REQUEST FOR QUOTATIONS
MINORITY BUSINESS ENTERPRISE (MBE)

SET ASIDE

RFQ NUMBER: DAST000110
DATE ISSUED: January 8, 2010

The State of Ohio, through the Ohio Office of Information Technology, Investment and Governance Division (IGD), is requesting proposals for: Two (2) contractors to assist the Project Manager in the IGD's Center-Led practice

INQUIRY PERIOD BEGINS:	Friday, January 8, 2010
INQUIRY PERIOD ENDS:	Friday, January 15, 2010
OPENING DATE:	Monday, January 25, 2010
OPENING TIME:	11:00 A.M., Eastern Standard Time
OPENING LOCATION:	Office of Information Technology Investment and Governance Division Bid Room 30 East Broad Street, 40th Floor Columbus, Ohio 43215
WORK BEGINS (ESTIMATED):	February, 2010

This RFQ consists of the following Parts and Attachments, totaling 10 consecutively numbered pages. Supplements are also attached to the RFQ. Please verify that you have a complete copy.

PARTS

Part 1	Position Requirements
Part 2	Proposal Inquiries, Amendments and Format
Part 3	Proposal Submittal and Proposal Evaluation

ATTACHMENTS

Attachment 1	Candidate Information Form

PART ONE: POSITION REQUIREMENTS

Purpose:

This position description is for a contractor to assist in the Department of Administrative Services, Office of Information Technology, Investment and Governance Division's, Project Success Center (PSC). This is a generic, high level description of the type of contractor that would be required to assist the Project Manager in the department's Center-Led practice. The State intends to utilize 2 contractors, and may select both contractors from a single service provider firm or one each from 2 different service provider firms. The contract will be valid from award until June 30, 2010 for up to 1,800 hours, 900 for each contractor. The State may renew the contract through December 31, 2010 for up to an additional 2,000 hours, 1000 hours for each contractor.

The State wishes to receive proposals from certified Ohio Minority Business Enterprises (MBEs) only, as this RFQ is set aside for MBE competition pursuant to Revised Code section 125.081.

Background:

The PSC Center-Led's mission is to provide project management and be a source of project management best practices for the Office of Information Technology initiatives. The Center-Led initiative is also developing a framework for project, program and portfolio management in conjunction with peers who partner with the agencies' boards and commissions of the State of Ohio to provide project management skill and best practices.

The Position:

The Contractor is responsible for supporting the Project Manager in planning and coordinating the overall management of various projects. The Contractor works with the Project Manager in building and maintaining the following project deliverables; project schedules, budgets, documentation repositories, risk tracking, issues and action items, meeting minutes, agendas, status reports, and others. The contractor assists the Project Manager in developing the Center-Led practice by developing tools and templates, processes and documentation to support various project management approaches and methodologies. The contractor assists the Project Manager in developing processes and documentation supporting the management of the Office of Information Technology's program and portfolio. The contractor performs other duties as assigned.

Skill Set:

- Able to perform project management administrative functions.
- Able to support a team and direct appropriate project support activities.
- Proficient building and maintaining detailed project schedules using Microsoft Project in accordance with the PMBOK framework.
- Able to understand project management processes.
- Able to generate project reports, such as project status and resource over-allocation reports.
- Possesses strong oral and written communications skills.
- Possesses solid time management and organizational skills.
- Able to work effectively with project team members, peers, client, demonstrates collaboration, and is respected by the team.
- Possesses strong relational and interpersonal skills.
- SharePoint administration (basic to intermediate) including understanding of the Microsoft security model.
- MS Project (intermediate to advanced): Basic planning, including shared resource pools.
- Familiarity with project management methodology, Software Development Lifecycles, Project Lifecycle, Program Management and Portfolio Management.
- Possesses excellent writing, organizational, and communication skills.
- Has ability to interact with technical and non-technical subject matter experts.

- Has ability to work independently and in a team environment to create documentation from concept to finished product.
- May be responsible for coordinating the display of graphics and the production of project-related documents.

Experience:

- Minimum 3 year's experience supporting projects.
- Minimum 5 year's experiencing applying PMBOK process framework (Initiation, Planning,
- Execution, Control, and Closure) in a project support capacity.
- Minimum 3 year's advanced Microsoft Project experience.
- Experience working in a client/contractor environment.
- Experience developing and documenting business/functional requirements.
- Demonstrated excellent verbal and written communication skills.
- Ability to work independently and to self-direct.
- Flexibility and sensitivity to management issues and needs.
- Ability to work effectively in a fast-paced, changing environment.

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

- Relevant experience of proposed team members
- Relevant skill level of proposed team members
- Proposed contractor rate(s)
- Company profile (history, financial stability)

- 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 vendors 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. The top candidates (2-4) will be interviewed and scored to determine the most qualified candidates. Candidate substitutions between the proposal evaluation and interview periods are highly discouraged (see above). If OIT 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 OIT 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.

PART TWO: PROPOSAL INQUIRIES

Request for Quote information:

INQUIRIES AND CLARIFICATIONS.

Offerors may make inquiries regarding this RFQ any time during the inquiry period listed on the RFQ cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 48 hours, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 a.m. on the inquiry period end date. The State may extend the proposal due date.

Inquiries and Clarifications:

Please submit any questions for clarification to Steve Theobald via email (Steve.Theobald@oit.ohio.gov by 8:00 AM Friday January 15, 2010. All questions will be replied to by email, to all prospective vendors, by 8:00AM Thursday January 21, 2010. Phone calls will not be accepted.

PROPOSAL FORMAT.

Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal.

Cover Letter
MBE or EDGE Certification
State Term Schedule Certification
Candidate Information:

- Candidate References (3 minimum) - form
- Candidate Education And Training - form
- Additional candidate Information (optional) – vendor form

Candidate Hourly Rate
Conflict of Interest Statement
Payment Address
Proof of Insurance
W-9 Form

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.

TERM AND CONTRACT:

The contract will be for **Time and Material** through State Term Schedule (STS) contract.

The term will be until June 30, 2010. An extension of the contract until December 31, 2010 may be executed.

Only qualified EDGE / MBE vendors are invited to participate.

PART THREE: PROPOSAL SUBMITTAL AND PROPOSAL EVALUATION

Please reply to Steve Theobald (Steve.Theobald@oit.ohio.gov, 30 E. Broad St., 39th floor, Columbus OH 43215) with a written proposal no later than Monday January 25, 2010 by 8:00 AM. Electronic copies will be accepted, as well as hardcopies.

Proposal Submittal. Each offeror must submit five (5) complete, sealed and signed copies of its proposal, and each proposal must be clearly marked " **IGD Project Success Center Contractor**" **and proposed candidate (s) name on the outside of its envelope.** The State will reject late proposals regardless of the cause for the delay. The State may also reject any proposal that it believes is not in its interest to accept and may decide not to do business with any of the offerors responding to this RFQ.

Revised Code Section 9.24 prohibits that State form awarding a Contract to any offeror (s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFQ, without notifying DAS of such finding.

All proposals 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 proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the contract has been awarded.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFQ.

Disclosure of Proposal Contents. The State will seek to open the proposals in a manner that avoids disclosing their contents. Additionally, the State will seek to keep the contents of all proposals confidential until the contract is awarded. The State will prepare a registry of proposals that contains the name and address of each offeror. The registry will be available after the proposals are opened.

Waiver of Defects. The State has the right to waive any defects in any proposal or in the submission process followed by an offeror. 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 offerors.

Rejection of Proposals. The State may reject any proposal 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. In addition, the State may cancel this RFQ, reject all the proposals, and seek to do the work through a new RFQ or other means.

Evaluation of Proposals Generally. The evaluation process may consist of up to three distinct phases:

1. The procurement representative's initial review of all proposals for defects;
2. The evaluation committee's evaluation of the proposals; and
3. Interviews.

Clarifications and Corrections. During the evaluation process, the State may request clarifications from any offeror under active consideration. It also may give any offeror the opportunity to correct defects in its proposal. But the State will allow corrections only if they do not result in an unfair advantage for the offeror and it is in the State's best interest.

Initial Review. The procurement representative normally will reject any incomplete or incorrectly formatted proposal, though the procurement representative may elect to waive any defects or allow an offeror to submit a correction. If a late proposal is rejected, the procurement representative will not open or evaluate the late proposals. The procurement representative will forward all timely, complete, and properly formatted proposals to an evaluation committee, which the procurement representative will chair.

Committee Review of the Proposals. The State's review committee will evaluate and numerically score each proposal that the procurement representative has forwarded to it. The evaluation will be according to the criteria contained in Part One of the RFQ.

The evaluation will result in a point total being calculated for each proposal. Those offerors submitting the highest-rated proposals may be scheduled for the next phase. The number of proposals forwarded to the next phase will be within the committee's discretion, but regardless of the number of proposals selected for the next phase, they will always be the highest rated proposals from this phase.

At any time during this phase, the State may ask an offeror to correct, revise, or clarify any portions of its proposal.

The State will document all major decisions in writing and make these a part of the contract file along with the evaluation results for each proposal considered.

Once the technical merits of a proposal are considered, the costs of that proposal will be considered. But the State may also consider costs before evaluating the technical merits of the proposals by doing an initial review of costs to determine if any proposals should be rejected because of excessive cost. And the State may reconsider the excessiveness of any proposal's cost at any time in the evaluation process.

Interviews. The State may require top-ranking candidates to interview with the State. Such interviews provide the State an opportunity to test and probe the professionalism, qualifications, skills and work knowledge of the top ranking candidates.

The interviews will be structured around standard sets of oral and written questions. The same sets of questions will be used for all candidates. The interviews will be scheduled at the discretion of the State and will be held at OIT, 30 E. Broad Street, 40th Floor, Columbus, Ohio 43215. At its own expense, the offeror must make its candidate (s) available on-site within five working days following the State's notification. All interview questions will be evaluated using zero (0) for does not meet, two (2) for meets and four (4) for exceeds.

The State will recommend candidates for award of the contract based upon their scores in the interview and the State's determination of whether or not the candidate is responsible. That is, the proposal costs and technical merits are scored to determine which proposals are responsive to the RFQ, as well as to rank those proposals and their candidates for further consideration. Once candidates are selected for an interview, the earlier evaluation scores from the previous phase will have no further bearing on the selection process. The contract will be let to the offeror(s) with the candidate(s) who scored the highest in the interview phase and who are also determined to be responsible in the State's sole discretion. The State may also decide not to let a contract under this RFQ, if the State determines that it is in the State's best interests not to award a contract. In the event of a tie, the offerors with the lowest price/performance point ratio will be awarded the contract, if a contract is awarded.

The State may record any presentations, demonstrations and interviews.

Determination of Responsibility. The State may review the highest-ranking offerors or its key team members to ensure that the offeror is responsible. The Contract may not be awarded to an offeror that is determined to be not responsible. The State's determination of an offeror's responsibility may include the following factors: the offeror'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 offeror's proposal, reference evaluations and any other information the State requests or determines to be relevant.

Requirements. This RFQ asks for responses and submissions from offerors. While each criterion represents only a part of the total basis for a decision to award the contract to an offeror, a failure by an offeror to make a required submission or meet a requirement will normally result in a rejection of that offeror's proposal. The value assigned to each criterion is only a value used to determine which proposal is the most advantageous to

the State in relation to the other proposals that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the proposal process.

Changing Candidates. The major criterion on which the State bases the award of the contract is the quality of the offeror's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

ATTACHMENT ONE

PERSONNEL PROFILE SUMMARY

CANDIDATE REFERENCES

Candidate's Name:

References. Provide three references for which the proposed candidate has successfully demonstrated meeting the requirements of the RFQ on projects of similar size and scope in the past five years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and date (month and year) of employment must be given for each reference. These references must be able to attest to the candidate's specific qualifications.

The reference given should be a person within the client's organization and not a co-worker or a contact within the offerors organization.

If less than three references are provided, the offeror must explain why. The State may disqualify the Proposal if fewer than three references are given.

Client Company:	**Client Contact Name:**	**Client Contact Title:**	
Client Address:		**Client Contact Phone Number:**	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
Description of services provided that are in line with those to be provided as part of this Project: **Description of how client project size and complexity are similar to this project:**			

ATTACHMENT ONE

PERSONNEL PROFILE SUMMARY

CANDIDATE REFERENCES CONTINUED

Client Company:	**Client Contact Name:**	**Client Contact Title:**	
Client Address:		**Client Contact Phone Number:**	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
Description of services provided that are in line with those to be provided as part of this Project: **Description of how client project size and complexity are similar to this project:**			

Client Company:	**Client Contact Name:**	**Client Contact Title:**	
Client Address:		**Client Contact Phone Number:**	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
Description of services provided that are in line with those to be provided as part of this Project: **Description of how client project size and complexity are similar to this project:**			

ATTACHMENT ONE

PERSONNEL PROFILE SUMMARY

CANDIDATE EDUCATION AND TRAINING

Candidate's Name:

Education and Training. This section must be completed to list the education and training of each proposed candidate and must demonstrate in detail the proposed candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFQ.

EDUCATION AND TRAINING	MONTHS/ YEARS	WHERE OBTAINED	DEGREE/MAJOR YEAR EARNED
College			
Technical School			
Other Training			