



## IT Strategy Verification and Validation

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

**MBE ONLY**

**State Term Schedule**

## INTRODUCTION AND BACKGROUND

### PURPOSE OF THE REQUEST FOR QUOTATION

Please consider this as the State of Ohio, Department of Agriculture, Office of Information Technology's (OIT) Request for Quotation for the following:

#### **IT Strategy Verification and Validation**

The Ohio Department of Agriculture (ODA), Office of Information Technology (OIT) is searching for a highly skilled IT Assessment and Recommendation Team to act in an Advisory and Project Management capacity for the Agency.

As part of this solicitation, the State requires an end-to-end review and further development of the Agency's IT Strategic and Tactical plan for Fiscal Year 2018 and Fiscal Year 2019. Both near-term and far-term Information Technology optimum staffing levels will also be addressed during this assessment. Essentially, the Agency seeks to better understand how IT could be more optimally delivered and designed to better serve in delivering its mission to both its' internal and external customers. The Agency does not consider the work contained herein as a cost or staff reduction activity.

The in progress and upcoming biennium budgeting efforts will benefit from an independent review and verification of the Agency developed IT Strategy. The Agency has planned a major effort over the next two years to implement, among other initiatives, Field Based Reporting in order to better mobilize the workforce and to reduce paper. This project will provide verification and validation of the effort, in both the human capital and financial resources, which will be expended in that regard.

**Based on the anticipated start date, a series of deliverables have been identified that must be completed and delivered on or before December 19, 2016.**

The State prefers candidates that comprise a team with whom Offerors already have experience, as well as team members that have worked collaboratively in the review and design of organizations, high performance processes and customer delivery functions leading to a successful implementation of recommendations. Successful candidates that comprise the team will be self-starters and detail oriented and will be responsible for the conception, development, presentation and follow-up activities associated with each deliverable contained herein.

Candidates must be able to work both independently and as team members to produce on time results to meet all project deliverables and deadlines. Due to the relative size and complexity of this project, the State suggests that a focused team of 2-3 individuals performing the work over a four (4) week duration is an appropriate point for Offerors to estimate work effort and complete the work.

Responses to this Request for Quotation **must** include:

**Prior Summary Deliverables or Deliverable Extracts** that highlight the Offerors Capability in Assessment, Process Effectiveness, Implementation/Change Plans and IT/Network Process Improvement (tools, systems, training, alignment). Confidential client details should be redacted from these samples.

**Methodology Overview** that highlights the process and methods that the Offeror proposes to employ and has used in prior engagements for achieving the desired end state of this solicitation.

**One (1) biographical (2 page) resume for each team position** proposed and other required information.

**Project Timeline / Project plan** as a brief week-by-week summary of all project activities, key meetings with Agency team members, deliverable review/presentation sessions with Agency leadership and other activities as required for a successful project based on Offeror experience in similar projects.

Critical deadlines for this RFQ have been provided. Vendors need only respond if all deadlines are attainable, regardless of non-workdays, holidays, weather conditions or other interferences.

### Required Deliverable

Contractor, as part of the project, will design, complete and present four (4) known deliverables as follows:

Deliverable Contents and Elements
<b>IT Strategic Plan</b> assessment and review for Fiscal Year 2018 and Fiscal Year 2019 to validate the identified needs and verify the associated Rough Order of Magnitude (ROM) costs. An assessment of the ODA IT ecosystem for integration points to ensure maximum efficiency and flow of information between old and new systems should be a consideration.
<b>IT Tactical Plan</b> for implementation of the items identified above provides actionable plans and roadmaps that correlate and interact with the next biennium budget and take into account staff availability and workload.
<b>Optimum Staffing Level</b> recommendations for near term and far term staffing levels within ODA-OIT including staff types, roles, education, certifications, position descriptions and current industry standards; showing how these recommendations, if followed, meet ODA's customer needs, expectations and fulfill their success criteria.
<b>Recommendation and Implementation Plan</b> based on the above, as well as Contractor's observations and Agency input, the Contractor will develop an implementation plan designed to achieve the Agency's requirements and goals.

**Deliverable Schedule and Contractor Fees**

<b>Project Firm Fixed Price Total</b>	<b>Project Completion</b> <b>December 19, 2016</b>	<b>\$ Offeror Not to Exceed<sup>1</sup></b> {Offeror to Provide}
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**Project Location and Work Conditions:**

Normal business hours are (between 8:00 AM and 5:00 PM) Monday through Friday, 40 hours a week. Consultant(s) may be required to work additional hours based on operational need. The majority of the work effort must be performed onsite at State project locations in Reynoldsburg and the Greater Columbus Area.

**IMPORTANT NOTE: The State will only consider quotes that have the following Required Information:**

1. Cover Letter (include email address)
2. State Term Schedule Number
3. MBE or EDGE Certification
4. STS Labor Category Code, # of hours, and hourly rate
5. Request for Quotation number
6. Cost breakdown as described in the Fee Schedule/Rate section of this bid document.
7. Quote date expiration (At least 30 days)

**ADMINISTRATIVE**

**DUE DATES**

All quotations are due by 1:00 PM, EDT, on October 24, 2016. 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 may not be evaluated for award.

**SCHEDULE OF EVENTS**

Event	Date
1. RFQ Distribution to Suppliers	October 17, 2016

<sup>1</sup> The Offeror will provide, as part of their quotation a breakdown of hours by STS contractor category with hourly rate and number of hours for each resource. All quotes need to be based on time and materials and all invoices should reflect the hours and rate. All deliverables must be met and total cost will not exceed the "Not to Exceed" offer.

### SCHEDULE OF EVENTS (Continued)

2. Question and Answer Period	October 17, 2016 to October 21, 2016
3. Proposal/Quotation Due Date	1:00 PM EDT, October 24, 2016
4. Target Date for Review of Proposal/Quotation	October 24, 2016 to October 26, 2016
5. Anticipated decision and selection of Supplier	October 28, 2016
6. Anticipated commencement date of work	November 7, 2016

## EVALUATION FACTORS FOR AWARD

### EVALUATION

The following will be considered in determining the supplier to be selected for this engagement, according to a standardized scoring methodology:

- Relevant experience
  - Relevant skill level
  - Proposed contractor rate(s)
- The contractor will not be permitted to substitute personnel for those submitted for RFQ evaluation (during the RFQ evaluation or at project start-up), except when a candidate's unavailability is no fault of the contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.). Note: If a substitution situation occurs, the proposal will be re-evaluated. If the substitution gives the contractor an unfair advantage during the RFQ process, the proposal may be eliminated or the other suppliers will also be given the chance to submit substitutions of personnel also.
  - All proposals will be evaluated for meeting the requested information. Incomplete proposals will not be reviewed. The proposals that provided the requested information will be evaluated for at least the highest prioritized candidate. The proposals will be scored based on the criteria requested above. We reserve the option to interview the top candidates. Candidate substitutions between the proposal evaluation and interview periods are highly discouraged (see above). If ODA has other qualified candidates, the contractor's proposal requesting a substitution will be denied at this stage and the proposal will be eliminated from evaluation. If ODA does not have enough qualified candidates due to the substitution, all received proposals will be asked to confirm their candidates, given a couple of days to provide replacements, and the entire process will start over.

### TERM AND CONTRACT

- The contract will be for **Time and Material** through State Term Schedule (STS) contract and must reflect or be lower than STS rates, and must use STS categories.
- The term will be until June 30, 2017.
- No additional costs, such as travel, meals, lodging, taxes, parking or other associated costs may be charged separately for this work. The supplier's sole compensation for the duties described herein shall be the billings at the supplier's hourly rate.
- All contractors shall read, acknowledge and follow DAS/ODA policies, rules and guidelines.
- All work performed by the supplier shall be deemed a "work-for-hire," and shall be the sole property of the State of Ohio. The supplier may not use such work without ODA's written consent.
- Contractors shall use supplier provided equipment (i.e. laptop computers, mobile phones, etc.) and will follow State security policies.
- The contractor, as a component of the project kick-off meeting, will be required to sign any state policy documents that are deemed appropriate by the ODA-OIT.

## STATUS REPORTING

The contractor will provide weekly status reports to the Agency. The contractor will be responsible for meeting all timelines designated by assigned Project Manager. Weekly timesheets will be reviewed and signed by the OIT Project Manager. Invoices must be accompanied by timesheets and submitted monthly for payment.

## NON-DISCLOSURE AGREEMENT

Both candidate and company will be required to sign a non-disclosure agreement which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.

## GUIDELINES FOR QUOTATION PREPARATION

### QUOTATION SUBMITTAL

Each Supplier must submit three (3) complete, sealed and signed copies of its quotation (excluding cost information), and each quotation must be clearly marked "IT Strategy Verification and Validation" on the outside of its envelope along with Suppliers name.

### **The cost information MUST be signed, and submitted in a SEPARATELY SEALED ENVELOPE.**

The envelope must be clearly marked "IT Strategy Verification and Validation" on the outside of its envelope along with the Supplier's name.

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 will not be liable for any costs incurred by any offeror in responding to this RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. 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 Suppliers responding to this RFQ.

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

**Daniel Cartwright**  
**Ohio Department of Agriculture**  
**8995 East Main Street**  
**Reynoldsburg, OH 43068**

## 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 Supplier. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Supplier 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 Supplier. 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 Suppliers.

### **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 any non-STS responses.

### **EVALUATION OF QUOTATIONS**

#### **Clarifications and Corrections**

During the evaluation process, the State may request clarifications from any Supplier under active consideration. It also may give any Supplier 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 Supplier and it is in the State's best interest.

#### **Requirements**

This RFQ asks for responses and submissions from Suppliers. While each criterion represents only a part of the total basis for a decision to award the contract to a Supplier, a failure by a Supplier to make a required submission or meet a requirement will normally result in a rejection of that Supplier'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 (optional).

#### **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 Supplier 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 Suppliers 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 Supplier 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.

An on-site interview will be required prior to the selection of a candidate.

### **Determination of Responsibility**

The State may review the highest-ranking Suppliers or its key team members to ensure that the Supplier is responsible. The Contract may not be awarded to a Supplier that is determined to be not responsible. The State's determination of a Supplier's responsibility may include the following factors: the Supplier'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 Supplier'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 Supplier's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

### **Contract Award Process**

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

ODA anticipates making one award depending on program needs and the fit of the Proposer to the scope of this RFQ.