

# Ohio Department of Health

## Request for IT Procurement

---

Date: 10/28/2010

**Type:** Services

**Description:** Staff Augmentation – Business Analyst

**Project Name:** Environmental Health Data System Integration Project – Phase I

**Duration:** 1400 hours (Phase I – ending 6/30/2010 – provide this quote only)

Note: There are potentially additional phases for this Business Analyst position pending funding (State Fiscal year 2012 (7/2011-6/2012) and State Fiscal Year 2013 (7/2012 – 6/2013))

**Restriction:**

The Vendor and proposed consultant selected for this opportunity will NOT be eligible to respond to procurements for the main Environmental Health Data System Integration Project Phase II & III. This contract is for the assessment phase of this project only.

**Statement of Work:**

The Business Analysis will review of environmental health software packages and make a recommendation toward purchasing or developing a web application to meet Environmental Health's needs that is compatible with existing systems currently in use by local health districts.

This project is successful if business requirements meet both Ohio Department of Health (ODH) and Local Health Districts (LHD) data needs and the recommendation fits within the strategic direction of the Bureau of Environmental Health. This project will also be successful when program has a complete picture of the before and after state of information flow that will be used by Environmental Health. Following this assessment program should have enough information to either purchase a product for customization or to begin a large scale development project to build an integrated Environmental Health system.

**Deliverables:**

- Cost estimates of proposed solution(s)
- Business requirement documents that will include:
  - The needs of each of the Environmental Health programs
    - Must haves (i.e. mandated by statute)
    - Like to have
  - The needs of stakeholders
  - A matrix that identifies areas that overlap and areas that are distinct to each Program
  - Gap analysis of the data systems we currently have vs. data needs;
- High level "context" diagrams for each Program that will identify inputs, processing steps and outputs;
- Identification of "automation" opportunities, i.e. electronic feeds rather than manual data entry;
- A business case for moving forward with a consolidation project;

- An implementation plan/road map for consolidating Environmental Health applications. Alternative implementation approaches for Phase II (Low, Medium and High).

**Skill Sets for Business Analyst - Staff Augmentation:**

**IMPORTANT: If submitted candidate does not have these skills sets, they will not be considered for this opportunity.**

- Must have excellent written and effective communication skills that will interact with individuals in a wide range of positions and roles across organizations;  
Show proven ability to work with large groups of people and act as a liaison between BEH Programs, stakeholders and partners;
- Must demonstrate significant experience in project management of complex projects involving various internal and external stakeholder groups;
- Show proven ability to work with various types of customers internal to the organization and external (i.e. Programs within a Bureau, stakeholders and partners) to gather, analyze and define user data needs and requirements;
- Perform gap analysis of what data exists today and compare to data that is needed to meet business requirements;
- Experience in analysis and design of various work-flows, data-flows and business processes across an organization (i.e. Programs within a Bureau) and have the ability to identify data processes and business processes that can be integrated to achieve defined business requirements and to recommend a viable solution which can include modification of existing systems, creation of a new system or a Commercial off the Shelf (COTS) solution;
- Must have experience as a Business Analyst with n-tier web based application projects and be familiar with the phases of a Software Development Life Cycle (SDLC);
- Must understand the BA role within the SDLC;
- Understand relational databases and be able to recommend data collection schemas and migration requirements;
- Familiar with creating high level "context" diagrams that will identify inputs, processing steps and outputs;
- Demonstrate ability to interpret the organization's (Bureau) data retrieval requirements, determine data analysis criteria and work with developer or the end users to perform SQL queries to retrieve data to aid in analysis;
- Experience in formulating BA documents such as Business requirements, Functional Requirements, Use Cases, User (stakeholder) requirements, report specifications, work-flow diagrams, data flow diagrams etc.;

**Special Requirements for Business Analyst:**

- Interviews for this staff augmentation opportunity will be conducted onsite at Ohio Department of Health. No telephone Interviews will be permitted.
- Consultants are required to work at ODH and work offsite is not allowed, nor will supervisors approve payment for offsite work.
- All consultants are required to sign in and sign out.
- Consultants work hours must be discussed with Information Technology Manager assigned to this project.
- The State of Ohio's payroll system is based on a two-week or 80-hour pay period. Consultants will use the Ohio Department of Health's (ODH) 80-hour electronic timesheet for recording work hours. Consultants will invoice ODH for hours worked no less than monthly and in accordance with the State of Ohio's pay period ending dates. Purchase order numbers are required on all invoices.

## **Request For Quote Deadline: November 4 , 2010 at 4 PM**

- Ohio Department of Health is requesting that Vendors submit electronic copies to [OMISProc@odh.ohio.gov](mailto:OMISProc@odh.ohio.gov)
- Please place in the subject line of the email the wording "**Business Analyst Proposed for Bureau of Environmental Health**"

### **Include the following:**

1. One Proposed Candidate Resume (maximum);
2. Quote on your company's letterhead must include: (a) State Term Schedule (STS) Number;  
(b) Federal Tax ID Number;
3. Electronic copy of your company's Affirmative Action Verification Form;
4. Electronic sign copy of the "Standard Affirmation and Disclosure Form EO 2010-09S. (See attached)