



State of Ohio
Enterprise Authentication Management
Assessment

Prepared September 23, 2010

R E Q U E S T F O R Q U O T A T I O N

Minority Business Enterprise (MBE) Set Aside

State Term Schedule

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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR QUOTATION

The Department of Administrative Services (DAS), Office of Information Technology (OIT), Infrastructure Service Division's (ISD), is issuing a Request for Quote (RFQ) for a qualified MBE/EDGE firm to perform an Enterprise Authentication Management Assessment (EAMA). OIT requires a comprehensive approach for developing and extending its identity access, authorization, and management environment to meet the requirements for both current and future services and requirements.

This Request for Quotation (RFQ) identifies work to be performed under the anticipated contract. Services will be rendered, and deliverable items completed, within the 2010 fiscal year. The work will take place between October 2010 and June 30, 2011.

This engagement will help OIT define the business requirements and provide a consolidated view of existing access and authentication capabilities, including a gap analysis for extending these capabilities to meet the defined business requirements. The intention is to provide this deeper understanding of the existing environment and capabilities in an effort to determine any additional services or changes that may be required for further integration both with additional agencies and external business partners. Finally, through this effort, an enterprise framework will be defined for new services and capabilities to be integrated with the agencies and service providers.

This assessment will also provide insight into the optimization and integration efforts required of other adjacent technologies that have a natural overlap, including messaging, collaboration, back-end systems, and identity and access management being used OIT and the agencies.

BACKGROUND

The Ohio Department of Administrative Services (DAS) Office of Information Technology (OIT) delivers statewide technology services (as a Service Provider) to state government agencies, boards, and commissions within the state of Ohio. The stated mission of OIT is to "To improve the effectiveness and efficiency of Ohio government by providing statewide leadership, oversight, products and services for activities related to information technology." To carry out the mission of servicing both individual agency needs as well as multi-agency initiatives, OIT needs to continue to invest in technologies and process improvements that support efficient and seamless provisioning of services. A robust directory implementation, sound operational processes, and planned future enhancements are required components of a Good Directory Service.

In an effort to increase efficiency, capabilities, and overall integration for current and future services, DAS/OIT, Infrastructure Service Division (ISD) has identified several business requirements that require a more comprehensive approach to identity access, authorization and management. OIT/ISD is requesting an assessment of the current state of the Identity Management infrastructure, a definition of required governance components, and development of a roadmap for integration and implementation. Improvements in the existing identity management capabilities (and the underlying directory services) will ultimately result in more efficient service provisioning for consumers¹ of OIT and DAS provided services. Service provisioning improvement will result from improved OIT implementations in identity use case scenarios like reduced or simplified user sign on, user account provisioning, entitlement management, and user attribute exchange.

¹ State of Ohio Employees are the primary consumers of OIT Services and are the primary focus of this effort. However, topics discussed in this RFQ are also valid for business and citizen consumers of OIT provided services.

EXISTING ENVIRONMENT

Currently within DAS and OIT, there are multiple domains of control containing internal agency users and systems, including E-mail access, SharePoint, BizTalk, Data Exchange Services and the WS active directory domain, to allow system access via the web. The Ohio Administrative Knowledge System (OAKS) active directory domain allows access to the OAKS server administration which populates attributes such as phone number, address, and agency on employee accounts.

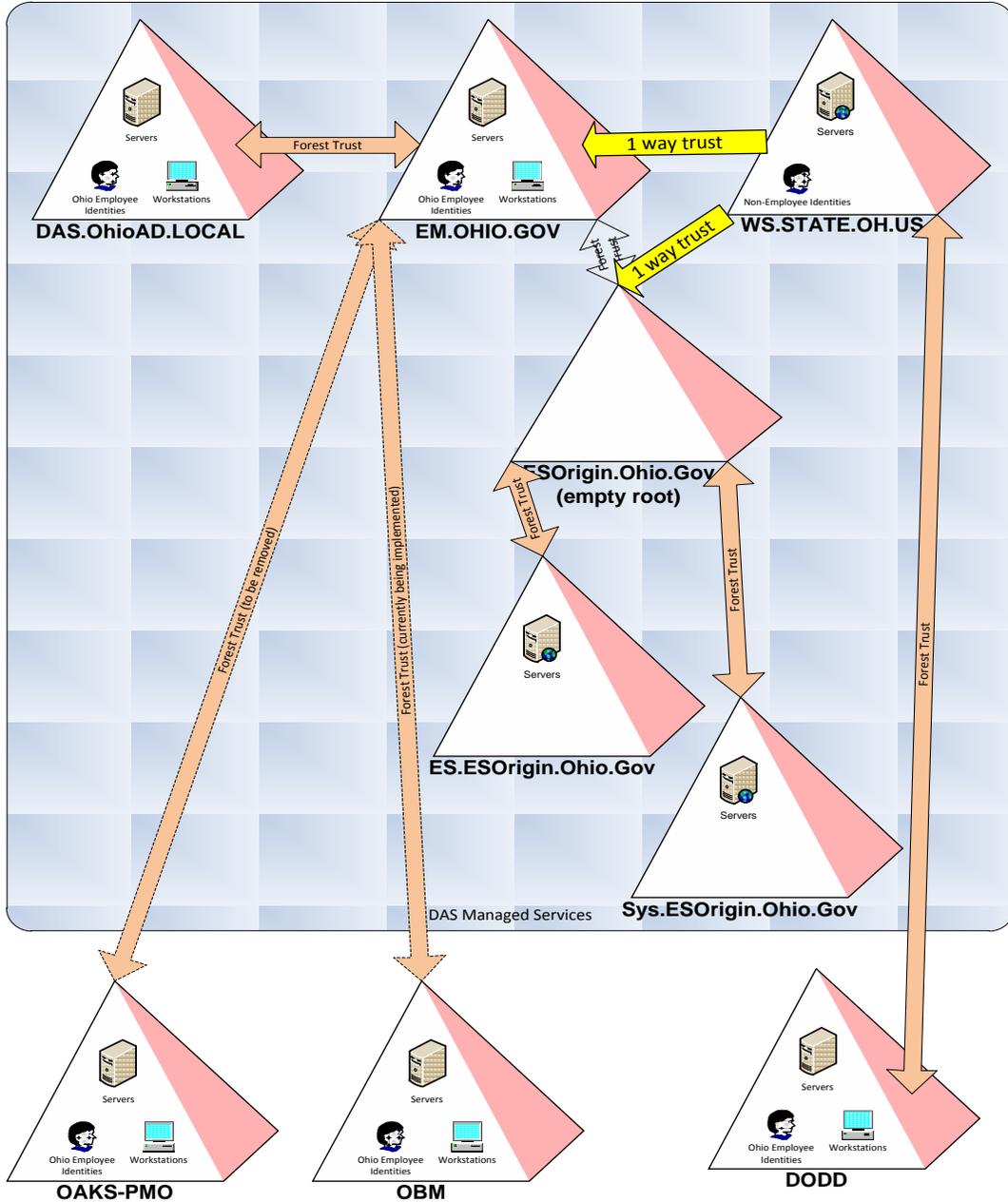
Figure 1 provides a snapshot of the present state of identity management within the Department of Administrative Services. Some accounts are synchronized with the OAKS data, but other OIT services such as COGNOS, DB2, UNIX and Mainframe Services utilize their own private user directories. At other agencies outside of OIT and DAS, many other domains of control exist for systems and users.

CURRENT TRENDS

Claims based authentication allows authenticating a user based on a set of claims (attributes) about that user. The claim is presented in the form of a Security Assertion Markup Language (SAML) token which is issued and cryptographically signed by an entity that is able to authenticate that user via a different means. In a claims-based federation scenario, there is an identity-provider which issues the trusted token and a resource provider which consumes and maps the token into a meaningful identity within the resource domain. Both providers are heavily dependent on an X.509 certificates from an agreed upon and mutually trusted issuer. Microsoft Active Directory Federation Services (ADFS), the Microsoft Geneva Framework, and Novell Access Manager are different examples of federation implementations.

BUSINESS DRIVERS

- Changing environment
- Growth of user community
- Consolidation of services
- Opportunities presented by new technology
- Dated technology



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Figure 1 Current State of Employee Identities

ADMINISTRATIVE

TECHNICAL AND CONTRACTUAL CONTACT

The State wishes to receive proposals from certified Ohio Minority Business Enterprises (MBEs)/EDGE firms only, through State Term Schedule (STS) contract, as this RFQ is set aside for MBE competition pursuant to Revised Code section 125.081.

GENERAL QUALIFICATIONS

In order for the selected firm and its proposed candidates to be successful, it is important that they have relevant, successful experience in similar settings (public sector, new service concept definition and launch). In your proposal, specify company background information/history, list experience with the state of Ohio, list experience with public sector, provide overview of the areas the company specializes in (primary related to the scope of this effort) and how the company plans to support the candidates on this engagement in completion of this assessment.

The firm must have a valid STS contract (or need to partner with a company that has a valid STS and propose through them) and current MBE certification.

PROPOSAL INQUIRIES

Vendors may make inquiries regarding this RFQ any time during the inquiry period listed on the RFQ cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 24 hours, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 a.m. on the inquiry period end date. The State may extend the proposal due date.

To make an inquiry, vendors must use the process outlined below.

- Access the State Procurement Web site at <http://procure.ohio.gov/>.
- From the Navigation Bar on the left, select "Find It Fast".
- Select "Doc/Bid/Schedule #" as the Type.
- Enter the RFQ number found on the first page of this RFQ (the RFQ number begins with "DAS").
- Click the "Find It Fast" button.
- On the document information page, click the "Submit Inquiry" button.
- On the document inquiry page, complete the required "Personal Information" section by providing:
 - First and last name of the prospective vendor's representative who is responsible for the inquiry;
 - Name of the prospective vendor;
 - Representative's business phone number, and
 - Representative's e-mail address.
- Type the inquiry in the space provided, including:
 - A reference to the relevant part of this RFQ;
 - The heading for the provision under question, and
 - The page number of the RFQ where the provision can be found.
 - Click the "Submit" button.

A vendor submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an e-mail acknowledging receipt. The vendor will not receive a personalized response to the question nor notification when the State has answered the question.

Vendors may view inquiries and responses on the State's Procurement Web site by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

All questions must be submitted by 8:00 a.m. on September 28, 2010. Questions submitted after this time will not receive a response from the state.

DUE DATES

All quotations are due by 1:00 pm EST, Oct 5, 2010. Any quotation received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late quotations will not be evaluated for award.

SCHEDULE OF EVENTS

All times are Eastern Standard Time (EST).

Event	Date
1. RFQ Distribution to Vendors	Sept 23, 2010
3. Questions from Vendors about scope or approach due	8:00 a.m., Sept 28, 2010
4. Responses to Vendors about scope or approach due	5:00 p.m., Sept 29, 2010
5. Quotation Due Date	1:00 p.m., Oct 5, 2010
6. Target Date for Review of Quotations	Oct 5, 2010
7. Final Vendor Selection Discussion(s)--Week of	Oct 11, 2010
8. Anticipated decision and selection of Vendor(s) – Week of	Oct 15, 2010
9. Anticipated commencement date of work	Oct 25, 2010

GUIDELINES FOR QUOTATION PREPARATION

QUOTATION SUBMISSION

Award of the contract resulting from this RFQ will be based upon the most responsive Vendor whose offer will be the most advantageous to the State of Ohio in terms of cost, functionality, and other factors as specified elsewhere in this RFQ.

The State of Ohio reserves the right to:

- Reject any or all offers and discontinue this RFQ process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's quotation shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its quotation and to provide an adequate basis for State of Ohio's evaluation of the Vendor's quotation.

In order to address the needs of this procurement, State of Ohio encourages Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for the EAMA Assessment Project being provided under this RFQ. State of Ohio will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's quotation in response to this RFQ will be incorporated into the final agreement between State of Ohio and the selected Vendor(s). The submitted quotations must include each of the following sections:

1. Cover Letter
2. Executive Summary
3. Assumptions
4. Scope, Approach and Methodology
 - a. Scope of Work
 - b. Scope Exclusions
 - c. Project Tasks
5. Proposed Team
6. Project Management Approach and Deliverables
7. Detailed and Itemized Pricing tied directly to STS pricing and categories (In a separately sealed envelope)
8. Appendix A: References
9. Appendix B: Project Team Staffing
10. Appendix C: Company Overview

DETAILED RESPONSE REQUIREMENTS

COVER LETTER

This section must include a statement of the Vendor's interest in submitting a response and general overview explaining the experience and qualifications of the company as relevant to this RFQ.

EXECUTIVE SUMMARY

This section must include a high-level synopsis of the Vendor's responses to the RFQ. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

Assumptions

The following assumptions must be addressed and included in the vendor's response to the RFQ. Additional assumptions raised by the vendor that are necessary for unique consideration of their proposal may also be included and explained in this section.

- OIT anticipates the project to take between two to four (2-4) weeks. OIT expects the firm to propose the project timeline that best meets the objective of the project.
- The availability of the State Leadership Team and other State participants will be a constraining factor, as each person will be performing their regular full-time responsibility. The firm should anticipate this and plan to staff the project with flexibility and with consultant(s) that can adapt and be efficient in this scenario. Advanced scheduling of activities and adherence to this schedule will be key to gaining access to the leadership team.
- The project timeline may be extended upon mutual agreement between the vendor and the State to complete engagement if circumstances necessitate delay. As this is a Firm Fixed Price, neither the payments nor the total cost of purchase order will be modified for any such delay.
- OIT expects the firm to propose the staffing that best meets the objective of the project, and leave it to the Firm's discretion and experience to propose the appropriate staffing and roll-on / roll-off scheduling. Any roll-on / roll-off assumptions should be specified and will be validated and/or changed at project initiation by the State and the firm.

SCOPE, APPROACH, AND METHODOLOGY

Scope of Work

OIT is looking for comprehensive approach for developing and extending its identity access, authorization, and management environment to meet the requirements for both current and future services and requirements. Current bi-directional trusts will not be sustainable and new solutions must be identified. OIT requests assistance in defining business requirements and providing a consolidated view of existing access and authentication capabilities, including a gap analysis for extending these capabilities to meet the defined business requirements. This scope of work defines the project phases, technical design scope and document deliverables.

This effort will be approached in Three Phases. Phase 1 will focus on the Initiation, Governance and Discovery. Phase 2 will build on Phase 1, and focus on the Implementation Planning and Deployment aspects of this assignment and Phase 3 will focus on the Sustainable Operations of the defined Framework and Implementation from Phases 1 and 2. This is consistent with OIT's Plan, Build and Run efforts as well.

The section must also include a description of the vendor's general approach and methodology for completing assessment projects. The vendor must include a narrative description of how they will

accomplish the activities described in this section. The activities for this engagement are organized in functional, sequential areas as follows for Phase 1: Initiation, Governance and Discovery :

1. Define the requirements for EAM
 - a. Business Requirements
 - b. Technical Requirements
2. Understand and define the current EAM capabilities
 - a. Connected systems at OIT
 - b. User and system provisioning processes used at OIT
 - c. Review specific EAM data sources and structures that will be used to build the enterprise Identity Access and Authorization Management infrastructure
3. Review authoritative sources of information of EAMA with similar systems.
4. Review and develop the definition of OIT EAM governance policies and standards
5. Prepare final report of EAMA Strategy with recommended solution based upon the following parameters
 - a. Business case
 - b. Risk
 - c. Benefits and disadvantages
 - d. Security and access
 - e. Change control procedures
6. Create a roadmap of EAM requirements, capabilities, process for integration, and expected timelines
 - a. Provide an integration framework to engage agencies
 - b. Service Level Agreements

Scope Exclusions

- Phase 2 and phase 3 are not within scope of this engagement.

PROJECT TASKS

1. Engagement Kickoff

The Vendor's engagement team leads State project sponsors and stakeholders in an engagement kickoff meeting to set expectations about the purpose of the engagement, the delivery approach and timelines, the amount of time and effort required from the participants, and the expected milestones and deliverables. The objectives of the meeting are focused on:

- Introduction of the delivery team, roles, and responsibilities
- Project goals and purpose of engagement
- Explanation of the expected engagement deliverables and work products

The deliverables for this phase will be the Project Management Documentation – Due to the abbreviated duration of this engagement, minimal documentation will include a Project Plan, Project Schedule, and Project Status reports along with any additional documentation needed to support the project management function as needed. All documentation will be maintained and managed on a SharePoint site at OIT.

2. Define the requirements for EAM

This phase is focused on understanding the State's Enterprise Authentication and Identity Management requirements. During this phase, the Vendor:

- Reviews existing system documentation.

- Develop interview assessment tool.
- Identifies as many business, technical and operational requirements, constraints and potential solutions as possible
- Interview OIT staff for known deficiencies.
- Schedules and chairs a series of open forum-style question and answer sessions (focus groups) with key project stakeholders and subject matter experts, to include business and technical sponsors.
- Complete assessment of requirements.

The deliverable for this phase will be the EAMA Requirements Specification (functional and non functional)

3. Understand and define the current EAM capabilities

This task will provide a high-level technical review of the current EAMA system and its major lifecycle processes. During this phase, the Vendor will:

- Interview OIT staff to understand known issues
- Conduct discovery and architecture review sessions to understand the following technical considerations:
 - Connected systems at OIT and definition of interfaces
 - User and system provisioning processes used at OIT
 - Review specific EAM data sources and structures that will be used to build the enterprise Identity Access and Authorization Management infrastructure

The deliverable for this phase will be the System Architecture Document – This document will provide a snapshot view of the existing EAMA system to include system architecture, strategic alignment, staffing and resource assigned, along with technical considerations.

4. Review authoritative sources of information regarding Enterprise Authentication Management

The approach for this task is to research and provide a summary of a representative number of available solutions in the market place from both a functional and technical perspective. Potential sources of information will include such things as:

- COTS Vendors
- Other states' EAMA solutions
- Internet searches
- Interviews with OIT and customers
- Best Practices through Gartner, etc.

The EAMA Solutions Report must include the following types of information:

- High level descriptions of EAMA solution functionality
- High level descriptions of EAMA solution technical architecture
- High level EAMA solution cost/pricing data

The deliverable for this phase will be the EAMA Solutions Report – This document will provide a list of all representative solutions used by other States/private entities of comparable size and sensitivity and will include database requirements, development language, hardware platform and requirements number of end users and agencies supported and any unique features such as multiple languages supported, etc.

5. Develop EAM Governance Policies and Standards

This task will involve a review of any existing policies and procedures, the existing EAM

documentation and business processes, and supplement with new documentation for missing procedures, capturing business intelligence and business processes from the administrator and end user points of view. Documentation should cover all aspects of governance and be comprehensive enough so that an OIT staff member can easily manage the administrator function role.

The Policies and Standards must include the following types of information:

- Internal OIT Governance including Policy Statements
- OIT Policy Statements to Agencies
- Any associated Service Level Agreement Templates

The deliverable for this phase will be the OIT EAM Governance Policy & Standards – This document will describe the governance model to be used by OIT to administer the EA Management program.

6. Develop EAMA Strategic Plan and Final Report

The last step in this task will create an roadmap for the adoption and management of an Enterprise Authentication Management program for the State of Ohio, Office of Information Technology. The primary technical considerations will include such things as:

- Hardware, Software, and infrastructure:
- Alignment with State's strategic IT architecture direction
- Degree to which customers' technical architectures/infrastructures will be affected
- Implementation
- Resources: Development skills and capabilities
- Training: End User and IT staff
- Support and Maintenance
- Timeline
- Funding

The deliverables for this phase will be the Final Report & Presentation of OIT EAM and the Strategic Plan - EAM – The presentation will be a high level summarization of the findings presented in MS PowerPoint format to Executive level management and should not exceed 1 hour in length. The report will include all previously developed deliverables and using the data obtained will present a list of potential solutions with a list of benefits and disadvantages of each. The Strategic Plan document will recommend a particular course of action determined to ensure highest probability of success given findings of the assessment.

SPECIFIC COMPANY AND CANDIDATE QUALIFICATIONS

COMPANY

In order for the selected firm and its proposed candidates to be successful, it is important that they have relevant, successful experience in similar settings (public sector, new service concept definition and launch) and experience in conducting an Enterprise Authentication Management Assessment (EAMA). Specify company background information/history, list experience with the state of Ohio, list experience with public sector, provide overview of the areas the company specializes in (primary related to the scope of this effort) and how the company plans to support the candidates on this engagement. The contract company will assemble a delivery team consisting of the contract company's personnel or authorized agents. At minimum, the proposed team must consist of a Project Manager/Team Lead who will manage the day to day operations of the assessment and all other PM duties and responsibilities as pertain to successful completion of the assessment. The remaining team will be comprised of staff most skilled at accomplishing the objectives of this initiative and may include but are not limited to an Identity Architect, Infrastructure Architect and Migration Architect. Any of these positions may serve as the designated Team Lead and should be identified as such in the proposal.

CANDIDATE REQUIREMENTS

Potential candidates for the Identity Architect role must possess the following:

- An in depth knowledge of technologies, engineering, required skills and applicable processes required to architect and implement an enterprise identity access, authentication and management solution.
- An extensive understanding of the policies and standards used to govern an enterprise identity access, authentication and management environment.
- A proven history architecting identity solutions at the enterprise level. Candidate may be required to pass a review by OIT staff.
- Candidate must possess excellent written and oral communication skills.

Potential candidates for the Infrastructure Architect role must possess the following:

- An extensive understanding of enterprise infrastructure, operations and security.
- An in depth knowledge of directory architecture, implementation and best practices.
- An in depth knowledge of messaging architecture, implementation and best practices.
- An in depth knowledge of operational processes and procedures.
- A proven history architecting solutions at the enterprise level. Candidate may be required to pass a review by OIT staff.
- Candidate must possess excellent written and oral communication skills.

Potential candidates for the Migration Architect role must possess the following:

- An extensive understanding of enterprise scale technology migrations.
- An in depth knowledge of migration strategy development and implementation, including the ability to applying that strategy to multiple disparate organizations.
- A proven history architecting migration solutions at the enterprise level. Candidate may be required to pass a review by OIT staff.
- Candidate must possess excellent written and oral communication skills.

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Describe how the engagement proceeds from beginning to end. Provide a rough-estimate timeline that clearly identifies deliverable milestones.

- The firm should supply the State with a description of their approach to the project. This can be any length, but should be specific enough to demonstrate that the firm and its project team have a clear understanding of and method to, achieve the project objectives. The approach will be given strong consideration in the evaluation and scoring of the proposals.
- The firm should supply a high level, time-phased schedule of work. This schedule will be refined with the State upon project initiation.

Key OIT factors for a successful EAM program include:

- OIT architects are aware of the need for EAM, recognize the benefits that will accrue, and have accepted their role in propagating this strategy.
- OIT resources have been committed to participate in the EAM Assessment.
- OIT understands and accepts the need for comprehensive EAM.
- A governance program for determining roles and responsibilities, creating policy, and enforcing governance is being defined and must be communicated and adopted.

- The approach benefits all services and agencies that are provided services including strategic focus, accepting of change, and willing to endure some risk to optimize its systems and operational efficiencies.

KEY PROJECT DELIVERABLES ACCEPTANCE CRITERIA			
Project Artifacts			
Key Deliverable	Responsibility	Acceptance Criteria	Approval Required
Project Plan	Vendor	<p>Describes the problem or value proposition addressed by the project.</p> <p>Describes the work that will be performed</p> <p>Identifies team members</p> <p>Identifies the deliverables and timeline for completion</p> <p>Contains Project Schedule and timeline for completion of all deliverables prior to contract end timeline and milestones</p> <p>Contains acceptance criteria for deliverables.</p> <p>Contains plan for identifying and managing risk and issues.</p> <p>Must have been developed and coordinated and agreed upon by all listed resources.</p> <p>Must be delivered within 2 days of contract start date.</p> <p>Must be completed in MS Project/Word/Visio as appropriate.</p>	Vendor PM, ITS PM, and Executive Sponsor will review and sign off for approval
Project Status Reports	Vendor	<p>Contains progress, planned activities, issues and risks.</p> <p>Will be completed using PSC template.</p> <p>Will be delivered to ITS PM weekly by 12:00 noon the following Monday after completing work.</p>	

Technical Artifacts			
Key Deliverable	Responsibility	Acceptance Criteria	Approval Required
EAMA Requirements Specification	Vendor	Acceptance Criteria will be determined and finalized with the acceptance of the Project Plan.	Vendor PM, ITS PM, and Technical Sponsor will review and sign off for approval
System Architecture Document (as-is)	Vendor	Acceptance Criteria will be determined and finalized with the acceptance of the Project Plan.	Vendor PM, ITS PM, and Technical Sponsor will review and sign off for approval
EAMA Solutions Report	Vendor	Acceptance Criteria will be determined and finalized with the acceptance of the Project Plan.	Vendor PM, ITS PM, and Technical Sponsor will review and sign off for approval
Governance Policy & Standards	Vendor	Acceptance Criteria will be determined and finalized with the acceptance of the Project Plan.	Vendor PM, ITS PM, and Technical Sponsor will review and sign off for approval
Final Report & Presentation	Vendor	Acceptance Criteria will be determined and finalized with the acceptance of the Project Plan.	Vendor PM, ITS PM, and Executive Sponsor will review and sign off for approval
Strategic Plan - EAM	Vendor	Acceptance Criteria will be determined and finalized with the acceptance of the Project Plan.	Vendor PM, ITS PM, and Executive Sponsor will review and sign off for approval

DETAILED AND ITEMIZED PRICING

Offeror must provide its quote on company letterhead using the following tables. Offeror must provide the total "not-to-exceed-fixed" price for completing the scope of work described in the RFQ. Costs must include the position description, hourly rate, number of hours and page number specified according their OIT State Term Schedule (STS). An offerors proposal may be removed from consideration if proposed costs exceed costs identified in the specified STS or if costs are included that are not based on the specified STS.

The total "not-to-exceed-fixed" price in Table 1 must equal the total "not-to-exceed-fixed" price in Table 2.

Table 1 – Project Costs

Payment Milestone/Deliverable	Cost
Not-To-Exceed- Fixed Price	\$

To be included in the evaluation process the proposed STS information and costs will be validated. In Table 2, offerors must identify the following information based on the specified STS: the STS page number where the specified position number is located; the position/part number(s) to be provided for the work described in this RFQ, the number of hours and the hourly rate.

Table 2 - State Term Schedule (STS) Cost Breakdown

OITS STS # (specify STS #)				
STS Page #	Position Description (include reference information that can be verified in the STS)	STS Hourly Rate	# of hours	Total Rate
Not-To-Exceed- Fixed Price				\$

APPENDIX A: REFERENCES

Provide three current corporate or governmental references for similar work.

APPENDIX B: PROJECT TEAM STAFFING

The Vendor must provide resumes and relevant experience of all staff and management personnel that will be working on the project. Describe the qualifications and relevant experience of the people that would be assigned to this project by providing biographies for those staff members. Please indicate the role that each person is being proposed to fill. Describe bonding process and coverage levels of employees. Affirm that no employees working on the engagement have ever been convicted of a felony.

APPENDIX C: COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers, including payment address as registered in OAKS.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers as registered in OAKS.
- Person authorized to contractually bind the organization for any quotation against this RFQ.
- Brief history, including year established and number of years your company has been offering Information Security Testing.
- MBE Certification
- State Term Schedule Certification
- Conflict of Interest Statement

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFQ will be based upon the quotation with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor’s responsiveness to the RFQ and the total price quoted for all items covered by the RFQ. State of Ohio may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFQ without obligation to such prospective Vendors.

The following elements will be the primary considerations in evaluating all submitted quotations and in the selection of a Vendor or Vendors:

Weight	Criteria
30%	An assessment of the Vendor’s ability to deliver the indicated service in accordance with the specifications set out in this RFQ.
30%	Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
20%	The extent to which Vendor’s proposed solution fulfills State of Ohio’s stated requirements as set out in this RFQ.
10%	The Vendor’s stability, experiences, and record of past performance in delivering such services.
10%	Best Overall Rate.*
100%	

* **The cost information MUST be signed, and submitted in a separately sealed envelope.** The envelope must be clearly marked “OIT EAMA Assessment Project Cost” on the outside of its envelope along with Vendor’s name and must be submitted in the correct format as described below.

Deliverable	STS Page No	STS Part Number or Position Description	Hourly Rate	Number of Hours	Costs
Project Management Documentation					
		Subtotal			
EAMA Requirements Specification					
		Subtotal			
EAMA Solutions Report					
		Subtotal			
System Architecture Document					

		Subtotal			
Governance Policy & Standards					
		Subtotal			
Final Report					
		Subtotal			
Strategic Plan					
		Subtotal			
		TOTAL			

The selected vendor will be expected to submit and invoice for payment after the completion of each deliverable itemized.

TERM & CONTRACT

The State wishes to receive proposals from certified Ohio Minority Business Enterprises (MBEs)/EDGE firms only, through State Term Schedule (STS) contract, as this RFQ is set aside for MBE competition pursuant to Revised Code section 125.081. The firm must have a valid STS contract (or need to partner with a company that has a valid STS and propose through them) and current MBE certification and pricing must reflect or be lower than STS rates, and must use STS categories.

- Space will be provided in OIT’s offices at 1320 Arthur E. Adams Drive, Columbus, Ohio. Actual time spent onsite will depend on the project schedule, tasks, associated activities and the vendor’s proposal, however it is anticipated that some percentage of the work effort will be conducted at the **vendor** facility.
- The contract will be “not-to-exceed-fixed” price through State Term Schedule (STS) contract.
- The term will be until June 30, 2011.
- No additional costs, such as travel, meals, lodging, taxes, parking or other associated costs may be charged separately for this work. The vendor’s sole compensation for the duties described herein shall be the billings for the completed, accepted deliverables.
- All contractors shall read, acknowledge and follow DAS policies, rules and guidelines.
- All work performed by the vendor shall be deemed a “work-for-hire,” and shall be the sole property of the State of Ohio. The vendor may not use such work without written Infrastructure Services Division consent.
- Contractors shall use state provided equipment, any exceptions shall be approved by Infrastructure Services Division.

QUOTATION SUBMITTAL

(1) Each Vendor must submit Seven (7) complete, sealed and signed copies of its quotation (excluding cost information), and each quotation must be clearly marked "OIT EAMA Assessment Project" on the outside of its envelope along with Vendors name.

(2) **The cost information MUST be signed, and submitted in a SEPARATELY SEALED ENVELOPE.** The envelope must be clearly marked "OIT EAMA Assessment Project Cost" on the outside of its envelope along with Vendor's name.

(3) A single electronic copy of the complete quotation must also be submitted with the printed quotations. Electronic submissions should be on a CD, DVD or USB memory stick. **The electronic copy MUST be submitted in a SEPARATELY SEALED ENVELOPE.**

The State may reject late quotations regardless of the cause for the delay. The State may also reject any quotation that it believes is not in its interest to accept and may decide not to do business with any of the Vendors responding to this RFQ.

Quotations MUST be submitted to the State's Procurement Representative:

**Mr. Ted Hampton, Fiscal Officer
30 East Broad Street, 39th Floor
Columbus, OH 43215**

PROPRIETARY INFORMATION

All quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a quotation or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Vendor. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Vendor takes exception to the terms and conditions of this RFQ.

WAIVER OF DEFECTS

The State has the right to waive any defects in any quotation or in the submission process followed by a Vendor. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other Vendors.

REJECTION OF QUOTATIONS

The State may reject any quotation that is not in the required format, does not address all the requirements of this RFQ, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. The State will reject submissions from non-MBE certified Vendors. The State will reject any Non-STS Responses. In addition, the State may cancel this RFQ, reject all the quotations, and seek to do the work through a new RFQ or other means.

EVALUATION OF QUOTATIONS

Clarifications and Corrections

During the evaluation process, the State may request clarifications from any Vendor under active consideration. It also may give any Vendor the opportunity to correct defects in its quotation. But the

State will allow corrections only if they do not result in an unfair advantage for the Vendor and it is in the State's best interest.

Requirements

This RFQ asks for responses and submissions from Vendors. While each criterion represents only a part of the total basis for a decision to award the contract to a Vendor, a failure by a Vendor to make a required submission or meet a requirement will normally result in a rejection of that Vendor's quotation. The value assigned to each criterion is only a value used to determine which quotation is the most advantageous to the State in relation to the other quotations that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the quotation process.

The evaluation process may consist of up to three distinct phases:

1. The procurement representative's initial review of all quotations for defects;
2. The evaluation committee's evaluation of the quotations; and
3. Interviews.

Initial Review

The procurement representative normally will reject any incomplete or incorrectly formatted quotation, though the procurement representative may elect to waive any defects or allow a Vendor to submit a correction. If a late quotation is rejected, the procurement representative will not open or evaluate the late quotations. The procurement representative will forward all timely, complete, and properly formatted quotations to an evaluation committee, which the procurement representative will chair.

Committee Review of the Quotations

The State's review committee will evaluate and numerically score each quotation that the procurement representative has forwarded to it.

The evaluation will result in a point total being calculated for each quotation. Those Vendors submitting the highest-rated quotations may be scheduled for the next phase. The number of quotations forwarded to the next phase will be within the committee's discretion, but regardless of the number of quotations selected for the next phase, they will always be the highest rated quotations from this phase.

At any time during this phase, the State may ask a Vendor to correct, revise, or clarify any portions of its quotation.

The State will document all major decisions in writing and make these a part of the file along with the evaluation results for each quotation considered.

Once the technical merits of a quotation are considered, the costs of that quotation will be considered. But the State may also consider costs before evaluating the technical merits of the quotations by doing an initial review of costs to determine if any quotations should be rejected because of excessive cost. And the State may reconsider the excessiveness of any quotation's cost at any time in the evaluation process.

Interviews

The State may record any presentations, demonstrations and interviews.

Determination of Responsibility

The State may review the highest-ranking Vendors or its key team members to ensure that the Vendor is responsible. The Contract may not be awarded to a Vendor that is determined to be not responsible. The State's determination of a Vendor's responsibility may include the following factors: the Vendor's and its key team members' experience, past conduct on previous Contracts, past performance on previous Contracts, ability to execute this contract properly and management skill. The State will make such

determination of responsibility based on the Vendor's quotation, reference evaluations and any other information the State requests or determines to be relevant.

Changing Candidates

The major criterion on which the State bases the award of the contract is the quality of the Vendor's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

Contract Award Process

It is OIT's intention to award one or more contracts under the scope of this RFQ and as based on the RFQ Calendar of Events schedule, so long as OIT determines that doing so is in the State's best interests and OIT has not otherwise changed the award date. Any award decision by OIT under this RFQ is final. After OIT makes its decision under this RFQ, all Proposers will be notified in writing of the final evaluation and determination as to their proposals.

OIT anticipates making one award(s) depending on program needs and the fit of the Proposer(s) to the scope of this RFQ.