

Ohio Department of Health Request for IT Procurement

IT Service Request	
Date:	12/21/2011
<u>Staff Augmentation</u>	<p>Type of Position: Senior Business Intelligence Analyst and Cognos Report Developer</p> <p>NOTE: The vendor can submit <u>one candidate</u> with both skill sets or two candidates for both skillsets as depicted in the Type of Position below.</p> <p>Project name: Migration of ODH Cognos Reports to OAKS Environment</p>
Posting Reference #	HelpSTAR Ticket #: 312819 (Created on 12/21)
IT Plan Number	DAS Project #: DOH320
Duration:	5 to 6 months
	Note: There is the potential for additional business needs for this project pending funding availability.

Overview:

Ohio Department of Health (ODH) has a need to augment their development staff with a Senior Business Intelligence Analyst and Cognos Report Developer.

History:

In 2000, the Ohio Department of Administrative Services (DAS), Ohio Office of Budget and Management (OBM), the Ohio Auditor of State (AOS) and the Ohio Treasurer of State (TOS) began planning for a new statewide accounting system to replace the state's legacy central administrative computer systems (CAS) that was no longer capable of meeting agency needs and performing other necessary accounting functions. The vision for the future was based on improving the effectiveness, efficiency, and integration of state government business functions through an Enterprise Resource Planning system while supporting business requirements and initiatives. Six year later, the Ohio Administrative Knowledge System (OAKS) was unveiled.

In December 2006, the OAKS Human Capital Management (HCM) system processed the first paychecks for State of Ohio employees. In July 2007, the OAKS Financials (FIN) system was implemented and in 2008 the final release of the original OAKS implementation was completed. The Ohio Department of Health (ODH) quickly discovered that OAKS did not possess the reporting capacity to meet the agency's needs and enlisted the help of the agency's MIS staff to develop COGNOS-driven reports to fill the void. The ODH Business Intelligence Connection (BIC) provided a variety of reports for internal users that were critical to HR and financial operations. One of the drawbacks was that data had to be downloaded from OAKS on a daily basis and ODH had to bear the cost of maintaining BIC while also paying for the new OAKS system.

OAKS management eventually recognized its reporting shortcomings and in 2009 created a new reporting environment called OAKS Business Intelligence. The standard reports in OAKS BI were developed with

the greatest number of users but in some cases did not duplicate the capability of the BIC reports and most ODH users continued to use BIC rather than the BI standard reports. To avoid maintaining two separate reporting environments, ODH would like to migrate the BIC reports to BI and discontinue maintaining the BIC reports that rely exclusively on OAKS data.

Business Intelligence/Cognos (currently Cognos 8.4) is supported operationally by a combination of State employees and significant staff augmentation from third-party providers.

Ohio Department of Health (ODH) maintains a Business Intelligence Datamarts which aggregate data from OAKS and other sources. It uses the Cognos as the Reporting tool to develop and deploy reports which uses data from OAKS (FIN). OAKS data is integrated by ODH which maintains interface from Cognos 8.3 Legacy system.

Statement of Work:

In order to support migration from ODH Cognos environment to OAKS 8.4 Cognos environment, the state of Ohio has a need for the design and development of a Cognos FIN Reports and a set of standard business requirements for the reports. (Tentative estimate is 14 ODH standard reports) This solicitation is for the planning, requirements, analysis, and design and implementation of that reporting solution. The completion of this phase should transition immediately into deployment.

The plan and design of this solution must focus on addressing business/reporting requirements through the Cognos model and standard reports. Understand and Document Transactional Reporting and Accounting basis followed by ODH. The Build of this solution will focus on developing and testing of the Cognos Reports.

Business Analyst will engage in review of existing report functionality. Provide business requirement document for review to stakeholders. Facilitate meeting with various stakeholders including ODH Financial and Budgeting Team, OAKS Team, users and Developer. Produce Fit Gap document comparing the ODH reports to the OAKS BI reports. Provide specs to Tech team as needed. Own an issues log and address need of the user base. Share insight with team members and provide support to the Cognos Developer.

Cognos Developer will engage in creating Cognos Report as per requirement. Provide technical insight as to the underlying data sources of ODH reports. Provide summary of technical information for Fit Gap if requested. Analyze existing Reports to identify source tables in ODH. Understand BI Security Design and Row Level Security.

Deliverables:

Senior Business Intelligence Analyst

- Submit Business Requirements Reports Documents for assigned Reports;
- Provide Data Mapping Documents – (PeopleSoft FIN > PeopleSoft EPM > Cognos);
- Create Detailed Project Implementation Plan – including scope and objectives, approach, timeline/schedule;
- As needed, Create Cognos Model Design, Cognos Reports and Folders;
- Create Cognos Report Designs + any others identified in requirements;
- Create Data Dictionary as needed;

- Execute Test Plan – Unit, System/Integration, UAT, Performance; Obtain end user signoff after validation
- Create Report Book Outline;
- Create User Guide/Training Outline.
- Phase end deliverable : ODH uses new reports built in OAKS

Cognos Report Developer

- Create New Reports Developed for ODH to meet the FIN Reporting needs;
- Design and Development of ODH COGNOS model for Cash Beginning Balance;
- Create Technical Requirements/Design Document;
- Develop New Query, Layout and Prompt Pages for report execution;
- Produce inventory of new reports in OAKS BI in QA system and populate with relevant data
- Execute new reports to match test script results. Resolve bugs assigned.
- Phase end deliverable : ODH uses new reports built in OAKS

Responsibilities:

The **Senior Business Intelligence Analyst** will develop requirements, plan and design data model, design reports, create a project implementation plan, and deliver documentation of the above using Cognos as a reporting tool and Legacy Tables. Specifically, the Senior Business Intelligence Analyst will:

- Create and maintain project implementation plan;
- Document reporting requirements for planning and budgeting process;
- Participate in multi-organizational, multi-disciplinary teams to determine, articulate, & codify business requirements;
- Identify and document technical requirements;
- Create detailed data maps (PeopleSoft FIN > PeopleSoft EPM > Cognos);
- Perform systems analysis;
- Design test procedures & test system for validity & reliability;
- Create logical/physical/dimensional data models & data dictionaries; writes system requirements, general & detailed design documents;
- Create user guides, data dictionary, and report books to support reporting end users;
- Provide expert systems advice & guidance to information technology managers (e.g., FIN functional & tech teams, data security team, technical architecture team, PS admin/database) regarding all facets of computer project operations in support of OAKS Enterprise Performance Management (EPM) Data Warehouse.

The **Cognos Report Developer** will build Reports as per specification contained in the Business Requirement document. Specifically Cognos Developer will

- Review business requirements and identify sources of data for ODH report;
- Identify the source will matches ODH source to OAKS BI;
- Create Query , Page and Prompt Page as needed;
- Create ODH Folders to contain the Report Objects;
- Validate the Report Output matches Expected Results;

- Evaluate specifications, materials, tools, techniques & methodologies.

Skill Sets for Staff Augmentation:

Each vendor responding to this solicitation must demonstrate the following experience:

Senior Business Intelligence Analyst

- Understanding of Generally Accepted Accounting Principles, including analysis and creation of financial statements. Completion or progress towards Accounting degree;
- Two (2) years experience in Business Intelligence and system analysis. Multi-module experience preferred (e.g. EPM, FIN);
- Two (2) year's experience with enterprise data warehouse architecture and/or design with dimensional data modeling, and data profiling experience;
- Four years experience with Business Intelligence business analysis/requirements gathering/strategy and leadership;
- Four Year experience in Design , Development and building of Cognos Reports in 8.4
- Experience with and knowledge of governmental organizations, financial operations, and budgeting.

Cognos Report Developer

- Two (2) years of recent experience with a Cognos 8.4 or above. OLAP, Dashboards, Scorecards and Reports;
- Experience in PeopleSoft (EPM/Business Intelligence and system analysis. Multi-module experience preferred (e.g. EPM, HCM, FIN);
- A minimum of two (2) years working with Oracle (Version: 10g preferred) as a database engine;
- Two (2) years experience with enterprise data warehouse architecture and/or design with Dimensional Data Modeling, and Data profiling experience. EPM MDW experience preferred;
- Experience integrating disparate systems of record into conformed dimensions and fact tables and;
- Excellent documentation and communication skills.

ODH Reports:

ODHFIN007 - Agency Appropriation by ALI
ODHFIN013 - Internal Appropriation/OAKS Reconciliation
ODHFIN016 - Cash Balances
ODHFIN051 - Detailed Cash Balances
ODHFIN003 - Detailed Revenue Transactions
ODHFIN035 - Cash Balances by Fund
ODHFIN001 - Journal Transactions
ODHFIN002 - Outstanding Obligations
ODHFIN004 - Payments
ODHFIN005 - Total Disbursement Report
ODHFIN008 - Non-Payroll Accounts Payable Disbursements
ODHFIN030 - Chart of Accounts
ODHFIN031 - Purchase Order OIT Release and Permit
ODHFIN033 - Purchase Orders
ODHFIN034 - Total Disbursements by Budget Fiscal Year
ODHFIN045 - Disbursement with Vendor Description

ODHFIN050 - Voucher Activity Report

ODHFIN023 - Vendor usage Report

Technical Environment:

The following table is a representation of the State's current PeopleSoft environment, which includes the product, software versions and supporting tools. The version column reflects the current version of application software installed, including PeopleSoft Maintenance Packs and bundles as appropriate. The modules column describes what has been implemented to date.

Product	Version	PeopleTools	
		Version	Modules
EPM	8.9 MP4	8.46	<u>Implemented Modules</u> Planning and Budgeting <u>Licensed Modules</u> CRM Warehouse, EPM Foundation, EPM Portal Pack, Financial Warehouse, HCM Warehouse, Performance Mgmt Warehouse, Planning and Budgeting, Project Portfolio Mgmt, Scorecard, Supplier Rating System, Supply Chain Warehouse, Workforce Profile Mart, Workforce Rewards

FIN	8.8 SP1 MP6	8.46	<p><u>Implemented Modules</u></p> <p>General Ledger, Receivables, Payables, Asset Management, Billing, Purchasing, eProcurement, Expenses and eSupplier Connection</p> <p><u>Licensed Modules</u></p> <p>General Ledger, Receivables, Payables, Asset Management, Project Costing, Contracts, Grants, Cash Management, eSettlements, Financials Portal Pack, Expenses, Resource Management, eSupplier Connection, Supply Chain Portal Pack, Catalog Management, Billing, Purchasing, eProcurement, Strategic Sourcing</p>
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The web servers, application servers, file server and development tool run on a Windows Operating system. The Oracle RAC 10g R2 database servers run on an HP-UX Operating system.

From a development tools perspective, the following table represents the current range of software available to support PeopleSoft development and integration projects:

Product	Version	Purpose
BEA Tuxedo	8.1 RP	Transaction processing environment that supports the application server, process scheduler, and the sub-modules in each including report distribution server and event notifications manager.
SQR		Reporting and processing language (HCM and Financials)
Microfocus Cobol	3.1 and 4.0	Runtime environment for Cobol programs such as Pay Calc and Budget Check
Cognos	8.4	OAKS BI environment for Report Repository
BEA Weblogic	8.1	Java application server that hosts the PeopleSoft servlets: <ul style="list-style-type: none"> • psc, psp – http web servlets • psreports – reporting servlet • psigw – integration broker gateway servlet
Java	1.4.2.12	Java runtime environment for Weblogic, and custom integrations
Crystal Reports	9.0	Reporting language/environment
nVision	8.46	Excel like reporting tool used for financial reporting, bundled with PeopleSoft
Citrix		Remote Access to ODH network from OAKS

IMPORTANT VENDOR INFORMATION:

Each vendor responding to this solicitation should include:

- Provide 700 hr. quote(s) for each candidate
 1. Senior Business Intelligence Analyst
 2. Cognos Developer
- Provide 3 references for each candidate submitted
- Provide resume of each candidate

IMPORTANT: Vendor Interview Details

- Interviews for this staff augmentation opportunity will be conducted onsite at Ohio Department of Health.
- Office of Management Information Systems staff will notify the top three (3) selected vendors to identify date and time of interviews for Senior Business Intelligence Analyst and three for the Cognos Report Developer.
- Interviews will be conducted by the ODH Interview Panel. Selected Vendor candidates will need to bring their current resume to this interview.
- Location: 246 North High Street, Columbus, Ohio 43215

Special Requirements for Selected Candidate:

- Consultants are required to work at Ohio Department of Health and work offsite is not permitted, nor will supervisors approve payment for offsite work.
- All consultants are required to sign in and sign out.
- Consultant work hours must be discussed with Information Technology Supervisor assigned to this project. Normal business hours are 8 AM – 5 PM. Hours may be adjusted to meet business need and project timelines. However, the work day should be no more than 8 hours.
- The State of Ohio's payroll system is based on a two-week or 80-hour pay period. Consultant will use the Ohio Department of Health's (ODH) 80-hour electronic timesheet for recording work hours. Consultants will invoice ODH for hours worked no less than monthly and in accordance with the State of Ohio's pay period ending dates. Purchase order numbers are required on all invoices and should include ODH Information Technology Supervisor's name.

Important Vendor Requirement Information

- Questions and inquires should be submitted through the State of Ohio Procurement Site per identified time-period. No telephone calls or email permitted.

To be considered for this IT Procurement Opportunity, Ohio Department of Health is requesting that:

1. One Proposed Candidate per position (maximum)
2. Vendors submit electronic copies to paul.maragos@odh.ohio.gov by **Deadline Date: Monday, January 16, 2011 at 4:00 PM.**
3. Please place in the submit line of the email the wording: **DOH-312819; Senior Business Intelligence Analyst and Cognos Report Developer"**
4. Must clearly document how candidate or candidates meets or exceeds the qualifications listed under "Skill Sets for Staff Augmentation". Clearly document which specification the bid is for i.e. Senior Business Intelligence Analyst; Cognos Report Developer; or both.
5. Individual Quote on your company's letterhead must include:
 - (a) State Term Schedule (STS) Number;

(b) Breakdown of costs to include hours X hourly rate = total cost

This is an Example Only			
Position	Hours	Hourly Rate	Cost
Senior .Net / SQL Server Developer	400 hrs X	\$00.00	\$00.00

6. An electronic copy of your current Affirmative Action Verification letter.
(See Example 5A) This is available from the Equality Opportunity Division (EOD) web site:
<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>
7. Questions can be submitted using the Ohio Department of Administrative Services (DAS) website where the RFQ is located. Answers to the questions will be posted to the DAS website:
<http://procure.ohio.gov/proc/searchProcOpps.asp>. In order to submit and see responses to questions, you need to search for the procurement number for this item, which is DOH-312819. Telephone inquiries will not be accepted.
8. State estimate of total hours to complete deliverables is provided below.
(BA 700 Hrs. and Cognos Developer 700 Hrs.)

NOTE: If bid does not contain all requirements identified in this request, it will be considered non-responsive.

Protest Procedure

- 9.1 Any potential, or actual, contractor objecting to an award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines.
- 9.2 A protest may be filed by a prospective or actual contractor objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 9.2.1 The name, address, and telephone number of the protestor;
 - 9.2.2 The name and number of the RFP being protested;
 - 9.2.3 A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 9.2.4 A request for a ruling by ODH;
 - 9.2.5. A statement as to the form of relief requested from ODH; and
 - 9.2.6 Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- 9.3 A protest shall be considered timely by ODH, if ODH's Office of General Counsel received it, within the following periods:
 - 9.3.1 A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than **4:00 p.m.** the closing date for receipt of proposals, which is **January 16, 2012.**
 - 9.3.2 If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 pm of the tenth (10th) business day after the announcement of intent to award.
- 9.4 An untimely protest may be considered by ODH if ODH determines that the protest raises issues significant to ODH's procurement system. An untimely protest is one received by ODH's Office of General Counsel after the time period set forth in paragraph 2 sections 9.3.1 and 9.3.2 of this section.

Page 13 of 29

- 9.5 All protests must be filed with the following:
Chief Legal Counsel
Ohio Department of Health
246 North High Street, 7th floor
Columbus, Ohio 43215
- 9.6 When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODH determines that a delay will severely disadvantage ODH. The contractor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- 9.7. ODH shall issue written decisions on all timely protests and shall notify any contractor who filed an untimely protest as to whether or not the protest will be considered

Example 5A: Affirmative Action Verification letter (must be placed in Adobe Acrobat PDF format)

