

**REQUEST FOR QUOTE (RFQ)**

**RFP NUMBER: EDUD201217600**

**DATE ISSUED: October 18, 2011**

**ELIGIBILITY: State Term Schedule Vendors Only**

**The State of Ohio Department of Education is requesting Quote for:**

**TITLE: Informatica Developer**

**INQUIRY PERIOD BEGINS: October 18, 2011**

**INQUIRY PERIOD ENDS: October 25, 2011**

**QUOTE DUE DATE: November 2, 2011**

**QUOTE OPENING DATE: November 3, 2011**

**ESTIMATED AWARD DATE: November 15, 2011**

## STAFF AUGMENTATION REQUEST FOR QUOTE

### COMMENTS

The Ohio Department of Education (ODE) Office of Information Technology/Operations announces the opportunity to submit candidate resumes for an Informatica Developer to assist the Department meeting federal EDFacts Reporting requirements. One developer is needed for this initiative.

The Statement of Work (SOW) detailing the project scope, deliverables, responsibilities, skills, and experience required for this position is included below.

#### Assumptions:

- All proposed candidates will be available between 11/3/11 and 11/10/11 for an on-site interview at ODE.
- All work will be performed on site at ODE offices located at 25 South Front Street, Columbus and will begin on or about 11/30/11 after creation of the purchase order.
- No travel costs or delays to start date will be compensated by ODE.
- Final selection will be based on either lowest cost or highest evaluation score. The evaluation score may be influenced by cost, initial screening score, and/or interview score.

Only candidates explicitly meeting the minimum requirements as defined in the Statement of Work will be considered for this position. All questions pertaining to this opportunity must be posted online. Responses will also be posted online for all to share.

**Note:** All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.

# Staff Augmentation Statement of Work

## PROJECT INFORMATION

### PROJECT REQUEST

The primary role of the Informatica Developer is to design, develop, test, and utilize Informatica to generate the defined deliverables, to perform quality assurance reviews of ETL (**E**xtract, **T**ransform, **L**oad) processes, to perform data analysis and other tasks as assigned. The contractor will be expected to follow agreed guidelines, and to complete assigned tasks efficiently and timely.

The work will be performed for the ODE Project Management Office (PMO) within the Information Technology Office (ITO).

**The total engagement duration for FY 2012 is 1,500 hours.**

Contingent upon Contractor success, continued funding and approval by the State, this contract may be renewed on an annual basis through FY 2016.

### Project Background

EDFacts is a U.S. Department of Education (USDoE) initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs. EDFacts centralizes performance data supplied by K-12 state education agencies (SEAs) with other data assets, such as financial grant information, within the Department to enable better analysis and use in policy development, planning and management. The Education Data Exchange Network (EDEN) is the centralized portal through which states must submit their educational data to the U.S. Department of Education's EDFacts system.

Effective with the 2006-2007 collection cycle, USDoE required all State Education Agencies (SEA's) to submit electronic data files through the EDEN system. All files in the approved EDFacts collection were to be phased in by 2008-09, and be reported every year thereafter.

### Business Drivers

Comply with federal reporting requirements and deadlines.

Create and maintain reusable ETL processes or other processes to make federal reporting efficient.

Streamline federal reporting.

Incorporate automation and reduce errors.

<b>Scope</b>
<p>The Scope includes:</p> <ul style="list-style-type: none"> <li>• Designing, developing, testing, and executing Informatica objects (mappings, sessions, mapplets, worklets, and workflows) in the ODE Informatica development, QA, and Production environments.</li> <li>• Utilize Informatica to create the defined deliverables.</li> <li>• SQL data extraction and analysis.</li> <li>• Data analysis and quality assurance.</li> <li>• Requirements gathering.</li> <li>• Design and business rule documentation.</li> <li>• Change Control.</li> <li>• Additional scope may be defined during the project.</li> <li>• At least one hundred file specifications.</li> <li>• At least one hundred data retrieval/transformation processes.</li> <li>• At least eighty tables in the Oracle database that stage the applicable data.</li> </ul>
<b>Position Objectives</b>
<p>Design, develop, test, execute, and maintain the processes for ODE to meet federal reporting requirements.</p>
<b>Skills and Experience</b>
<p><b>Minimum and preferred skills and experience:</b></p> <p>The successful candidate for this engagement must have the following <b>MINIMUM</b> skills, abilities and experience. Any candidate who does not meet or exceed <b>ALL</b> the minimum qualifications listed below will not be considered for the engagement. (Please list total number of years and months, and organizations served on the vendor response document.):</p> <ol style="list-style-type: none"> <li><b>1. Minimum 5 years’ experience using Informatica PowerCenter Designer, Workflow Manager, and Workflow Monitor (including at least 3 years with Version 8.0 or higher).</b></li> <li><b>2. Minimum 5 years’ experience designing and developing Informatica processes.</b></li> <li><b>3. Minimum 5 years’ experience testing Informatica processes.</b></li> <li><b>4. Minimum 5 years’ experience using Oracle (including at least 2 years with Version 11g).</b></li> <li><b>5. Minimum 3 years’ experience using Microsoft Office.</b></li> </ol> <p>The successful candidate for this engagement may have the following <b>PREFERRED</b> skills, abilities and experience. Candidates with a larger number of preferred skills listed below will generally score higher during the evaluation process. (Please list total number of years and months, and organizations served on the vendor response document.):</p> <ol style="list-style-type: none"> <li><b>1. 2 years’ experience writing complex SQL queries and performing data analysis.</b></li> <li><b>2. 1 year experience using Microsoft SharePoint.</b></li> <li><b>3. Bachelor’s degree or higher in Computer Science or related field.</b></li> <li><b>4. ED Facts reporting experience with ODE or other State Education Agency.</b></li> <li><b>5. Excellent verbal communication skills (to be rated at the onsite interview).</b></li> </ol>

## WORK APPROACH

<b>PROJECT MANAGEMENT</b>
The ODE Project Manager will manage the project using PMBOK and Agile methodologies, and will define the Project and documentation requirements needed.
<b>Status Reporting</b>
The Contractor must provide status updates and reports as required. Signed time sheets and status reports must be attached to the invoice to receive payment.
<b>Time Management</b>
The Contractor is responsible for meeting all timelines designated by the Project Manager. The candidate should be available throughout the engagement on weekdays during normal ODE business hours. While unlikely, it is possible some work may need to be completed on weekends or evenings.
<b>Participation in Meetings</b>
The Contractor will participate in meetings as required.
<b>Vendor Personnel</b>
<b>Special Note on candidate availability:</b> The candidates submitted by vendors are final. If a candidate scores high enough in the competitive selection process to be chosen for the engagement by the Ohio Department of Education, the candidate must be available for the engagement. If the candidate becomes unavailable prior to the start of the engagement, the organization providing the candidate may not have an opportunity to provide a substitute candidate for the engagement.  The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate to perform the tasks required. The vendor must obtain <u>equally-qualified</u> replacement personnel for any personnel who become unavailable during the course of the project. If the vendor indicates the original Contractor is unable to complete the engagement, ODE has the option to terminate the engagement with the vendor and rebid the engagement through the State Term competitive selection process.
<b>Non-Disclosure Agreement</b>
Both Contractor and vendor will be required to sign non-disclosure agreements which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.

## DELIVERABLES

<b>LIST OF KEY DELIVERABLES</b>
Although this is a time and materials engagement rather than a deliverables-based engagement, most of the work may require a formal signoff through customer acceptance testing and other methods.

<b>Deliverable 01</b>
Informatica processes that collect, format, and generate files for submission.
<b>Deliverable 02</b>
Design documentation.
<b>Deliverable 03</b>
Data analysis.
<b>RESPONSIBILITIES</b>
See the table Roles and Responsibilities table below

## **ROLES AND RESPONSIBILITIES**

<b>FUNCTIONAL AREA</b>	<b>REQUIRED ROLE</b>	<b>RESPONSIBILITIES</b>	<b>STAFF</b>
Operations	Executive Sponsor	<p>Represents business interests of the project. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Provides commitment to the project</li> <li>• Provides guidance on policy</li> <li>• Signs off on deliverables</li> <li>• Reviews and signs off on project deliverables</li> </ul>	ODE CIO
PMO	Project Manager	<p>Represents ODE Project Management Office interests of the project. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Creates the SOW</li> <li>• Selects the Contractor</li> <li>• Oversees and coordinates all aspects of Contractors work</li> <li>• Develops the project plan</li> <li>• Understands requirements</li> <li>• Manages scope change and control</li> <li>• Reviews deliverables</li> <li>• Leads status meetings</li> <li>• Reports progress and escalates problems as needed to Project Executive Sponsors</li> <li>• Provides interfaces with vendor</li> <li>• Approves or disapproves vendor invoices and timesheets</li> </ul>	ODE (Assigned Project Manager)

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
PMO	Informatica Developer	<ul style="list-style-type: none"> <li>• Designs, develops, tests, and executes Informatica objects (mappings, sessions, maplets, worklets, and workflows) in the ODE Informatica development, QA, and Production environments.</li> <li>• Utilizes Informatica to create the defined deliverables.</li> <li>• Completes SQL data extraction and analysis.</li> <li>• Completes data analysis and quality assurance.</li> <li>• Gathers requirements.</li> <li>• Documents design and business rules.</li> <li>• Completes change control.</li> <li>• Performs other tasks as assigned.</li> </ul>	Successful Candidate

## SCHEDULE AND BUDGET

SCHEDULE AND BUDGET
<p>The project schedule is not to exceed whichever of the following arrives first: 1500 hours or June 30, 2012.</p> <p>There is an option to renew the engagement.</p>
Vendor Payment Process
Vendor/State STS Agreement
Terms and Conditions
Vendor/State STS Agreement
Termination Provisions
Vendor/State STS Agreement
Standards Compliance
<p>Adherence to all ODE documented standards is mandatory. Standards documentation is available from the ODE Project Manager. Standards may be revised either prior to contract award or shortly thereafter.</p> <p>Contractors working on ODE projects are required to review the ODE Information Security policies and sign an ODE Information Security and Confidentiality Certification form.</p>

## VENDOR SUBMISSION

### Vendor Submission Requirements

Vendors must provide a Vendor Quote on company letterhead for each proposed candidate including the following items:

- (1) the RFQ number shown on the cover page,
- (2) the vendor's OAKS ID number,
- (3) the State Term Schedule number,
- (4) the applicable STS commodity category,
- (5) the hourly rate, discounted hourly rate if applicable, total hours, and total contract cost,
- (6) the candidate's resume as well as the completed Pre-Interview Questionnaire, and
- (7) the completed and signed Standard Affirmation and Disclosure form below.

**Vendor Quotes should be submitted either by email to:**

**Name:** Gary Waugh

**Email Address:** [gary.waugh@ode.state.oh.us](mailto:gary.waugh@ode.state.oh.us)

**Please also email a copy to:**

**Name:** Amadu Sankoh, Agency Procurement Officer

**Email Address:** [Amadu.sankoh@ode.state.oh.us](mailto:Amadu.sankoh@ode.state.oh.us)

**OR by regular mail to:**

Name: Gary Waugh

Address: Ohio Department of Education

Office of Information Technology

25 South Front Street

Columbus, Ohio 43215

**Please also mail a copy to:**

Amadu Sankoh, Agency Procurement Officer

25 South Front Street, Mail Stop G

Columbus, OH 43215

**Please submit no more than two qualified candidates for each quote.**

**Note** - All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**STANDARD AFFIRMATION AND DISCLOSURE FORM**  
**EXECUTIVE ORDER 2011-12K**

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work.

This information is to be submitted as part of the response to any of the procurement methods listed.

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**CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Bidder/Offeror to sanctions, termination or a damages assessment. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

STANDARD TERMS AND CONDITIONS

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

July 2011

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**I. EXECUTIVE ORDER REQUIREMENTS:**

The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

**II. TERMINATION, SANCTION, DAMAGES:**

If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State is not obligated to pay and shall not pay for such services. If Contractor or any of its subcontractors perform any such services, Contractor shall immediately return to the State all funds paid for those services. The State may also recover from the Contractor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.

The State may, at any time after the breach, terminate the Contract, upon written notice to the Contractor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If the State determines that actual and direct damages are uncertain or difficult to ascertain, the State in its sole discretion may recover a payment of liquidated damages in the amount of 10% of the value of the Contract.

The State, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, the State may buy substitute services from a third party and recover from the Contractor any costs associated with acquiring those substitute services.

Notwithstanding the State permitting a period of time to cure the breach or the Contractor's cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract, including but not limited to recovery of funds paid for services the Contractor performed outside of the United States, costs associated with corrective action, or liquidated damages.

III. **ASSIGNMENT / DELEGATION:**

The Contractor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

Acknowledgement:

I acknowledge that I have read through the terms and conditions above and understand that these terms and conditions are a part of the Contract with the State and incorporated into the same.

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Contractor

## PRE-INTERVIEW QUESTIONNAIRE

**Directions:** Please complete the following questionnaire, specifically addressing your work experience and skills. Provide concise answers to all questions. Be sure to include the number of years' experience with each answer. Bulleted responses may be appropriate. A current candidate resume is expected in addition to the information listed below.

QUESTIONNAIRE		
#	Question	Answer
	<b>Minimum skills and experience:</b>	<b>For each applicable question list the number of years and month's experience, and the specific projects and timelines that support that experience.</b>
1	How many years of total experience with Informatica PowerCenter Designer, Workflow Manager, and Workflow Monitor experience higher does the candidate have? How many years' experience with version 8.0 or higher does the candidate have?	
2	How many years of experience does the candidate have designing and developing Informatica processes?	
3	How many years of experience does the candidate have testing Informatica processes?	
4	How many years of total Oracle experience does the candidate have? How many years' experience with version 11g does the candidate have?	
5	How many years of experience using Microsoft Office does the candidate have?	
	<b>Preferred skills and experience:</b>	
1	How many years of experience writing complex SQL queries and performing data analysis does the candidate have?	
2	How many years of experience using Microsoft SharePoint does the candidate have?	

<b>QUESTIONNAIRE</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
3	Please list all degrees earned including date and school for each.	
4	Please list any EDFacts reporting experience with ODE or other State Education Agency.	