

A request for competitive sealed proposals must include the following information
[R.C. 307.862(B)]

- The name and address of the department, office, institution, board, or commission that is requesting to purchase supplies, services, or both;
- Instructions for offerors to follow when submitting proposals;
- Instructions governing communications between an offeror and the contracting authority, including, but not limited to, the name, title, and telephone number of the person to whom questions concerning the request for proposals should be directed;
- A description of the scope of work that the contracting authority requests an offeror to perform or supplies the contracting authority plans to purchase;
- To the extent possible, a description of the performance criteria the contracting authority shall require an offeror to satisfy, including but not limited to, the quantity of the supplies, services, or both, to be purchased; the requirements the contracting authority shall follow for inspection and acceptance of the supplies, services, or both; and the delivery schedule for each such supply or service;
- The factors and criteria the contracting authority shall consider in evaluating proposals received;
- Any terms and conditions that the contracting authority is required by law to include in the contract the contracting authority awards, including any requirement for a bond and the amount required for that bond;
- The date and time by which, and the place to which an offeror must deliver the offeror's proposal to the contracting authority in order to be considered for the contract;
- A list of any documents that the contracting authority incorporates by reference in the request for proposals, provided that the contracting authority specifies in the request for proposals that the documents are readily available to all offerors and the location where an offeror may obtain those documents;
- A statement that includes all of the following information:
 - That the contracting authority reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority;
 - That the contracting authority reserves the right to reject, in whole or in part, any proposal that the county contracting authority has determined, using the factors and

criteria the contracting authority developed for evaluation, would not be in the best interest of the county;

- That the contracting authority may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.
- Information concerning any potential partial or multiple party awards that the contracting authority may include in the contract, and a description of the supplies, services, or both that may be subject to a partial award or multiple awards;
- Any additional information the contracting authority considers necessary for its purposes in determining to whom to award the contract.