Supplement One

Position Descriptions and Requirements
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Senior Project Manager

- Serves as the coordinator for a large, complex delivery order, or a group of delivery orders affecting the enhancement of legacy systems and/or the development of new systems.
- Assists the program manager in working with the Ohio Department of Job and Family Services’ government management team.
- Manages all aspects of the vendor’s contracts.
- Serves as the primary day to day Ohio Department of Job and Family Services’ contractor contact.
- Interfaces with the counterpart Ohio Department of Job and Family Services’ project manager.
- Organizes, directs, and coordinates the planning and execution of all program and technical support activities for the assigned contract.
- Provides competent leadership and responsible project direction.
- Formulates and enforces work standards, assigns contractor schedules, reviews work discrepancies, provides functional direction to contractor personnel and communicates policies, purposes, and goals of the organization to subordinates.
- Directs the specific delivery of tasks to insure that the technical solutions and schedules in the delivery order are implemented in a timely manner.
- Performs organizational wide integration planning and interfaces to other functional systems.
- Reports in writing and orally to contractor management and designated Ohio Department of Job and Family Services’ representatives.

Requirements:

- Experience as the Project Manager on one or more projects of similar size and scope during the past ten years with a minimum of one being from initiation to completion. In addition, a minimum of one project must have been within the last five years.
- Experience on two or more large projects using project management tools such as Microsoft Project in defining tasks and developing project time lines.
- Experience with two or more structured development methodologies in managing projects of similar size and scope over the past ten years.

Desirable:

- Minimum of 60 months programming experience.
- Experience on one major system development project that required the application of network infrastructure, software utilities and applications for IBM mainframes, Novell, Windows NT or Unix.
- Minimum of 24 months experience in analysis, design and implementation of a large-scale hardware rollout.
- Minimum of 24 months experience in Joint Application Design (JAD) or Systems Requirements Definitions (SRD) facilitation in a development environment.
- Minimum of 40 hours formal project management training.
- Project Management Institute (PMP) Certification.
- Minimum of 12 months experience with Ohio ODJFS mainframe IMS COBOL Applications.
- Bachelors Degree (or higher) or 36 months post secondary education.

Technical Project Leader

- Leads designated project phases and/or project phase components as designated by the contract.
- Leads project staff for on-site or off-site development of complex specialized applications.
• Provides daily direction to staff assigned to those activities.
• Executes the successful completion of all pertinent aspects of the system development life cycle as defined by the contract.
• Applies strategic and business planning methodologies, processes, and principals to develop organizational strategic, tactical, and operational business plans based on best industry practices. Conducts organizational planning and systems development for achieving optimal use of the organization's human resource assets. Participates in Project Management activities as necessary.

Requirements:
• Experience as a Technical Project Leader on one or more projects of similar size and scope from initiation to completion within the past five years with demonstrated experience in delivery of a product leading a technical team of at least 15 people.
• Experience with one or more structured development methodologies in system development projects in the past five years.
• Experience on one or more large projects using project management tools such as Microsoft Project in defining tasks and developing project time lines as a technical lead.
• Minimum of 36 months experience in managing one or more engagements involving systems development.

Desirable:
• Minimum of 36 months experience using data analysis in one or more engagement in same or similar automated system as defined in this RFP.
• Minimum of 24 months experience in application development with child welfare or child care applications.

Programmer Analyst 3
• Writes and maintains medium to large computer programs.
• Leads a team of lower level programmer analysts in the planning, analysis, design and construction of large, complex computer systems.
• Utilizes relational database management technology and information engineering principals.
• Coordinates system design, data modeling and application development efforts.
• Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.
• Analyzes functional business applications and design specifications for functional areas.
• Tests, debugs, refines and evaluates computer software test results to produce the required product.
• Designs and codes reports, screen formats, file edits and file updates.
• Provides technical computer assistance to users and other staff.

Mainframe Programmer Analyst 3

Requirements:
• Experience as a COBOL Programmer on one project of similar size and scope within the past five years.
• Minimum of 60 months experience in COBOL programming
• Minimum of 36 months experience in IMS database programming.
• Minimum of 36 months IMS DC on-line programming.
• Minimum of 24 months using Mainframe Express.
• Minimum of 24 months JCL development experience.
• Minimum of 12 months MQ Series Programming experience.

Desirable:
• Minimum of 12 months experience using Compuware FileAid.
• Minimum of 12 months experience using Strobe or Omegamon.
• Minimum of 12 months experience using TELON.
• Minimum of 12 months experience using a project management tool (i.e. Project Workbench, Microsoft Project).
• Associates Degree or higher.

Web Based Programmer Analyst 3
Requirements:
• Minimum of 60 months programming experience with relational databases (preferably ORACLE or DB2, including at least 24 months experience with ORACLE 11g or later).
• Minimum of 36 months programming experience with large-scale systems using Java 1.6 or later.
• Minimum of 24 months experience in Rapid Application Development (RAD).
• Minimum of 24 months programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script.
• Minimum of 36 months programming experience in an object oriented development environment.
• Minimum of 36 months Dreamweaver development experience.
• Minimum of 36 months HTML development experience.
• Minimum of 36 months DB2 Client 8 programming experience.
• Minimum of 36 months Rapid SQL programming experience.
• Minimum of 24 months Unified Modeling Language (UML) experience.
• Minimum of 12 months Adobe Writer experience.
• Minimum of 36 months of system analysis experience on large scale systems.
• Minimum of 24 months designing multi-tier applications.
• Minimum of 12 months MQ Series programming experience.

Desirable:
• Minimum of 12 months data modeling experience with Erwin.
• Minimum of 24 months experience with CVS or equivalent version control system.
• Associates Degree or higher.

Java Programmer Analyst 3
Requirements:
• Minimum of 60 months programming experience with relational databases (including at least 24 months experience with ORACLE 11g or later).
• Minimum of 60 months programming experience with large-scale systems using Java 1.6 or later.
• Minimum of 60 months programming experience using IBM’s Websphere (at least 36 months with version 7.x or later) software.
• Minimum of 24 months experience in Rapid Application Development (RAD).
• Minimum of 24 months programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script.
• Minimum of 48 months programming experience in an object oriented development environment.
• Minimum of 24 months programming experience in a Web based environment
utilizing HTML, XML, JavaServer Pages, and JavaScript.

- Minimum of 36 months system analysis experience on large scale systems.
- Minimum of 24 months experience designing multi-tier applications.

Desirable:
- Minimum of 12 months data modeling experience with Erwin.
- Minimum of 24 months experience with CVS or equivalent version control system.
- Associates Degree or higher.

Programmer Analyst 2

- Writes and maintains small to medium computer programs.
- Performs analysis and design for medium computer applications.
- Utilizes relational database management technology and information engineering principals.
- Enhances software to reduce operating time and improve efficiency.
- Trains users in the use of specific computer applications.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Coordinates work with operations and production control staff.
- Designs and codes reports, screen formats, file edits and file updates.
- Provides technical computer assistance to users and other staff.

Mainframe Programmer Analyst 2

Requirements:
- Minimum of 24 months mainframe system analysis/development experience on same or similar automated system as defined in this RFP
- Minimum of 36 months COBOL programming experience.
- Minimum of 36 months database programming (IMS DB, DB2 etc.) experience.
- Minimum of 24 months on-line programming (IMS DC) experience.
- Minimum of 36 months on-line editor (TSO ISPF etc.) experience in an IBM MVS mainframe environment.

Desirable:
- Minimum of 12 months experience using SAS or EZtrieve.
- Minimum of 12 months experience using a Project Management tool (i.e. Microsoft Project).
- Minimum of 12 months Micro Focus COBOL
- Minimum of 36 months JCL and IBM utilities experience.
- Minimum of 12 months TELON experience.
- Associates Degree in Computer Science and 24 months data processing experience.

Web Based Programmer Analyst 2

Requirements
- Minimum of 24 months systems analysis experience on large scale multi-tier systems.
- Minimum of 24 months experience designing multi-tier (not two-tier) applications.
- Minimum of 36 months programming experience in an object oriented development environment.
- Minimum of 48 months experience programming with relational databases (preferably
Oracle or DB2).
- Minimum of 24 months experience in Rapid Application Development (RAD).
- Minimum of 24 months programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, or Java Script.

Desirable:
- Minimum of 12 months data modeling experience with a designer tool such as Erwin.
- Minimum of 12 months Unified Modeling Language (UML) experience.
- Minimum of 24 months experience with PVCS Version Manager.
- Minimum of 12 months experience using the Rational Unified Process.
- Associates Degree or higher

Java Programmer Analyst 2

Requirements
- Minimum of 36 months programming experience with relational databases (including at least 24 months experience with ORACLE 11g or later).
- Minimum of 36 months programming experience with large-scale systems using Java 1.6 or later.
- Minimum of 36 months programming experience using IBM’s Websphere (at least 24 months with version 7.x or later) software.
- Minimum of 24 months experience in Rapid Application Development (RAD).
- Minimum of 24 months programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script.
- Minimum of 48 months programming experience in an object oriented development environment.
- Minimum of 24 months HTML development experience.
- Minimum of 24 months system analysis experience on large scale systems.
- Minimum of 24 months experience designing multi-tier applications.

Desirable:
- Minimum of 12 months data modeling experience with Erwin.
- Minimum of 12 months Unified Modeling Language (UML) experience.
- Minimum of 24 months experience with CVS or equivalent version control system.
- Associates Degree or higher.

Programmer Analyst 1

- Writes computer programs from program specifications.
- Performs analysis and design for small computer applications.
- Utilizes relational database management technology and information engineering principals.
- Enhances software to reduce operating time and improve efficiency.
- Trains users in the use of specific computer applications.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Coordinates work with operations and production control staff.
- Designs and codes reports,
- Designs and develops screen formats,
- Provides technical computer assistance to users and other staff.
- Maintains data base sub-routines.
- Populates databases
Mainframe Programmer Analyst 1

Requirements
- Minimum of 12 months COBOL programming experience.
- Minimum of 12 months database programming (IMS DB, DB2 etc.) experience.
- Minimum of 12 months on-line programming (IMS DC) experience.
- Minimum of 12 months on-line editor (TSO ISPF etc.) experience in an IBM MVS mainframe environment.

Desirable:
- Minimum of 12 months system analysis experience on large-scale systems.
- Minimum of 12 months experience using SAS or EZtrieve.
- Minimum of 12 months experience using a Project Management tool (i.e. Project Workbench, Microsoft Project).
- Minimum of 12 months JCL and IBM utilities experience.
- Minimum of 12 months Micro Focus COBOL.
- Minimum of 12 months TELON experience
- Minimum of 6 months experience with same or similar automated systems as defined in this RFP.
- Associates Degree in Computer Science and 24 months data processing experience.

Web Based Programmer Analyst 1

Requirements:
- Minimum of 12 months systems analysis experience on large scale client/server system.
- Minimum of 12 months designing multi-tier (not two-tier) applications.
- Minimum of 24 months programming experience in an object oriented development environment.
- Minimum of 24 months programming with relational databases (including at least 12 months experience with ORACLE 11g or later).
- Minimum of 12 months experience in Rapid Application Development (RAD).
- Minimum of 12 months programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, or Java Script.

Desirable:
- Minimum of 6 months data modeling experience with a designer tool such as Erwin.
- Minimum of 6 months Unified Modeling Language (UML) experience.
- Minimum of 6 months experience with CVS or equivalent version control system.
- Associates Degree or higher

Java Programmer Analyst 1

Requirements
- Minimum of 12 months programming experience with relational databases (including at least 6 months experience with ORACLE 11g or later).
- Minimum of 12 months programming experience with large-scale systems using Java 1.6 or later.
- Minimum of 12 months programming experience using IBM's Websphere or equivalent Java- based IDE.
- Minimum of 12 months programming experience in a Web based environment
utilizing HTML, XML, Java Server Pages, and Java Script.

- Minimum of 12 months programming experience in an object oriented development environment.
- Minimum of 24 months HTML development experience.
- Minimum of 12 months system analysis experience.
- Minimum of 12 months experience designing multi-tier applications.

**Desirable:**
- Minimum of 12 months data modeling experience with Erwin.
- Minimum of 12 months experience with CVS or equivalent version control system.
- Associates Degree or higher.

### System Analyst 2

- Analyzes, develops and reviews integrated computer software processing functions.
- Makes recommendations for approval of major systems installations.
- Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.
- Coordinates with the Project Lead to ensure problem solution and user satisfaction.
- Assures compliance with data base design standards.
- Develops system requirements and program specifications from which programmers prepare detailed flow charts, programs and tests.
- Prepares milestone status reports and deliverables/presentations on the system concept to colleagues, subordinates, and end user representatives.
- Provides daily supervision and direction to support staff.
- Supports the project team leads for enhancement and development projects.

### Mainframe System Analyst 2

**Requirements:**

- Minimum of 60 months programming experience.
- Minimum of 60 months performing analysis and design on large scale applications systems using IMS, DB2 or Oracle databases, or a minimum of 36 months as a lead.
- Minimum of 60 months experience writing programs for same or similar automated systems as defined in this RFP.
- Minimum of 60 months programming experience in on-line applications using CICS, IMS-DC, TELON or comparable on-line presentation development tools.
- Minimum of 36 months experience as lead analyst reviewing and recommending design methods to junior team members.
- Minimum of 36 months experience using tools that control versions of software, perform line editing utility executions, scheduling and debugging tools.

**Desirable:**

- Minimum of 12 months experience using SAS or EZtrieve.
- Minimum of 12 months Micro Focus COBOL.
- Minimum of 12 months QMF experience.
- Minimum of 12 months TELON experience.
- Minimum of 6 months experience for same or similar automated system as defined in this RFP.
- Minimum of 36 months experience estimating hours for project tasks.
- Associates Degree in Computer Science.
Java/Web System Analyst 2

Requirements:

- Minimum of 24 months programming experience developing applications running on MS Windows XP or higher.
- Minimum of 60 months performing analysis and design on large scale applications in a client server environment using relational databases or 36 months as lead.
- Minimum of 60 months experience writing programs for same or similar automated system as defined in this RFP.
- Minimum of 36 months experience as lead analyst reviewing and recommending design methods to junior team members.
- Minimum of 36 months experience using tools that control versions of software (e.g., CVS, PVCS) and debugging tools.
- Minimum of 24 months experience working with testing tools (e.g., SQA Suite, QA Sun, Mercury).
- Minimum of 24 months experience completing formal systems, production and project documentation.
- Minimum of 12 months experience designing multi-tier (not two-tier) applications.
- Minimum of 12 months experience in object modeling.

Desirable:

- Minimum of 12 months experience programming with relational databases, (including at least 6 months experience with ORACLE 11g or later).
- Minimum of 12 months programming experience with large scale systems using an object oriented programming language.
- Minimum of 12 months experience with Crystal Reports, COGNOS Toolsuite or other report writer.
- Minimum of 12 months of data modeling experience with designer tool.
- Minimum of 12 months Unified Modeling Language (UML) experience.
- Minimum of 12 months MQ Series experience.
- Minimum of 12 months IBM Websphere Studio or equivalent Java-based IDE experience.
- Minimum of 24 months experience with CVS or PVCS or equivalent.
- Minimum of 12 months experience with Rational Suite.
- Minimum of 12 months experience designing Web pages.
- Minimum of 12 months of HTML experience.
- Project Management certification.
- Associates Degree or higher.

System Analyst 1

- Develops required program specifications for simple to moderately complex systems.
- Executes plans for automated data processing systems from project inception to conclusion.
- Analyzes the problem and the information to be processed. Defines the problem, develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests.
- Assists senior computer system analysts in preparing input and test data for the proposed system.
- Coordinates closely with programmers to ensure proper implementation of program and system specifications.
- Develops, in conjunction with functional users, system alternative solutions or enhancements.
• Provides support for installation, testing implementation and ongoing maintenance of hardware and software to support specific program functionality.

Mainframe System Analyst 1

Requirements:
• Minimum of 36 months programming experience.
• Minimum of 36 months performing analysis and design on large scale applications systems using IMS, DB2 or Oracle databases, or 36 months as lead.
• Minimum of 36 months experience writing programs for same or similar automated system as defined in this RFP.
• Minimum of 36 months programming experience in on-line applications using CICS, IMS-DC, TELON or comparable on-line presentation development tools.
• Minimum of 12 months experience as lead analyst reviewing and recommending design methods to junior team members.
• Minimum of 12 months experience estimating hours for project tasks.
• Minimum of 36 months experience using tools for version control of software, line editing, utility executions, scheduling and debugging.

Desirable:
• Minimum of 12 months experience using SAS or EZtrieve.
• Minimum of 12 months experience using Micro Focus COBOL.
• Minimum of 12 months experience using QMF.
• Minimum of 12 months experience using TELON.
• Minimum of 6 months experience for same or similar automated system as defined in this RFP.
• Associates Degree in Computer Science.

Java/Web System Analyst 1

Requirements:
• Minimum of 12 months programming experience developing applications running on MS Windows XP or higher.
• Minimum of 36 months performing analysis and design on large scale applications in a client server environment using relational databases or 36 months as lead.
• Minimum of 36 months experience writing programs for same or similar automated system as defined in this RFP.
• Minimum of 12 months experience using tools that control versions of software (e.g., CVS, PVCS) and debugging tools.
• Minimum of 12 months experience working with testing tools (e.g., SQA Suite, QA Sun, Mercury).
• Minimum of 12 months experience completing formal systems, production and project documentation.
• Minimum of 12 months experience designing multi-tier (not two-tier) applications.

Desirable:
• Minimum of 12 months experience programming with relational databases, (including at least 6 months experience with ORACLE 11g or later).
• Minimum of 12 months programming experience with large scale systems using an object oriented programming language.
• Minimum of 12 months experience with Crystal Reports or other report writer.
• Minimum of 12 months data modeling experience with designer tool.
• Minimum of 12 months Unified Modeling Language (UML) experience.
• Minimum of 12 months HTML experience.
• Minimum of 12 months IBM Websphere Studio or equivalent Java-based IDE experience.
• Minimum of 24 months experience with CVS or PVCS or equivalent.
• Project Management certification.
• Associates Degree or higher.

Testing Analyst 2

• Provides technical and administrative direction for personnel performing software test and evaluation tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.
• Coordinates with the Project Manager and other team members to ensure problem solution, appropriate risk reduction, and user satisfaction through testing techniques.
• Understands how testing fits into the system development life cycle.
• Makes recommendations, if needed, on test and evaluation strategies for major systems installations.
• Defines testing strategies and creates test strategy documents.
• Estimates software testing costs and schedule.

Requirements:
• Experience as a lead tester on a minimum of one project of similar size and scope from testing initiation to final system implementation within the past five years.
• Minimum of 48 months experience developing or overseeing the development of test scenarios.
• Minimum of 48 months experience defining and documenting business requirements.
• Minimum of 36 months experience using the Mercury Hewlett Packard suite of testing tools.

Desirable:
• Minimum of 12 months experience testing Ohio Eligibility Systems applications.
• Associates Degree in Computer Science.

Testing Analyst 1

• Develops and executes test plans, test scripts and test cases that test all business requirements.
• Develops testing protocols, acceptance criteria, and routines to ensure an efficient test cycle.
• Integrates test results and modifies test plans based on results.
• Prepares milestone status reports and deliverables/presentations on the system test and evaluation concept to colleagues, subordinates, and end user representatives.
• Conducts special tests, such as usability tests and disaster recovery tests.
• Provides direction to test and evaluation support staff.

Requirements:
• Minimum of 24 months experience developing test scenarios.
• Minimum of 24 months experience in designing and testing computer systems.
• Minimum of 24 months experience defining and documenting business requirements.

Desirable:
• Minimum of 24 months experience same or similar automated systems as defined in this RFP.
• Associates Degree in Computer Science.
Data Base Modeler 3

- Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools.
- Verifies the identification of the components of a data model, including entities, relationships and attributes.
- Provides technical support in the evaluation of prime object names, data elements, and other objects.
- Evaluates proposed objects and their attributes.
- Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts.
- Ensures that the proposed objects are consistent with data and process models.
- Analyzes and reconstructs repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects.
- Documents the data model with entity/relationship diagrams.
- Provides daily supervision and direction to staff.

Requirements:
- Minimum of 36 months as a data modeler.
- Minimum of 96 months systems analysis experience designing software applications or writing business documentation.
- Minimum of 48 months experience documenting business requirements using data modeling tools.
- Minimum of 24 months experience providing direction to junior data modelers.
- Minimum of 24 months experience leading modeling sessions with business clients and translating into an ERD.
- One or more professional courses that specifically address data modeling.
- Minimum of 4 years post-secondary education.

Desirable:
- In-depth knowledge of data integrity and forms of normalization.
- Knowledge of data modeling methodologies and concepts of Database Management Systems.
- Knowledge of conceptual, logical, and physical data models.
- Experience with Case Tools.
- Experience leading JAD (Joint Application development) sessions with business clients.

Data Base Modeler 2

- Defines proposed data base objects and their attributes.
- Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts.
- Ensures that the values of object attributes and domain are accurate and correct.
- Identifies the components of the data model and associates data model relationships.
- Assists in building and/or maintaining data/information repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects.

Requirements:
- Minimum of 24 months developing/designing programs utilizing relational databases technology, (including at least 12 months experience with ORACLE 11g or later).
• Minimum of 24 months providing technical assistance and guidance to programmers in systems design for databases and applications.
• Minimum of 24 months experience using data modeling tools such as Designer 2000 or Erwin.
• Minimum of 12 months experience leading JAD (Joint Application development) sessions with business clients.
• One or more professional courses that specifically address data modeling.

Desirable:
• In-depth knowledge of data integrity and forms of normalization.
• Knowledge of data modeling methodologies and concepts of Database Management Systems.
• Knowledge of conceptual, logical, and physical data models.
• Experience with Case Tools.
• Experience leading JAD (Joint Application development) sessions with business clients.

Business Analyst 2
• Analyzes advanced user needs to conduct functional requirement assessments.
• Participates as a subject matter expert in determining the functional and business requirements specified in the contract document.
• Performs functional allocation to identify required tasks and their interrelationships.
• Identifies resources required for each task.
• Provides daily functional direction to support staff.

Requirements:
• Experience as a Business Analyst on a minimum of one project of similar size and scope from initiation to completion within the past five years. The work on this project must demonstrate experience with documenting requirements, designing screens and other interfaces, testing system components, and implementing systems.
• Minimum of 24 months experience as a functional user, interpreting and implementing policies for a same or similar automated system as defined in this RFP.
• Minimum of 60 months experience in designing and testing computer systems.
• Minimum of 48 months experience defining and documenting business requirements.

Desirable:
• Minimum of 36 months experience as a Business Analyst in a same or similar automated system as defined in this RFP.
• Minimum of 12 months business analysis experience in an Child Support Enforcement system.
• Bachelors Degree or higher.

Business Analyst 1
• Assess data models for use in designing and building integrated, shared software and database management systems.
• Analyzes basic user needs to determine functional requirements.
• Performs functional allocation to identify required tasks and their interrelationships.
• Applies process improvement and re-engineering methodologies and principles to assess process modernization cost benefit analysis.
Requirements:
- Minimum of 24 months experience in designing and testing computer systems.
- Minimum of 24 months experience defining and documenting business requirements.

Desirable:
- Minimum of 24 months experience on same or similar automated system as defined in this RFP.
- Minimum of 24 months post secondary education.

Senior Business Intelligence ETL Developer
- Specializes in use of Informatica PowerCenter version 9.6 or higher; to develop Extract, Transformation and Loading (ETL) programs to populate and manage data in relational and multi-dimensional business intelligence databases.
- Develops best-in-class Business Intelligence ETL software according to JFS and industry standards and best practices; develops complex queries using native and Informatica generated SQL to access relational and multi-dimensional BI databases.
- Creates and maintains UNIX shell scripts for the maintenance and implementation of Informatica software.
- Creates and maintains detailed and accurate project documentation, estimates, functional and technical specifications, and product configuration documentation according to JFS and industry standards throughout the solution delivery process.
- Performs post production support for business applications which may include routine maintenance, enhancements and the need to perform research to aid in troubleshooting software production errors.
- Works with Data Modelers and DBAs in the development of logical and physical data models for efficient ETL processing.
- Creates detailed test designs and test plans; creates and reviews test data for performing test scenarios; performs unit and system testing, initiates debugging and defect tracking, support of user acceptance testing, and software implementation and deployment tasks.
- Adheres to JFS software configuration management policies and procedures for approvals, version control and software release management.
- Ensure adherence to corporate data security requirements for the protection, storage, transportation and retention of data.

Requirements:
- Minimum of 36 months developing extract, transformation and loading (ETL) programs for Data Warehousing or Business Intelligence applications using Informatica version 9.6 or higher.
- Minimum of 12 months experience developing and testing complex SQL using DB2 LUW 9.7 or higher.
- Core undergraduate degree in Computer Science or related field
- Minimum of 2 years knowledge of Data Warehousing and Business Intelligence database architecture and systems development lifecycle methodology.

Desirable:
- Current Informatica Professional Certifications
- Minimum of 2 years experience using data modeling tools, i.e., ERwin, ER Studio
- Minimum of 2 years experience using BI reporting tools, i.e., Cognos, Business Objects

Senior Business Intelligence Report Developer
- Specializes in use of IBM Cognos business intelligence tools version 10.x for the
creation of reports and analysis for customers at all levels of the organization; including scheduled and on-demand dashboards, score cards, multi-dimensional cubes, menu-driven and ad-hoc reports using relational and multi-dimensional business intelligence databases.

• Partners with business representatives to gather, define and document business requirements for reports and analyses.
• Creates and maintains detailed and accurate project documentation, estimates, functional and technical specifications, and product configuration documentation according to JFS and industry standards throughout the solution delivery process.
• Works with Data Modelers and DBAs in the development of logical and physical data models for efficient BI reporting. Recommends improvements to BI database structures to optimize report query performance.
• Develops complex queries using native and Cognos generated SQL to access relational and multi-dimensional BI databases.
• Adheres to JFS software configuration management policies and procedures for approvals, version control and software release management.
• Creates detailed test designs and test plans; creates and reviews test data for performing test scenarios; performs unit and system testing, initiates debugging and defect tracking, support of user acceptance testing, and software implementation and deployment tasks.
• Assist in the management of end user Acceptance Testing and customer support in providing post-implementation support and maintenance.
• Provides training to non-technical users on the usage of business intelligence tools and interprets their needs for data analysis.
• Performs post production support for business applications which may include routine maintenance, enhancements and the need to perform research to aid in troubleshooting software production errors.
• Execute business analytics and requirements definition in order to create ad-hoc analytics in response to business need
• Develops methods for trending analysis using business intelligence tools and data within the business intelligence databases.
• Provide knowledge transfer to other team members on core reporting functionality.
• Ensure adherence to corporate data security requirements for the protection, storage, transportation and retention of data.

Requirements:
• Minimum of 36 months experience developing Business Intelligence reports using Cognos version 10.
• Minimum of 12 months experience developing and testing complex SQL using DB2 LUW 9.7 or higher.
• Core undergraduate degree in Computer Science or related field
• Minimum of 2 years knowledge of Data Warehousing and Business Intelligence database architecture and systems development lifecycle methodology.

Desirable:
• Current Cognos Professional Certifications
• Minimum of 2 years experience using data modeling tools, i.e., ERwin, ER Studio
• Experience using ETL tools, i.e., Informatica, DataStage

Senior IMS Data Base Analyst

• Manages the development of large complex data base projects.
• Specializes in data base management systems design and system analysis, current operating systems, software internals and data manipulation languages.
• Plans and budgets staff and database resources.
• Reallocates database resources to maximize benefits.
• Acknowledges and complies with Data Base Management Systems (DBMS) concepts.
• Provides daily supervision and direction to database support staff.
• Coordinates education and training for supervisory and support staff.
• Acts as a liaison to other State agencies and to the Ohio Data Network.
• Trains and provides functional direction to all DB ADM 2 supervisors
• Provides strategic direction for lower level supervisors to implement.
• Provides ongoing review of supervisory staff’s performance in order to refine skills, resolve concerns and facilitate change.
• Provides administrative direction and expectations for supervisory and DASD staff.
• Prepares performance evaluations for supervisory and DASD staff.
• Maintains disaster recovery/business resumption plans for various DBMS platforms.
• Participates in senior management disaster recovery/business resumption planning sessions.
• Coordinates and conducts strategic planning sessions for DB ADM 1 and 2.
• Performs DB ADM 1 and 2 responsibilities in their absence.
• Gives input to lower level staff and communicates with superiors on system enhancements, upgrades, and maintenance.
• Gives strategic direction to upper level management pertaining to technology trends.
• Understands the programming of simple to large complex systems that are written by application development.
• Assists in problem resolution of DBMS errors.
• Recommends the most effective and efficient use of DBMS.
• Develops project plans for projects over 40 man hours.

Requirements:
• Minimum of 84 months experience in analyzing, developing, and supporting large scale IMS databases.
• Database analysis experience to include design and programming on one or more IMS applications of similar size and scope within the past five years.
• Minimum of 60 months database analysis experience including IMS/DB/DC with DBRC/IRLM.
• Minimum of 36 months experience using BMC utilities.
• Experience on two or more large/complex database design projects within the past eight years.
• Minimum of 60 months experience with batch and online performance and tuning techniques.
• Minimum of 24 months experience with an on-line editor (TSO/SPF, ROSCOE etc.).
• Minimum of 84 months database design and programming experience in SQL Server or Oracle environment.
• Minimum of 24 months experience using BMC utilities (Oracle only).
• Minimum of 60 months in a client server UNIX environment (Oracle only).
• Minimum of 60 months experience leading large to complex database design projects.
• Minimum of 36 months experience using Platinum tools (DB2 only).

Desirable:
• Minimum of 36 months SCLM experience.
• Minimum of 24 months experience with project management tools (Microsoft Project, etc.).
• Minimum of 24 months experience with MQ Series, WEBSHERE or DB2 connect.
• Minimum of 24 months experience with Omegamon.
• Minimum of 60 months COBOL programming experience.
• Minimum of 60 months experience using Erwin, CA Repository, ModelMart or other modeling tools.
• Bachelors degree or higher.

**Project Administrative Assistant**

• Acts as the project's senior administrative specialist.
• Directs all project financial management and administrative activities, such as timesheet control, deliverable approval tracking, invoice tracking, financial reporting, scheduling of meetings and conferences.
• Performs evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommends solutions.
• Enhances planning and control documents in accordance with authorized modifications by the Ohio Department of Job and Family Services.
• Reports adjusted manpower, scope, time frame and/or cost changes to senior Ohio Department of Job and Family Services staff.

**Requirements:**

• Minimum of 24 months experience taking and publishing meeting minutes.
• Minimum of 24 months experience tracking payment documents and invoices.
• Minimum of 48 months experience with IBM or compatible PC's.
• Minimum of 36 months experience in presentation packages (Microsoft Power Point).
• Minimum of 36 months experience in using Microsoft Excel.
• Minimum of 24 months Microsoft Word experience.
• Minimum of 24 months experience supporting the efforts of (40 or more) individuals in an office setting.
• Minimum of 12 months experience utilizing project management tools.

**Desirable:**

• Demonstrated organizational skills.
Supplement Two

On-Call Procedures
MIS On-Call Procedures

PURPOSE

This procedure defines the steps that the Office of Management Information Services (MIS) will follow for on call schedules for each unit. It is intended to minimize the number of times an employee is subject to the on call schedule.

SCOPE

This procedure affects MIS contract staff that has been identified in the Interval Deliverable Agreement (IDA) as “ON CALL 24 HOURS PER DAY, 7 DAYS PER WEEK.” By virtue of this statement, an individual may be asked to return to work or assist via the telephone to resolve a problem at times other than their normal working hours. This is an inherent part of the data processing industry. Sophisticated systems such as MMIS, CRIS-E and SETS operate 24 hours per day and demand immediate attention when problems occur. The intent of this procedure is to provide quality service to MIS customers while being fair and equitable to MIS state and contract staff.

REQUIREMENTS

Successful implementation of this procedure is dependent upon full MIS management, staff, and vendor support and cooperation. If needed, an on call schedule will be negotiated as part of the IDA. This is a rotating schedule includes a primary, as well as secondary, designee for each week. During a week that an individual is on call, they may or may not be contacted for emergency assistance. In subsequent weeks, the individual is free from this responsibility, as other individuals maybe on call. In this manner, no individual has the burden of being continuously on call. The exception to the on call person being contacted is when Production Control is notified that a specific individual is on call for selected jobs due to special circumstances.

On Call Procedural Steps:

BUREAU OF INFORMATION SYSTEMS SUPPORT (BISS) PRODUCTION CONTROL

1. Issues resulting in an on call situation are normally discovered by the BISS Production Control Unit. All efforts to correct the problem will be exhausted by Production Control before utilizing the on call procedures.

2. If the problem is not corrected within 30 minutes, the Production Shift Supervisor is notified. In the event the supervisor is not present, the BISS Supervisor On-Call will be designated.
BISS PRODUCTION SHIFT SUPERVISOR

1. Authority to contact an individual for an on call issue is reserved for the BISS Production Shift Supervisor. The Supervisor analyzes the problem using criteria such as importance of the job, future scheduling conflicts, and timeliness. The Supervisor then decides an on call situation exists or the problem can be resolved the following business day.

2. When confirmed that an on call situation exists, the Production Shift Supervisor contacts the appropriate individual. If unable to contact the primary person within 15 minutes, the Production Shift Supervisor attempts to call the secondary designee.

3. When unable to contact the individual or if the person indicates they will address the problem the following business day, the Production Shift Supervisor contacts the BISS Production Manager on call. The Production Manager further analyzes the problem and determines whether for the week. If such a need exists, the manager contacts the unit manager/supervisor.

ON CALL STAFF

1. If the individual on call determines they can resolve the issue by advising the Production Shift Supervisor over the telephone, they may do so. If the problem is not corrected in two hours or three attempts, whichever occurs first, it is necessary for the individual on call to return to work for further resolution. The Production Manager on call is notified and contacts the appropriate unit manager/supervisor on call for the week.

2. If the on call person indicates they will resolve the problem from home via a dial up terminal, they may do so. If the problem is not corrected in two hours, it is then necessary for the individual on call to return to work for further resolution. The Production Manager on call is notified and contacts the appropriate unit manager/supervisor on call for the week.

BISS PRODUCTION MANAGER

1. In any instance, if the problem remains unresolved two hours after the initial contact, the Production Manager on call is notified and contacts the appropriate unit manager/supervisor on call for the week.

2. In any instance, if the problem remains unresolved three hours after the initial contact, the Production Manager on call is notified and contacts the appropriate Section Chief(s) responsible for any staff participating in the resolution.

BISS PRODUCTION MANAGER/ BISS BUREAU CHIEF

1. In any instance, if the problem remains unresolved after four hours of the initial contact, the Production Manager on call is notified and contacts the Bureau Chief of Information Systems Support, and other appropriate Bureau Chiefs responsible for any staff participating in the resolution.
BISS PRODUCTION MANAGER

1. If the Production Manager on call determines that the problem will adversely affect critical applications such as the timeliness of benefit issuance, availability of CRIS-E, MMIS, or SETS, food stamp issuance, etc., and that only by extraordinary measure can the system be restored in an acceptable period of time, the Code Blue Procedure may be invoked. Invocation of Code Blue provides for special attention from the Ohio Data Network (ODN) in regard to the processing of selected jobs. To invoke Code Blue, the Production Manager on call contacts the BISS Bureau Chief. The BISS Bureau Chief then contacts the manager of ODN. Only these two individuals are authorized to invoke Code Blue. At the time a Code Blue situation is invoked, the BISS Bureau Chief will determine the on call staff that must report on site. The BISS Bureau Chief then contacts appropriate staff. Depending on the circumstances of the emergency, this could include the data base analyst, technical support analyst, production scheduler, configuration management and/or programmer on call, as well as various management staff.

2. Job steps that execute programs written in SAS or EZTRIEVE will not cause a call back situation to be invoked. These abends will be resolved the following business day. Such job steps will be clearly marked both in the JCL stream and the operations documentation.

MIS ON CALL STAFF

1. When an individual responds to an on call situation by assisting over the telephone or utilizing a dial-up terminal, they must record the amount of time involved. The individual includes this on their time sheet. When an individual responds to an on call situation by returning to work, he will be paid for the actual time worked. Actual time worked is considered as the period beginning with the individual’s arrival at the work site and ending with their departure from the work site.

2. When an individual is scheduled on call, and when contact is made with the individual regarding an on call issue, the individual will attempt to resolve the problem according to the above guidelines barring illness or incapacitation.
Supplement Three

Weather Emergency
Essential Staff Guidelines
SCOPE: This procedure will be the method used for the declaration of a weather emergency and the designation and payment of essential and non-essential state and contract-staff.

PURPOSE: To establish an uniform procedure regarding weather emergencies, and essential verses non-essential employees.

DEFINITIONS:

Weather Emergency- A term which refers to all formal declarations for a specific geographical area which may limit the individual’s obligation to travel to and from work for a specific period of time. A weather emergency is only declared by the Governor’s designated agent. **THE DIRECTOR OF THE OHIO DEPARTMENT OF PUBLIC SAFETY.** This does not include Emergency Management, Hazards, or Disasters declared by the Governor, the board of county commissioners or other Chief executive. **A WEATHER EMERGENCY CANNOT BE DECLARED BY AN INDIVIDUAL AGENCY DIRECTOR.**

Essential Staff- Those who are required to report to work or continue in a work status during a weather emergency. All individuals identified in the Interval Deliverable Agreement (IDA) are essential staff. This list can be changed only by following the procedures to amend the IDA.

Non-Essential Staff- Individuals not identified on the IDA as essential are not required to work during a weather emergency. Depending on the effective time of the weather emergency, these individuals would:

- not report to work if the emergency was effective prior to the normally scheduled work shift,
- would have a delayed start time, or
- would be released from the work location before the end of the normally scheduled shift.

Declared Weather Emergency in Work Site Location vs. County of Residence vs. Travel Through Declared Weather Emergency Counties- These guidelines apply equally to all individuals when the official weather emergency is declared for the work site county, county of residence, or for counties that must be traveled through in order to report to the normal work location. Example: If the work site county is Franklin and there is no weather emergency for Franklin County but the employee lives in Morrow County and must travel through Delaware County, and both Morrow and Delaware Counties are declared, then the non-essential staff who resides in or who must travel through the declared counties do not report to work.

PROCEDURE

Weather emergencies which affect individuals reporting to work or to be released from work early or on a delayed start time will be declared on a county-by-county basis by **THE GOVERNOR’S DESIGNATED AGENT, THE DIRECTOR OF THE DEPARTMENT OF PUBLIC SAFETY.**

In the event there is a weather emergency declared, individuals designated as
**NON-ESSENTIAL** individuals are not to report to work for the entire day or are not to report to work until a designated time or are released from work early.

In the event there is a weather emergency declare by the Director of Public Safety, all **ESSENTIAL** individuals are required to report to work or remain at work regardless of the declared weather emergency.

When early closings, late arrivals, or early releases have been declared, these guidelines shall be implemented.

**COMMUNICATING THE WEATHER EMERGENCY**

The declared weather emergency will be carried on local radio/television stations. Each individual is responsible for knowing if he/she is an essential staff and is also individually responsible for listening to the appropriate radio/television station during extreme weather conditions.

If an individual is unclear as to weather emergency, he/she may call the Weather Emergency Voice Mail at (614) 821-9999. NOTE: This number cannot be called using a state centrex phone. This is a 24-hour per day number, seven days a week.

**COMPENSATION AND TIME SHEET REPORTS**

Will be paid their regular hourly rate of pay for hours worked during their normally scheduled work day while the weather emergency is in effect.

When the time sheet is completed for a pay period which includes a declared emergency, the daily entry for the day of the emergency should be left blank. When totals are completed on the right side of the form, any time worked, leave time used or overtime earned on the day of the emergency should be excluded, so that all entries appearing on the right side of the form would be recorded as though the pay period was 72 regular hours, or nine calendar days.

When an individual responds to a weather emergency situation by assisting over the telephone or utilizing a dial-up terminal, they must record the amount of time involved. The individual includes this on their time sheet. When an individual responds to an on call situation by returning to work, he will be paid for the actual time worked. Actual time worked is considered as the period beginning with the individual’s arrival at the work site and ending with their departure from the work site.
Supplement Four

IDA Sample
Ohio Department of Job and Family Services

Child Welfare Applications Systems
SACWIS SAMPLE Development IDA
IDA SFYnn
Contract ID: 0Annnn

April 17, 20nn
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8.0 APPENDIX A: SACWIS IDA PROJECT SCHEDULE ..................... 13
1.0 Executive Summary

Provide descriptive text, providing a high-level executive summary of the goals and objectives for the IDA.

1.1 Summary of Project Objectives and Deliverables for the Interval

Provide a more detailed description of the objectives for the IDA and for the deliverables for the various initiatives.

<table>
<thead>
<tr>
<th>Major Initiative</th>
<th>Hours</th>
<th>Cost</th>
<th>Admin Offset</th>
<th>Net Cost</th>
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<td>July 1, 20nn</td>
<td>June 30, 20nn</td>
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</table>

1.2 Administrative Offset Calculation

The following table illustrates the administrative offset calculation for all initiatives outlined in this IDA:

<table>
<thead>
<tr>
<th>SACWIS IDA SFY14 &amp; SFY15 Administrative Offset Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SACWIS IDA SFY14 &amp; SFY15 Hours (Total hours from all SOW's):</td>
</tr>
<tr>
<td>IDA Administrative Offset Charge per effort hour:</td>
</tr>
<tr>
<td>SACWIS IDA SFY14 &amp; SFY15 Administrative Offset Amount:</td>
</tr>
</tbody>
</table>

1.3 SACWIS IDA Project Schedule

Reference to Appendix A, followed by a high-level summarization of deliverables and/or significant milestones.
1.4 Project Risks and Assumptions
In this section the vendor should document the general project-level risks and assumptions considered in the development of the Interim Deliverable Agreement.

1.4.1 Project Risks

1. Define risk #1. Identify the probably of occurrence as well as the severity of occurrence of this risk,
2. Define risk #2. Identify the probably of occurrence as well as the severity of occurrence of this risk,
3. Define risk #3. Identify the probably of occurrence as well as the severity of occurrence of this risk,
4. Define risk #n. Identify the probably of occurrence as well as the severity of occurrence of this risk,

1.4.2 Project Assumptions

1. Identify the assumption #1 and the anticipated impact of this assumption not being met.
2. Identify the assumption #2 and the anticipated impact of this assumption not being met.
3. Identify the assumption #3 and the anticipated impact of this assumption not being met.
4. Identify the assumption #n and the anticipated impact of this assumption not being met.
2.0 IDA Summary and Sign-off

Total Cost of Statement of Work Deliverables $00,000,000.00
Administrative Charges for Workspace, Supplies, and Equipment ($4.00 per effort hour expended) $(000,00.00)

Total Cost of Interim Deliverable Agreement ODJFS $00,000,000.00

This IDA is agreed upon on this date, __________, for the period beginning July 1, 20nn and ending June 30, 20nn, by ODJFS and Vendor, as indicated by their signatures below:

Project Signatures

Person Name, Vendor Contract Manager
Contractor Company
Person Name, Bureau Chief
ODJFS Families and Children
Person Name, Chief
ODJFS Families and Children

Person Name, Portfolio Manager
ODJFS OIS Portfolio Management
Person Name, Assistant Deputy Director
ODJFS OIS Portfolio Management
Person Name, Deputy Director
ODJFS OIS Portfolio Management

Executive Signatures

Person Name, Deputy Director
ODJFS HHS
Person Name, CIO
ODJFS
Person Name, Deputy Director
ODJFS

Person Name, Deputy Director
ODJFS, Health and Human Services
Person Name, Director
Dept. of Administrative Services

Person Name, Deputy Director
ODJFS

3.0 Deliverable #1

| Description: | Descriptive text explaining the deliverable, its relevance and the problem(s) it resolves. |
| Acceptance Criteria: | • What: |
| | ○ Deliverable-element/component #1 – one/two sentence description of the element/component |
| | ○ Deliverable-element/component #2 - one/two sentence description of the element/component |
| | ○ Deliverable-element/component #n - one/two sentence description of the element/component |
| | • How: |
| | ○ The deliverable will be accepted, once it has been delivered to the production environment with no critical or high-level defects posted against it. |
| | ○ Additional or alternate statement, applicable to non-code based deliverable. |

3.1 High-Level Tasks by Deliverable

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<tr>
<th>Task Name</th>
<th>Work</th>
<th>Cost</th>
<th>Admin Offset</th>
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4.0 Deliverable #2

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| Acceptance Criteria: | • What:  
  o Deliverable-element/component #1 – one/two sentence description of the element/component  
  o Deliverable-element/component #2 - one/two sentence description of the element/component  
  o Deliverable-element/component #n - one/two sentence description of the element/component  

  • How:  
  o The deliverable will be accepted, once it has been delivered to the production environment with no critical or high-level defects posted against it.  
  o Additional or alternate statement, applicable to non-code based deliverable. |

4.1 High-Level Tasks by Deliverable

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<thead>
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<th>Work</th>
<th>Cost</th>
<th>Admin Offset</th>
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5.0 Deliverable #n

Description: Descriptive text explaining the deliverable, its relevance and the problem(s) it resolves.

Acceptance Criteria:

- What:
  - Deliverable-element/component #1 – one/two sentence description of the element/component
  - Deliverable-element/component #2 - one/two sentence description of the element/component
  - Deliverable-element/component #n - one/two sentence description of the element/component

- How:
  - The deliverable will be accepted, once it has been delivered to the production environment with no critical or high-level defects posted against it.
  - Additional or alternate statement, applicable to non-code based deliverable.

5.1 High-Level Tasks by Deliverable

<table>
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<tr>
<th>Task Name</th>
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6.0 Project Resources

ODJFS Office of Families and Children

Manager Name, Manager Name, Manager Name & Manager Name

Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members

ODJFS SACWIS OIS Development Resources

Manager Name, Manager Name, Manager Name & Manager Name

Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members
Person Name - IDA Integrated Project Team Members

Person Name - IDA Integrated Project Team Members
## 7.0 Vendor Resources

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<td>2 Resource</td>
<td>Resource Name</td>
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8.0 Appendix A: SACWIS IDA Project Schedule

Include project schedule here.