



March 29, 2016

Request for Quotation Number

Request for Quotation Number: JRRFQ16-204

Please consider this as the State Of Ohio Bureau of Workers' Compensation's Request for Quotation on the following IT consulting position:

**Project Manager to create and facilitate the CORE implementation plan,
IT Transformation, Sunset Plan, and DR**

Deadline for submitting Response: Monday April 4, 2016 at 10:00am ET

Estimated Start Date: On or about April 25, 2016

Estimated End Date: June 30, 2016

(Possibility of extension into Fiscal Year 2017 subject to Budgetary & Administrative approval)

Projected Interview Dates: Week of April 4, 2016

Interview consists of two parts, a pre-screening 15 minute phone interview and, if selected, candidate will advance to a face to face interview.

(Please Note: If your candidate can't pass a background check and drug screen, please don't apply)

****Awarded candidate must undergo and pass a 10 panel drug screen and complete a thorough background check at the Supplier's expense. This will include previous work addresses for the last (10) years excluding high school. Confirmation of higher education credentials also required.**

BWC is searching for one (1) highly skilled Consultant to create and facilitate the CORE implementation plan, IT transformation, sunset plan, and DR. This is a new position and considered Staff Augmentation. Based on the start date, approximately **400** hours projected through June 30, 2016. All FY17 extensions are subject to budgetary & administrative approval. We prefer candidates with whom you already have experience, not internet solicitations. Successful candidates will be self-starters and detail oriented. Candidates must be able to work both independently and as team members to produce on time results and meet all project deadlines. **Please send resume** and other required information as directed per instructions at the bottom of this RFQ. Preliminary interviews will be conducted over webcam or phone. Selected candidates will advance to mandatory face-to-face interviews. Critical deadlines for this RFQ provided above. Vendors need only respond if candidates can pass mandatory background checks and all deadlines are attainable, regardless of non-workdays, holidays, weather conditions or other interferences. This position needs to be filled as soon as possible.

Job Description

Summary Scope of Work for the Project Manager

To support the State in the completion of the CORE system implementation, a project manager is needed to integrate and manage multiple project plan components in preparation, support of and post go live activities. Under this statement of work the contracted project manager will:

- Work with BWC business, technical staff and vendors to develop an implementation plan. This plan must include all pre-work required prior to go live weekend as well as close out all activities. Business continuity and disaster recovery are necessary components of the implementation plan. The plan must be integrated into the overall project plan.
- Develop and manage the IT sunset plan. The project manager will work with the IT management and project team to create sun setting plan for various software and hardware components based on the new CORE system implementation.
- Create and manage a process for project risk mitigation in conjunction with the program manager and QA manager. This will include leading the risk mitigation meetings and tracking overall progress on a weekly basis.
- Establish a weekly reporting on project plans and risk mitigation status that can be integrated into the master CORE project report and overall schedule.
- The project manager will report to the program manager and project manager for the CORE project.

Education Required

Four year college degree or similar form of study required

Required Skill Sets

- Five years of experience in the healthcare or insurance industry
- Fifteen years of senior project management experience
- Five years of IT implementation planning and implementation experience
- Five years of IT strategic planning and implementation

Schedule

Normal business hours (between 8:00 AM and 5:00 PM) Monday through Friday, 40 hours a week. Please note, the state cannot reimburse for travel expenses. All work will be performed on site; 30 West Spring Street, Columbus, Ohio, 43215

Fee Schedule

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 location in the Columbus, Ohio area.

IMPORTANT NOTE: We will only consider quotes that have the following Required Information:

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

Vendors who want to apply for an Ohio State Term Schedule

To obtain information and begin the process to become a State Term Schedule vendor with the State of Ohio, information can be found at:

<http://procure.ohio.gov/proc/index.asp>

Additional Requirements

To be considered for work at the BWC, the selected consultant must pass a mandatory criminal background check and drug screen provided by the supplier. Results must be delivered to BWC contact prior to the start date.

Affirmative Action

Before a contract can be awarded or renewed, for any amount in excess of \$2,500.00, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). Further information can be found at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

New Vendor

If you are a new vendor, a Vendor Information Form must be completed and submitted to Ohio Shared Services. Both the instructions and the form can be found at:

<http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>

Ohio Shared Services Information

If you have not received any payment from any State of Ohio department or agency within the past two years, or if your business name or address has changed since the last payment, you will need to complete an IRS form W-9. If you have received a payment within the past two years and if you have not changed your business name or address since that payment, you will not need to complete this form. If you have difficulty opening or printing the "pdf" file attached to this e-mail, you can find a blank form on the Ohio Office of Shared Services (OSS) website:

<http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>

Executive Order 2011-12K

The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is provided as an attachment and is also available at the following website:

http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf

In addition, links to the Standard Affirmation and Disclosure Form Executive Order 2011-12K, and the Standard Terms and Conditions (with signature line) can also be found at:

http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf

“Important note: These forms are not required if you are a vendor with a STS already in place.”

A Sales and Use Tax Blanket Exemption is available upon request.

Submittal Instructions/Contact

Submit all candidates with required information, before deadline, via email to:

JacLynn.R.1@bwc.state.oh.us

The State encourages Vendors to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) vendors.



JacLynn R.

Procurement Administration

30 West Spring Street

Columbus, OH 43215

Fax: 614-621-1414