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:	**11/16/2011**
Staff Augmentation	**Type of Position:** Senior .Net / SQL Server **Project name:** ODRS and ELR Enhancements
Posting Reference #	DOH312309 HelpSTAR **#** 312309
IT Plan Number	DAS Project Name: **DOH-314**
Duration:	The duration of this PO should cover the period of 2/1 to 6/30, 2012 – approximately 900 hours
	Will there be addition funding the next fiscal year for this position? Yes NOTE: There is potentially additional business needs for this team pending funding availability.

Overview:

Ohio Department of Health (ODH) has a need to augment their development staff due to internal resource shortages. This project will focus on enhancements and bug fixes on the Ohio Disease Reporting System (ODRS) and Electronic Lab Reporting (ELR) systems.

Statement of Work:

ODH has identified a need to make significant changes to the ODRS application and the ELR application. ODRS is a web based (ASP.NET) application built using Microsoft technology such as; .NET 4.0 and SQL 2008. ELR is a system is composed of a BizTalk 2010 solution, web based (MVC) administration interface and several custom services. Working in conjunction with the application architect, this position will be responsible for creating services to pull data from different sources, including BizTalk, MSMQ, network file shares and various application specific SQL 2008 databases. This position will work as part of team consisting of application developers, application architect and business analysts.

Deliverables:

- New and modified code(C# .NET 4.0. ASP.NET) and database (SQL 2008) objects as needed.
- WCF services to pull data from backend systems

- MVC web application to display data returned from the WCF services
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- Collaborate with project lead and application architect on best practices for the solution
- Unit tests for delivered code
- Detailed estimates for assigned tasks
- Collaborate with the application architect on the best approach for the solution
- Regular status updates to the project lead and project manager
- Assist with deployment of code through various servers (i.e., Dev., Test, and Stage, and Production)

Skill Sets for Staff Augmentation:

- 3+ Years of C# .Net development (3.5, 4.0)
- 3+ Years of SQL Server (2005 & 2008);
- 3+ Years of SQL Reporting Services (SSRS) development;
- 2+ Years of SSDI experience
- 3+ Years in developing WCF Services;
- 3+ Years in developing N-Tier web applications;
- 3+ Years of XML, XSLT and schema manipulation
- 2+ Years Team Foundation System (TFS)
- 2+ Years testing source code using detailed unit tests
- 2+ Years participating in or leading code review sessions, mentoring lower level programmers and documenting source code
- 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? N/A

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: Monday, January 16, 2012 at 4:00 PM**.
3. Please place in the submit line of the email the wording: **DOH-312309 - Senior .Net / SQL Server - ODRS and ELR Enhancements**
4. Must clearly document how candidate meets or exceeds the qualifications listed under "Skill Sets for staff Augmentation". Please include a copy of the candidate's 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 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.

- 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

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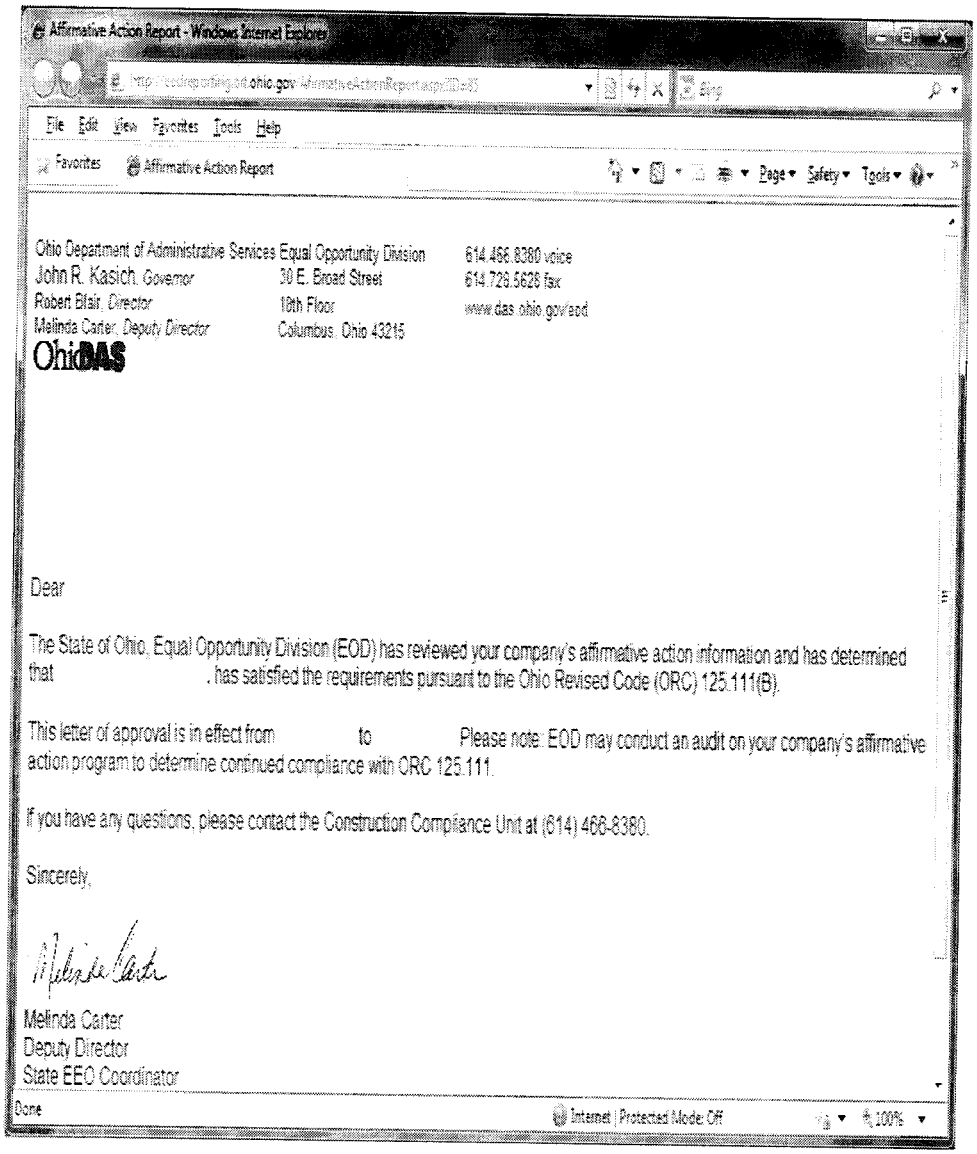
Example 5A: Affirmative Action Verification letter (must be placed in Adobe Acrobat PDF format)



Ohio Department of Administrative Services Equal Opportunity Division
John R. Kasich, Governor
Robert Blair, Director
Melinda Carter, Deputy Director
30 E. Broad Street
10th Floor
Columbus, Ohio 43215
614.466.8380 voice
614.728.5628 fax
www.das.ohio.gov/eod

OhioDAS

Dear

The State of Ohio, Equal Opportunity Division (EOD) has reviewed your company's affirmative action information and has determined that . has satisfied the requirements pursuant to the Ohio Revised Code (ORC) 125.111(B).

This letter of approval is in effect from to Please note: EOD may conduct an audit on your company's affirmative action program to determine continued compliance with ORC 125.111.

If you have any questions, please contact the Construction Compliance Unit at (614) 466-8380.

Sincerely,

Melinda Carter
Deputy Director
State EEO Coordinator