

# **Request for Proposals (RFP)**

## **Toolkit Development – Minors on Campus Policy**

RFP Release: November 15, 2019  
Proposal Due Date: December 11, 2019

## 1. Overview and Scope

The State of Ohio is committed to changing the culture on Ohio's campuses, public and private, in regard to preventing and responding to sexual violence. To promote a safer campus environment for all of Ohio's students, the Ohio Department of Higher Education (ODHE) encourages immediate and thoughtful action to help prevent the occurrence of terrible crimes, and ultimately supports every college and university's aim to provide an excellent and safe learning environment for all students. With the goal of ending and preventing sexual violence on Ohio's campuses, the Chancellor of the Ohio Department of Higher Education is issuing this RFP for a toolkit to inform and support Ohio campuses in developing a comprehensive policy to protect vulnerable populations. The program supports the following recommendations from the Changing Campus Culture report:

- Communicate a culture of shared respect and responsibility.
- Develop a comprehensive response protocol.

The report can be found at [www.ohiohighered.org/ccr/report](http://www.ohiohighered.org/ccr/report).

The Chancellor is seeking proposals from qualified vendor(s) and will review a proposed model to develop a toolkit to inform and guide Ohio campuses in developing a comprehensive policy to protect vulnerable populations. Proposed model should address best practices, relevant federal, state, and local laws and regulations, different campus environments, institutional structures, resources, and populations for two-year public, four-year public, and private institutions in Ohio in order to develop a comprehensive minors-on-campus policy. Proposed models should also detail how the vendor plans to provide guidance on how to utilize the toolkit. The award of this RFP will result in a contract with the Chancellor. The Chancellor has dedicated up to \$50,000.00 to support the completion of the work.

The Chancellor's actions and this RFP are pursuant to Section 381.120 of Amended Substitute House Bill 166 of the 133<sup>rd</sup> General Assembly, which directs the Chancellor to develop model best practices for preventing and responding to sexual violence on campus and protecting students and staff who are victims of sexual violence on campus. The Chancellor is also directed to convene state institutions of higher education and private nonprofit institutions of higher education in the training and implementation of best

practices regarding campus sexual violence.

## 2. Program Process

- RFP release date November 15, 2019
- Questions due at 12:00 p.m. November 29, 2019
- Deadline to submit proposals at 12:00 p.m. December 11, 2019
- Review, score, and select vendor(s) Dec. 12, 2019 – Jan. 8, 2020

- a) Release of the RFP from the Ohio Department of Higher Education (posted at <https://www.ohiohighered.org/grants>) on November 15, 2019.
- b) Responsive proposals should be emailed to Kerry Soller at [ksoller@highered.ohio.gov](mailto:ksoller@highered.ohio.gov) with the subject 'Toolkit Development – Minors on Campus Policy [Name of Applicant].' See section 6 for detailed submission instructions.
- c) The cost of preparation and delivery of the proposal are solely the responsibility of the applicant.
- d) The Chancellor will provide an opportunity for interested parties to seek assistance through an open-question period. Interested parties' questions are to be submitted in writing via e-mail to Kerry Soller by 12:00 p.m. on November 29, 2019. Responses to questions will be posted online at [www.ohiohighered.org/grants](http://www.ohiohighered.org/grants) to provide the information to interested parties.

## 3. Proposal Criteria

Respondents are required to address and demonstrate expertise and experience in the initiative area regarding policy development to create a safe environment on campus, including, but not limited to, minor children, dually enrolled students, and other individuals who are vulnerable to perpetration by campus employees. Respondents should be able to address how Ohio state law, as well as applicable federal laws and regulations, affect policy development and training. The toolkit should be applicable to all Ohio campuses (two-year & four-year public and private campuses) as well as the diverse nature of the populations that access and interact with campus environments and personnel. It is preferred that respondents also demonstrate knowledge and experience in working to address sexual violence on campus.

RFP response may consist of two or more parties with shared capabilities and capacity partnering to provide the requested services. This RFP indicates the respondent as “vendor.” The vendor may identify as a for-profit or non-profit organization. The Chancellor may make one award to a lead party on behalf of a consortium or partnership.

#### **4. Project Term**

The project term will commence upon execution of an agreement with the Chancellor. All services and a final report must be completed by June 30, 2020.

#### **5. Evaluation & Proposal Scoring Criteria**

The cost of preparation and delivery of the proposal are solely the responsibility of the respondent. The Chancellor’s staff and appointed review team will evaluate RFP responses based on predetermined criteria. The Chancellor reserves the right to contact any reference to assist in the evaluation of the proposal, to independently verify information contained in the proposal, and to discuss the vendor’s qualifications with any person or entity not affiliated with the Chancellor’s office. Finalists may be required to make a presentation of the proposal, which would occur at the Chancellor’s office. The presentation cannot materially change the information contained in the proposal. The Chancellor shall evaluate the candidates and exercise independent judgment in making the final decision.

#### **6. Proposal Contents & Page Limits, Format & Submission Instructions**

This Request for Proposals (RFP) is designed to furnish detailed information regarding the responder’s ability, expertise, and capacity to develop the toolkit. Additional information may be requested. All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release. Responses that are poorly formatted or submitted, incomplete, or otherwise determined to not meet the format and submission guidelines may be removed from the pool for review. Proposals shall not contain promotional or display materials.

Contents should be arranged in the following order and be at or less than the noted length:

1. **Cover Page (optional)**
2. **Abstract** – One page or less
3. **Proposal Questions** – Responder should answer the questions set forth in

Exhibits I & II – 15 pages or less

- a. Resumes and other supporting material are not included in the page length.

**4. Budget & Budget Narrative (two pages maximum)** – In a narrative and summarized in an Excel spreadsheet, the budget and budget narrative will document:

- a. Costs for each deliverable.
- b. The underlying assumption for each cost (i.e. base cost for item or service, number served, etc.).

**Submission Instructions:** One PDF in 11 pt. Arial font with normal margins, single line spaced on 8.5 x 11 inch paper. In the footer, all pages must be numbered consecutively using the format ‘page x of y’ (e.g., page 12 of 15) with the responder name. Consecutive page numbering applies to all pages of the proposal, including any appendices.

Attach one PDF of the entire proposal to an email and send it by 12 p.m. on December 11, 2019 to Kerry Soller at [ksoller@highered.ohio.gov](mailto:ksoller@highered.ohio.gov), with ‘Toolkit Development – Minors on Campus Policy [Name of Applicant]’ in the subject line.

#### **7. Legal Notice & Disclaimers; Obligations to Local, State, & Federal Governments**

All information submitted in response to this RFP becomes property of the Chancellor and is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act, as defined in Section 149.43 of the Ohio Revised Code.

The Chancellor reserves the right to fund any proposal in full or in part, to request or use additional information to assist in the review process, to require new proposals from interested parties, to reject any or all proposals responding to this RFP, or to re-issue, modify, or cancel the RFP if it is determined that it is in the best interests of the institutions and/or the state. Issuing this RFP does not bind the Chancellor to issuing a contract. The Chancellor administers the process and reserves the right to adjust the dates for this process for whatever reasons are deemed appropriate. All costs incurred in preparation of a proposal shall be borne by the respondents and are not recoverable under an award. The

decisions of the Chancellor are final. Respondents will be notified of the outcome of their proposal at the conclusion of the review process.

The respondents understand that the information provided in this RFP is intended solely to assist in the proposal submission process. To the best of the Chancellor's knowledge, the information provided is accurate; however, the Chancellor does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying proposal. By submitting a proposal, respondents expressly agree to these terms.

**a. Obligations to Local, State, & Federal Governments:** The contract between the Chancellor and the chosen applicant ("vendor") will require the vendor to comply with all applicable federal, state, and local laws in the performance of the project. Vendor(s) must accept full responsibility for payments of all unemployment compensation, insurance premiums, workers' compensation premiums, income tax deductions, social security deductions, and any and all other payroll deductions required for all employees engaged on the performance of the work authorized by the contract.

Vendor(s) will be required to certify in the contract, among other things, that they do not owe any delinquent taxes or money to the state or a political subdivision of the state, whether the amounts owed are being contested in a court of law or not.

**b. Trade Secret Language:** All information submitted in response to this RFP becomes property of the Chancellor and is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act, as defined in Section 149.43 of the Ohio Revised Code:

All Lead Respondents are strongly discouraged from including in a proposal any information that the Lead Respondent considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code. The institution or business asserting trade secret bears the responsibility to take formal action if necessary and defend such assertion. Otherwise, public records laws may require disclosure.

If any information in the proposal is to be treated as a trade secret, the proposal must:

- a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information, and underline the trade secret information itself;
- b. Identify that the proposal contains trade secret information in the cover letter; and
- c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
- d. To determine what qualifies as trade secret information, refer to the definition of “trade secret” in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

*(D) “Trade Secret” means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:*

*(1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.*

*(2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.*

*e. The Ohio Department of Higher Education requires non-disclosure agreements from all non-Department of Higher Education persons who may have had access to proposals containing trade secret information, including evaluators.*

*f. If the Responder claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.*

Questions should be directed to Kerry Soller at [ksoller@highered.ohio.gov](mailto:ksoller@highered.ohio.gov) with the subject ‘Toolkit Development – Minors on Campus Policy.’

## EXHIBIT I

Selected vendor(s) must develop a toolkit to inform and guide all Ohio campuses (two-year & four-year public and private) in developing a comprehensive minors-on-campus policy. The toolkit should promote best practices as supported by federal, state, and local laws and regulations. The Chancellor is seeking parties that can develop the toolkit and provide guidance on how to best utilize the toolkit when formulating or refining campus policy. The Changing Campus Culture report can be found at [www.ohiohighered.org/ccr/reports](http://www.ohiohighered.org/ccr/reports).

- A. Development of a toolkit to inform and guide Ohio campuses in creating a comprehensive policy to protect vulnerable populations on campus.
1. Demonstrated knowledge and experience in policy development in a higher education environment with specific attention to the perpetration of minors and other persons who are vulnerable due the power dynamics in the working or learning environment.
  2. Demonstrated understanding and knowledge of relevant Ohio and federal laws and regulations related to sexual abuse of a minor, sexual violence on a college campus, and sexual harassment.
  3. Demonstrated understanding of dual-enrollment programs on college/university campuses (public and private) in Ohio.
  4. Demonstrate knowledge of the diverse nature of all campuses in Ohio.
  5. Ability to provide guidance to campus representatives charged with formulating or refining campus policy, including two-year public, four-year public, and private campus communities.
- B. Support Materials and References
1. Vendor should provide no less than two, but no more than three, examples of policies the vendor has played an active role in helping to develop.
  2. The vendor should also provide the name and contact information for at least one person for each example.

### C. Costs and Timeline

1. Respondents are to provide detailed cost estimates related to the implementation of each of the deliverables the vendor(s) includes in its response and a total cost for the proposed program.
2. Timelines are to be submitted in bar chart form such as the GANTT format for each initiative.

### D. Deliverables

By April 3, 2020, the vendor(s) will provide an initial outline of the toolkit to ODHE for review.

By May 1, 2020, the vendor(s) will provide an initial draft of the toolkit to ODHE for review.

By June 5, 2020, the vendor(s) will provide the final draft of the toolkit to ODHE for final review. Once the toolkit kit is approved it will be posted on the public ODHE website.

By June 30, 2020, the vendor(s) will conduct webinar(s) or an in-person training for campuses in Ohio to review the toolkit, to provide an overview and considerations for campuses as they seek to review and begin discussions on campus to implement the guidance in the toolkit, and to provide information about ongoing technical assistance (if offered). The final format will be determined by ODHE in consultation with the vendor.

1. The vendor(s) will be required to submit a bi-weekly report following the approved application timeline. The report will include a list of activities and outcomes and status of work.
2. Vendor(s) must be available to participate in phone conversation(s) at the request of the Ohio Department of Higher Education to provide status updates.

The respondent should have experience or expertise with the areas listed in Section A of Exhibit I; and capacity to provide technical assistance for up to 86 institutions.

## EXHIBIT II

A. Respondent Information - The response needs to reference and address the proposal outline found in Exhibit I.

1. Describe the vendor and/or team. If your team is affiliated with two or more parties provide the following information :
  - Name(s);
  - Address(es); and
  - Name and Contact (e-mail and phone) for this RFP.
2. Describe how the team will be inclusive of a diverse campus population, including but not limited to race, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity, and disabilities.
3. Describe the structure and composition of the team to provide the requested services.
4. Detail team experience with documentation in the targeted areas.
  - a. Developing a toolkit to inform and guide campuses in policy development as related to minors on campus and/or sexual misconduct.
5. Describe the vendor's expertise. The information must be provided for any individual who will be involved in the grant implementation.
6. Provide a detailed implementation plan and narrative highlighting roles and responsibilities of team member(s) to complete the proposed work.
7. Provide a description of the costs listed in the budget narrative.

B. Service Structure

1. Describe your service model as it relates to the development and execution of the deliverables (staff, responsibilities, interactions with proposed plan, frequency of meetings, team dynamics).
2. List the primary contact for our relationship and address the following questions:
  - Overall experience with developing similar toolkits and programs;
  - Education, honors, designations, and other credentials;
  - Areas of expertise;
  - Years with the group/organization/firm; and
  - Role at the group/organization/firm.

3. Will the primary contact be the only person with whom we will be working? Yes/No  
If no, please list name(s), titles, contact information, and profile information for each person:

- Overall experience with developing similar toolkits and programs;
- Education, honors, designations, and other credentials;
- Areas of expertise;
- Years with the group/organization/firm; and
- Role at the group/organization/firm.

**C. Conflicts of Interest**

Do you foresee any conflicts of interest? List potential conflicts of interest.

**D. Vendor Certification Form**

1. The vendor is not currently subject to an “unresolved” finding for recovery under Revised Code Section 9.24, and the vendor will notify the procurement representative any time it becomes subject to such a finding before the award of a contract arising out of this RFP.

2. The vendor certifies that its responses to the following statements are true and accurate. The vendor’s answers apply to the last seven years. Please indicate Yes or No in each column.

- The vendor has had a contract terminated for default or cause.
- The vendor has been assessed any penalties in excess of \$10,000, including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity).
- The vendor was the subject of any governmental action limiting the right of the vendor to do business with that entity or any other governmental entity.
- Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
- The vendor, any officer of the vendor, or any owner of a 20% interest or greater in the vendor has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
- The vendor, any officer of the vendor, or any owner with a 20% interest or greater in the vendor has been convicted of a felony or is currently under indictment on any felony charge.

3. If the answer to any item above is affirmative, the vendor must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify a vendor from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the vendor's performance under the contract, and the best interest of the State.
4. The vendor certifies that neither it nor any of its people that may work on or benefit from the contract through the vendor has a possible conflict of interest (e.g., employed by the State of Ohio, etc.) other than the conflicts identified immediately below:
5. The State may reject a proposal in which an actual or apparent conflict is disclosed. And the State may cancel or terminate the contract for cause if it discovers any actual or apparent conflict of interest that the vendor did not disclose in its proposal.