



**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**

ADDENDUM NO. 1
ISSUED AUGUST 19, 2026

to

RFP NO. 14-2026
BUSINESS INCLUSION PROGRAM CONSULTING SERVICES

RESPONSE DUE DATE: 5:00 P.M. (EASTERN TIME) SEPTEMBER 1, 2026

ATTENTION OF RESPONDENTS IS DIRECTED TO:

ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 P.M. ON AUGUST 18, 2026

Issued by the Ohio Turnpike and Infrastructure Commission through Aimee W. Lane, Esq, Director of Contracts Administration.

Aimee W. Lane

Aimee W. Lane, Esq.,
Director of Contracts Administration

August 19, 2026
Date

ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 P.M. ON AUGUST 18, 2026:

Q#1 We are interested in responding to RFP No. 14-2026 but require clarity on the "Significant economic presence in Ohio" criteria. Would a "fail" in this category disqualify the bidding firm from winning? Does a vendor need to meet every stipulation of PART III, Section D a - d, to "pass" in this category?

A#1 A fail in this category would disqualify a respondent from being recommended for a contract award. Most Ohio businesses are able to meet the criteria by showing proof of items a-c. Non-Ohio businesses can meet the criteria by showing commitments or actions such as those listed in item d which includes examples.

Q#2 Anticipated Level of Effort/Hours: Does the Commission have an estimated number of consultant hours anticipated annually or over the two-year contract term, either in total or by the service categories identified in Appendix A? If available, please provide historical consultant utilization or expenditures for similar Business Inclusion Program consulting services.

A#2 Due to a transition in staff, the Commission retained a consultant to assist and help grow current staff to become more independent in administering the Business Inclusion Program. That contract ends in November, and current staff has an on-going need for support services. The Commission does not expect extensive consultant hours and while we cannot guarantee a certain number of hours, we estimate approximately 5-10 hours per month.

Q#3 Anticipated Contract Value/Not-to-Exceed Amount: Does the Commission have an anticipated budget, contract value, or not-to-exceed amount for the two-year engagement? If so, can the Commission provide the anticipated amount or range?

A#3 The Commission anticipates a not-to-exceed contract amount of \$30,000.00. The average monthly invoice in 2025 was \$900.00 per month.

Q#4 Concurrent Assignments and Special Projects: Does the Commission anticipate that multiple Program Support Services and/or Special Projects will be assigned to the Consultant concurrently? If so, can the Commission provide an estimate of the anticipated number or level of concurrent assignments?

A#4 No. Currently, we utilize a consultant for as-needed support services and there is one special project taking place.

Q#5 Remote Performance of Services: May routine Consultant services - including B2GNow/contracts database support, compliance monitoring, certification support, research, data analysis, report preparation, policy/document development, and workgroup coordination - be performed remotely, provided the Consultant meets all Commission schedules and deliverables requirements?

A#5 Services may be performed remotely. There may be a need for an on-site meeting, but this would not be frequent, at most once a year.

Q#6 Onsite Presence: Does the Commission anticipate requiring the Consultant or key personnel to maintain a regular onsite presence at Commission offices? If so, please identify the anticipated frequency and/or types of activities for which onsite attendance will be required.

A#6 No.

Q#7 Weekly Contracts Meetings: Appendix A states that the OOI Contracts Specialist attends weekly contracts meeting as part of compliance monitoring responsibilities. Will the Consultant be expected to attend these weekly meetings? If so, will virtual attendance be permitted?

A#7 No, we do not expect the consultant to attend the weekly contracts meeting.

Q#8 Travel and Reimbursable Expenses: When the Commission requires the Consultant to attend an in-person meeting, presentation, conference, outreach activity, or other events, will reasonable travel-related expenses be reimbursable when approved in advance in accordance with Section 7 of the Contract for Business Inclusion Program Consulting Services, found in Appendix C?

A#8 Yes.

Q#9 Travel Time: If Commission-required travel is necessary to perform the Scope of Services, is Consultant travel time billable at the applicable hourly rate, at a reduced rate or non-billable?

A#9 Non-billable.

Q#10 Public-Entity Reference Requirement: For Technical Proposal Requirement C, which requires at least three client references demonstrating experience working with governmental or public entities with respect to the Scope of Services, may a Respondent provide references demonstrating the relevant governmental/public-entity experience of its

proposed key personnel when that experience was obtained prior to the individual's association with the Respondent?

A#10 Yes.

Q#11 Evaluation of Key Personnel Experience: When evaluating the Respondent's experience and capabilities, will the Commission consider relevant experience obtained by proposed key personnel while employed by or providing services through organizations other than Respondent?

A#11 Yes.

Q#12 Fee Proposal - Combined Hourly Rate: For purposes of Fee Proposal scoring, please confirm that the "combined hourly rate" is calculated by adding the hourly rates of each job title/personnel classification included on a Respondent's Appendix B Fee Proposal, without applying estimated hours or weighting to the individual rates.

A#12 That is correct.

Q#13 Additional Personnel During Contract Term: If additional personnel are needed during the contract term to address workload or a specialized assignment, what process will be used to establish and approve the hourly rate for personnel who were not included in the original Fee Proposal?

A#13 This may be handled through a contract amendment or other similar written approval.

Q#14 B2GNow System Access: For a Consultant who is already a registered B2GNow user, will the Commission provide the selected Consultant with the appropriate Commission-level user access, permissions, and/or credentials necessary to perform assigned certification, compliance monitoring, and contracts database management services remotely?

A#14 Yes, the Commission may provide the selected Consultant with the appropriate user access that is needed by the Commission in B2GNow.

Q#15 Ohio Economic Presence - Pass/Fail Requirement: Please clarify the minimum criteria the Commission will use to determine whether a Respondent has demonstrated sufficient good-faith efforts to establish a "significant economic presence in Ohio" to receive a Pass under the Technical Proposal evaluation.

A#15 See A#1.

Q#16 AI Requirement - Public RFP Documents: For purposes of Technical Proposal Requirement E, does the prohibition against uploading or adding Commission information, records, or documents into an AI program, tool, model, or platform include publicly issued procurement documents such as this RFP and its appendices?

A#16 Yes.

Q#17 AI Requirement - Scope of Disclosure: Please clarify the level of detail expected in the required explanation of an AI model's "logic and inputs." Specifically, does the Commission require disclosure of individual prompts/interactions, or is a general description of how the AI tool was used and the categories of information provided sufficient?

A#17 A general description of how the AI tool was used and the categories of information provided is sufficient.

Q#18 Is there an incumbent Consultant who is/has been performing this work? If yes, who is the Consultant?

A#18 The Commission's current consultant is BBC Research & Consulting, Incorporated.

Q#19 Is there an estimate of hours the scope requires per year?

A#19 See A#2.

Q#20 Can all work be completed remotely?

A#20 See A#5.

Q#21 If travel is required, will it be reimbursed separately or should it be included in the hourly rate?

A#21 See A#9.

Q#22 If the firm is located outside of Ohio but has full-time remote staff located in Ohio assigned to the contract, will that satisfy the economic presence in Ohio pass/fail evaluation?

A#22 Yes. See also A#1.

Q#23 Is there any other software being used in addition to B2Gnow?

A#23 No.

Q#24 Would a proposal be accepted from an out of state business who has submitted a registration for a business license in Ohio but has not yet received approval?

A#24 Yes, but the business must provide proof it is registered to do business in the State of Ohio at the time of contract award. If that documentation cannot be provided and the respondent is the top ranked firm, the Commission will have no choice but to move to the next ranked respondent.

END OF ADDENDUM NO. 1