

The Auditor of State is requesting proposals for:

Professional Services for Technical Assistance and Subject-Matter

Expertise on a Medicaid Eligibility Audit of the Ohio Department of Medicaid

AOS RFP Reference Number: 2025-002

DATE ISSUED September 23, 2025

INQUIRY PERIOD BEGINS September 23, 2025

INQUIRY PERIOD ENDS October 13, 2025

PROPOSAL DUE DATE October 14, 2025

Submission of Proposals

Responses must be submitted electronically by uploading the Vendor's Proposal (as a searchable PDF) and Budget Workbook (as an Excel spreadsheet) to

<https://ohioauditor.gov/Procurement/>. The responses must be received no later than 4:00 p.m. EST, on October 14, 2025.



September 23, 2025

This is a Request for Proposals (RFP) by the Auditor of State (AOS). The Ohio General Assembly recently enacted Amended Substitute House Bill No. 96. Section 751.170 of Am. Sub. H.B. 96 instructs the Auditor of State to conduct an audit of the Medicaid program to determine whether any individuals enrolled in the Medicaid program on the basis of being a member of the aged, blind, and disabled eligibility group are ineligible to participate in the Medicaid program.

AOS is soliciting proposals from qualified firms (vendors) to perform substantive testing via system query/data entry work/analysis on this audit of the Ohio Department of Medicaid's (ODM) eligibility determinations for the Aged, Blind, and Disabled (ABD) population and related non-MAGI (Modified Adjusted Gross Income) categories. This audit will assess compliance with federal and state eligibility requirements and evaluate the accuracy of determinations made through the Ohio Benefits system. This audit will support that mission by identifying potential gaps or inconsistencies in eligibility determinations and recommending improvements to processes and systems.

After considering the vendors' proposals, AOS will select one vendor based on the criteria set forth in this RFP, which are designed to identify the lowest responsive and responsible bidder. Attached please find a copy of the RFP for this engagement.

Responses must be submitted electronically as a searchable PDF document by uploading it to <https://ohioauditor.gov/Procurement/>. Additionally, the vendor must submit the Budget Workbook (as an Excel spreadsheet) with its response. The responses must be received no later than 4:00 p.m. EST, on October 14, 2025.

The anticipated project timeline is as follows:

RFP Issued:	September 23, 2025
Inquiry Period:	September 23, 2025 – October 13, 2025
Proposal Due Date:	October 14, 2025
Technical Evaluation Period:	October 15, 2025 – October 24, 2025
Oral Presentations:	(if applicable)
Contract Award:	TBD
Commence Work:	Upon award of contract, subject to the approval of the

State Controlling Board and on or after the date of the
AOS approved purchase order
Deliverables Due Date: All work product must be submitted to AOS by
May 31, 2026

(See Part One, Calendar of Events and Project Timetable for more information)

Please direct questions to BIDQuestions@ohioauditor.gov. Vendors may view all inquiries and responses by accessing the AOS Bids Management Web Page at: <https://ohioauditor.gov/Procurement/>. (See Part Three, Inquiries for more information)

Sincerely,

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

KEITH FABER
Auditor of State

Contents

Part One: Executive Summary	6
A. Purpose	6
B. Organization Background and Overview	6
C. Goals and Objectives of this RFP	6
D. Calendar of Events and Engagement Timetable	7
E. Vendor Teleconference	8
Part Two: Scope of Work and Deliverables.....	8
A. Overview.....	8
B. Tasks and Deliverables	9
Part Three: Inquiries	11
Part Four: Submission Requirements and Format.....	12
A. Response Submission Information.....	12
B. Project Approach and Proposed Statement of Work	13
C. Expertise and References	14
D. Proposed Resources	14
E. Proposal of Costs – Separate Attachment.....	15
F. Proof of Good Standing with State of Ohio	15
G. Forms and Certifications	15
Part Six: Evaluation of Proposals	17
A. Selection Committee Established.....	17
B. Review of Proposals.....	17
C. Criteria.....	19
D. Identification of Apparent Successful Vendor.....	21
E. Negotiations	21
F. Contract Award.....	21
Part Seven: RFP Process Information and Other Contractual Requirements and Considerations	21
A. AOS Terms and Conditions and Final Contract	21
B. Trade Secrets Prohibition: Public Information Disclaimer.....	22

C.	Ethical and Conflict of Interest Requirements	22
D.	Communication Restrictions and News Releases	22
Attachment 1	24
	Certifications	24
Attachment 2	26
A.	Nature of Relationship between Contractor and AOS	26
B.	Termination or Suspension of Contractor's Product/Services	26
C.	Relationship of Parties	27
D.	Auditing	27
E.	Contractor's Representations and Warranties	27
F.	Subcontracting and Personnel.....	29
G.	Confidentiality	29
H.	Rights in Data and Copyright and Public Use	29
I.	Controlling Law.....	30
J.	Liability	30
K.	Certification of Funds.....	30
L.	Travel.....	31

Part One: Executive Summary

A. Purpose

To assist the Ohio Auditor of State's Office (AOS) in completing a required audit of the Ohio Department of Medicaid's (ODM) eligibility determinations for the Aged, Blind, and Disabled (ABD) population and related non-MAGI (Modified Adjusted Gross Income) categories, AOS is seeking a qualified vendor to perform substantive testing via system query/data entry work/analysis on the audit.

B. Organization Background and Overview

As one of five independently elected statewide offices under Ohio's Constitution, the Auditor of State's office strives for clean, accountable and efficient governments for the people of Ohio.

With a statewide staff of more than 800 auditors and other professionals, the Auditor of State's office is responsible for auditing all public offices in Ohio — more than 5,900 entities — including cities, counties, villages, townships, schools, state universities and public libraries as well as all state agencies, boards and commissions.

The Auditor's office also offers performance auditing for state and local public offices, identifies and investigates fraud in public agencies, provides financial services to local governments and promotes transparency in government.

In Am. Sub. H.B. 96, AOS was directed to conduct an audit of the Medicaid program to determine whether any individuals enrolled in the Medicaid program on the basis of being a member of the aged, blind, and disabled eligibility group are ineligible to participate in the Medicaid program. AOS is seeking proposals from qualified vendors to provide professional expertise to support AOS in conducting this audit. The audit will be conducted by AOS, but the selected vendor will assist AOS by auditing certain beneficiaries' eligibility determinations for the Medicaid non-MAGI (Modified Adjusted Gross Income) and/or aged, blind, and disabled categories.

C. Goals and Objectives of this RFP

AOS seeks to contract with a qualified vendor to assist with this audit. The selected vendor will audit certain beneficiaries' eligibility determinations for Medicaid non-

MAGI (Modified Adjusted Gross Income) and/or aged, blind, and disabled categories. The audit of eligibility for Medicaid will cover June 2025 and will encompass the most recent County Department of Jobs and Family Services (CDJFS) determinations and all CDJFS redeterminations, as applicable. The contractor will evaluate and conclude whether each tested beneficiary's eligibility was determined accurately in accordance with federal and state law.

D. Calendar of Events and Engagement Timetable

The schedule for the engagement is given below and is subject to change in the best interest of AOS and/or to comply with the State of Ohio regulations. AOS may change the schedule at any time. If AOS changes the schedule before the proposal due date, it will do so through an announcement on the AOS Bids Management Web Page, <https://ohioauditor.gov/Procurement/>. Any extensions of the Proposal Due Date/Time will be published on this website as a formal RFP amendment. It is each vendor's responsibility to check the website for this RFP for current information regarding this RFP and its calendar of events through the award of the contract. No contract shall be made with the AOS until the apparent successful vendor is identified, negotiations are completed, and the contract award is announced.

Dates

1. RFP Issued:	September 23, 2025
Inquiry Period:	September 23, 2025 – October 13, 2025
Proposal Due Date:	October 14, 2025
Technical Evaluation Period:	October 14, 2025 – October 24, 2025
Oral Presentations:	TBD
Contract Award:	TBD
Commence Work:	Upon award of contract, subject to the approval of the State Controlling Board and on or after the date of the AOS approved purchase order
Deliverables Due Date:	All work product must be submitted to AOS by May 31, 2026.

Responses must be submitted electronically by uploading them to this RFP's submission web page, found by navigating the AOS Bids Management Web Page at: <https://ohioauditor.gov/Procurement/>. Vendors must submit their Budget Workbook (as an Excel spreadsheet) with their responses. With the exception of the Budget Workbook, submitted documents must be in searchable PDF format. The documents submitted must be no larger than 30 MB. **The responses must be received no later than 4:00 p.m. EST, on October 14, 2025.** A responding vendor bears full responsibility for the timely submission of its response at the prescribed location. Late submissions will not be considered.

Additional materials received after the submission deadline date may not be added to previous submissions and will not be considered. Submission of a proposal indicates acceptance by the vendor of the terms and conditions contained in the RFP, unless clearly noted in the proposal submitted and confirmed by subsequent agreement between AOS and the selected vendor.

E. Vendor Teleconference

AOS may hold a non-mandatory vendor teleconference that is open to all interested vendors. If held, the teleconference will be conducted to discuss the requirements, terms and conditions, specifications, and any other aspect of this RFP. If AOS determines a teleconference will be held, information regarding the teleconference will be posted on the AOS Bids Management Web Page no later than 72 hours prior to the start of the teleconference. It is the responsibility of the interested vendor to check the AOS Bids Management Web Page for information and relevant updates.

Part Two: Scope of Work and Deliverables

AOS seeks to contract with a qualified vendor to assist with its audit of the Medicaid program. The selected vendor will assist AOS's team in conducting discrete areas of the audit work. All phases of the audit will be overseen and managed by AOS. AOS will be responsible for producing and publicly issuing the final audit report.

A. Overview

There is a distinct methodology for determining eligibility for Ohio Medicaid. This methodology is based on countable income, resources and other requirements that apply. A stand-alone system called Ohio Benefits is used to process non-MAGI (Modified Adjusted Gross Income) applications and renewals. The Non-MAGI universe includes those individuals that are aged, blind and disabled, Social Security Income (SSI)

recipients, premium assistance recipients, and other medical assistance recipients.

The selected vendor will audit the beneficiaries' eligibility determinations for Medicaid non-MAGI and/or aged, blind, and disabled categories. The audit of eligibility for Medicaid will cover June 2025 and will encompass the most recent County Department of Jobs and Family Services (CDJFS) determinations and all CDJFS redeterminations, as applicable. The selected vendor will determine whether each beneficiary's eligibility was determined accurately in accordance with federal and state law.

AOS will work with ODM to facilitate the vendor obtaining access to the appropriate eligibility systems and electronic and/or hard copy files. AOS will facilitate access to databases used to evaluate income, resources, and other requirements and will facilitate all communications between the successful vendor, AOS, and other State agencies. All ODM information that is classified as public or private under Ohio law will be treated as such by the vendor. Should the nature of any information be in question, AOS will communicate with ODM to determine whether the information is public or private. The vendor will only use the information, systems, or records ODM provides for the specific Deliverables of this contract. The vendor and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of AOS, ODM, and the State of Ohio.

Work shall begin after approval by the State Controlling Board of the contract between AOS and the successful vendor, and on or after the date of the AOS approved purchase order.

B. Tasks and Deliverables

1. The selected vendor will assist AOS in conducting discrete areas of this audit. The vendor shall review eligibility determinations made through the Ohio Benefits system for specific beneficiaries as identified by AOS. Specifically, the vendor will audit Medicaid eligibility determinations for individuals who received benefits in June 2025 under the following categories:
 - a. Aged, Blind, and Disabled (ABD)
 - b. Nursing Home and Long-Term Services and Supports (LTSS)
 - c. Medicare Premium Assistance Programs
 - d. Breast and Cervical Cancer Treatment Program
 - e. Medicaid Buy-in for Workers with Disabilities (MBIWD)
2. The vendor will assess compliance with federal and state laws and regulations and answer the following questions for each beneficiary tested:
 - a. Was eligibility determined accurately in accordance with federal and state law?
 - b. If eligibility was not determined accurately in accordance with law, what specific law was violated and, if identifiable, why?
 - c. If eligibility was not determined accurately, calculate the potential ineligible amount.
3. Ohio has a "1634 agreement" with the Social Security Administration (SSA). Under

the agreement, Ohioans who are deemed eligible for Supplemental Security Income (SSI) by the SSA are automatically eligible for Medicaid benefits. Therefore, to conduct an eligibility determination of a beneficiary who was deemed eligible for Medicaid based on receipt of SSI, the vendor will need to verify that ODM has a record of an electronic data transfer from the SSA indicating that the beneficiary is eligible for SSI. No additional audit work will need to be performed for this category of beneficiaries.

4. The assessment for beneficiaries not included in the “1634 agreement” will include a review of the information contained in the eligibility system and supporting evidence/documentation maintained inside and/or outside of the eligibility system utilized to determine the beneficiary’s eligibility. The vendor will review the supporting evidence/documentation to ensure it reasonably matches the data contained in the eligibility system. Based on the comparison of the data/information contained in the eligibility system and the accuracy of the supporting documentation, the vendor will review the Eligibility Determination and Benefit Calculation (EDBC) that was ‘Saved and Accepted’ by the CDJFS caseworker (or designee) for accuracy. The EDBC will then be compared to the selected Medicaid aid category standard for income, resources, and other requirements which will allow the vendor to document if the eligibility determination was properly determined.
5. The vendor shall identify any systemic issues and recommend corrective actions.
6. The vendor shall produce acceptable documentation for purposes of the audit.
7. The vendor shall maintain continuous communication with AOS throughout the term of the engagement and shall copy AOS’s designated staff on all letter and email correspondence between the vendor and ODM.
8. The vendor shall participate in biweekly status update meetings with AOS to discuss data reviewed, issues identified, and preliminary findings. The vendor shall also be available to participate in touchpoint meetings, as necessary, to address any emergent issues that have arisen.
9. The vendor shall produce draft results by May 1, 2026. The draft results shall detail the reviewed audit working papers documenting the work performed and responses to the questions above for each beneficiary reviewed. The results should also include any systematic issues identified and recommendations for potential corrective actions. The vendor can anticipate comments from AOS within 10 days of submittal.
10. The vendor shall produce final results by May 15, 2026. The final results shall detail the reviewed audit working papers documenting the work performed and responses to the questions above for each beneficiary reviewed. The results should include any systematic issues identified and recommendations for potential corrective actions. The final results should address any comments provided by AOS.
11. This audit will review approximately 514,711 Medicaid determinations, broken down in the table below. The vendor should anticipate completing approximately 444,348 eligibility determinations, and AOS will anticipate completing the remaining 70,363 eligibility determinations. Please note that these numbers and the numbers in the below table are estimates as they do not represent the number of June 2025

beneficiaries.

Coverage Group	Sub-Coverage Group	Total Number of Recipients	Anticipated to complete review
Breast & Cervical Cancer Project (BCCP)	BCCP	20	AOS
Aged, Blind, and Disabled (ABD)	Categorically Needy - ABD	53,207	AOS
Medicare Premium Assistance Program (MPAP)	MPAP	17,124	Vendor
Nursing Home and Long-Term Care (LTC)	LTC - Facility	36,861	Vendor
Waiver Program	LTC - PACE	408	Vendor
Waiver Program	LTC - Waivers	41,719	Vendor
Medicaid Buy-In for Workers with Disabilities (MBIWD)	MBIWD	14,158	Vendor
ABD	Residential State Supplement	2,135	AOS
ABD	Specialized Recover Services	14,994	AOS
ABD	Supplemental Security Income	330,602	Vendor
ABD	Supplemental Security Income Deemed/Pickle/Grandfathered	3,476	Vendor
Other	Other	7	AOS
Grand Total		514,711	

Part Three: Inquiries

Potential vendors may ask clarifying questions regarding this RFP during the Inquiry Period as outlined in the Calendar of Events and Project Timeline. To ask a question, potential vendors must submit the question to the following e-mail address:

BidQuestions@ohioauditor.gov

Questions are limited to those that seek clarification of this RFP. The question must reference the relevant portion of the RFP, including the Part and the number and/or Part section/subsection title, and must identify the originator of the question. AOS may, at its option, disregard any questions that do not appropriately reference the RFP, that do not include identification of the originator of the question, or that do not ask a clarifying question in the opinion of AOS. AOS will not respond to any questions received after 4:00 p.m. on the date that the inquiry period closes.

Vendors submitting inquiries will receive an immediate acknowledgement that the inquiry has been received as an e-mail acknowledgement receipt. Vendors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered. AOS will attempt to respond to all inquiries within two business days.

Vendors may view all inquiries that the AOS responded to and responses by visiting the AOS Bids Management Web Page at:

<https://ohioauditor.gov/Procurement/>

It is the responsibility of all potential vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP.

After the inquiry period has concluded, all of the questions and responses on the AOS Bids Management Web Page will comprise the final AOS Question and Answer Document for the RFP. This document will be posted on the AOS Bids Management Web Page. AOS strongly encourages vendors to take into account any information communicated by AOS in its responses to questions.

Part Four: Submission Requirements and Format

To be considered for this RFP, vendor's proposal (Proposal) **must** include all of the information in this Submission Requirements and Format Part. **Failure to provide each of the specific submission requirements described under each section below may disqualify the vendor from evaluation and consideration of this RFP.** All materials, except for the Budget Workbook, should be formatted to print on a 8.5 by 11 inch paper, submitted in searchable PDF format, with 1 inch margins and typefaces no less than 11 point. No marketing materials shall be included.

A. Response Submission Information

1. The vendor must include a transmittal letter that:
 - a. Identifies the submitting organization's legal name, address, and phone number (along with parent company name, if any);
 - b. Separately identifies the name, title, phone number, and email address of the person authorized by the organization to contractually obligate the organization;
 - c. Separately identifies the name, title, phone number, and email address of the person authorized by the organization to negotiate a contract on behalf of the organization;
 - d. Separately identifies the name, title, phone number, and email address of the person to be contacted for clarification of the RFP response;
 - e. Explicitly indicates acceptance of the Terms and Conditions in Part Seven of this RFP. If any exceptions, assumptions, or deviations are taken to the terms and conditions described in this RFP, vendor must provide sufficient amplification and justification for each to permit AOS to evaluate the exception, assumption, or deviation; and
 - f. Provides an acknowledgment that the response is valid for a minimum of thirty (30) days from the due date.
2. Vendor must provide a table of contents that explicitly identifies the corresponding section it is responding to under this part. The table of contents must include page numbers.

B. Project Approach and Proposed Statement of Work

1. Vendor must provide a description of its approach for accomplishing AOS's project objectives and describe its methodology for conducting the work described in the scope of work established in Part Two of this RFP. Vendors are encouraged to suggest additional tasks, deliverables, or approaches to achieve the objectives of this project. If the vendor does suggest an alternative approach, the vendor must clearly explain the merits of the alternative approach and how it meets the intended objectives of the audit as described in the goals and objectives of this RFP.
2. Vendor must, based on its methodology and approach, provide a list of deliverables that meets the scope of work and deliverables established in Part Two of this RFP. The list should include a description of the deliverables that would be produced for this engagement and the number of work hours assigned to each deliverable.
3. Vendor must provide a Gantt chart of timeline and proposed milestones and communication plan.
4. Vendor must identify and describe any proposed Subcontractors. Vendor may not subcontract any work or services under this RFP without AOS prior written approval of the subcontract and the proposed Subcontractor.

5. If the vendor foresees that travel will be necessary to perform work under this RFP, the vendor must describe the nature, extent, and reason for the travel in its Proposal. Any travel that a successful vendor requires to perform its obligations under an ensuing agreement will be at the vendor's own expense. The Auditor will pay for any additional travel that it requests only with prior written approval. The Auditor will pay for all additional travel expenses that it requests in accordance with the Ohio Office of Budget and Management's Travel Policy in Ohio Adm. Code Rule 126-1-02.

C. Expertise and References

1. Vendor must provide a description of its background, qualifications, and resource depth and breadth in the area of Medicaid eligibility determinations.
2. Vendor must discuss relevant partnerships or strategic relationships that add to its capability to deliver the requested auditing services.
3. Vendor must provide up to three relevant sample work products and deliverables. The sample work products should demonstrate documented experience in conducting audits and/or performing system query/data entry work similar to that requested under this RFP.
4. Vendor must provide between three and five appropriate references with whom the vendor has worked with in the last five years. Vendor shall include current contact information for each reference.
5. Vendor must demonstrate that its staff has more than 5 years of experience in performing the type of work requested under this RFP.

D. Proposed Resources

1. Vendor must describe the team roles that vendor proposes to staff the work. Vendor shall describe the functions that each team member would perform and their experience related to those functions.
2. Vendor must identify the designated senior staff member(s) who will be responsible for directing the work. Vendor shall provide references regarding performance of the senior staff member(s) and details about his or her educational background and related experience that demonstrate the technical expertise and experience to conduct an audit engagement of the scope outlined in this RFP. Vendor shall include a resumé for each senior staff member that is no more than three pages in length.
3. Vendor must complete and submit the Budget Workbook as a description of the allocations of staff resources and the estimated number of hours assigned to each team member to deliver the work. Please refer to Part Two, Scope of Work and Deliverables, when completing the workbook. The Budget Workbook is found as a link on <https://ohioauditor.gov/Procurement/>.

E. Proposal of Costs – Separate Attachment

Vendors are to propose their firm, fixed, all-inclusive cost for completion of the requested work. The proposed price is to represent the entire cost the vendor offers for the full and successful completion of the engagement. The proposed cost for the deliverables to be provided under the resulting agreement will be the vendor’s total cost for the successful completion of the work described in this RFP.

The cost proposal shall be submitted in the Budget Workbook next to the corresponding line for “Totals,” which is the last line of the workbook. The Budget Workbook is found as a link on <https://ohioauditor.gov/Procurement/>.

Vendors are to use their business expertise in pricing the work described in this RFP, taking into consideration any intervening steps or activities that must be performed in order to complete the work, and offer their costs accordingly, even if AOS does not explicitly identify those intervening costs in this RFP. AOS will not be liable for any costs the Vendor does not identify in its Proposal.

F. Proof of Good Standing with State of Ohio

In order to be considered for this RFP, AOS requires that interested vendors be in good standing with the State of Ohio. Proof of good standing must be provided in the Proposal.

G. Forms and Certifications

1. Vendor must complete the certification page (Attachment 1), and it must be signed by a person authorized to legally bind the vendor.
2. Vendor must list any current contracts the vendor has with AOS, the Ohio Department of Medicaid, or a County Department of Job and Family Services. The list must include the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed. If this request is not applicable to the vendor, the vendor should state this in its Proposal.
3. Submission of a Proposal indicates acceptance by the vendor of the terms and conditions contained in the RFP, **unless clearly noted in the proposal submitted** and confirmed by agreement between AOS and the selected vendor.

Reservation of Rights: The AOS, may in its discretion, cancel, reissue or reject all responses to this RFP, in whole or in part for any reason. Such action may occur when the service offered is not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP, the pricing offered is considered to be excessive in

comparison with existing market conditions or exceeds the available funds of the AOS, or it is determined that award of a contract would not be in the best interest of the State. The AOS reserves the right to reject any and all proposals where the vendor takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.

Part Six: Evaluation of Proposals

A. Selection Committee Established

All Proposals that pass the initial review below will be evaluated by an AOS internal selection committee. The selection committee reserves the right to reject, in whole or in part, any and all Proposals and to reject Proposals that are incomplete.

B. Review of Proposals

1. Initial Review of Proposals by AOS

AOS may reject any Proposals submitted that were incomplete, not timely, or do not meet the formatting or specific requirements listed herein. AOS may waive minor defects that are not material when no prejudice will result to the rights of any vendor or to the public.

2. Evaluation Review of Proposals by Selection Committee

Proposals that pass the initial review will be distributed to selection committee members. The selection committee will rate the Proposals submitted in response to this RFP as identified in the Criteria section below.

The selection committee may also have the Proposals or portions of them reviewed and evaluated by independent third parties or various AOS personnel with technical or professional experience that relates to the work or to a criterion in the evaluation process. The selection committee may also seek reviews of end users of the work. In seeking such reviews, evaluations, and advice, the selection committee will first decide how to incorporate the results in the scoring of the Proposals. The selection committee may adopt or reject any recommendations it receives from such reviews and evaluations. During the selection process, AOS may request clarifications from any vendor under active consideration and may give any vendor the opportunity to correct defects in its Proposal if AOS believes doing so does not result in an unfair advantage for the vendor and it is in the State's best interests. Any clarification response that is broader in scope than what AOS has requested may result in the vendor's proposal being disqualified.

When the selection committee review has concluded, the evaluation will result in a point total being calculated for each Proposal based on the combined total points identified in the Criteria section below. All Proposals will be ranked based on the combined total points received by each Proposal.

3. Oral Presentation

When the selection committee's review has concluded, the selection committee may, at its discretion, decide to conduct oral presentation(s). If the selection committee decides to conduct oral presentations, no more than three selected vendors with the highest total combined points will be requested to provide an oral presentation of their Proposals to AOS representatives. Notice of an invitation to participate in an oral presentation will be sent via email.

The key vendor personnel assigned to this audit engagement is preferred to present, and the vendor has the option to include a contracting officer, partner, senior executive, or legal authority in the presentations and discussion. The presentation will not last longer than 60 minutes with no more than an additional 30 minutes (90 minutes total) for AOS representatives to ask clarifying questions about the presentation.

In the event that the selection committee holds one or more oral presentations, the selection committee shall meet again to determine the final score for each of the Proposal(s) that participated in the oral presentation. The final score shall result in a point total being calculated based on the combined total points of the cost proposal, technical proposal, and oral presentation.

C. Criteria

The selection committee will use the following sets of criteria to score each of the Proposals: technical proposals, cost proposals, and if applicable, oral presentations.

Criteria	Maximum Available Points
<p style="text-align: center;">Proposal – Technical</p> <ul style="list-style-type: none"> • Insight and approach to timely completing the work, as outlined in the vendor’s work plan <p style="margin-left: 40px;">Max points – 20</p> <ul style="list-style-type: none"> • Demonstrated ability and capacity to complete the work <p style="margin-left: 40px;">Max points – 25</p> <ul style="list-style-type: none"> • Vendor’s experience and qualifications, including years in business and demonstrated ability to complete the work based upon past services provided on similar audit engagements <p style="margin-left: 40px;">Max points – 25</p> <ul style="list-style-type: none"> • Education, experience, and list of staff who would be assigned to complete the work, as described under Part Two of the RFP. <p style="margin-left: 40px;">Max points – 20</p>	<p>90 Points</p>

<p style="text-align: center;">Proposal – Cost</p> <ul style="list-style-type: none"> • AOS will calculate the cost points using the following method: <ul style="list-style-type: none"> ➤ The maximum of 40 cost points will be assigned to the vendor offering the lowest total all-inclusive fixed fee. ➤ All other vendors will be awarded cost points based on the following calculation: <p>Cost points =</p> <p>(Lowest Vendor’s Cost/Vendor’s Cost) x 40 (Maximum Available Cost Points for this Component)</p>	40 Points
Total Possible Points if no Oral Presentations	130 Points
Oral Presentation (if applicable)	15 Points
Total Possible Points with Oral Presentation (if applicable)	145 Points

D. Identification of Apparent Successful Vendor

The AOS will tabulate, compile and verify all scores. Notice of the apparent successful vendor will be posted on AOS Bids Management Web Page and notice will be sent to the apparent successful vendor by a letter that is sent via email.

E. Negotiations

The AOS and the apparent successful vendor may engage in contract negotiations. Engaging in contract negotiations with the apparent successful vendor does not guarantee the outcome of a final, fully executed contract; and contract negotiations may fail. The AOS may cease contract negotiations at any point and return to a prior step in the RFP process or cancel the RFP issuance if in the best interest of the AOS.

In addition to the information provided in Part Seven (A), the AOS reserves the right to conduct negotiations with one or more vendors at any point during the RFP review process as outlined in this Part. Vendors may negotiate only the specific aspects of the RFP that the AOS, in its sole discretion, selects for negotiation. Negotiated terms may include, in the AOS's sole discretion, compensation, though compensation will not be the sole factor in determining an award. The specific deliverables expected for this RFP may be determined during Statement of Work negotiations.

F. Contract Award

If AOS awards a contract under this RFP, notice of the Contract Award will be posted on AOS Bids Management Web Page and notice will be sent to the awarded vendor via email.

Part Seven: RFP Process Information and Other Contractual Requirements and Considerations

A. AOS Terms and Conditions and Final Contract

1. If this RFP results in a contract award, the basis of that contract will be this RFP (including all attachments), written amendments to this RFP, the vendor's accepted Proposal, and written, authorized amendments to the vendor's Proposal. The contract will also be based on any materials incorporated by reference in the above documents and will include any purchase orders and change orders issued under the contract. General terms and conditions that will be included in any resulting contract are contained in Attachment 2 of this RFP. In the event of a conflict between any resulting contract and this RFP, written amendments to this RFP, the vendor's accepted Proposal, or amendments to the vendor's accepted

Proposal, the contract shall prevail. Change orders and amendments issued after the contract is executed may expressly change the provisions of the contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the contract.

2. AOS will not be liable for any costs incurred by a prospective vendor in responding to this RFP, regardless of whether the AOS awards a contract through this process, decides to cancel this RFP for any reason, or issues another RFP if it is deemed to be in the best interest of AOS to do so.

B. Trade Secrets Prohibition: Public Information Disclaimer

1. Vendors are prohibited from including any trade secret information as defined in ORC § 1333.61 in their proposals in response to this RFP. AOS shall consider all proposals or similar responses voluntarily submitted in response to this RFP to be free of trade secrets, and such proposals shall, in their entirety, be made a part of public record.
2. All proposals and any other documents submitted to AOS in response to this RFP shall become property of AOS. This RFP and, after the Contract Award, any proposals submitted in response to an RFP are deemed to be public records pursuant to ORC § 149.43. For purposes of this section, the term “proposal” shall mean both the technical proposal (or application or other response documentation) and the cost proposal, if opened, submitted by the selected vendor, and any attachments, addenda, appendices, or sample products.

C. Ethical and Conflict of Interest Requirements

1. No vendor or individual, company, or organization seeking a contract or other business agreement shall promise or give to any AOS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. Any vendors acting on behalf of AOS shall refrain from activities that could result in violations of ethics laws and/or in conflicts of interest. Any vendor who violates the requirements and prohibitions defined here or of ORC § 102.04 is subject to termination of the agreement or refusal by AOS to enter into one.
3. AOS employees and vendors who violate ORC §§ 102.03, 102.04, 2921.42 or 2921.43 may be prosecuted for criminal violations.

D. Communication Restrictions and News Releases

1. Formal communications by vendors to the AOS, which include requests for clarification and/or information concerning this RFP, must be submitted to AOS via the email address provided in this RFP and will be published and shared with all vendors.

2. From the opening of the Proposals to the Contract Award, everyone working on behalf of the AOS to evaluate the Proposals will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. They will also seek to keep this information away from other vendors, and the selection committee will not be permitted to tell one vendor about the contents of another vendor's Proposal in order to gain a negotiating advantage.
3. Vendors must make no news releases pertaining to the award of this RFP without prior written approval from the AOS.

Attachment 1

B. Certifications

(One certification must be completed by each responding vendor.)

In addition to responding to the foregoing items, this vendor certifies that:

- A. The vendor's position as provider to AOS for the scope of services will not create any conflict of interest for the firm or any of its assigned personnel, and the vendor will promptly disclose to AOS any such conflict of interest if and when it arises and is known to the vendor.
- B. The vendor is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, age, genetic information, disability, military status, national origin, or ancestry.
- C. The vendor will not allow any subcontractor or any person acting on behalf of the vendor or a subcontractor to discriminate, by reason of race, color, religion, sex, sexual orientation, age, genetic information, disability, military status, national origin, or ancestry, against any citizen of this state in the employment of any person qualified and available to perform the work under any contract resulting from this RFP.
- D. All of the assigned personnel by the vendor who are not United States citizens will have executed a valid I-9 form and have valid employment authorization documents.
- E. The vendor is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the vendor's ability to serve, if selected.
- F. The vendor has read the RFP, understands it, and agrees to be bound to its requirements.
- G. If awarded a contract arising out of this RFP, the selected vendor must negotiate such contract in good faith, which contract must be in a form provided by the AOS.
- H. The vendor has familiarized itself with the ethics statutes governing state employees and appointees, including those concerning employment of former government employees, gifts, and lobbying.
- I. The firm is registered to do business in the State of Ohio with the Ohio Secretary of State.
- J. The vendor is, and will be during the period of this agreement, in compliance with all applicable federal, State and local laws, including but not limited to the applicable provisions of the following for which it also makes the following related certifications:
 1. The Federal and Ohio Drug Free Workplace Acts. 41 U.S.C 701(a); ORC § 153.03. The vendor will make good faith efforts to ensure that all of its employees will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way while working on State property.
 2. State of Ohio Ethics, Campaign Financing, and Lobbying laws.
 3. The vendor is not subject to an "unresolved" finding for recovery under ORC § 9.24.
 4. The vendor is eligible for award of a contract by AOS pursuant to ORC §§ 125.11, 125.25, and 3517.13.

25

Vendor:

By:

Attachment 2

This Attachment 2 enumerates and defines terms and conditions that will necessarily be included in any ensuing contractual relationship that the AOS may enter into with a prospective vendor. AOS and vendor constitute the “parties” as described in this Attachment 2. “Contractor” refers to the selected vendor.

A. Nature of Relationship between Contractor and AOS

1. Contractor will act as an independent contractor, to fulfill the terms of this Agreement and to act as an expert to the AOS. It is specifically understood that the nature of the services to be rendered under the Agreement are of such a personal nature that the AOS is the sole judge of the adequacy of such services. The AOS thus reserves the right to cancel the Agreement between the parties should he at any time be dissatisfied with Contractor’s performance of its duties under this Agreement.
2. The AOS enters into an Agreement with Contractor in reliance upon the representation of Contractor that it has the necessary expertise and experience to perform its obligations hereunder, and Contractor warrants that it does possess the necessary expertise and experience.
3. In the event of a cancellation of this Agreement by AOS, Contractor shall be paid for all product/services incurred up to the date of cancellation. All provisions of this Agreement relating to “confidentiality” shall remain binding upon Contractor in the event of cancellation.
4. It is fully understood and agreed that Contractor is an independent contractor and is not an agent, servant or employee of the Auditor of the State of Ohio.

B. Termination or Suspension of Contractor’s Product/Services

1. AOS may, at any time prior to the completion of services by the Contractor under this Agreement, suspend or terminate this Agreement with or without cause by giving written notice to Contractor.
- 2.
3. Upon receipt of written notice to Contractor to suspend or terminate this Agreement, Contractor shall immediately cease work on the suspended or terminated activities and take all necessary steps to minimize costs; and if requested by the AOS, Contractor must furnish a report describing the status of the services.
- 4.
5. Contractor shall be paid for services rendered up to the date Contractor received notice of suspension or termination, less any payments previously made, provided Contractor has supported such payment with detailed factual data containing hours

worked and services performed. Contractor shall make no claim for additional compensation against the AOS by reason of any suspension or termination.

6. At the date Deliverables are due as specified in this Agreement, and in the event this Agreement is suspended or terminated prior to its completion, Contractor, upon payment as specified, shall deliver to the AOS all work products as documents that have been prepared by Contractor in the course of providing services under this Agreement. All such materials shall become and remain the property of the AOS, to be used in such manner and for such purpose as the AOS may choose. Upon termination of the Agreement by either party, all property belonging to the AOS and in the possession of the Contractor shall be returned to the AOS prior to final payment to the Contractor.

C. Relationship of Parties

AOS and Contractor agree that, during the term of this Agreement, Contractor shall be engaged by the AOS solely on an independent contractor basis. Contractor will be responsible for all of its business expenses and responsibilities, including, but not limited to, computers, email and internet access, software, phone service and office space, employees' wages and salaries, insurance of every type and description, licenses, permits, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any. While Contractor shall be required to render services described hereunder for the AOS during the term of this Agreement, nothing herein shall be construed to imply, by reason of Contractor's engagement hereunder on an independent contractor basis, that the AOS shall have or may exercise any right of control over Contractor with regard to the manner or method of its performance of services hereunder. Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the prior written consent of the other party. It is fully understood and agreed that neither Contractor nor its personnel shall at any time, or for any purpose, be considered agents, servants, or employees of the AOS, or public employees for the purpose of Ohio Public Employees Retirement System (OPERS) benefits. Accordingly, no contributions will be made by the AOS to OPERS on behalf of the Contractor.

D. Auditing

During the performance of services required of Contractor by this Agreement and for a period of three (3) years after its completion, Contractor shall maintain auditable records of all charges pertaining to this Agreement and shall make such records available to the AOS as the AOS may reasonably require.

E. Contractor's Representations and Warranties

1. **Nondiscrimination of Employment.** Pursuant to ORC § 125.111, Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or subcontractor, will not discriminate, by reason of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under this Agreement. Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, color, religion, sex, sexual orientation, age, disability or military status as defined in ORC § 4112.01, national origin, or ancestry.
2. **Ethics Laws.** Contractor agrees to adhere to the requirements of Ohio Ethics Laws, Chapter 102 and §§ 2921.42 and 2921.43 of the Ohio Revised Code. Contractor represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Contractor further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws. No personnel of Contractor who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any part of the Agreement shall, prior to the completion of the services, voluntarily acquire any personal interest, direct or indirect, that is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to carrying out of the Agreement. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who voluntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the AOS in writing. Thereafter, he or shall not participate in any action affecting the Agreement unless the AOS shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.
3. **Drug-Free Work Place.** Contractor shall comply with all applicable federal, state, and local laws regarding smoke-free and drug-free work places and shall make a good faith effort to ensure that any of Contractor's employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.
4. **Findings for Recovery.** Contractor affirmatively represents and warrants to the AOS that Contractor or persons associated therewith either individually or in the form of another entity is not subject to a Finding for Recovery under ORC § 9.24, or that Contractor and such persons have taken the appropriate remedial steps required under ORC § 9.24 or otherwise qualifies under that section. Contractor agrees that if this representation and warranty is deemed false, the Agreement shall

be void *ab initio* as between the parties to this Agreement, and any funds paid by AOS hereunder immediately shall be repaid to the AOS, or an action for recovery immediately may be commenced by the AOS for recovery of such funds.

5. **Compliance with Laws.** Contractor, in the execution of its duties and obligations under this Agreement, agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
6. **Qualifications to do Business.** Contractor affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and that all are current. If at any time during the term of this Agreement, Contractor, for any reason, becomes disqualified from conducting business in the State of Ohio, Contractor will immediately notify the AOS in writing and will immediately cease performance of work under this Agreement.
7. **Campaign Contributions.** Contractor hereby certifies that neither Contractor nor any of Contractor's partners, officers, directors, or shareholders, nor the spouse of any such person, has made contributions, if applicable, to the Auditor in excess of the limitations specified in ORC § 3517.13.
8. **Debarment.** Contractor represents and warrants that it is not debarred from consideration for contract awards by any governmental agency.
9. **Boycotting.** Pursuant to ORC § 9.76(B), Contractor warrants that Contractor is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the term of this Agreement. Contractor affirmatively represents that Contractor is not an organization or company organized under the laws of the Russian Federation or is otherwise barred from conducting business with the Auditor pursuant to Executive Order 2022-02D.

F. Subcontracting and Personnel

1. The Contractor may not enter into subcontracts for the services provided under this Agreement without written approval from the AOS of the subcontract and the proposed subcontractor. All subcontract agreements must incorporate the terms and conditions of this Agreement by reference.
2. Any changes to the senior staff member(s) assigned to manage the work must be mutually agreed upon in writing by AOS and Contractor.
3. The senior staff member(s) assigned to manage the work shall be the sole point of contact with AOS.

G. Confidentiality

Contractor shall not discuss or disclose any information or material obtained pursuant to its obligations under this Agreement without the prior written consent of AOS.

H. Rights in Data and Copyright and Public Use

1. The AOS shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by Contractor pursuant to this Agreement. No such documents or other materials produced (in whole or in part) with funds provided to Contractor by the AOS shall be subject to copyright by Contractor in the United States or in any other country.
2. It is understood by the parties that the AOS is an elected office of the State of Ohio and is subject to the Ohio Public Records Act, Ohio Revised Code Chapter 149.43, et seq. and that any record kept by the AOS that is deemed a public record is subject to release if a proper request is made. Contractor agrees that all original works created under the Agreement shall be made freely available to the general public to the extent permitted or required by law until and unless specified otherwise by the AOS. Any requests for distribution received by Contractor, such as requests for public records made pursuant to the Ohio Public Records Act, O.R.C. § 149.43, et seq., shall be promptly referred to the AOS.

I. Controlling Law

This Agreement and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio. Contractor consents to jurisdiction in a court of proper jurisdiction in Franklin County, Ohio.

J. Liability

In no event shall either party be liable to the other party for punitive, multiple, enhanced, incidental, special, indirect or consequential damages, including loss of profits, even if any of the parties should have been aware of the possibility of such damages. Contractor shall bear all costs associated with defending the AOS and the State of Ohio against any claims. Contractor agrees to indemnify and to hold the AOS and the State of Ohio harmless and immune from any and all claims for injury or damages arising from this Agreement which are attributable to Contractor's own actions or omissions or those of its trustees, officers, employees, subcontractors, suppliers, third party agents or joint venturers while acting under this Agreement. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime or employment matters and any claims involving patents, copyrights and trademarks.

K. Certification of Funds

It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, ORC § 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio. It is also expressly agreed by the parties that

none of the rights, duties and obligations herein shall be binding on either party if award of this contract would be contrary to the terms of Section 127.16, Revised Code, or Chapter 102, Revised Code.

L. Travel

Any travel that the Contractor requires to perform its obligations under this Agreement will be at the Contractor's expense. The Auditor will pay for any additional travel that it requests only with prior written approval. The Auditor will pay for all additional travel expenses that it requests in accordance with the Ohio Office of Budget and Management's Travel Policy in Ohio Adm. Code Rule 126-1-02.