

# **Request for Proposals (RFP)**

## **Evaluation- Campus Climate Survey Support**

RFP Release: July 31, 2017  
Proposal Date: August 21, 2017

## 1. Overview and Scope

The State of Ohio is committed to changing the culture on Ohio's campuses, public and private, in regards to preventing and responding to sexual violence. To support a safer campus environment for all of Ohio's students, Governor John R. Kasich and the Ohio Department of Higher Education (ODHE) encourage immediate and thoughtful action to help prevent the occurrence of terrible crimes and ultimately support every college and university's aim to provide an excellent and safe learning environment for students through the collection of climate survey data. 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 consultative services and technical assistance to support campus leaders in implementing the following recommendation found in the Changing Campus Culture report:

- Use data to guide action by developing and implementing an annual campus climate survey and defined next steps based on the results.

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 proposed model support services to implement campus sexual violence prevention and response strategies. The above recommendation will be the basis for future campus-based strategies, or initiatives, needed by Ohio's higher education institutions to effectively implement the remaining recommendations of the Changing Campus Culture report. The award of this RFP will result in a contract with the Chancellor.

The Chancellor's actions and this RFP are pursuant to Section 381.120 of Amended Substitute House Bill 49 of the 132<sup>nd</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**

- Anticipated RFP release date July 31,2017
- Questions due August 7, 2017
- Bidders call August 9, 2017
- deadline to submit proposals August 21, 2017
- Review, score, and select vendor(s) August 22, 2017 – September 15, 2017

- a) Release of the RFPs from the Ohio Department of Higher Education posted at <https://www.ohiohighered.org/grants> on July 31, 12017.
- b) Responsive proposals should be emailed to Kerry Soller at [ksoller@highered.ohio.gov](mailto:ksoller@highered.ohio.gov) with the subject ‘Evaluation- Campus Climate Survey Vendor- [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 a structured bidder call(s) and other technical assistance. Interested parties’ questions are to be submitted in writing via e-mail to Kerry Soller by August 7, 2017. The bidders call is scheduled for August 9, 2017 with additional information to follow. Reponses to questions will be posted online [www.ohiohighered.org/grants](http://www.ohiohighered.org/grants) after the bidder call(s) to provide the information to interested parties.

**3. Proposal Criteria**

Respondents are required to address and demonstrate expertise in the initiative area regarding the use of data. It is preferred that respondents also demonstrate expertise with sexual violence in a college/university campus environment.

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 for-profit or non-profit organizations. 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. A final program and reporting will be due from the vendor 30 days after the end of the

expenditure period. Services must be completed by December 31, 2018.

## **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. The presentation will 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 provide technical assistance in setting up, disseminating, and collecting data, conducting data analysis, developing a report, and working with the campus to develop an action plan for preventing and responding to campus sexual violence to Ohio institutions of higher education. 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 respond to the questions set forth in Exhibits I & II – 30 pages or less
  - a. Resumes and other supporting material are not included in the page length.
4. **Budget & Budget Narrative (3 pages maximum)** – In a narrative and summarized in an excel spreadsheet, the budget and budget narrative will document:

- a. Costs for each step of the process.
- 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 3 of 30) 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 to Kerry Soller at ksoller@highered.ohio.gov with 'Evaluation- Campus Climate Survey Support- [Name of Applicant]' in the subject line by 5:00 p.m. on August 14, 2017.

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

All information submitted in response to this RFP become 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 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 become 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 Applicant 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, email at [ksoller@highered.ohio.gov](mailto:ksoller@highered.ohio.gov) with the subject ‘Evaluation – Campus Climate Survey Support RFP.

## EXHIBIT I

Selected vendor(s) must create a support services model and implementation plan based on the first recommendation in the “Changing Campus Culture” report. The report can be found at [www.ohiohighered.org/ccr/reports](http://www.ohiohighered.org/ccr/reports). The Chancellor is seeking parties who can provide the needed capabilities to Ohio’s college and university campuses, up to 89, immediately to implement the following initiative:

- A. Technical assistance, sorting, formatting, analyzing data collected from campus climate surveys, and providing guidance to campuses on developing action plans.
  - 1. Demonstrated ability to conduct data analysis on results from campus climate surveys from the institutions that need assistance with data analysis.
  - 2. Access and knowledge of SPSS and/or SurveyMonkeyPro or other appropriate survey tool or methodology.
  - 3. Demonstrate excellent data analysis skills and expertise.
  - 4. Demonstrate practical subject matter expertise with regards to issues of sexual and intimate partner violence.
  - 5. Demonstrate ability to connect data to action items related to the Changing Campus Culture initiative as well as federal guidance and law within the college/university environment.
  
- B. Costs and Timeline
  - 1. Respondents are to provide detailed cost estimates related to the implementation of each of the initiatives 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.
  
- C. Deliverables

By the start of the 2018-2019 academic year assist up to 89 campuses in disseminating their climate surveys and providing data analysis of the results. Continued support through December 31, 2018 to assist up to 89 campuses in developing action plans for the college/university based on the data analyzed.

1. The vendor(s) will be required to submit a monthly report following the approved application timeline. The report will include a list of activities and outcomes, status of work and planned activities/outcomes anticipated in the following month.
2. Vendor(s) must participate in a monthly phone call conversation to provide status updates to the Ohio Department of Higher Education.
3. The following activities may be completed for up to 89 institutions:
  - a. Port information from campuses' own data collection systems (i.e. SurveyMonkeyPro) into a statistical analysis system (i.e. SPSS) system.
  - b. Analyze campus climate data using a statistical analysis system (i.e. SPSS) and provide a report.
  - c. Provide ODHE the results from the Changing Campus Culture benchmark questions.
  - d. Provide up to 10 hours of in-person or phone consulting through to support campuses in using the data to:
    1. Establish campus action plans based on the data analysis
    2. Develop appropriate next steps

The contractor should have experience or expertise with data analysis, higher education institutions, sexual and intimate partner violence, and campus climate surveys; access to SPSS or other statistical software; quality analysis to be provided; quality/robustness of consulting support through a sexual and intimate partner violence on campus lens; capacity to provide support for up to 89 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);
  - 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 and disabilities.
3. Describe the structure and composition of the team to provide the requested services.
4. For each participating vendor provide the history of the vendor.
5. Detail team experience with documentation in the two targeted areas. Resumes and associated reference may be included in the response.
  - a. Analyzing data and developing recommendations related to campus sexual and intimate partner violence services.
  - b. Campus sexual violence support service plans for public and private universities and colleges
6. Identify and list any recognition from independent sources the vendor(s) received demonstrating the vendor's expertise and credibility.
7. List the types of services the vendor(s) offer for sexual and intimate partner violence support services.
8. Describe the vendor's relevant experience providing advisory services to public and private colleges.
9. Describe the vendor's experience in advising clients with Title IX, VAWA, and Cleary Act compliance.
10. Describe the vendor's approach to sexual and intimate partner violence research. Please indicate relationships with researchers/academics outside of your firm.
11. Please provide a current list of representative clients, including not-for-profit clients.
12. Please list one reference client similar to a large public institution and one reference client similar to a small, private liberal arts institution.
13. Describe the vendor's expertise. The information below must be provided for any individual who will be involved in the grant implementation.

- a. Resumes demonstrating relevant experience and expertise.
  - b. Table of organization for individuals involved in the project.
14. Provide a detailed implementation plan and narrative highlighting roles and responsibilities of team members to complete the proposed work.
15. Provide a description of the costs listed in the budget narrative.

## B. Service Structure

1. Describe your service model (staff, responsibilities, interactions with our plan, frequency of in-person meetings, frequency of conference calls, team dynamics).

2. List the primary contact for our relationship and address the following questions:

- Overall experience with sexual and intimate violence support services;
- Education, honors, designations and other credentials;
- Regular activities to stay current on sexual and intimate partner violence research and programming;
- Areas of expertise;
- Years with the group/organization/firm;
- Role at the group/organization/firm;
- Number of plans supported;
- Average size of plans supported.

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

- Overall experience with sexual and intimate partner violence support services;
- Education, honors, designations and other credentials;
- Regular activities to stay current on sexual and intimate partner violence research and programming;
- Areas of expertise;
- Years with the group/organization/firm;
- Role at the group/organization/firm;
- Number of clients;
- Average size of clients.

C. Conflicts of Interest

Do you foresee any conflicts of interest with entities who may seek to be designated as contractor(s).

1. 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 \$10,000.00, 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.