

**Ohio Department of Health
Request for IT Procurement**

**** IT Service Request Form_PartI.doc – Responsibility of IT Managers/Supervisors requesting IT Services (Consultants). Please fill in any requirements needed that are in "Red". Once correct information has been added, please change color to "Black" and attached to HelpSTAR ticket.**

Date:	11/28/11
<u>Staff Augmentation</u>	.NET / SQL Developer: CMACS to CMIS/OHDAP project
Posting Reference #	DOH – 297211
IT Plan Number	CMIS/OHDAP
Duration:	1900 hours per 12 month period, project estimated to end 03/2013
	NOTE: There is the potential for additional business needs for this project pending funding availability to 06/2013

Overview:

This project consists of the customization and adaption an existing application in use at the Ohio Department of Health for use by another program area.

The existing application is a .NET based multi-tiered application using multiple SQL databases; web based and client based interfaces; interaction with other ODH programs and other state agencies via import and export of data files; complex client eligibility requirements based on both financial and medical criteria; claims processing, validation and payment processing.

Statement of Work:

The purpose of this project is to modify and adapt an existing ODH system for use with the Ryan White / Ohio Drug Assistance Program. Phase I of the project is to install, modify and extend the existing application with changes as needed to client enrollment, financial eligibility, medical determination and tracking of disbursement requests and distribution of funds by a Third Party Payor. Phase II will continue to refine and extend the application with all disbursement related activities moved in house and integrated into the Ohio Administrative Knowledge System.

Deliverables:

- Refine, document and manage the project using Team Foundation Server
- Collaborate with ODH's IT staff on the redesign, modification, adaption and development of the revised system
- Implement changes and enhancements to the new system
- Perform/assist in all aspects of testing
- Communicate Project status to ODH IT manager on a weekly basis

Skill Sets for Staff Augmentation:

- 5 years experience developing n-tier web based applications and understand the full Software Development Life Cycle (SDLC)
- 3 years experience developing middle tier business objects such as data access, business logic, etc. in C#.Net, VB.Net
- 3 years experience with Visual Studio Team System 2008/2010
- 3 years experience with Team Foundation Server

- 5 years experience with SQL Server 2005/2008
- 2 years experience with SQL Service Reporting Service
- 5 years experience with Object Oriented Analysis and Design experience
- Experience in using Microsoft Framework 3.5 and higher
- 5 years experience in writing, debugging and optimizing SQL stored procedures for SQL server 2005/2008
- Strong communication skills
- Must have the ability to work within short deadlines
- Be able to work independently with minimum supervision
- Abide by and promote project development standards

IMPORTANT VENDOR INFORMATION:

Would you like to offer a Bidder's Conference call? NO

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.
- Interviews will be conducted by the ODH Interview Panel.
- 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 (maximum)
2. Vendors submit electronic copies to paul.maragos@odh.ohio.gov by **Deadline Date: Wednesday, January 18, 2011 at 4:00 PM.**
3. Please place in the submit line of the email the wording: **DOH-297211 - .NET/SQL Developer: CMACS to CMIS/OHDAP Project"**
4. Must clearly document how candidate meets or exceeds the qualifications listed under "Skill Sets for staff Augmentation". Please include a copy of the candidates current resume with the response.
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>

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 Wednesday, January 18, 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.

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- 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)

