



Ohio Administrative Code

Rule 123:5-1-08 The request for proposal process.

Effective: May 29, 2026

- (A) Unless otherwise specified, a request for proposal ("RFP") will include the following information:
- (1) Instructions and information to offerors concerning submission of proposals, including the name of the state agency requesting to purchase supplies or services and the closing date and time;
 - (2) Instructions governing communications, including instructions for submitting questions and posting answers on the department of administrative services' electronic procurement system;
 - (3) A description of the supplies or services to be purchased and any detailed specifications for the supplies or services;
 - (4) A description of the evaluation procedures to be followed for award of a contract;
 - (5) The contract terms and conditions, including any requirement for acceptable financial assurances;
 - (6) If documents have been incorporated by reference, the RFP will specify where all offerors can obtain them; and
 - (7) A statement that the department or contracting state agency may conduct discussions and/or negotiations with offerors who submit proposals for the purpose of clarification and/or correction, including the documentation of such to assure full understanding of and responsiveness to the requirements, terms and conditions, and specifications of the RFP.
- (B) All RFPs, RFP amendments, conference notices, and awarded contracts will be publicly posted on the department's electronic procurement system.
- (C) The department or the contracting state agency may conduct conferences:
- (1) (1) Prior to the RFP being issued to discuss proposed specifications or other information that may be used in the planning of the RFP.
 - (2) After the RFP has been issued to explain the procurement's requirements. Nothing stated at the conference will change the RFP unless a change is made by written amendment.



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- (D) RFP amendments will specify the portions of the RFP being changed. Amendments may extend the times and dates for submitting or opening proposals.
- (E) The department or contracting state agency will not:
- (1) Open responses to an RFP until the closing date and time specified in the RFP.
 - (2) Accept responses to an RFP after the closing date and time specified in the RFP.
- (F) Once a contract is awarded, opened proposals are public records pursuant to the Ohio Public Records Act.
- (1) If an offeror includes information in its proposal that it considers exempt from disclosure pursuant to the Ohio Public Records Act, the proposal will be accompanied with a redacted version of the proposal and a written justification with a detailed legal explanation for each redaction.
 - (2) If an offeror submits what the department or contracting state agency determines is an improperly redacted version of the proposal or an insufficient justification, prior to any award, the department or contracting state agency will advise the offeror in writing of the issues and provide the offeror a reasonable period of time to respond. Issues regarding redactions should be resolved prior to any award.
- (G) The department does not permit corrections to or withdrawals of proposals after the closing date and time.
- (H) Contracts may be awarded in whole or in part to one or multiple offerors. Notice of potential multiple contract awards will be provided in the RFP.
- (I) The department or contracting state agency has the right to reject any responses to an RFP in whole or in part, cancel, or reissue the RFP if it is determined that a contract award will not be in the best interest of the department or contracting state agency.
- (J) The department or contracting state agency will provide a contract notice of award to all successful offerors using the department's electronic procurement system.