

Ohio | Department of Medicaid

John R. Kasich, Governor
John B. McCarthy, Director

May 4, 2015

Dear Vendor:

This letter is to announce the release of the Ohio Department of Medicaid's (ODM) Request for Information (RFI), ODMR-1617-1008, for the purpose of seeking information concerning a standalone, cloud-based Software as a Service (SaaS) budgeting software system. The desired software will be a budget-focused system. OAKS (PeopleSoft) will remain the official agency system of record for both accounting (general ledger) and Human Capital Management (HCM).

Respondents should note that no contract will be awarded pursuant to this RFI and that responding to, or not responding to, this RFI will neither increase nor decrease any respondent's chance of being awarded a contract from a subsequent solicitation by ODM. Please be advised as well that the contents of your response will be considered public information and will be made available upon request by interested parties.

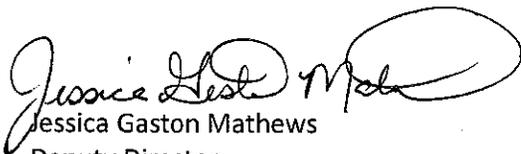
Please be advised as well that the contents of your response will be considered public information and will be made available upon request by interested parties. If you are interested in submitting a bid for this important project, please obtain the RFI through ODM's Web Page at: www.medicaid.ohio.gov, and follow these instructions:

- * Under the Resources tab
- * Go Down to Legal and Contracts
- * Select RFPs in the drop-down menu
- * Click the Link to the actual RFI

If you experience problems opening the above referenced ODM URL, please contact the ODM Office of Contracts and Procurement at the following telephone number: (614) 728-8034.

Again, responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RFI. Thank you for your attention to this request.

Sincerely,


Jessica Gaston Mathews
Deputy Director
Office of Contracts and Procurement

50 W. Town Street, Suite 400
Columbus, Ohio 43215

An Equal Opportunity Employer and Service Provider

Request for Information # ODMR-1617-1008

Cloud Based Budgeting Software

Section I – General Information

The Ohio Department of Medicaid (ODM) releases this Request for Information (RFI) for the purpose of requesting information concerning a standalone, cloud-based Software as a Service (SaaS) budgeting software system. The desired software will be a budget-focused system. OAKS (PeopleSoft) will remain the official agency system of record for both accounting (general ledger) and Human Capital Management (HCM).

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Interested Parties may ask clarifying questions regarding this RFI. To ask a question, Interested Parties must use the following Internet process:

- * **Access the Ohio Department of Medicaid Web Page at: www.medicaid.ohio.gov**
- * **Under the Resources tab**
- * **Go Down to Legal and Contracts**
- * **Select RFPs in the pop-up menu**
- * **Click the Link to the actual RFP**
- * **Select "Submit Inquiry" near the bottom of the web page**
- * **Follow instructions for submitting questions; or, to view posted questions and answers, select "View Q and A" near the bottom of the Web Page.**

Questions about this RFI must reference 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. The Interested Party must also include the name of a representative of the Interested Party, the company name and business phone number. ODM may, at its option, disregard any questions which do not appropriately reference an RFI provision or location, or which do not include identification for the originator of the question. ODM will not respond to any questions submitted after 8:00 a.m. on the date the Q&A period closes.

The answers provided by ODM may be accessed by following the instructions above.

ODM responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFI, for reference by all Interested Parties. Interested Parties' questions shall only be answered inside this forum. Clarifying questions asked and ODM responses to them comprise the "ODM Q&A Document" for this RFI. ODM reserves the right to determine when to post (i.e., as received or after the closing of the Q&A period) official answers to vendor questions.

Vendor proposals in response to this RFI are to take into account any information communicated by ODM in the Final Q&A Document for the RFI. It is the responsibility of all Interested Parties to check this site for responses to questions, as well as for any amendments or other pertinent information regarding this RFI.

Anticipated Timetable

DATE	EVENT/ACTIVITY
May 4, 2015	ODM releases the RFI to the Vendor Community on the internet: Q&A period opens -RFI becomes active -Interested Parties may submit inquiries.
May 26, 2015	Q&A period closes; 8 a.m. (for inquiries for RFI clarification) -No further inquiries will be accepted -ODM will provide answers to the inquiries that will make up the Final Q&A Document
June 16, 2015	Deadline for Interested Parties to submit responses to ODM (3 p.m.)
TBD	Interested Party demonstrations/interviews (at ODM discretion)

Section II – Background

Background

The Ohio Department of Medicaid’s budget development process is currently heavily dependent on the compilation of spreadsheets from the agency’s numerous offices and other analytical tools used to calculate budgets. The budget compilation process is both time consuming and labor intensive. Detailed budget analysis, version control, process documentation and post process analytics are less than ideal for the staff involved in the operation of the budget.

The current budget process requires a great deal of effort to provide the reporting necessary to manage the agency budget and provide relevant information for internal offices to track their funding. Ad hoc project cost tracking and monitoring of those project costs against multiple budgets is not currently possible.

ODM is looking for a cloud-based solution that must strike a balance between detailed analytics, financial coordination and ease of administration. The solution will preferably be maintained and managed by financial budget staff with limited IT support and training provided by the vendor.

Section III - Content of Response

We hope that the issuance of this RFI will generate constructive and substantial comment from all of the vendors with an interest in the development, design and ultimate implementation of this specific project. We intend to use the comments and suggestions received to inform and guide the next steps in this process, as well as to facilitate and inform further conversations with vendors.

The system must demonstrate the following criteria:

- Flexible design to allow multiple budget types (e.g., grant, project, chart field, fund budget, maintenance equipment).
- Capacity to track several budget versions and budget balances by multiple dimensions including:
 - At least 30 G/L chart fields
 - Various time periods (i.e., Federal Fiscal Year, State Fiscal Year, Budget Year, Calendar Year)
 - Projects/jobs
 - Purchase orders and obligations

- Allow for budget formulation based on historical contracts, purchase orders, previous budgets, payroll, actual spending, or other entries.
- Ability to automatically split cost for all budget items (e.g., payroll, contracts, travel) by cost allocation percentages and allow for direct and indirect budgeting and tracking.
- Advanced modeling capabilities including:
 - What-if scenarios
 - Payroll models with input from HCM (PeopleSoft) and OAKS G/L (PeopleSoft)
- Flexible reporting function with the ability to “drill-down” on a variety of dimensions and measures (e.g., projected units, statistics, caseload) including both ad-hoc reporting and automated dashboards that tie to strategic planning as well as other capabilities that may be beneficial to the Agency.
- Streamlined production of detailed cash flow reports for user-defined time periods.
- Compatibility with Microsoft Excel, CSV file formats, and third party report writers, as well as the capability to receive automatic updates from source systems including OAKS (PeopleSoft).
- Multi-level access security (e.g., read only, admin, review, approve) and ability to track modification details by user.
- User-friendly with rapid set-up (i.e., less than three months), initial training, ongoing technical support, and manuals/system documentation.
- Provide general pricing information including on-site license by number of users, cost per license, training, consulting for implementation, software customization, as well as yearly service maintenance agreements.

Section IV - Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information, as defined in ORC section 1333.61, in their proposals in responses to any procurement efforts. ODM shall consider all proposals or similar responses voluntarily submitted to any ODM procurement document to be free of trade secrets, and such proposals, if opened by ODM will, in their entirety, be made a part of the public record, and shall become the property of ODM.

Any proposal(s) received in response to any procurement effort and reviewed by ODM are deemed to be public records pursuant to ORC section 149.43. For purposes of this section, the term “proposal” shall mean both the technical proposal (or application or other response documentation) and the cost proposal submitted by vendors/applicants and any attachments, addenda, appendices, or sample products.

Section V - Submission

ODM is requesting vendor demonstrations of potential budget solutions either on site, via the web, via teleconference or other suitable format. It is also requested that the vendors submit general pricing information related to licensure, training, and consulting services for implementation. Written materials that describe product functionality will also be accepted.

The vendor’s request to perform a demonstration, written materials and general pricing information must be received by the Office of Contracts and Procurement (OCP) no later than **3:00 p.m.** on **June 16, 2015**. The submission must include:

- **Two (2)** paper copies (one signed original and one copy) and one CD-ROM copy of the submission;

Please ensure that all copies and all formats of the proposal are identical.

Address for hand delivery or delivery by a private delivery company:

**Office of Contracts and Procurement
Ohio Department of Medicaid
ODMR-1617-1008
50 West Town Street
Columbus, Ohio 43215
ATTN: RFP/RLB Unit**

Address for postal deliveries:

**Ohio Department of Medicaid
Office of Contracts and Procurement
ODMR-1617-1008
PO Box 182709
Columbus, Ohio 43218-2709
ATTN: RFP/RLB Unit**

All responses must be received by OCP by the specified deadline.

OCP will accept submissions at any time during normal ODM business hours prior to the posted submission deadline (date and time). ODM is not responsible for submissions incorrectly addressed or for delivery to any ODM location other than the addresses specified above. No confirmation of mailed submissions can be provided.

Thank you for your interest in this project.