

**OHIO DEPARTMENT OF HEALTH
REQUEST FOR PROPOSAL (RFP) AMENDMENT**

1. PURPOSE OF AMENDMENT TO THE RFP.

The purpose of this Amendment is to extend the RFP due date as detailed below.
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2. AMENDMENTS AND EFFECTIVE DATE. The effective date of this Amendment is 3/26/2024.

1.5	<u>Solicitation Due Date:</u> Has been extended to Monday, April 8, 2024, by 4:00pm
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3. ATTACHMENTS. The above-referenced RFP is attached as "Exhibit A" and incorporated herein by reference.

4. Except as expressly modified by this Amendment, the RFP shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding, and enforceable obligations to the Parties. This Amendment and the RFP (including any written amendments thereto), collectively, are the complete agreement of the Parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

Exhibit A

OHIO DEPARTMENT OF HEALTH

SUBRECIPIENT REQUEST FOR PROPOSAL (RFP)

The Ohio Department of Health (ODH) is soliciting proposals for professional services.

1. PROJECT INFORMATION:

- 1.1 Project Title: Expansion of Established School-Based Health Centers (SBHCs)
- 1.2 Solicitation Posting Date: Thursday, March 7, 2024
- 1.3 Inquiry Start Date: Thursday, March 7, 2024
- 1.4 Inquiry End Date: Thursday, March 28, 2024, by 4 p.m. All questions must be submitted via email to Procurement@odh.ohio.gov by Thursday, March 28, 2024, at 4 p.m. Questions received after this date will not receive a response.
- 1.5 Solicitation End Date: Monday, April 1, 2024, by 4 p.m. All required application components must be received by April 1, 2024, at 4 p.m. Applications should be submitted via email to Procurement@odh.ohio.gov. Each application component must be clearly labeled.
- 1.6 Project Background:

School-based health centers (SBHCs) located on site or in the school building provide a variety of health care services to students that is convenient and accessible. SBHCs have grown in popularity with families, communities, and school staff by improving health outcomes of students while decreasing time away from the classroom. While the SBHC model is an effective way to bring comprehensive health services to students, the uniqueness of establishing a clinic in a school setting does impact the financial sustainability of the Center when comparing similar operations to those provided in a medical office. SBHCs who serve all students regardless of ability to pay may experience higher non reimbursable services as well as longer than usual clinic visits as more care coordination and case management are needed for some students. Additionally, the patient volume in a SBHC may not be as high when considering clinic hours based on a school schedule. The unique qualities that make SBHCs successful also create the reasons why they are difficult to sustain financially. Obtaining adequate funding continues to be a challenge for many Centers. Most SBHCs operate for two-three years or more before they can meet their financial obligations.

Over the past two years, the Ohio Department of Health (ODH) in partnership with the Ohio Department of Education (ODE) and Workforce used a combination of federal dollars totaling \$25.9 million dollars to support the development of and continuation of SBHCs throughout the state. During the last year this partnership funded fourteen (14) health care providers that aided in the development and expansion of access to healthcare services for over 77,000 students at 165 sites across eighteen (18) counties.

ODH is pleased to announce additional funding made available through the state operating budget for State Fiscal Years (SFY) 2024-2025. The availability of these funds will enable Ohio to support the continuation of SBHC work and allow for expansion of established SBHCs who need additional support to increase services that will reach more students and families.

- 1.7 Project Objective and Purpose: The project objective is to support established SBHCs that have been operational for three or more years with infrastructure activities that are needed to strengthen and improve sustainability of current SBHCs.

An established SBHC is defined as one" that has been operating for three or more years". Applicants should assess their SBHC and identify a resource(s) or service that is/are needed to support the sustainability of the SBHC operations into the future. The purpose of sustainability funds is to help support activities that will strengthen the operations of an established SBHC.

Some examples of resources and/or services could be but are not limited to: Increase in specialized staff (i. e. hires a grant or development specialist, Community Health Worker (CHW), patient navigator etc.), developing and implementing a marketing campaign, purchase of new equipment; expanding to additional services such as dental and/or vision, obtaining billing and collections software and developing QI process; professional development or training for staff and construction and/or renovation of clinic space.

- 1.8 Project Budget: ODH has a total of \$1.6 million available for expansion of established SBHCs. Applicants can request up to \$400,000 for the project period of fourteen (14) months.

- Capital Cost – Applicants are permitted to allocate a portion of the \$400,000.00 award towards capital costs, with a maximum limit of \$250,000.00 for such expenses. Any request for capital expenditure must thoroughly justified within the technical and cost proposals.
- Optional Asthma Services – Applicants may seek optional funding specifically for asthma-related initiatives, supporting up to four SBHC that offer coordinated asthma care for children. This funding is designed for disbursement by the awarded SBHCs to the corresponding school district to ensure the delivery of extensive asthma services. The available funding for this optional deliverable is capped at \$10,000.00 for each school district county and will not exceed \$40,000.00 for each SBHC.
 - School District's staff would be required to complete the asthma services deliverables to receive asthma-specific funding.

- 1.1 Project Award: ODH expects to fund up to four (4) SBHCs for expansion of established SBHCs who need additional support to increase services that will reach more students and families.

- 1.2 Project Period: 5/1/2024 – 6/30/2025.

ODH reserves the right to execute multiple agreements with awarded provider to fulfill the entire project period, subject to and contingent on the discretionary decision of the Ohio General Assembly to appropriate funds (if

needed) for the biennium, satisfactory performance of the awarded providers and the needs of the Ohio Department of Health.

1.11 Agreement Term: 5/1/2024 – 6/30/2025

1.12 Renewal Terms: 24-month optional renewal period.

At the sole option of ODH, ODH may extend this Contract past the initial Agreement Term for a period of ninety (90) days. Renewal terms may be exercised by mutual agreement between the Contractor and ODH. The cumulative time of all mutual renewals may not exceed two (2) additional years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this project in each new biennium. If any renewal is exercised, a new contract will be issued at the beginning of the new biennium. ODH may evaluate whether a renewal is appropriate considering the satisfactory performance of the Contractor and the future and continuing needs of ODH's Programs.

1.13 Eligible Applicants:

Applicants must have three or more years' experience in and currently operating a SBHC that provides comprehensive health services. These funds are to be used to support specific activities that will assist in sustaining operations in the future.

Priority will be given to applicants who have not been previously funded by ODH for SBHCs.

2. PROJECT REQUIREMENTS:

A. Project Narrative (should not exceed 8 pages budget is not included in page limit): Applicant will be evaluated and scored based upon information provided in the project narrative. Be as specific as possible when describing need. Where possible provide data to support the request.

- Executive Description of Project
 - The opening of the Project Narrative should include the name of the organization.
 - Describe organizational structure.
 - Provide school and community data to support the need and purpose of SBHC.
 - Amount of funding requested.
 - Describe how funds will be used to expand or increase operations and improve sustainability of the current work.
 - If any new SBHC sites are developed with these funds provide detailed justification on need for new site and a description of the population to be served.
- Past Performance
 - Describe clinic operations including the model of service delivery used in SBHC sites (ex. fixed site, school-linked, mobile clinic, telehealth etc.)
 - Include all services provided.

- Hours of operation.
 - Staffing structure with roles and responsibilities.
 - Describe referral process.
 - Indicate % or number of students and/or community members served.
- Community Engagement – Partnerships:
 - Describe current community outreach efforts.
 - What partnerships have been developed or plan to develop.
 - Discuss how the SBHCs will engage families and/or care givers.
 - Explain the relationship with the school district(s) served or plan to serve.
 - Provide examples of coordination and partnerships that would increase sustainability (ex. leverage funds, sharing resources etc.)
 - **Required:** Letters of Support from the school district in which the applicant plans to partner are required with proposal application. A more formal Memorandum of Understanding (MOUs) to document each entities responsibilities will be due after an award is made.
- Evaluation/QI:
 - Describe the positive impact the center has on students.
 - Provide any data related to student, family and school satisfaction surveys that are used to improve services.
- Steps taken towards sustainability:
 - List additional sources of funds.
 - Describe successful billing practices and/or additional revenue practices that have been implemented to assist with sustainability.
 - What % of students served have insurance, including Medicaid?
 - What % of services provided was uncompensated?

B. Budget

- Provide detailed budget for the amount of funds requested. Include a separate budget narrative explaining the details of the amount requested (Use templates provided in Appendix A and Appendix B).

Restrictions that must be considered while planning the programs and writing the budget are:

- Allowable Costs:
 - Funds may be used to support operational costs, including personnel and supplies that will allow the SBHC to expand current services.
 - Subcontracts are allowed to expand specialized services (i.e., medical specialists, behavioral health providers, IT consultants, school district school staff etc.)
 - Clinic supplies

- Equipment purchases including furniture.
- Registration and travel expenses to national and state SBHC Conference with ODH prior approval
- Travel expenses to ODH required training(s).
- Capital costs for construction and/or renovation to SBHC clinic space.
 - Please note these costs are capped at \$250,000.
 - If capital costs are requested SBHCs must be able to continue to provide services in a temporary location during the construction phase.
 - Any permanent structural additions and/or modifications made to the school building should be included in an MOU. Permanent structures may become the property of the school or district.
- In addition, it is strongly encouraged that expansion of services should include one or more of the following:
 - Oral health
 - Behavioral Health
 - Substance use disorder.
 - Comprehensive Vision Program
 - Health Screenings
 - Case Management Services (e.g., community health workers, social workers, etc.)
 - Supportive services (e.g., health education, language interpretation, and transportation)
- Services may be provided to SBHC patients through telehealth visits. Where possible and approved by the school district, health services can be extended to students' families and/or community members. Please note: Telehealth visits must be facilitated by qualified clinical staff.
- Unallowable Costs:
 - Reimbursement for mileage unless pre-approved by ODH.
 - Fees for professional licenses.
 - Funds cannot be used to provide contraceptive services and gender identity counselling.

- 2.1 Candidate Expertise Requirement: All Applicants must utilize staff with experience in working in school-based settings and trauma informed practices when providing services.
- 2.3 Notice of Award Requirements: Applicants must have three or more years of experience operating a SBHC and must currently be operating an SBHC. Successful Applicants must obtain an MOU from partnering school districts within the 90 days of receiving award.
- 2.4 Mandatory Licenses &/or Certifications Required: Appropriate medical licensure and certifications for health care organization and medical staff commensurate with scope of work or position within SBHCs.

3. **SCOPE OF WORK AND DELIVERABLES:**

3.1 Scope of Work:

SCOPE OF WORK	
3.1.1	<p>Offerors must develop a Work Plan</p> <p>The Work Plan must include the following (Please review Appendix D -Work Plan Template to use as a guide):</p> <ul style="list-style-type: none"> • Description for use of funds • Area identified for expansion and/or new site development. • Description of assessment process that was used to determine the need for resources. • Include data from any needs assessments or surveys used to collect information.
3.1.2	<p>Offerors must submit MOUs from partnering School District.</p> <ul style="list-style-type: none"> • Must include a list of existing and potential partners/collaborators and outreach plan.
3.1.3	<p>Offerors must attend and participate in Monthly Check-in Meetings.</p> <ul style="list-style-type: none"> • Develop agenda for each monthly check-in meeting. • Provide monthly updates via virtual meetings with ODH project coordinator.
3.1.4	<p>Offeror(s) must submit quarterly data reports (Please see data report Template)</p> <ul style="list-style-type: none"> • ODH will provide template(s) at the beginning of the contract period.
3.1.5	<p>Offerors must attend Professional Development and Trainings as offered by ODH for staff on topics:</p> <ul style="list-style-type: none"> • Trauma informed care. • Effectively working with communities • Billing • Insurance practices, etc.
3.1.6	<p>Offerors must develop and submit a budget that reflects appropriate staffing and expense plans to facilitate accomplishment of planning phase.</p> <ul style="list-style-type: none"> • Must submit budget expenses by using a monthly tracking form (please review Appendix E as a guide). • Must submit monthly equipment/supply expenses form (please review Appendix E as a guide).

3.1.7	<p>Offerors must submit a Construction Plan if Capital Funds are requested.</p> <ul style="list-style-type: none"> • Must identify the services during the construction process. • Must submit construction plans and quotes.
3.1.8	<p>Optional Deliverable – Offeror(s) have the option to propose additional funding for asthma activities services. Such services could include, but are not limited to:</p> <ul style="list-style-type: none"> • Participate in Kickoff Meeting - Shall not exceed \$1,000.00. • Conduct an Asthma Management System Assessment – Shall not exceed \$1,500.00. • Complete an online Asthma Training Courses – Shall not exceed \$1,500.00. • Access Technical Assistance from ODH – Shall not exceed \$1,000.00. • Collaborate with Asthma Providers, Organizations or Participate in Asthma related events and Community Engagements – Shall not exceed \$3,000.00. • Prepare and submit a final report detailing the activities undertaken. – Shall not exceed \$2,000.00 <p>This optional deliverable funding shall not exceed a total of \$10,000.00 per school district’s county and shall not exceed \$40,000.00 per awarded SBHC.</p>

3.2 Deliverables

DELIVERABLES		DUE DATE
3.2.1	Offerors must submit work plan.	30 days after award
3.2.2	Offerors must submit MOUs	90 days after award
3.2.5	Offerors must attend in monthly calls with ODH.	Monthly
3.2.6	Offerors must submit data reports, using template provided by ODH.	Quarterly
3.2.7	Offerors must submit a summary of staff attendance at Professional Development and/or training.	Each Training Occurrence
3.2.8	Offerors must submit monthly staffing expenses forms.	Monthly
3.2.9	Offerors must submit monthly staffing expenses, and equipment/supply expenses forms.	Monthly

3.2.9	Offerors must submit a Construction Plan if Capital Funds are requested.	60 days after award
3.2.10	Offerors must complete all asthma services tasks and submit final report	8/30/2024

4. **TECHNICAL EVALUATION CRITERION:**

SUBRECIPIENT PROFILE		WEIGHT
4.1	Offeror is a licensed health care entity providing comprehensive clinical health services.	5
4.2	Offeror provides a summary of past performance, including numbers of clients served	5
4.3	Offeror provides a summary of proposed project including purpose of funding, amount requested and justification of the need for request.	10
4.4	Offeror states there will be any new SBHC sites developed, detailed justification is provided	10
4.5	Offeror described how funds will be used to increase/expand operations and improve sustainability of the current work.	10

STAFFING PLAN (PERSONNEL PROFILE)		WEIGHT
4.4	Offeror submits their detailed staffing plan that includes reasonable goals to accomplish this project.	10
4.5	Offeror includes their plan to hire and/or subcontract for required staff to accomplish their project goals.	5
4.6	Offeror includes in their organizational structure clearly defined roles and responsibilities (i.e. who is managing project, who is handling financial reports, who is providing care at clinic and who is medical director etc.).	10

PROJECT PLAN -NARRATIVE		WEIGHT
4.7	Offeror has provided a project objective are written clearly with corresponding activities/tasks and timeline for completion are assigned to specific staffing plan can accomplish the work in a timely manner.	15
4.8	Offeror provided a budget of allowable and reasonable costs to accomplish work.	10
4.9	Offeror provides well documented and supported data in their project plan for the need of this award.	10

4.10	Offeror must include Letter of Support from partnership school district.	Required
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TOTAL	100
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5. PROPOSAL SCORING

CRITERIA	MAXIMUM ALLOWABLE POINTS
Technical Proposal	500
Cost Proposal	200
Total	700

6. INSTRUCTIONS

6.1. Scope of Work and Specifications. ODH is authorized to prepare scope of work and specifications to obtain supplies and services. The purpose of the scope of work or deliverables is to describe the supplies or services to be purchased and will serve as a basis for comparison of proposal responses.

6.2. Technical Proposal Format. Subrecipient's technical proposal shall address all items in the scope of work and deliverables and be submitted as the "Technical Proposal". Failure to sufficiently address each item may result in ODH's determination that the Proposal does not provide sufficient detail to adequately evaluate the Proposal and is, therefore, incomplete, and nonresponsive. If the Proposal contains elements that exceed the requirements of the RFP, the Proposal should state the degree to which the requirement will be exceeded and how this will be accomplished. Proposals should be prepared simply and economically, providing a straightforward, concise, and complete description of the Subrecipient's proposal and capabilities to perform the Agreement. Emphasis should be on completeness, specificity, and clarity of content.

6.2.1. Company Narrative. Responses to the RFP shall include a short narrative describing the following:

- 6.2.1.1. Description of the Subrecipient's experience and expertise conducting projects of similar size and scope.
- 6.2.1.2. Subrecipient's ability to meet minimum requirements.
- 6.2.1.3. Subrecipient's capacity to provide the services required.
- 6.2.1.4. Documentation of Subrecipient's soundness and financial capability to perform the work.
- 6.2.1.5. List of three (3) references for whom the Subrecipient has performed similar services and deliverables. ODH may, but is under no obligation to, contact the references.

6.2.2. Project Narrative. Responses to the RFP shall include a detailed project narrative describing the following:

- 6.2.2.1. Identification of the objectives, strategies, methodology, services, and deliverables that Subrecipient proposes to provide.
- 6.2.2.2. Use of evidence-based practices, if applicable.
- 6.2.2.3. Timeline for completion of services and deliverables.
- 6.2.2.4. Ability and experience of key project personnel intended to work on the project and their responsibilities to the project. Include resumes.
- 6.2.2.5. Identification and description of any proposed Subcontractors. Subrecipient may not subcontract any work or services of the type described in project scope of work and deliverables without ODH prior written approval.

- 6.2.3 **Project Work Plan.** Responses to the RFP shall include a detailed project implementation plan describing the following:
- 6.2.3.1. Clearly identify and discuss with specificity how the Subrecipient will perform the requirements specific to this project, including each item under Scope of Work and Deliverables.
 - 6.2.3.2. Description of the location and principal office from which the work is to be performed.
 - 6.2.3.3. Identification of the amount of time that lead, and key project personnel will be expected to work on the project.
 - 6.2.3.4. Description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason.
 - 6.2.3.5. Identification of any anticipated difficulties in meeting the project specifications and a description of proposed solutions to these difficulties.
- 6.3. **Subrecipient's Compensation.** Subrecipient's proposed compensation by deliverable shall be submitted as the "Cost Proposal". If in the event an Agreement ensues as a result of this RFP, the Subrecipient will be required to fulfill the Agreement obligations at the amount proposed. The proposed cost must include all costs associated with performing the work, including travel, shipping, overhead, etc.
- 6.4. **Proposal Submittal.** Subrecipient must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its proposal package. These are two separate components which shall be submitted as separate electronic documents, clearly identified as either "Technical Proposal" or "Cost Proposal" and the RFP number.
- 6.5. **When Proposals May Be Emailed.** ODH must receive proposals via email by no later than 4:00 p.m., the day the proposals are scheduled to be due. Proposals received after 4:00 p.m. on the scheduled opening date will not be opened.
- 6.6. **Where Proposals Must Be Emailed.** Proposals must be emailed (no fax, mailed or hand delivered proposals will be accepted) to the following email address: procurement@odh.ohio.gov.
- 6.7. **Proposals are a Public Record.** Once proposals have been reviewed, they will be forwarded to the ODH Project Evaluation Committee to begin the evaluation process. After proposals are opened, they are public records as defined in Ohio Revised Code Section 149.43 and are subject to all laws appurtenant thereto. Subrecipient may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered as public records. Pricing is not considered confidential. The decision as to whether such trade secrets or proprietary data shall be disclosed shall rest solely with ODH.
- 6.8. **Withdrawal of Proposal Prior to Scheduled Opening.** Subrecipient may withdraw a proposal by written request any time after ODH receives the proposal and before scheduled opening.
- 6.9. **Withdrawal of Proposal After Scheduled Opening.** Subrecipient may by written request withdraw its proposal after scheduled opening if there is reasonable proof that an inadvertent mistake was made, and the correction cannot be determined with reasonable certainty.
- 6.10. **Correction of Proposal Before Scheduled Opening.** If a Subrecipient withdraws its proposal and resubmits it with revisions, the revisions should be clearly identified and initialed by the Subrecipient. Any corrections must be completed off the ODH premises.
- 6.11. **Correction after Scheduled Opening.** ODH may permit a Subrecipient alleging an inadvertent error to correct its proposal after opening, only if the mistake and the correction are clearly evident from the proposal and correction does not affect the amount of the proposal or otherwise give the Subrecipient an unfair competitive advantage.
- 6.12. **Proposals are Firm for 90 Days.** Unless stated otherwise, once opened all proposals are irrevocable for ninety (90) days. Beyond ninety (90) days, the Subrecipient will have the option to honor their proposal or make a written request to withdraw their proposal from consideration.
- 6.13. **Rejected Proposals.** ODH may reject any proposal in whole or in part, if any of the following circumstances are true:

- 6.13.1. Proposals are not in compliance with the required format stated in the RFP.
- 6.13.2. Proposals do not address all the requirements of the RFP.
- 6.13.3. The price is excessive in comparison with market conditions or with the available funds of the Agency.
- 6.13.4. ODH determines that awarding any item is not in the best interest of the Agency.

- 6.14. Alternative Proposals. A Subrecipient may desire to submit an alternative proposal that achieves the purpose, specifications, and scope of ODH's request. A Subrecipient submitting an alternative proposal shall clearly identify and quantify the advantages of the alternative.
- 6.15. Proposal Preparation. ODH assumes no responsibility for costs incurred by the Subrecipient prior to the award of the Agreement resulting from this RFP. Proposals may not include any amounts attributable to its preparation.
- 6.16. Subrecipient May Request Clarification. If a Subrecipient discovers an inconsistency, error or omission in this RFP, the Subrecipient should request clarification from ODH Office of Procurement Services. Such clarification may be made only through email. No other form of clarification is acceptable. Failure of Subrecipient to comply may result in the Subrecipient being deemed not responsive.
- 6.17. Communication Prior to the Response Due Date. From the Release Date of this RFP until the date of the Agreement award, there shall be no communications concerning this RFP between any Subrecipient who may ultimately submit a Proposal and any employee of ODH involved in the issuing of the RFP, or any other state employee who is in any way involved in the ODH project, except as follows:

An ODH employee may send communications to potential Subrecipients with a link to ODH's RFP announcement after the Release Date to encourage a diversity of Subrecipients to submit a Proposal.

- 6.18. ODH Modifications to the RFP. When it is necessary to modify an RFP prior to the RFP opening, ODH does so by written addendum only. Revisions to an RFP, after the RFP opening, shall be distributed to only those Subrecipients that submitted a proposal. A Subrecipient may elect to withdraw the proposal, provided that the Subrecipient files a written request within ten (10) calendar days of DOH's distribution of the addendum.
- 6.19. Unit Costs. Subrecipients shall not insert a unit cost of more than two (2) digits to the right of the decimal point. Digits beyond the two (2) will be dropped and not used in the evaluation of the proposal.
- 6.20. Responsive Subrecipient. A Subrecipient is responsive if its proposal responds to the RFP completely and contains no irregularities or deviations from the RFP that would affect the proposal or otherwise give the Subrecipient an unfair advantage.
- 6.21. Responsible Subrecipient. ODH will determine if a Subrecipient is responsible using the following factors:
 - 6.21.1. Experience of the Subrecipient.
 - 6.21.2. Subrecipient's financial condition.
 - 6.21.3. Subrecipient's conduct and performance on previous Agreement.
 - 6.21.4. Subrecipient's facilities.
 - 6.21.5. Subrecipient's management skills.
 - 6.21.6. Subrecipient's ability to execute the Agreement properly.
 - 6.21.7. Review of Federal and State debarment lists.
- 6.22. Information Requested. ODH may request additional information to evaluate a Subrecipient's responsiveness to the RFP or to evaluate a Subrecipient's responsibility. If a Subrecipient does not provide the requested information, it may adversely impact ODH evaluation of the Subrecipient's responsiveness or responsibility.
- 6.23. Samples. ODH may require Subrecipients to provide samples or examples of work, at the Subrecipient's expense. Samples must be clearly identified by the Subrecipient, the RFP number, and the item the sample represents. ODH will return samples that are not destroyed in testing, at the Subrecipient's expense, upon the Subrecipient's timely request. ODH may keep the samples of the Subrecipient awarded the Agreement until the completion of the Agreement.

- 6.24. Estimated Usage. Unless otherwise stated, the usage indicated for each item(s), if applicable, are to be considered as estimates only and should be considered as information relative to potential purchases that may

be made from the Agreement. ODH makes no representation or guarantee as to the actual amount of the items(s) to be purchased.

- 6.25. Technical Proposal Evaluation. Proposals submitted by Subrecipients that do not meet the minimum requirements will not be evaluated. Proposals determined by ODH to lack completeness, specificity or clarity of content may be deemed nonresponsive and, therefore, will not be evaluated. The remaining proposals will be evaluated, scored, and ranked by a committee of selected staff. Proposals will be evaluated by the technical review criteria.

The evaluation committee will assign a numerical rating to each technical competency in the above section 7 table of the RFP based upon a review of that Subrecipient's Proposal. The ratings are to be awarded as follows:

0 Points	Does Not Meet	Proposal does not comply with the requirements.
1 Point	Weak	Response does not substantially meet the requirements.
2 Points	Moderate	Proposal meets most of the requirements but is weak in some areas.
3 Points	Meets	Proposal meets all requirements.
4 Points	Strong	Proposal substantially exceeds requirements.
5 Points	Greatly Exceeds	Proposal significantly exceeds requirements.

The value assigned to each criterion is only a value used to determine which Proposal is the most advantageous to the Agency in relation to the other Proposals that ODH received.

The evaluation committee will evaluate each proposal and award up to the maximum amount specified for each criterion. A proposal must receive a total technical score of at least 300 points (60 percent of the maximum total technical score of 500) for ODH to consider awarding an Agreement for that proposal.

- 6.26. Presentations and Interviews. ODH may require top Subrecipients to be interviewed. Such interviews will provide a Subrecipient with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow ODH an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of ODH. ODH may record any presentations and interviews. The one (1) to three (3) highest scoring Subrecipients; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the subrecipient's expense, if applicable.
- 6.27. Cost Proposal Evaluation. The cost proposal will be subject to a thorough review by ODH, but it will not be assigned a scoring value. Evaluation will focus on the completeness, accuracy, and reasonableness of the proposed cost that is required to be outlined in the budgetary forms in Appendix F and Appendix G to ensure alignment with the project requirements.

These evaluation elements will include the following:

- Are the budgetary forms contained in Appendix A & B completed? (Yes / No)
- Is the Cost Proposal detailed and reasonable for the amount of work as described in the Technical Proposal? (Yes/ No)

- 6.28. Final Stages of Evaluation. Subrecipient with the highest point total from all phases of the evaluation will be recommended for the next phase of the evaluation.

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

- 6.29. Clarifications & Corrections. During the evaluation process, ODH may request clarifications from any potential Subrecipient under active consideration and may give any Subrecipient the opportunity to correct defects in its Proposal if ODH believes doing so does not result in an unfair advantage for the Subrecipient and it is in ODH's best interests. Any clarification response that is broader in scope than what ODH has requested may result in the Subrecipient's proposal being disqualified.

- 6.30. Agreement Negotiation. It is at the discretion of DOH whether to permit negotiations. A Subrecipient must not submit a proposal assuming there will be an opportunity to negotiate any aspects of the RFP. When it has been determined that it is in the Agency's best interest to conduct negotiations, ODH may request a submission of the best and final quotation.
- 6.31. Agreement Award. The ODH Project Committee evaluating the Proposals and, if applicable, the Presentations will recommend to the Director of Health the award of an Agreement based upon the total Subrecipient score and whether awarding an Agreement will result in obtaining the best value and advantage to ODH. The Director's award of an Agreement will be identified by the Director's signature on the Agreement. The Director's award is final and not appealable. ODH at any time may determine that award of an Agreement is not in the best interest of ODH and may reject, cancel, or re-issue this RFP in whole or in part.
- 6.32. Agreement Contents. If this RFP results in an Agreement award, the Agreement will consist of this RFP, along with attachments, addenda, purchase orders, change orders, and terms and conditions. ODH reserves the right to award multiple Agreement under this RFP.
- 6.33. Subrecipient Start Date. ODH expects the Subrecipient to commence work upon Agreement execution. If the Subrecipient is unable or unwilling to commence work, ODH reserves the right to cancel the award and resume the evaluation process with the next most advantageous proposal.
- 6.34. Non-Collusion Certification. The Subrecipient certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal, that such proposal is genuine and not collusive or sham; that Subrecipient has not colluded, conspired or agreed, directly or indirectly, with any Subrecipient or person, to submit a sham proposal; or colluded or conspired to have another not proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of its proposal or any other Subrecipient, or to fix any overhead, profit or cost element of the proposal price, or of that of any other Subrecipient, to secure any advantage against any Subrecipient or any person or persons interested in the Agreement and that all statements contained in the proposal are true; and further, that the Subrecipient has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.
- 6.35. ODH Withdrawal of the RFP. ODH reserves the right to withdraw the RFP at any time prior to the award the Agreement.
- 6.36. Damages Arising from RFP Specifications. A Subrecipient may not be compensated for damages arising from inaccurate or incomplete information in the RFP, specifications or from inaccurate assumptions based upon the specifications.
- 6.37. Protests. Objections to the Agreement award may be filed through a protest. Such protest must comply with the following information:
- 6.37.1. The protest must be filed by a prospective or actual Subrecipient objecting to the award of an Agreement resulting from this RFP. The protest must be in writing and contain the following information:
- 6.37.1.1. Name, address, and telephone number of the protester.
 - 6.37.1.2. Name and number of the RFP being protested.
 - 6.37.1.3. Detailed statement of the legal and factual grounds for the protest, including copies of any relevant document.
 - 6.37.1.4. Request for a ruling by ODH.
 - 6.37.1.5. Statement as to the form of relief requested from ODH; and
 - 6.37.1.6. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.
- 6.37.2. A timely protest will be considered within the following periods:
- 6.37.2.1. A protest based on alleged improprieties in the issuance of the RFP, 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, must be filed not later than five (5) business days prior to the Proposal due date.

6.37.2.2. If the protest relates to the recommendation of the evaluation committee for an award of the Agreement, the protest must be filed within fifteen (15) business days of the award communication.

6.37.3 All protests must be filed at the following location:

Ohio Department of Health
Office of Procurement Services, 4th Floor
Attention: Frederick Miller
246 North High Street

6.38. Minority Business Enterprise Program. ODH is committed to making more Agreement and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services pursuant to Section 122.921 of the Ohio Revised Code and Rule 164-1-32 of the Ohio Administrative Code. This RFP contains a sheltered solicitation requirement, which encourages the Subrecipient to seek and set aside a portion of the work to be exclusively performed by Ohio certified MBE businesses. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, visit the Ohio Department of Development (DEV), Minority Business Development Division (MBDD) website at: <https://development.my.site.com/ODSA/s/mbddcertifications>.

To search for Ohio certified MBE businesses, utilize the following search routine published on the DAS Equal Opportunity Division website.

6.38.1 Select "Locate MBE-Certified Providers and Download Certifications" as the "MBDD Search Area"

6.36.2 Select "Search"; and

6.36.3 A list of Ohio MBE Certified Service Providers will be displayed.

6.39. MBE Set-Aside. ODH has included in the Evaluation Scoring Formula of this RFP, a provision for the Subrecipient to seek and set aside work for MBE subcontractors. In seeking proposals, the Subrecipient must:

6.39.1 Utilize a competitive process to which only Ohio certified MBEs may respond.

6.39.2 Have established criteria by which prospective MBEs will be evaluated including business ability and specific experience related to the work requirements.

6.39.3 Require the MBE subcontractor to maintain their certification throughout the term of the Agreement, including any renewals; and,

6.39.4 Propose the awarded MBE as a subcontractor under this RFP.

6.39.5 The following chart details the participation ranges and values that would be awarded to the Subrecipient for MBE participation.

MBE Participation Value Range	
Percentage of Work Offered	Percentage of MBE Points Available
0%	0
1% - 5%	10 Points
6% - 10%	20 Points
11% - 15%	30 Points
16% - 24%	40 Points
25% or greater	50 Points

6.39.6 For this RFP Ohio certified MBEs that are the prime must subcontract with an Ohio certified MBE to meet the above requirement.

6.39.7 For purposes of calculating the MBE Set-aside points, the State will not award any points for proposed MBE services that are optional elements of the Scope of Work.

6.39.8 Please ensure that your MBE certification is current and submit your MBE Certification with your proposal.

6.40. MBE Reporting. After award of the RFP, the Subrecipient must submit a quarterly report to the Procurement Manager or designee documenting the work performed by and payments made to the MBE subcontractor. These reports must reflect the level of MBE commitment agreed to in the Agreement. The reports must be filed at a time and in a form prescribed by the Procurement Manager or designee.

6.41. Veteran-Friendly Business Enterprise (VBE) Program. The State of Ohio's Veteran-Friendly Business Enterprise (VBE) Procurement program provides preference to certified companies that compete to Agreement with the state to supply the goods or services it needs, including eligible construction services. To be eligible for certification, the applicant business must satisfy one of the following criteria:

- 6.41.1 At least ten percent of its employees are veterans or on active service.
- 6.41.2 At least fifty-one percent of the applicant business is owned by veterans or persons on active service.
- 6.41.3 If the applicant business is a corporation fifty-one percent of which is not owned by veterans or persons on active service, at least fifty-one percent of the board of directors are veterans or persons on active service; or
- 6.41.4 The business is certified by the United States Department of Veterans Affairs as a Service-Disabled Veteran-Owned Small Business or a Veteran-Owned Small Business and the owner(s) of the business meets the definition of veteran as defined in [Rule 109:2-1-02 of the Ohio Administrative Code](#). Information regarding how to obtain this Business Certification can be located at the following link [http: https://ohio.gov/business/resources/vbe](http://https://ohio.gov/business/resources/vbe).



Appendix A – Budget Narrative Template

Budget Narrative

As part of your proposal submission, ODH requires a budget narrative to better understand the allocation of resources and the financial considerations associated with your proposal.

Review this example provided below:

Please use this format to explain budget costs. Provide as much detail as possible.

Deliverable Title (Ex. Salary, Fringe, Supplies & Equipment, Contractual, Reporting) * Description and Explanation *	Project Period Budget 5/1/24 - 6/30/2025 *These costs are examples*
Work Plan * 20 hours of staff time @ \$15 per hour	\$ 300.00
Community Engagement Town Hall Meetings * Meeting Room Rental-\$500 * Informational Pamphlets-\$500	\$ 1,000.00
Attend Virtual Monthly Check-in ODH Meetings. * 2 staff @ 25 per hour for one hour x 6 months	\$ 1,500.00
Submit Data Reports	\$ 10,000.00
Professional Development & Trainings offered by ODH * 2 staff @ 25 per hour per training	\$ 2,500.00
Submit Monthly Service & Staffing Plans * Staffing Costs (Salary including Fringe (Provide detail on job duties, % of time on project etc. * 2 staff @ 50%FTE @ \$30/hr for 520 hrs+ 15% Fringe * Contractual costs – Community Engagement Consultant * Reimburse School District for staff member assisting with planning 100 hours @\$25/hr. * Travel Costs- Mileage for staff travel to PD events or to visit sites- 2 staff @100 miles @ current state rate .52 for mileage(estimate).	\$ 15,000.00
Develop & Submit Construction Plan (*If Capital Funds are Request*) * Shall not exceed \$250,000.00	\$ 200,000.00
OPTIONAL DELIVERABLE - Asthma Activities Services *Shall not exceed a total of \$10,000.00 per school district's county and shall not exceed \$40,000.00 per awarded SBHC.	\$ 40,000.00
Total Budget Amount	\$ 270,300.00



Appendix B – Budget Template
Expansion of Established School-Based Health Centers (SBHCs)
5/1/24 – 6/30/25

INSERT Applicant Name	
Expense Title	Total Amount
Develop Work Plan	\$
Monthly Check-in ODH Meetings (Virtual)	\$
Data Reports	\$
Professional Development & Trainings	\$
Supply/Equipment Costs	\$
Staffing Costs	\$
Capital Costs for Construction **If Capital Funds are Requested**	\$
OPTIONAL DELIVERABLE – Asthma Activities Services	\$
Grand Total	\$



Appendix C – Birth Control and Gender Identity Certification

Ohio Department of Health

Certification That Appropriations Are Not Used for Distribution of Birth Control and Gender Identity Counselling or Therapy

By signing and dating this document, _____

(name of organization)

certifies that it will comply with the Ohio Department of Health stipulations regarding the use of these funds.

(Signature)

(Title)

(Date)

APPENDIX D - WORK PLAN

THIS FORM IS NOT REQUIRED FOR USE. IT IS OFFERED AS A SUGGESTION TO HELP ORGANIZE YOUR ACTIVITIES. FEEL FREE TO ADJUST FORM AS DESIRED.

Objective: Conduct needs assessment with school and community

Strategy	Activities	Person Responsible	Timeline	Challenges/Barriers	Solutions to Barriers	Outcome / Accomplishments
1)Meet with school administrators	Discuss health care needs for students	Health Care Agency Administration	March 1, 2025	Multiple scheduling conflicts.	Meet before school day to accommodate school personnel	Understanding of needs and information gathered to help develop needs assessment survey
2)Meet with community leaders	Discuss health care needs for students and community at large	Health Care Agency Administration	March 10, 2025	None		More information collected to help develop needs assessment