



Department of Administrative Services
(DAS)
Office of Information Technology (OIT)
Investment and Governance Division (IGD)
Project Success Center (PSC)

Request for Information

Low Complexity Project Management Application

Prepared February 2, 2011

R E Q U E S T F O R I N F O R M A T I O N

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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR INFORMATION

The Office of Information Technology, Investment and Governance Division, Project Success Center is seeking Request for Information on a Low Complexity Project Management Application. The application would lie somewhere between an automated scheduling tool with basic risk and issue tracking and a highly configurable, complex project / portfolio management solution.

Table 1	
Low Complexity Project Management Application	
<p style="text-align: center;">Architectural</p> <ol style="list-style-type: none"> 1. SQL Database Back-end 2. .NET-based Framework 3. Web-based Front-end 4. Data & Role-based Security 5. Reporting tool <p style="text-align: center;"><u>Other Considerations:</u></p> <ol style="list-style-type: none"> 6. Integration with MS Project 7. Integration with SharePoint (SP) 8. Document Repository (non-SP) 	<p style="text-align: center;">Functional</p> <ol style="list-style-type: none"> 1. Project Charter / Overview / Scope 2. Project Requirements 3. Project Change Control 4. Risks, Actions, Issues and Decisions 5. Project Cost Planning & Tracking 6. Contractor Cost Allocation by payment vehicle 7. Contract Change Control (summary & tracking) 8. Dashboard & Reporting (customizable) 9. Project Status reporting / summary 10. Milestone tracking <p style="text-align: center;"><u>Other considerations:</u></p> <ol style="list-style-type: none"> 11. Host methodology 12. Facilitate collaboration / networking <p style="text-align: center;"><u>Out of Scope:</u></p> <ol style="list-style-type: none"> 13. Schedule management

BACKGROUND

The Project Success Center (PSC) is the State of Ohio Information Technology Enterprise Project Management Office. However, PSC is also responsible for managing an internal OIT Project Management Office (OIT PMO). This request for information is for a low complexity project management application to be used by the OIT PMO and not as a state enterprise solution.

OIT PMO is interested in a project management application that meets most of the requirements and can be quickly implemented. Ease of use is key, it must be simple, allowing the project managers, team members, stakeholders, sponsors and management to quickly gather and share meaningful information.

The initial number of users will be between 5-10 administrators and 20-30 "viewers". The application should be scalable to take on a greater user base, potentially numbering several hundred, in the future.

OIT PMO is interested in an application that can initially manage 25 active projects and house 200 projects, and grow tenfold or more in the future.

The “**Low Complexity Project Management Application**” is an application that addresses basic project management functions without the complexities of many of the current solutions that exist today. It should be straightforward application, requiring minimal training to use, it should simply gather project management information organizing it in a reasonable fashion which allows people who are authorized to see the information. It should make status reporting easy to execute and to distribute.

FUNCTIONAL:

1. In addition to the basic capabilities shown in **Table 1**, the application should be able to charter both programs and projects. The basic information should be stored in the database with the ability to indicate baseline and current approved with the following types of information:
 - 1.1. General description (1:1)
 - 1.2. Key Success Criteria &/or objectives (1:M)
 - 1.3. Major components / milestones with target dates (1:M)
 - 1.4. Dependencies / relationships to other programs, projects, initiatives (1:M)
 - 1.5. Key resources and roles (1:M)
 - 1.6. Known issues (1:M)
 - 1.7. Known risk (1:M)
 - 1.8. Known constraints (1:M)
 - 1.9. Budget (1:1)

TECHNICAL:

1. The solution may be either a hosted Software as a Service (**SaaS**) solution or Customized Off the Shelf (**COTS**) system to be installed on the State's virtualized servers.
2. Other technical specifications are identified in **Table 1**.

RFI PROCESS

Interested vendors should provide specific responses to the information requested in the Requirements section of this request to ensure common data from all vendors with products and services as described below. Additional narrative may be included in a separate MS Word document. The results of this RFI will provide data for a comparative analysis of the COTS and SAAS systems currently on the market.

The information gathered from the responses received may or may not result in the issuance of a formal Request For Proposal (RFP). There will not be a contract or agreement made with any vendor as a result of this RFI. All vendors meeting the criteria are encouraged to respond.

However, failure to respond will not in itself disqualify a vendor from bidding in response to an RFP, if one is issued.

Vendors may make inquiries regarding this RFI any time during the inquiry period listed on the RFI cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 24 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.

To make an inquiry, vendors must use the process outlined below.

- Access the State Procurement Web site at <http://procure.ohio.gov/>.
- From the Navigation Bar on the left, select "Find It Fast".
- Select "Doc/Bid/Schedule #" as the Type.
- Enter the RFI number found on the first page of this RFI (the RFI number begins with "DAS").
- Click the "Find It Fast" button.
- On the document information page, click the "Submit Inquiry" button.
- On the document inquiry page, complete the required "Personal Information" section by providing:
 - First and last name of the prospective vendor's representative who is responsible for the inquiry;
 - Name of the prospective vendor;
 - Representative's business phone number, and
 - Representative's e-mail address.
- Type the inquiry in the space provided, including:
 - A reference to the relevant part of this RFI;
 - The heading for the provision under question, and
 - The page number of the RFI where the provision can be found.
 - Click the "Submit" button.

A vendor submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an e-mail acknowledging receipt.

The vendor will not receive a personalized response to the question nor notification when the State has answered the question.

Vendors may view inquiries and responses on the State's Procurement Web site by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

All questions must be submitted by 8:00 a.m. on March 9, 2011. Questions submitted after this time will not receive a response from the state.

TIMELINE INFORMATION

All times are Eastern Daylight Savings Time (EDT).

Event	Date
1. RFI Distribution to Vendors	March 3, 2011
2. Questions from Vendors about scope or approach due	8:00 am, March 9, 2011
3. Responses to Vendors about scope or approach due	4:00 p.m., March 9, 2011
4. Vendor responses to the RFI Due	1:00 p.m., March 11, 2011

PROPOSAL SUBMITTAL

Each Vendor must submit three (3) complete hardcopies and one electronic copy on a CD, DVD or USB. The submission should be in a sealed envelope with the name of the proposal clearly marked "Low Complexity Project Management Application" on the outside of its envelope along with Vendors name. Each proposal should be signed by your company's representative and include their title, phone number and e-mail address.

Proposal **MUST** be submitted to the State's Procurement Representative:

Mr. Ted Hampton, Procurement Manager
30 East Broad Street, 39th Floor
Columbus, OH 43215