ODJFS reserves the right to require all vendors whose Cost Proposals are opened to respond to a call for their last and best offers, regardless of whether any cost proposals exceed available funding.

XI. RLB Process Information and Other Contractual Requirements:**A. State Contracts**

Responses must list any current contracts the vendor has with State of Ohio agencies. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed. Vendors must complete a copy of the Required Vendor Information and Certifications Document (provided as **Attachment A**) to report this information, and include the completed document in the vendor's proposal as specified in **Section IX, Instructions for Format of Submissions**, of this RLB.

B. Interview

Vendors submitting proposals may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from ODJFS and any representatives it may appoint. ODJFS reserves the right to select from responding vendors for interviews and may not interview all vendors submitting proposals. The vendor shall bear all costs of any scheduled interview.

C. Start Work Date

The selected vendor must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget & Management. The selected vendor will be notified by the ODJFS contract manager when work may begin. **Any work begun by a contractor prior to this notification will NOT be reimbursable by ODJFS.**

D. Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the vendor, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the vendor and will not be ODJFS' responsibility (see Section XI, B.).

E. Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in Ohio Revised Code (ORC) 1333.61 in their proposals in response to any ODJFS RFP, Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals or similar responses voluntarily submitted in response to any ODJFS RFP, RFA, RLB, or other procurement document, to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to any RFP, RLB, etc., shall become the property of ODJFS. This RLB and, after the selection of a vendor for award, any proposals submitted in response to an RFP/RLB are deemed to be public records pursuant to R.C. 149.43. For purposes of this section, the term "proposal" shall mean both the technical proposal (or application or other response documentation) and the cost proposal, if opened, submitted by the selected vendor/applicant, and any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS RFP, RLB, etc. which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

F. Contractual Requirements

Any purchase resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the ODJFS model contract, provided as Attachment F. Vendors are strongly encouraged to review that document prior to submission of their proposals, and if any alterations in contract language may be requested, to include those with their proposal. All requested changes are subject to ODJFS approval.

G. Travel and Parking Expense Reimbursement

No travel or parking expenses, nor any other expenses, will be covered.

H. Public Release of Records

Public release of any evaluation or monitoring reports funded under this agreement will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

I. Confidentiality

All contracts or other business agreements will require that the contractor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

J. Ethical & Conflict of Interest Requirements

- 1) No contractor or individual, company or organization seeking a contract or other business agreement shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
- 2) No contractor or individual, company or organization seeking a contract or other business agreement shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- 3) Any contractor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or in conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the agreement or refusal by ODJFS to enter into a one; and
- 4) ODJFS employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

K. Unresolved Findings for Recovery (R.C. 9.24)

Ohio Revised Code Section 9.24 prohibits ODJFS from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the vendor warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under R.C. 9.24 prior to

the award of any contract or business agreement arising out of this RLB, without notifying ODJFS of such finding. ODJFS will review the Auditor of State's website prior to the evaluations of any proposal submitted pursuant to this RLB. ODJFS will not evaluate a proposal from any vendor whose name, or the name of any of the subcontractors proposed by the vendor, appears on the website of the Auditor of the State of Ohio as having an "unresolved" finding for recovery.

L. Mandatory Contract Performance Disclosure

Each proposal must disclose whether the vendor's performance, or the performance of any of the proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those described in this RLB, has resulted in any "formal claims" for breach of those contracts. For purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, vendor shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a vendor from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the vendor's proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential that the behavior that led to the claims could negatively impact vendor's performance of the work, and the best interests of ODJFS.

M. Mandatory Disclosures of Governmental Investigations

Each proposal must indicate whether the vendor and any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to vendor's performance of services similar to those described in this RLB. If any such instances are disclosed, vendor must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against vendor by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify a vendor from consideration, such governmental action and a review of the background details may result in a rejection of the vendor's proposal at the sole discretion of ODJFS. The decision by ODJFS on this issue will be based on a determination of the seriousness of the matter, the matter's potential impact on the vendor's performance of the work, and the best interests of ODJFS.

N. Vendor Selection Restriction

Any vendor deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RLB, shall not be selected for this project.

O. Waiver of Minor Proposal Errors

ODJFS may, at its sole discretion, waive minor errors or omissions in proposals, bids, and/or forms when those errors do not unreasonably obscure the meaning of the content. Additionally, ODJFS reserves the right to request clarifications or completions from vendors to any information in their proposals, bids, and/or forms, and may request such clarification as it deems necessary at any point in the proposal/bid review process.

XII. Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of doing business with ODJFS, the contractor, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR164.501 and any amendments thereto.

In the event of a material breach of vendor obligations under this section, ODJFS may at its option terminate the agreement.

XIII. State Contracts

Proposals must list any current contracts the vendor has with State of Ohio agencies and universities/colleges. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed. Vendors must complete the “**Required Vendor Information and Certifications**” (provided as **Attachment A**) and include the completed document in the vendor’s proposal as specified in Section IX, Format of Submissions.

XIV. Caveat

ODJFS is under no obligation to select a vendor as a result of this solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed with the project.

XV. Communications Prohibitions

From the issuance date of the RLB, until an agreement is in effect, there may be no communications concerning the RLB between any interested potential vendor and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RLB or the decision with a formal procurement.

The only exceptions to this prohibition are as follows:

- A. Communications conducted for purposes of RLB clarification, pursuant to Section IV, Internet Q & A Period;
- B. As necessary in the case of any pre-existing business relationship between ODJFS and a vendor which could potentially respond to this RLB, in order to conduct that business;
- C. As part of an interview necessary for ODJFS to make a vendor selection decision;
- D. If it becomes necessary to revise any part of this RLB, revisions will be posted on the ODJFS web page established for this RLB; and
- E. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services;

Requests from potential vendors or contractors for copies of previous RLBs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Information Requests (PRRs), and are not clarification questions regarding the present RLB. PRRs, submitted in accordance with directions provided in this Section XV, Communications Prohibited, will be honored. The posted time frames for ODJFS responses to Internet questions for RLB clarification do not apply to PRRs.

* Important Note: Amendments to the RLB or to any documents related to it will be accessible to interested vendors through the original ODJFS website established for the RLB. All interested vendors are strongly encouraged to refer to the appropriate website regularly for amendments or other announcements. Failure on the part of ODJFS to notify any vendors of any possible changes or announcements related to this RLB does not absolve the vendors from their responsibility to look for updated information through the web page.

Proposals submitted by a vendor who attempts any communications prohibited by this Section may be disqualified by ODJFS from consideration for this project. ODJFS is not responsible for the accuracy of any information regarding this RLB that was obtained or gathered through a source other than the Question and Answer process described in this RLB.

XVI. Protests

Any potential, or actual, vendor objecting to the award of a contract or a vendor selection resulting from the issuance of this solicitation may file a protest of the award or selection, or of any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A.** A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this solicitation. The protest shall be in writing and shall contain the following information:
 1. The name, address, and telephone number of the protestor;
 2. The name and number of the solicitation being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by ODJFS;
 5. A statement as to the form of relief requested from ODJFS; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

- B.** A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
 1. A protest based on alleged improprieties in the issuance of the RLB or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. of the closing date for receipt of proposals as specified in Section II., Time and Date of Submission.
 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the **seventh (7th) calendar day** after the issuance of the letter from ODJFS to the vendor informing the vendor whether it was or was not selected for award of the contract.

