

REQUEST FOR QUOTE (RFQ)

ITB NUMBER: EDUD201510402

DATE ISSUED: June 16, 2015

ELIGIBILITY: Minority Business Enterprise (MBE) only

The State of Ohio Department of Education is requesting Proposals for:

TITLE: Comprehensive Continuous Improvement Plan (CCIP) Business Analysis

INQUIRY PERIOD BEGINS: June 16, 2015

INQUIRY PERIOD ENDS: June 22, 2015 8:00 A.M. Eastern

QUOTE DUE DATE: June 29, 2015 12:00 P.M. Eastern

QUOTE OPENING DATE: June 30, 2015

ESTIMATED AWARD DATE: July 10, 2015

SHELTERED SOLICITATION FOR OHIO MBE VENDORS:

The State of Ohio is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This solicitation is being issued as a minority set-aside contract in accordance Section 125.081 of the Ohio Revised Code. All respondents to this solicitation must be an Ohio certified MBE as of the proposal or bid due date above. The Offeror or bidder must maintain a valid certification throughout the term of the Contract, including any renewals. Failure to maintain a valid certification will be considered a breach of the Contract.

For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:
<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

PROJECT IDENTIFICATION

Office Name	
Federal Programs	
Project Name	Date Created
CCIP Business Analysis	4.30.15
Prepared by	Version
Office of Information Technology (ITO)	1.0

PROJECT INFORMATION

PROJECT REQUEST

This Request for Quote (RFQ) identifies work to be performed under the anticipated contract. Services will be rendered, and deliverable items completed, within the 2016 fiscal year. The work will take place starting on or after 07/01/2015 and ending by or before 6/30/2016.

Conduct a business analysis of the Comprehensive Continuous Improvement Plan (CCIP) with a focus on the Planning Tool. Through the work scope and activities defined in this RFQ, determine how the CCIP can be streamlined with more efficient processes. Deliver complete analysis of findings and recommendations.

The vendor agrees to provide the bulk of the following services at the primary site of Ohio Department of Education (EDU) 25 South Front St, Columbus, OH 43215; and State Data applicable to this contract will be maintained or made available at 25 South Front St, Columbus, OH 43215

During the performance of this contract, the vendor will not change the location(s) of the country where services are performed, or change the location(s) of the country where the data are maintained or made available without prior written approval of the Department, if applicable.

The work will be deemed successful if the deliverables defined herein are completed and if these deliverables are available to fulfill their intended purposes of providing relevant analyses and recommendations to enable EDU to consider its options to move forward with CCIP application and/or process changes.

This project is classified as a competitive fixed bid proposal. As part of the response, please include a recommended deliverables and milestones based payment schedule.

The vendor and its subcontractors (if any) selected for this CCIP Business Analysis Contract will NOT be eligible to submit responses or participate as the vendor or a subcontractor for any RFPs resulting from the work in this Contract.

The vendor's proposal must detail a solution which addresses all project objectives and requirements as documented in this RFQ. The vendor must demonstrate previous experience with projects of similar size and scope, propose a project team meeting all requirements as stated in the Staffing Requirements section of this RFQ, detail a project management methodology meeting all requirements as documented in the Work Approach section of this RFQ, and detail previous experience identify potential efficiency gains and identifying potential legislative, technical, and policy barriers and challenges to implementation.

Prospective vendors may be interviewed prior to contract award to ensure knowledge and capacity to meet the project requirements.

Project Background

The Office of Federal Programs (Program Office) within the Department of Education (EDU) is exploring the possibility of redesigning and streamlining the Comprehensive Continuous Improvement Plan (CCIP) Planning Tool to make it more meaningful and remove unnecessary burdens for district users, stakeholders and Program Office staff.

The Comprehensive Continuous Improvement Plan (CCIP) is a unified grants application and verification system that consists of two parts: the Planning Tool and the Funding Application. The Planning Tool contains the goals, strategies, action steps and district goal amounts for all grants in the CCIP. The Funding Application contains the budget, budget details, nonpublic services and other related pages. There are six Funding Applications in the CCIP: Consolidated, Competitive, Student Intervention, Career-Technical and Adult Education, Adult Basic and Literacy Education and Community School. The focus of this business analysis project is on the CCIP Planning Tool only.

The Office of Federal Programs has convened an internal committee to evaluate internal suggestions. Input from this committee must be considered by the selected vendor.

Business Drivers

The Program Office strives to provide the most user-friendly and most efficient product for all users, and eliminate unnecessary inefficiencies in current business processes. There are currently perceptions that the Planning Tool is overly complex for the average person, and it may be easy to get lost in the goals, strategies, action steps, etc. The Planning Tool should be streamlined to focus on the federal requirements and remove unnecessary duplication. The Program Office hopes to affect changes that would reduce confusion and the time it takes districts to submit meaningful plans, and the time it takes EDU staff to review and provide meaningful input into these plans. Usability and process efficiency issues have also been observed.

The CCIP is a principal Tool utilized to achieve and maintain compliance with Federal regulations. Ohio would fail to maintain compliance without proper use of the CCIP.

Objectives

The Ohio Department of Education has the following objectives and it will be the Contractor's obligation to ensure that the Work meets these objectives:

The project will assess the adequacy of the present CCIP Planning Tool and provide recommendations as to improvements which can be made to optimally meet the business needs and requirements of the school district users and the Program Office. The resulting findings and recommendations will be

assessed by the Program Office for potential future actions.

Scope

Scope Inclusions

- Adherence to prescribed EDU project management requirements
- Analysis of existing CCIP Planning Tool, resulting in the following:
 - A comprehensive analysis of the as-is state of the CCIP Planning Tool and its supporting business processes
 - A comprehensive final report containing the findings of the as-is analysis and go-forward recommendations. The final report will, at a minimum, include the following:
 - Market Research
 - Best Practices
 - Comparison Case Studies to other states
 - User experience / Usability analyses
 - Conceptual requirements for new workflow processes
 - Related company/industry experiences
 - Review of current business processes and recommendations for simplification, efficiency gains, and overall optimization
 - Recommendations that EDU could implement to transition to an improved product
- This project will include the recommendations obtained from the Program Office committee assembled to obtain internal feedback
- This project will include the EDU review and approval of vendor-prepared documents by appropriate stakeholders
- This project will include direct stakeholder interaction with the selected vendor and will require a time commitment from Program Office staff

Scope

Scope Exclusions

- This project will not include the delivery of any data system
- This project will not create or implement end user reports
- This project will not create or implement training
- The vendor analyses/recommendations are limited to the CCIP Planning Tool
- Execution of vendor recommendations

Anything not specifically stated in the Scope Inclusions section, is presumed to be out of Scope.

Changes to Scope must be formally requested and go through the established Change Control process for consideration.

RISK IDENTIFICATION – FACTORS THAT MAY HAVE A NEGATIVE IMPACT ON THE PROJECT

The following high-level risks have been identified for the project. The vendor will develop, deliver, and maintain a more comprehensive Risk Log for the project.

- If insufficient EDU resources (Program Office and ITO) are allocated to the project and/or solution, the project or solution may fail or be delayed
- If timely decisions are not made by EDU, the project and/or solution may fail or be delayed
- If consistent progress is not made by the project team, the project and/or solution may fail or be delayed
- If there are misunderstandings related to the scope of the project or the objectives, the project may fail or be delayed
- If the vendor does not meet project's acceptance criteria at project checkpoints, the project may fail or be delayed

ASSUMPTIONS/CONSTRAINTS – ITEMS BELIEVED TO BE TRUE FOR AND PROJECT LIMITS

- Assumption - EDU resources (Program Office and ITO), with the appropriate level of influence and control, will be supportive of the project and help to remove barriers that would prevent the project from being successful
- Assumption - Execution of the full project scope is possible within the given time and cost constraints
- Assumption - A suitable vendor will be identified to execute the project
- Constraint - The vendor's analyses and recommendations will not include how payments are made in CCIP
- Constraint - The solution and project will be as paperless as reasonably possible given the nature of the project and EDU's currently operational philosophy

WORK APPROACH

PROJECT MANAGEMENT

The EDU Project Manager will monitor the project and provide vendor oversight. The EDU Project Manager will be the single point of contact between the vendor and EDU staff, both technical and business. Management of the project and vendor project team is the responsibility of the vendor. The project will be managed using the Project Management Body of Knowledge (PMBOK) framework and methodologies. Adherence to PMBOK and PMCOB project management methodology is defined in the EDU PMO Guide and policy statements, the OIT PMCOB and includes, but is not limited to:

- Stakeholder management (project definition, governance, stakeholder buy-in)
- Estimating and planning (controlled estimation, planning, change control)
- Monitoring and reporting (progress metrics, reporting to business and technology stakeholders)
- Financial and business case control (budget management, financial control, benefit tracking)
- Supplier management (statement of work, task order, progress management)
- Risk and issue management (active management of risks, issues and mitigation)
- Configuration management (tight control of project deliverables)
- Quality management (devise and apply acceptance criteria, demonstrate compliance)
- Knowledge management (using existing knowledge base, project knowledge transfer)

<p>The following project management artifacts are required:</p> <ul style="list-style-type: none"> ➤ Project Schedule ➤ Meeting Minutes ➤ Bi-weekly Status Reports ➤ Monthly Executive Status Reports ➤ Issues Log ➤ Risk Log ➤ Deliverables Acceptance ➤ Project Closeout Report (including analyses and recommendations)
<p>Major Activities</p>
<ul style="list-style-type: none"> ➤ Analyze existing EDU CCIP Planning Tool business practices and processes ➤ Identify Best Practices ➤ Produce state comparison studies ➤ Produce usability analysis ➤ Conceptual requirements for new workflow processes ➤ Identify related company/industry experiences ➤ Analyze current challenges ➤ Identification of potential efficiency gains ➤ Identification of legislative, technical and policy barriers and challenges to implementation ➤ Conduct a gap analysis of current ITO and Program Office resources to determine EDU's capacity to implement recommendations or enhancements ➤ Deliver final report with complete analyses and recommendations
<p>Status Reporting</p>
<p>The vendor will provide bi-weekly status reports and attend regular scheduled status meetings as needed. Detailed project tasks and work items will be stored by the vendor.</p>
<p>Schedule</p>
<p>The vendor will develop the project schedule in Microsoft Project format, to be reviewed and approved by the EDU project manager. The vendor will be responsible for meeting all timelines designated and agreed by EDU project manager and business sponsors.</p>
<p>Vendor Personnel</p>
<p>The vendor is responsible for replacing, in a timely manner, any personnel whose skills the EDU determines to be inadequate to perform the tasks required. The vendor must obtain equally-qualified replacement personnel in a timely fashion for any personnel who become unavailable during the course of the project.</p> <p>The Contractor agrees that it is a separate and independent enterprise from the state and from the Ohio Department of Education. This contract is not to be construed as creating any joint employment relationship between the Contractor and the Department or the State of Ohio.</p>

Participation in Meetings
The vendor will participate in meetings with EDU personnel recommended by the EDU Project Manager.
Standards Compliance
<p>EDU has developed the following standards documents, which vendors are required to adhere to over the course of the project:</p> <ul style="list-style-type: none"> • EDU Database Standards • Project Management Standards • Storage • Infrastructure Standards <ul style="list-style-type: none"> ○ Desktop ○ Network ○ Server (Application, Database, Web, OS) <p>All vendor staff working on EDU projects are required to review the EDU Information Security policies and sign an EDU Information Security and Confidentiality Certification form when complete.</p>
Microsoft Project
Use of Microsoft Project is required.

Non-Disclosure Agreement
Both candidate and company will be required to sign non-disclosure agreements which prevent disclosure of any data obtained while on the engagement which can be used to personally identify any parties at anytime either during or after the engagement.

DELIVERABLES

KEY PROJECT DELIVERABLES			
Technical Artifacts			
Key Deliverable	Responsibility	Acceptance Criteria	Approval Required
Project artifacts as defined in this document.	Vendor	Approval from EDU Project Manager	Yes

Analysis, Outcomes, Recommendations, Plans, and other documents as defined in this document	Vendor	Approval from Project Sponsor	Yes
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STAFFING

EDU assumes that the following staffing requirements would be required to execute the scope of the proposal. All resources will be required to complete their work on site at EDU (25 S. Front Street, Columbus, Ohio) but are not expected to remain at the location for the duration of the engagement. The vendor will determine the staffing level and appropriate onsite work schedule for each resource.

A resource may be assigned to more than one role; however, that resource must function in the role(s) to which he or she is assigned. More than one resource can be assigned to any of the listed roles, but at least one assigned resource must meet the listed *Skills Required* for that role. Any proposed candidate used to demonstrate that the vendor’s proposed team meets the staffing requirements for a particular position/role must perform that role on the project. For example, if a particular candidate, John Doe, is proposed to demonstrate meeting the skill requirements for the “Business Analyst” role, then John Doe must be used on the project to perform tasks and activities requiring “Business Analyst” skills. John Doe’s experience cannot be used to meet the “Business Analyst” skill requirements if the vendor has no intention of having John Doe perform a substantial portion of the tasks and activities requiring “Business Analyst” skills. If the vendor determines that a specified role is not necessary for the project’s success, the proposal must include a detailed justification for that decision.

The vendor proposal must show how each candidate meets the required/preferred skill set. Inclusion of a resume only is not considered sufficient.

STAFFING REQUIREMENTS			
Resource	Type of Resource	Skills Required	Skills Preferred
Project Manager/Coordinator	Vendor	<ul style="list-style-type: none"> • PMP Certification • At least eight years overall IT experience • At least five years experience in managing projects leveraging developers and consultants • At least five years experience with accountability to senior level executives • At least one year experience in a fixed bid relationship 	<ul style="list-style-type: none"> • Experience in project management Tools (MS Project) • Experience managing organizational change / process-related projects • Experience in different organizational structures such as matrix and functional • Bachelor Degree in related field • Experience with Team Foundation Server • Building, using and maintaining E-Grant Systems.

STAFFING REQUIREMENTS			
Resource	Type of Resource	Skills Required	Skills Preferred
Vendor Team	Vendor	<p>At least one team member with:</p> <ul style="list-style-type: none"> • At least five years overall IT experience • At least five years experience in business and requirements analysis • At least five years experience in application/system analysis • At least five years experience facilitating change management activities 	<ul style="list-style-type: none"> • Experience in all of the applicable skills • Experience in different organizational structures such as matrix and functional • Experience with Team Foundation Server • BS or MS in related field • Relevant certifications • Building, using and maintaining E-Grant Systems.

ROLES AND RESPONSIBILITIES

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Office of Federal Programs	Project Sponsor	<p>Represents business interests of the project. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> • Provides commitment to the project • Provides guidance on policy • Reviews and signs off on project deliverables 	EDU Director, Office of Federal Programs

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Office of Federal Programs	Subject Matter Experts (SMEs)	Represent the end-user interests of the project. Fulfill the following responsibilities: <ul style="list-style-type: none"> • Provide output requirements (data and design) • Provide design recommendations and improvements • Provide insight on usability and current processes 	EDU Federal Programs Office Staff and Committee reviewing CCIP practices
Information Technology Office	Technology Sponsor	Represents technology interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> • Provides guidance for technological issues • Provides guidance on policy issues • Ensure that required EDU technical resources are available for consultation 	EDU Chief Technology Officer and ITO Application Development Staff
PMO	Project Manager	Represents EDU Project Management Office interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> • Creates the SOW • Assists in selecting the contractor • Develops the high level project schedule • Approves vendor invoices • Manages scope change and control • Reports progress and escalates problems as needed to Project Sponsor • Reviews project deliverables • Provides project oversight • Interfaces with vendor representatives 	EDU (Assigned Project Manager)

MANAGEMENT APPROACH

DELIVERABLE ACCEPTANCE MANAGEMENT
<p>Project key deliverables and products will be approved by staff assigned in the Deliverables Section. All approved deliverables require a hand written signature of appropriate staff member. A Deliverables Log must be attached to the regular project status report. A deliverable log will be submitted to the EDU Project Manager at each iteration of the project. This log will allow payment towards the payment schedule for the project. Payment will be based on acceptance of deliverable.</p>
RISK MANAGEMENT
<p>Risk is anything that may have a negative impact on the project: schedule delay, increased costs, or poor quality of deliverables.</p> <p>An initial risk assessment must be performed and an initial Risk Management Plan must accompany the response to this SOW. In the Risk Management Plan, include any identified risks, their potential impact, and a mitigation plan.</p> <p>The Vendor Project Manager will develop the Risk Management Plan, identify risks throughout the project and include as part of regular project status reports. All risks need to be documented.</p>
ISSUES AND PROBLEM MANAGEMENT
<p>The project will capture, prioritize, resolve, escalate, and monitor reported issues in the project SharePoint.</p> <p>The Issues log will be included as part of regular status reports and weekly status meetings.</p>

PROGRESS REPORTING AND COMMUNICATIONS

PROJECT STATUS REPORTS		
Type of Status Report	Due	Purpose
Project Status Report	Bi-Weekly, day agreed upon by EDU and vendor	Created by the vendor to enable monitoring and control of the progress of the project and to update the Project Plan.
Monthly Executive Status Report	Monthly, day agreed upon by EDU and vendor	Created by the vendor to communicate project progress to the project sponsor.
OTHER COMMUNICATION STRATEGIES		
Communication Strategy	Purpose	
PMO Sharepoint Site	<ul style="list-style-type: none"> • Track risks and issues • Store and share working documents • Store final documents and deliverables 	

BUDGET

BUDGET
Vendor Payment Process
This is a fixed bid proposal that will follow a Vendor/State STS Agreement.
Terms and Conditions
Vendor/State STS Agreement
Termination Provisions
Vendor/State STS Agreement

VENDOR QUOTE

Vendor Quote Requirements
<p>Submitting vendors will provide a Vendor quote on company letterhead that includes the total contract cost, proposed payment schedule, company qualifications, resource resumes and your company’s business analysis and project management approach. The proposal should demonstrate your understanding of the project. If applicable the quote must also include your STS number.</p> <p>Prospective vendors will be required to: A) read and understand Executive Order 2011-12K, B) complete the Standard Affirmation and Disclosure Form related to the Executive Order, and C) sign the Standard Terms and Conditions related to the Executive Order.</p> <p>Note - All information contained in a vendor quote is considered public information unless disclosure is prohibited by state or federal law.</p>

CONTACT INFORMATION

PROJECT CONTACTS			
Name	Title/Organization	Location	Phone
Jerry Pallante	Project Manager / Project Management Office	25 S. Front Street Columbus, Ohio	614.728.7729

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION
Link to CCIP (Public View)

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations, and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Subcontractor:

(Name) (Address, City, State, Zip)

Contractor also affirms, understands and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any Contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed

waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is a part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____

Contractor

Print Name: _____

Title: _____

Date: _____

STANDARD TERMS AND CONDITIONS

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

APPROVAL

PROJECT MANAGEMENT APPROVAL		
Name Note: Signature below indicates that the request has been reviewed and accurately represents the high-level business requirements	Title	Date <MM/DD/YY>
Jim Weber _____	Project Manager	
Gary Waugh _____	Director, Project Management Office	

ITO APPROVAL		
Name Note: Signature below indicates that the request has been reviewed and does not create processes, data elements, code, or reports that can be accessed via another EDU system, as well as acknowledges that the resulting application code will be supported by EDU ITO.	Title	Date <MM/DD/YY>
Mike Carmack _____	ITO Chief Technology Officer	

CENTER APPROVAL		
Name Note: Signature below indicates agreement that the project is aligned to the EDU mission and has approval to proceed.	Title	Date <MM/DD/YY>
Jeremy Marks _____	Director, Office of Federal Programs	

VENDOR APPROVAL		
Name Note: Signature below indicates agreement by the vendor and EDU that the work contained in this document will be completed in full, prior to payment. Deliverable acceptance is required prior to invoicing.	Title	Date <MM/DD/YY>
<Name of Vendor Representative> _____	<Title, Name of Vendor>	

Inquiry

All questions regarding this ITB should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information. Please limit questions to no more than 5 questions per submission.

(**Note:** Inquiry function is not available after 8:00 A.M. Eastern on the specified closing date for inquiry. The system shuts down early to allow time to process responses.)

Locate Solicitation Documents

Solicitation documents larger than two (2) megabytes cannot be posted on the state web portal.

[Locate Solicitation on State Web Portal and Submit Inquiry Questions:](#)

This solicitation document is also posted on the state web portal to allow interested vendors to submit technical questions for clarification.

Please click [here](#) to access the web portal.

- Select the *Document* bubble to sort the list by document number
- Scroll through the page to document numbers beginning with EDU
- Click the desired document number to open *Disclaimer* page
- Click the *View Opportunity Detail* to view the document summary page
- To view the document, scroll and Click the document link to open the document
- If you have questions, click *Submit Inquiry* to submit questions

Note: The Department will post responses to your question online to share the information with other interested vendors.

Locate Solicitation on Agency Website:

The [Solicitation](#) may also be accessed on the Ohio Department of Education internet website. Please click [here](#) to access the agency internet website.

- For information on technology (IT) solicitations, click *Notices for Information Technology Vendors*
- For information on non-IT solicitations, click *Notices for Professional Services Vendors*
- To view the solicitation, click *Project Name*

Note: No Inquiry Option available at this website.

Submission Information

Proposals must reference the ITB number above and should be submitted via email only to:

Email Address: Bidsubmission@education.ohio.gov