



Request for Quotations (RFQ)

RFQ # AGO-ITS22279

State Term Schedule (STS) - CUBS Administrator and Developer

Overview: The Ohio Attorney General's Office ("AGO") is seeking quote submissions in response to this Request for Quotations ("RFQ") to secure services as defined below.

Ohio Attorney General Dave Yost is an elected official who is the Chief Law Officer for the State of Ohio and its agencies, boards and commissions. The office consists of about 1600 employees in nearly 30 distinct sections that advocate for consumers and victims of crime, assists the criminal justice community, provide legal counsel for state offices and agencies, and enforce certain state laws.

Purpose: The AGO is seeking quotes from qualified STS vendors to provide staff for the delivery of daily maintenance and support to its collection system known as CUBS. CUBS (Columbia Ultimate Business Systems) uses the UniVerse database, PIC Basic, and runs on a UNIX HP-UX platform. The current version of CUBS used by the AGO is 2007. Vendors should review Attachment D – Background and Purpose of AGO Collections Enforcement Section, which explains the scope of our CUBS system.

The AGO is looking to build a team of two to three qualified individuals to assist in data analysis and any needed software changes including automation, testing, testing support, production support and the migration from CUBS v2007 to v2018. The AGO may also require assistance in migrating data from CUBS to the new CARES application.

Daily job duties can be expected to include, but not be limited to:

- Research CUBS code for an understanding of functionality to make changes;
- Make Administrator change to CUBS when needed;
- Write, debug, test, programs in PIC Basic for CUBS;
- Automate manual CUBS processes;
- Migrate from CUBS 2007 to 2018;
- Provide production support to the AGO operation team and the CUBS system;
- Provide on call support as needed;
- Provide testing support - running batches, backing up and restoring databases, etc.; and
- Write, test, debug and run queries and analyze data.

Vendors are encouraged to submit multiple qualified candidates for consideration. Vendors are required to have a valid State Term Schedule (STS) to bid on this request. Minority Business Enterprises are also encouraged to submit quotes.

The AGO is seeking candidates that will comprise a team of two to three qualified individuals including:

CUBS Administrator / Developer with the following Required Experience:

- Minimum Qualifications:
 - 10 years of CUBS experience as developer and administrator;
 - 10 years of experience working on CUBS (modifying, creating, and developing) with UniVersal;
 - 10 years of experience working with CUBS to developing and testing code using PIC basic code;
 - 5 years of experience upgrading CUBS software packages; and
 - 10 years of experience using UNIX.

CBUS Developer with the following Required Experience:

- Minimum Qualification:
 - 10 years of experience working (modifying, creating, and developing) with UniVersal;
 - 10 years of experience working developing and testing code using PIC basic code; and
 - 10 years of experience using UNIX.
- Preferred Qualifications:
 - 10 years of direct CUBS experience working (modifying, creating, and developing) with UniVersal;
 - 10 years of direct CUBS experience developing and testing code using PIC basic code;
 - Ideal candidates will have experience as both administrator and a developer of 10 years or more; and
 - 5 years of experience upgrading CUBS software packages.

Terms and Conditions: The selected vendor may not report to the AGO or ship any equipment to the AGO, and no work may commence until an AGO contract as well as all other applicable agreements, including end user license agreements (EULA), subscription, and/or other license agreements have been fully executed, background checks are completed and approved for all vendor employees, and a purchase order is issued to the vendor. Note that the contracting, background check, and purchase order processes may take up to six to ten weeks in total to complete.

Additionally, the selected vendor(s) may be required to sign various AGO forms and/or agree to comply with certain requirements prior to commencement of work, including the following:

- AGO Non-Employee Computer Usage, Network Access, Internet Usage and Social Media Policy, Acknowledgement form. This is an AGO nondisclosure statement. Attachment A.
- IRS Publication 1075. This is guidance for US government agencies and their agents that access federal tax information (FTI) to ensure that they use policies, practices, and controls to protect its confidentiality. Attachment B.
- Agreement for the Purchase of Goods and or Services. This is an example of the AGO agreement. Attachment C.

Once the selected vendor(s) reports to the AGO, all work will be conducted in accordance with AGO policies, procedures, coding standards, and best practices as instructed by the AGO.

The AGO is subject to the requirements of the Ohio Public Records Act, located at Ohio Revised Code Section 149.43. Accordingly, vendors must understand that information and other materials submitted in response to this RFQ or in connection with any contract as a result of this RFQ is subject to disclosure as a public record. Accordingly, responses should not include any confidential or trade secret information.

During the term of any contract resulting from this RFQ, the vendor shall be engaged by the AGO solely on an independent contractor basis, and the vendor shall therefore be responsible for all the vendor's business expenses, including, but not limited to, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

Vendor Quote Content: All responses to this RFQ must include the information listed below to ensure the quote submission is considered for this opportunity. Any material deviation from the format or information below may result in rejection of a response.

1. A Quote Cover Letter on company letterhead that includes at a minimum:
 - AGO Request for Quote number.
 - Contact Person, who has the authority to answer questions regarding the quote, including their Name, Title, Address, Phone Number, and E-mail Address.
 - DAS State Term Schedule (STS) Number. Only vendors that submit a quote with a valid STS will be reviewed.
 - Total annual cost and hourly rate for each position quoted, including DAS contract price list line item description.
 - Quote date expiration (at least 60 days from deadline date).
 - Acknowledgement of the work scope and duration.
 - Name, Title and Signature of an individual authorized to legally bind the company.
2. Proposed Personnel/Candidate, Experience and Resumes and References:
 - Vendor responses must include one (4-page maximum) resume for each proposed candidate that identifies and focuses on the staffing roles and responsibilities as they relate to this request. Including factual and verifiable details on candidate experience, jobs, certifications and skills.
 - Each candidate submitted must also include at least two reference contacts, including their Name, Company Name, Title, Address, Phone Number, and E-mail Address.
3. Acknowledge review of and understanding that the Attachments A, B and C, will need to be completed and returned as part of the contracting process by the selected vendors.

Quote Submission: All responses must be submitted no later than **June 2, 2021 and 8:00 A.M.** Eastern Time via email to: AGO-ITSProcurement@OhioAGO.gov, referencing the RFQ title: **AGO-ITS#22279**. Any quotation

received 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.

The AGO has the discretion to select a vendor and to reject responses that are not in the best interest of the AGO, or to rescind this RFQ. The AGO may waive minor defects and/or request clarifications in the responses that do not materially deviate from the specifications or otherwise create an unfair competitive advantage. Any response, revision or amendment to a response received after the date and time specified or improperly marked or submitted may be disqualified.

Vendors are encouraged to submit multiple candidates for consideration. Vendors may submit individual responses or choose to submit a total response for a team, or submit both. We are looking for the best two or three candidates. Candidates can be with the same vendor or different vendors. Candidates should expect to have one or more interviews conducted via phone, MS Teams, Skype, or in person to ensure that the candidates have the proper skill set and an understanding of the project.

The AGO will not be liable for any costs incurred by a vendor in responding to this RFQ, regardless of whether the AGO awards any contract(s) through this process, decides to cancel this RFQ for any reason, or issues another RFQ if it is deemed to be in the best interest of the AGO to do so.

The AGO reserves the right to negotiate all terms associated with this RFQ, including price. It is entirely within the discretion of the AGO to permit negotiations. A vendor must not submit a response assuming that there will be an opportunity to negotiate any aspect of the response. The AGO is free to limit the negotiations to particular aspects of any response. Vendors should not base their pricing on the assumption of long-term financing by the AGO that extends beyond the current biennium, which ends June 30, 2023.

The contract will be awarded to the vendor that offers the best value, based on a combination of qualifications and price. The contract will not necessarily be awarded to the lowest price proposal.

Calendar of Events:

- RFQ issued date: May 19, 2021
- Inquiry Period Begins May 19, 2021
- Inquiry Deadline May 25, 2021, 8:00 A.M. Eastern Time
- Quote due date: June 2, 2021, 8:00 A.M. Eastern
- Estimated selection date: June 22, 2021
- Estimated initial contract execution date: July 20, 2021
- Estimated start date following IRS approval: September 8, 2021
Up to 45 day wait include with estimate date

Communication and Inquiries: Unless the AGO advises differently, any contact is to be in writing using the State of Ohio Procurement website. If an inquiry period is opened, all inquiries and responses will be posted to the same website. The due date for any inquiry within the intent and scope of this request will be listed on the website. Any reference materials related to this RFQ will be also available on website. The State of Ohio

Procurement website address is linked from: <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/RFQ>.

Work Locations: In adherence to best practices brought about in response to COVID-19, the Ohio Attorney General's Office moved to a "remote work" status effective March 18, 2020. As a result, all work performed under a contract awarded pursuant to this RFQ will also be conducted remotely at the candidates' location. Neither the vendor or its candidate(s) shall be reimbursed for travel, lodging or any other expenses incurred in the performance of the work under the contract.

The vendor's personnel will work within the AGO Program Area provided and report to the manager indicated.

AGO Request for Services – Responsibilities of the Vendor:

1. Provide maintenance and support to the collection system known as CUBS as requested by the AGO's office.
2. Work Management:
 - Submit weekly report of billable services provided.
 - Provide timely alerts when hours are tracking to exceed estimated hours on tasks for any given month.
 - Manage resources assigned and scheduling of support services.
3. Provide candidates for a team of two to three qualified individuals including:

CUBS Administrator / Developer with the following Required Experience:

- Minimum Qualification:
 - 10 years of CUBS experience as developer and administrator;
 - 10 years of experience working on CUBS (modifying, creating, and developing) with UniVersal;
 - 10 years of experience working with CUBS to developing and testing code using PIC basic code;
 - 5 years of experience upgrading CUBS software packages; and
 - 10 years of experience using UNIX.

CUBS Developer with the following Required Experience:

- Minimum Qualification
 - 10 years of experience working (modifying, creating, and developing) with UniVersal;
 - 10 years of experience working developing and testing code using PIC basic code; and
 - 10 years of experience using UNIX.
- Preferred Qualifications

- Direct 10 years CUBS experience working (modifying, creating, and developing) with UniVersal;
- Direct 10 years CUBS experience developing and testing code using PIC basic code;
- Ideal Developer candidates will have experience as both administrator and a developer of 10 years or more; and
- At least 5 years of experience upgrading CUBS software packages.

AGO Assumptions:

1. AGO will assign a main point of contact with authority to authorize and prioritize services requested by AGO.
2. AGO can request services verbally, via email to the vendor, or through other means which assure request will be received in a timely manner. Verbal requests for services will be documented in writing.
3. The AGO will only be charged for the actual work authorized by the AGO.
4. The contract will be awarded on a time and materials billing basis, allowing 2080 hours annually for each selected position filled.
5. Work is planned to begin September 2021, following IRS Publication 1075 approval. The initial term will last until the end of the current State biennium on June 30, 2023:
 - Year One Initial Term: Fiscal Year 2022 (7/1/2021 – 6/30/2022)
 - Year Two Initial Term: Fiscal Year 2023 (7/1/2022 – 6/30/2023)

The billable rates established in the contract are valid and will not be modified during the first full biennium contract period (through June 30, 2023).

The AGO at its discretion may renew this contract for up to three additional two-year terms. Any renewal is subject to the satisfactory performance of the vendor candidate and the needs of the AGO.

After the first contract period and at the discretion of the AGO, billable rates by position may be adjusted; rates may be increased or decreased to more closely match economic conditions.

The vendor may request adjustments to the basic hourly wage rates by the percentage change in the Employment Cost Index for private industry workers, wages and salaries (not seasonally adjusted), from March of the prior year to March of the current year. That is, an increase request to go into effect on July 1, 2023 will be based on the increase in the ECI series between March 2022 and March 2023.

Any request for increase may not exceed a maximum of 3% per state fiscal year and may not to exceed a total of 6% for the biennium. The vendor must submit a written request to the ITS Project Manager at least 60 days prior to the end of the current State fiscal year to be considered for a change in billing rates effective at the beginning of the next State biennium.

- Year Three Optional Renewal Term: Fiscal Year 2024 (7/1/2023 – 6/30/2024)

Year Four Optional Renewal Term: Fiscal Year 2025 (7/1/2024 - 6/30/2025)

- Year Five Optional Renewal Term: Fiscal Year 2026 (7/1/2025 - 6/30/2026)

Year Six Optional Renewal Term: Fiscal Year 2027 (7/1/2026 - 6/30/2027)

- Year Seven Optional Renewal Term: Fiscal Year 2028 (7/1/2027 - 6/30/2028)

Year Eight Optional Renewal Term: Fiscal Year 2029 (7/1/2028 - 6/30/2029)

6. All requests for after hours or holiday work need to be approved by the AGO.
7. Remote access to servers needed to diagnose issues remotely can be provided if necessary.