

## PROJECT REQUEST FOR QUOTE

PROJECT RFQ EMAIL	
<b>Doc ID:</b>	<b>EDUQ201121400</b>
<b>To:</b>	STS Vendors
<b>From:</b>	Ohio Department of Education
<b>Subject:</b>	Race to the Top Data Tools Consolidation and Web Portals Analysis
COMMENTS	
Questions regarding this RFQ should be submitted online. Responses will also be posted online to ensure interested vendors have access to the same information.	
Quote Due Date: <b>July 22, 2011 5:00 PM Eastern</b>	

## PROJECT REQUEST FOR QUOTE

### PROJECT IDENTIFICATION

PROJECT IDENTIFICATION	
<b>Office Name</b>	
Information Technology Office	
<b>Project Name</b>	<b>Date Created</b>
RttT Data Tools Consolidation and Web Portals Analysis	6/6/2010
<b>Prepared by</b>	<b>Version</b>
Jerry Pallante	1.0

### PROJECT INFORMATION

PROJECT REQUEST
<p>This Request of Quote (RFQ) identifies work to be performed under the anticipated contract. Services will be rendered, and deliverable items completed, within the 2012 fiscal year. The work will take place starting on or after 09/01/2011 and ending by or before June 30, 2012. The work associated with this RFQ comprises the Analysis phase of the Ohio's Race to the Top Data Tools Consolidation and Web Portals project. The vendor will be responsible for reviewing documented statewide Instructional Improvement System (IIS) requirements and in conjunction analyzing the existing Ohio Department of Education (ODE) data tools catalog, identifying candidates for consolidation. The vendor will also be responsible for proposing a solution for the creation of user group targeted web portals and proposing a corresponding identity management solution.</p> <p>The contents of this Request for Quote were developed under a grant from the U.S. Department of Education. However, the contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.</p> <p>The vendor shall adhere to all USDOE federal reporting requirements (e.g. 1512 ARRA quarterly reporting to ODE).</p> <p>The vendor agrees to provide the bulk of the following services at the primary site of Ohio Department of Education 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. The vendor may be required to travel to stakeholder locations around Ohio for detailed requirements gathering and analysis as needed.</p> <p>During the performance of this contract, the vendor shall 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.</p> <p>This work is being performed in support of the ODE Information Technology Office (ITO) in preparation for work that will be done under a separate contract to execute a consolidation of ODE's existing data tools catalog and implement a series of web portals featuring a reduced sign-on/identity management solution.</p>

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 enabling ODE to proceed with consolidation of the existing data tools and the implementation of a statewide identity management solution.

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

**The vendor should have demonstrated extensive experience in data tool analysis resulting in consolidation of redundant systems, analysis and design of large-scale identity management solutions and prior experience in similar size and scope engagements.**

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

Contingent upon continued funding and approval by the State, this contract may be renewed in Fiscal Year 2013, beginning July 1, 2012 and ending June 30, 2013, under the same terms and conditions if necessary.

#### **Project Background**

In 2010, Ohio was one of twenty states awarded a Race to the Top grant. Ohio's grant application includes a project with the stated objectives of: *"to increase the usability of Ohio's available data tools, the State will simplify data access by developing a series of web portals, with single sign-on capabilities, designed for specific constituent groups. Additionally, the existing data tools the state provides, including the Ohio Success website and D3A2, will be analyzed to determine where redundant functionality exists. Consolidation will follow, where applicable, to reduce confusion and improve user experience."*

The Ohio Department of Education Data Tools Catalog describes the ODE-sponsored data tools, explains the resources available and provides guidance for implementing a data-driven process. It is designed both to provide information to the educator who is just starting the process and also to inform educators who have already implemented a process.

The catalog is organized in three sections: the first section contains the information needed to implement a data-driven process; the second includes student achievement data tools that help districts and schools analyze "how are we doing"; and the third section concludes the catalog with contextual data tools that are used to help "explain the results"—that is, to help educators understand the factors affecting student achievement results.

The ODE Data Tools Catalog can be found by visiting the Ohio Department of Education website (<http://education.ohio.gov>) and searching "Data Tools Catalog).

### **Business Drivers**

The Ohio Department of Education's existing data tools catalog is comprised of 30+ applications. These applications are hosted in a variety of locations by a variety of state agencies, universities, organizations and vendors. The data tools are targeted at a variety of audiences, including school administrators, principals, teachers, parents, students, community organizations, etc. Security of these applications ranges from non-existent (open to the general public), to user generated accounts, to Superintendent controlled access, to the requirement of an ODE SAFE account, etc.

Utilization of these data tools, in many instances, requires the user to maintain multiple URLs, multiple user names and multiple passwords. The desire is to simplify access to these data tools through the implementation of web portals targeted at specific user groups and a reduced sign-on/identity management solution. The implementation of the statewide Instructional Improvement System presents the opportunity for further consolidation of the existing data tools catalog, as the IIS may, in some instances, provide functionality and access to data redundant to that of existing data tools.

### **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:

This project will review documented statewide Instructional Improvement System requirements, analyze the existing Ohio Department of Education (ODE) data tools catalog, identify candidates for consolidation, propose a solution for the creation of user group targeted web portals and propose a corresponding identity management solution (i.e. Federated vs. Centralized; utilization of ODE's SAFE portal vs. Oracle IdM vs. Active Directory).

The resulting recommendations will be used in the subsequent implementation efforts scheduled for Phase II of the RtT Data Tools Consolidation and Web Portals Analysis. Phase II of this project will be conducted under a separate contract (or multiple contracts) based on the findings of the Analysis phase of the project.

### **Scope**

#### **Scope Inclusions**

- Adherence to prescribed ODE project management requirements
- Analysis of existing ODE data tools catalog, resulting in the following:
  - Identification of consolidation and/or IIS integration candidates
  - Identification of web portals based on target user groups
- Analysis of identity management options resulting in the following:
  - Identification of an optimal statewide IdM solution
- Identification of potential efficiency gains
- Identification of legislative, technical and policy barriers and challenges to implementation
- Development of a comprehensive consolidation, web portals and IdM implementation plan, including the following:
  - Project Scope
  - Project Schedule Estimates
  - Project Cost Estimates
  - Project Quality Plan
  - Project Staffing Requirements
  - Project Communications Plan
  - Project Risk Management Plan/Risks and Assumptions Logs

**Scope Exclusions**

- Execution of the resulting implementation plan

**Risk Identification**

- State IIS Integration – Will the State IIS be able to provide, at a minimum, functional concurrence for the data tools consolidated within
- State IIS Adoption – Use of the State IIS is not mandated, therefore entities not utilizing the State IIS would not have access to the applications identified for consolidation within its framework
- Project Dependencies – Multiple projects are dependent upon the definition of the reduced sign-on security model design
- Third Party Applications – Ensuring compliance with the reduce sign-on/web portals solution across multiple vendor hosted third party applications.
- Technological Risk – Implementation of a federated IdM solution poses significant technological risk
- Cost Concerns – Implementation of a centralized IdM solution poses significant financial implications

**Assumptions**

- Implementation of the full project scope is possible within the given time and cost constraints
- A suitable vendor will be identified to execute the project
- All applications included in the reduced sign-on/web portals solution will adhere to recognized industry standards (e.g. LDAP or SAML)

**WORK APPROACH**

**Project Management**

The ODE Project Manager will monitor the project and provide vendor oversight. The ODE Project Manager will be the single point of contact between the vendor and ODE 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 PMCOP project management methodology is defined in the ODE PMO Guide and policy statements, the OIT PMCOP 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).

The following project management artifacts are required:

- Project Management Plan
- Project Schedule

<ul style="list-style-type: none"> <li>• Meeting Minutes</li> <li>• Weekly Status Reports</li> <li>• Monthly Executive Status Reports</li> <li>• Issues Log</li> <li>• Risk Log</li> <li>• Deliverables Acceptance</li> <li>• Project Closeout Report</li> </ul>
<p><b>Major Activities</b></p>
<ul style="list-style-type: none"> <li>• Analyze existing ODE data tools catalog</li> <li>• Identify consolidation candidates</li> <li>• Identify required web portals</li> <li>• Analyze identity management options</li> <li>• Identify optimal statewide IdM solution</li> <li>• Identification of potential efficiency gains</li> <li>• Identification of legislative, technical and policy barriers and challenges to implementation</li> <li>• Develop comprehensive implementation plan</li> </ul>
<p><b>Status Reporting</b></p>
<p>The vendor will provide weekly status reports and attend regular scheduled weekly status meetings. Detailed project tasks and work items will be stored in and reported through ODE Microsoft SharePoint site for this project.</p>
<p><b>Schedule</b></p>
<p>The vendor will develop the project schedule, to be reviewed and approved by the ODE project manager. All work related to this engagement must be completed on or before June 30<sup>th</sup>, 2012. It will be stored on the project's SharePoint. They will be made available to the entire project team, ODE ITO management and business sponsors and users. The vendor will be responsible for meeting all timelines designated and agreed by ODE project manager and business sponsors.</p>
<p><b>Vendor Personnel</b></p>
<p>The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate to perform the tasks required. The vendor must obtain equally-qualified replacement personnel 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 Department. 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>
<p><b>Participation in Meetings</b></p>
<p>The vendor will participate in meetings with personnel or groups recommended by the ODE project manager.</p>
<p><b>Standards Compliance</b></p>
<p>ODE 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"> <li>• ODE Database Standards</li> <li>• Project Management Standards</li> <li>• Infrastructure Standards</li> </ul>

<ul style="list-style-type: none"> <li>○ Desktop</li> <li>○ Network</li> <li>○ Server (Application, Database, Web, OS)</li> <li>● Storage</li> </ul> <p>All vendor staff working on ODE projects is required to review the ODE Information Security policies and sign an ODE Information Security and Confidentiality Certification form when complete.</p>
<b>Microsoft Project</b>
ODE requires the use of Microsoft Project with all of its projects.

<b>Non-Disclosure Agreement</b>
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 the Work Approach section of this document	Vendor	Approval from ODE Director of Project Management Office, and ODE Project Manager	Yes
Findings related to data tools catalog analysis	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Findings related to web portals analysis	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Findings related to identity management solution analysis	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes

Business Requirements	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Technical Requirements	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Architecture Diagrams/Models	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Findings related to potential efficiency gains	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Findings related to any identified barriers to implementation	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes
Proposed implementation plan	Vendor	Approval from ODE CIO, ODE Director of Enterprise Applications, and ODE Project Manager	Yes

## STAFFING

ODE 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 ODE (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. Just a resume will not be sufficient.

<b>STAFFING REQUIREMENTS</b>			
<b>Resource</b>	<b>Type of Resource</b>	<b>Skills Required</b>	<b>Skills Preferred</b>
Project Manager/Coordinator	Vendor	<ul style="list-style-type: none"> <li>• PMP Certification</li> <li>• Minimum 10 years IT experience</li> <li>• Minimum 5 years experience in managing projects leveraging developers and consultants</li> <li>• Minimum 5 years experience in a fixed bid relationship</li> <li>• Minimum 5 years experience with direct responsibility / accountability to senior executives (examples include Industry VPs, Agency Directors, Military 0-6 and above)</li> <li>• Project management responsibility on a minimum of 2 projects that included data system consolidation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a project manager on at least 1 project that included implementation of an identity management solution</li> <li>• Experience as a project manager in a state or federal environment (employee or consultant)</li> <li>• Experience as a project manager on at least 1 project involving state or national implementation of a technology solution</li> <li>• Experience with Microsoft Team Foundation Server</li> <li>• Experience with Microsoft SharePoint</li> <li>• Bachelor’s Degree in Information Technology, Business, or appropriate field of study</li> </ul>
Business Analyst/Requirements Analyst – Data System Consolidation	Vendor	<ul style="list-style-type: none"> <li>• Minimum 8 years overall IT experience.</li> <li>• Minimum 5 years experience in business and requirements analysis</li> <li>• Minimum 5 years experience writing use cases and/or</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in conducting JAD sessions</li> <li>• Experience with a requirement management tool</li> <li>• Experience with Team Foundation Server</li> </ul>

<b>STAFFING REQUIREMENTS</b>			
<b>Resource</b>	<b>Type of Resource</b>	<b>Skills Required</b>	<b>Skills Preferred</b>
		<ul style="list-style-type: none"> <li>storyboarding</li> <li>Business analyst responsibility on a minimum of 2 projects that included data system consolidation</li> </ul>	<ul style="list-style-type: none"> <li>BS or MS in related field</li> <li>Relevant certifications</li> </ul>
Business Analyst/Requirements Analyst – Identity Management	Vendor	<ul style="list-style-type: none"> <li>Minimum 8 years overall IT experience.</li> <li>Minimum 5 years experience in business and requirements analysis</li> <li>Minimum 5 years experience writing use cases and/or storyboarding</li> <li>Business analyst responsibility on a minimum of 2 projects that included implementation of an enterprise scale identity management solution</li> </ul>	<ul style="list-style-type: none"> <li>Experience in conducting JAD sessions</li> <li>Experience with a requirement management tool</li> <li>Experience with Team Foundation Server</li> <li>BS or MS in related field</li> <li>Relevant certifications</li> </ul>
Technical Writer	Vendor	<ul style="list-style-type: none"> <li>At least eight years overall IT experience</li> <li>At least five years experience in technical writing and editing</li> </ul>	<ul style="list-style-type: none"> <li>Experience in developing and editing project and technical documentation</li> <li>Experience in developing system administration manuals</li> <li>Experience in developing user manuals</li> <li>Experience with Team Foundation Server</li> <li>BA or MA in related field</li> </ul>
System Architect	Vendor	<ul style="list-style-type: none"> <li>Minimum 8 years experience developing applications in IT</li> <li>Minimum 5 years in</li> </ul>	<ul style="list-style-type: none"> <li>Experience with architecting solutions that run on a multilayer and multi-tier environment</li> </ul>

<b>STAFFING REQUIREMENTS</b>			
<b>Resource</b>	<b>Type of Resource</b>	<b>Skills Required</b>	<b>Skills Preferred</b>
		<p>understanding relational database models and developing database queries</p> <ul style="list-style-type: none"> <li>• Minimum 5 years experience architecting complex solutions using ASP.NET</li> <li>• Minimum 2 years experience in architecting/developing SOA (preferably .NET Web Services)</li> <li>• Minimum 2 years experience in architecting solutions using .NET 2.0 or above</li> <li>• Minimum 1 year experience architecting solutions using .NET 3.0 or above</li> <li>• Minimum 1 year experience in architecting solutions using ASP.NET AJAX</li> <li>• Minimum 1 year experience in Microsoft Visual Studio Team System/TFS</li> <li>• Minimum 5 years experience architecting enterprise scale identity management solutions (Federated and Centralized)</li> <li>• Minimum 5 years experience architecting reduced sign-on/web portals solution utilizing recognized industry standards (e.g. LDAP or SAML)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience architecting solutions using .NET 4.0, Visual Studio 2010, and TFS 2010</li> <li>• Experience in ASP.NET AJAX</li> <li>• Experience in XML, XSLT, XPATH</li> <li>• Experience in automated unit testing using either NUnit or Visual Studio Team System unit test</li> <li>• Experience in documentation testing using either nDoc or SandCastle</li> <li>• BS or MS in related field (Computer Science, etc.)</li> <li>• Relevant Microsoft certifications</li> </ul>

## ROLES AND RESPONSIBILITIES

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Information Technology Office	Executive Sponsor	Represents business interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> <li>• Provides commitment to the project</li> <li>• Provides guidance on policy</li> <li>• Signs off on deliverables</li> <li>• Reviews and signs off on project deliverables</li> </ul>	ODE CIO
Business Center	Subject Matter Experts (SMEs)	Represent the end-user interests of the project. Fulfill the following responsibilities: <ul style="list-style-type: none"> <li>• Provide output requirements (data and design)</li> <li>• Provide design recommendations for data input</li> <li>• Provide insight on usability</li> </ul>	ODE/Participating Entities
Information Technology Office	Technology Sponsor	Represents technology interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> <li>• Provides guidance for technological issues</li> <li>• Provides guidance on policy issues</li> <li>• Makes decisions on issues escalated by the Applications Development Manager</li> <li>• Ensures that required ODE technical resources are available</li> </ul>	ODE Director of Enterprise Applications

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
PMO	Project Manager	<p>Represents ODE Project Management Office interests of the project. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Creates the SOW</li> <li>• Selects the contractor</li> <li>• Develops the high level project schedule</li> <li>• Approves vendor invoices</li> <li>• Manages scope change and control</li> <li>• Reports progress and escalates problems as needed to Project Executive Sponsors</li> <li>• Reviews project deliverables</li> <li>• Provides project oversight</li> <li>• Interfaces with vendor representatives</li> </ul>	ODE (Assigned Project Manager)
Data Services	Data Manager	<p>Is involved throughout the application development lifecycle. Ensures that the data needs of the customer are being met and that data standards are being followed. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Is involved in the gathering of requirements</li> <li>• Reviews the project documentation</li> <li>• Conducts reviews of the data model to support the application</li> <li>• Understands and identifies data that exists in other systems/data stores</li> <li>• Attends all status meetings during which data, data models, reports, Extraction Transformation Loads (ETLs), and data exchanges will be discussed</li> </ul>	ODE

## 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 ODE 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>

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
Weekly Workgroup Status Report	TBD	To enable the project manager to monitor and control the progress of the project and update the Project Plan. If there are several workgroups involved, the project manager consolidates the weekly reports and updates the Project Plan with actual hours and estimate to complete. The consolidated version is distributed to the project team.
Monthly Status Report	TBD	To communicate project progress to the project sponsor and steering committee.
OTHER COMMUNICATION STRATEGIES		
Communication Strategy	Purpose	
PMO Sharepoint Site	<ul style="list-style-type: none"> <li>• Track risks and issues</li> <li>• Store and share working documents</li> <li>• Store final documents and deliverables</li> </ul>	

## 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 PROPOSAL

Vendor Proposal Requirements
<p>Submitting vendors will provide a Vendor Proposal on company letterhead that includes the total contract cost, proposed payment schedule, company qualifications, sub-contractor qualifications (if applicable), resource resumes, your company's data tool analysis and project management approach, proposed project schedule, a list of project assumptions and any other information required to determine your ability to deliver the required services. The proposal should demonstrate your understanding of the project. The quote must also include your STS number.</p> <p>Per <b>Executive Order 2010-09S</b>: Banning the Expenditure of Public Funds for Offshore Services - Prospective Service Providers shall be required to:</p> <ul style="list-style-type: none"> <li>• Affirm that they understand and will abide by the requirements of this Order</li> <li>• Disclose the location(s) where all services will be performed by any contractor or subcontractor</li> <li>• Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored</li> <li>• Disclose any shift in the location of any services being provided by the contractor or any subcontractor</li> <li>• Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract</li> </ul> <p><b>Note</b> - During the performance of this contract, the vendor shall 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.</p> <p>Send your proposal offering to me via email (<a href="mailto:jerry.pallante@ode.state.oh.us">jerry.pallante@ode.state.oh.us</a>) with a copy to the ODE Agency Procurement Officer (<a href="mailto:amadu.sankoh@ode.state.oh.us">amadu.sankoh@ode.state.oh.us</a>) by 5:00 PM on 07/22/2011.</p> <p><b>Note</b> - All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.</p>

## CONTACT INFORMATION

PROJECT CONTACTS			
Name	Title/Organization	Location	Email
Jerry Pallante	Project Manager, ITO PMO	25 South Front Street, Mail Stop G05 Columbus, OH 43215	<a href="mailto:jerry.pallante@ode.state.oh.us">jerry.pallante@ode.state.oh.us</a>

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2010-09S

Banning 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.

**CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:

<http://www.governor.ohio.gov/Default.aspx?tabid=1495>.

The Bidder/Offeror 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 as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror 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 Sub-contractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

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(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

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(Name)

\_\_\_\_\_  
(Address, City, State, Zip)