



Request for STS Quote – RFQ Number: JFS-RFQ-10-1756787-3820

REQUEST FOR QUOTATION MBE Set-Aside ONLY via State Term Schedule

Ohio Department of Job and Family Services, Office of Information Services Request for Quotation for the following IT consulting positions:

PMO Project Manager (1 Position)

Deadline for submitting Response: April 6, 2018 at 1:00 P.M. Estimated

Commencement Start Date: Week of May 7, 2018

Estimated End Date: June 30, 2018

(Possibility of extension into FY19 subject to Budgetary & Administrative approval)

The Ohio Job and Family Services (ODJFS), Office of Information Services (OIS) is searching for a highly skilled Project Manager with Project Management Office (PMO) design experience. The consultant will provide oversight and lead initiatives that require detail coordination of ODJFS business sponsors, OIS, Technology Vendors and Department of Administration Services (DAS) Office of Information Technology (OIT) resources. The individual will be expected to ensure project deliverables, quality of services, adherence to budget, business and technology requirements are meeting agency objectives.

This position will be full time until June 30, 2018 with the possibility of extension that is subject to budgetary & administrative approval for the next fiscal year.

ODJFS prefers candidates with whom the provider has already had experience with, and that have worked on State or Federal technology projects. Candidates are expected to be highly skilled in project management, experienced in developing PMO processes, PMO quality and success metrics, self-starters and detail oriented. Candidates must be able to work independently and as team members to drive project goals, establish best practices in project management, manage budgetary requirements and quality of deliverables.

Vendors may submit up to two (2) resumes for this procurement.

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Overview

The Ohio Department of Job and Family Services Office of Information Services (OIS) has established governance processes for project intake and demand management. To continue this effort resources are needed to assist with developing portfolio management best practices that is tightly aligned to support business needs for technology solutions. The project manager acquired through this RFQ will be augmenting internal staffing within the Portfolio Management group for Business Alignment and Information Technology Strategy (BAITS).

The PMO Project Manager role is to assist the Portfolio Management group in developing best practices for project planning, resource availability and scheduling, estimating and budgeting, project monitoring standards and related metrics. This role will also provide mentoring to project managers in developing schedules, status reporting, project monitoring, quality assurance techniques and establishing processes and procedures for the entire project life cycle from initiation through closure. The individual is expected to be highly skilled in project quality control measures, deployment of metrics and establishing standards. In addition, it is highly desirable that this resource has experience using Computer Associates (CA) Project Portfolio Management (PPM) tool suite.

General Responsibilities and Objectives

This objective of this solicitation is to obtain a resource that will assist ODJFS in:

- Identifying and addressing the impediments and necessary actions to ensure timely completion and success of projects;
- Designing and building processes/standards that ensure timely and financially responsible project completion;

- Determining actions needed to rectify project delivery risks and issues and drive the project to completion;

- Identifying and addressing project shortcomings or challenges with State and Vendor project delivery, staffing, project management, decision making, quality, scope management, change management, organizational change, roles & responsibilities, project process methods and tools for monitoring and measuring factors that impact outcomes;

- Establishing project plan(s) and actions based on the factors outlined above and driving success of the projects through accountability and active management;

- Conducting progress reviews with project sponsors providing qualitative and quantitative information as well as objectively determining realistic schedules, resource allocations deliverable content and overall project progress;

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- Ability to identify and develop remediation plans that are actionable and measurable to ensure adherence to project goals;
- Developing detailed project analysis for budgetary, payment/invoice, change request analysis by reviewing current status, resources capabilities and ability to deliver the projects as contracted, manage scope alignment, schedule, cost and quality standards.

Required Skill Sets

- Minimum of 8 years of experience
 - leading information technology projects comprising vendor and internal resources for large cross organizational complex systems implementations.
 - Building Project/Portfolio Management Office (PMO) processes
- Minimum of 4 years of experience in State or Federal technology projects.
- Four (4) year college degree in Business, Computer Science, Software Engineering or related field.

Minimum Skill Sets

- Executive level experience in presentations and communication skills reporting on complex multi- Agency projects, software development lifecycle, change management, risk and quality management.
- Demonstrated expertise in the review and assessment of the timeliness, quality and effectiveness of project outcomes, communications, reviews and approvals, recommendations on enhancements to realign the project with objectives.
- Demonstrated expertise in assessing team capabilities by identification of team roles for State and service provider, scheduling resource demand, defining and managing accountability between service provider and internal staff.
- Demonstrated expertise establishing project progress measurements, communications, identifying success criteria and milestones.
- Ability to develop recommendations to assist teams in resolving issues and options and managing the impact to the original plan.



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- Ability to lead efforts in developing and facilitating implementation of team goals and metrics.
- Ability to develop, and manage short term and long-term plans for organization wide project and vendor management.

Additional Desirable Skill Sets

- Experience using CA PPM (Clarity)
- Certification and or training in COBIT or similar frameworks

Fee Schedule or Rate

Hourly rate based at or below State Term Schedule (STS) pricing. All billing must be on a time and materials basis for each position. Work will be performed at Agency locations in the Greater Columbus area.

Schedule

Normal business hours (between 8:00 AM and 5:00 PM) Monday through Friday, 40 hours a week. Consultant(s) may be required to work additional hours based on operational need with State prior approval. All work must be performed onsite at State locations in the Greater Columbus Area.

IMPORTANT NOTE: The State will only consider quotes that have the following required information:

1. State Term Schedule Number
2. State of Ohio Certified MBE Number
3. STS Labor Category Code
4. Request for Quotation number
5. Cost breakdown as described in the Fee Schedule/Rate section of this bid document.
6. Position applying for & resume for proposed consultant
7. Quote date expiration (a minimum of 30 days)

DUE DATES

All quotations are due by 1:00 pm, EST, on January 19, 2018. Any quotation received at the



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designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late quotations will not be evaluated for award.

SCHEDULE OF EVENTS

All times are Eastern Standard Time (EST).

Event	Date
1. RFQ Distribution to Vendors	March 20, 2018
2. Proposal/Quotation Due Date NO INQUIRY PERIOD	1:00 PM, April 6, 2018
3. Target Date for Review of Proposal/Quotation and Projected Interview Dates	Week of April 9, 2018
4. Anticipated decision and selection of Vendor	Week of April 16, 2018
5. Anticipated Commencement date of work	Week of May 7, 2018

QUOTATION SUBMITTAL

Each Vendor must submit two (2) complete, sealed and signed copies of its quotation and each quotation must be clearly marked “**PMO Project Manager**” on the outside of the envelope along with Vendors name.

A single electronic copy of the complete quotation must also be submitted with the printed quotations. Electronic submissions should be on a CD, DVD or USB memory stick.

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.

1. Cover Letter Containing the following information:
 - a. Contact person, address, phone number and email address;
 - b. A list of any subcontractors that will be working on the project;
 - c. A statement certifying the Vendor is a business entity and will not submit the Independent Contractor/Worker Acknowledgement to the ordering agency;
 - d. State Term Schedule Number;
 - e. A statement acknowledging that the Standard Affirmation and Disclosure Form (EO 2011-12K) that was signed during the State Term Schedule submission remains in effect; and



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- f. A statement acknowledging that the Vendor understands that changing personnel after the award without the State's consent may be a basis for termination of the work.
2. MBE Certification
3. State Term Schedule Number
4. STS Labor Category Code
5. Company profile (history, past & current clients)
6. Vendor Candidate Information
7. Vendor or Candidates Resume(s) and Position References (3 minimum)
8. Vendor or Candidate Rate
9. Conflict of Interest Statement
10. Payment Address

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. The State may reject late quotations regardless of the cause for the delay. The State may also reject any quotation that it believes is not in its interest to accept and may decide not to do business with any of the Vendors responding to this RFQ.

Quotations MUST be submitted to the State's Procurement Representative:

ODJFS Bid Room – Office of Contracts and Acquisitions
OIS Portfolio Management
30 East Broad Street, 31st Floor
Columbus, OH 43215

NON-DISCLOSURE AGREEMENT

All resources assigned to this work by the Vendor may be required to sign a non-disclosure agreement. The agreement prevents the disclosure of any confidential data obtained while on the engagement, and prevents disclosure during and after the engagement.

PROPRIETARY INFORMATION

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

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

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WAIVER OF DEFECTS

The State has the right to waive any defects in any quotation or in the submission process followed by a Vendor. 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 Vendors.

REJECTION OF QUOTATIONS

The State may reject any quotation 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 quotations, and seek to do the work through a new RFQ or other means.