Ohio Department of Medicaid
Request for Information
ODMR-1819-1024
Hardware and Software Asset Management System

Section I - General Information

The Ohio Department of Medicaid (ODM) releases this Request for Information (RFI) for the purpose of obtaining information and recommendations for a Hardware and Software Asset Management System that includes the auto-discovery of hardware assets that reside on ODM’s existing network.

ODM is looking for an Asset Management system to control, track and monitor existing software and hardware assets. This is needed to control budget costs, address security concerns and the overall life cycle management of our IT assets.

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. Respondents should note that no contract will be awarded pursuant to this RFI and that responding to, or not responding to, this RFI will neither increase nor decrease any respondent’s chance of being awarded a contract from a subsequent solicitation by ODM. Please be advised as well that the contents of your response will be considered public information and will be made available upon request by interested parties.

Section II - Anticipated Timetable

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/ACTIVITY</th>
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<tr>
<td>12/07/2018</td>
<td>ODM releases the RFI to the Vendor Community on the DAS and ODM websites:</td>
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<td>Q&amp;A period opens</td>
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<td>-RFI becomes active</td>
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<td>-Interested Parties may submit inquiries</td>
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<td>12/14/2018</td>
<td>-Q&amp;A period closes; 10 a.m. (for inquiries for RFI clarification)</td>
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<td>-No further inquiries will be accepted</td>
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<td>-ODM will provide answers to the inquiries as they come in and that will make up</td>
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<td>the Final Q&amp;A Document</td>
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<td>12/21/2018</td>
<td>10:00 a.m. Deadline for Submissions to be Received.</td>
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Section III – Internet Question and Answer Period; RFI Clarification Opportunity

Interested Parties may ask clarifying questions regarding this RFI. To ask a question, Interested Parties must use the following Internet process:

1. Access the ODM Web Page at [http://medicaid.ohio.gov](http://medicaid.ohio.gov);
2. Go to the “Resources” tab and select “Legal and Contracts”;
3. Select “RFPs”, under “Current Opportunities”, select the appropriate posting;
4. Select the “Submit Inquiry” option button; and
5. Follow instructions to submit a question, or to view posted questions and answers, select “View Q and A” near the bottom of the webpage.

In submitting a question, the Interested Party must include the name of a representative of the Interested Party, the organization’s name, email address, and business phone number. ODM will not respond to any questions submitted after 10:00 a.m. on the date the Q&A period closes.

Questions will be answered only if they are submitted using this process and are received before the close of the Q&A period. The answers provided by ODM may be accessed by following the instructions above.

ODM responses to questions will be posted on the website dedicated to this RFI, for reference by all Interested Parties. Questions shall only be answered inside this forum. Clarifying questions asked and ODM responses to them comprise the “ODM Q&A Document” for this RFI.

In the event of any technical difficulties with this Q&A process, Interested Parties may seek assistance by contacting the ODM, Office of Contracts and Procurement: (614) 387-8668.

Section IV – Content of Response

ODM hopes that the issuance of this RFI will generate constructive and substantial comment from all of the vendors with an interest in the development, design and ultimate implementation of this specific project. We intend to use the comments, suggestions and cost estimates received to inform and guide the next steps in this process, as well as to facilitate and inform further conversations with vendors.

The proposed solution must demonstrate, at minimum, the following criteria:

1. Auto-discover approximately 1200 hardware assets
2. Asset Correlation – Discovery of physical and logical locations
3. Asset Life-Cycle – Onboarding and offboarding assets
4. Provide notifications for warranty expirations, software renewals and changes to assets
5. Vendor must demonstrate how their product will satisfy the request via a Proof of Concept (POC)

Section V - Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information, as defined in ORC § 1333.61, in their responses. ODM shall consider all responses voluntarily submitted to any ODM procurement document to be free of trade secrets, and such proposals if opened by ODM, will in their entirety, be made a part of the public record, and shall become the property of ODM.

Any submissions received in response to this RFI that are opened and reviewed by ODM, will be deemed to be a public record pursuant to ORC §149.43.
Section VI – Response Submission Procedures

ODM requests submissions in electronic (e-mail) format to the Office of Contracts and Procurement (OCP) Bid Mailbox located at:

ODM_Bid-Request@medicaid.ohio.gov

The supplier’s total submission must be received by OCP no later than 10:00 a.m. on December 21, 2018. Fax or hard copy submissions are not accepted, nor e-mail submissions to any address other than the email address listed above.

Please convert the entire submission into one single .pdf document and attach it to the e-mail. If the submission’s size necessitates more than the two .pdf documents to contain the entire response, please use the fewest separate .pdf documents possible.

All submissions must be received by OCP by the specified deadline. Materials received after the date and time as stated above will not be added to any previously received submissions. Submissions must contain the organization’s name, the RFI title and number, and the submission date. OCP will accept submissions at any time prior to the posted submission deadline. ODM is not responsible for submissions incorrectly addressed or sent to any email other than the address specified above.

OCP will accept e-mail submissions only. Confirmation of e-mailed submissions will be provided within two business days of receipt.

Thank you for your efforts to provide ODM with your suggestions, comments and relevant information to assist with this project.