



Ohio Benefits and Ohio Business Intelligence System Security Control
Assessment (SCA)

R E Q U E S T F O R Q U O T A T I O N

State Term Schedule

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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR QUOTATION

Please consider this as the State of Ohio, Department of Administration, Office of Information Technology’s (OIT) Request for Quotation for the following project:

Ohio Benefits and Ohio BI Security Control Assessment (SCA)

The State of Ohio is requesting no more than three (3) resumes per supplier and quotation for a System Security Control Assessment based on MARS-E 2.0 Standards. The work must be completed by **June 30, 2017**.

BACKGROUND

The State of Ohio Office of Medical Assistance (OMA) and Department of Administrative Services (DAS) awarded a contract to Accenture in February of 2013 to build an enterprise system to provide Medicaid integrated eligibility system and business intelligence system.

Operation of these systems is dependent on continued approval by the Centers for Medicare & Medicaid Services (CMS) of the system. This requires we obtain a Systems Control Assessment (SCA).

Statement of Work (SOW)

The supplier will supply a Systems Control Assessment for the Ohio Benefits and Ohio BI. Both systems are defined with a Security Control Baseline of NIST 800-53 R4 Moderate. The design includes:

	Ohio Benefits	Business Intelligence
Applications	SOA-based Java JEE applications and portals, based primarily on the following technology platforms: · Oracle Fusion Middleware · Oracle Policy Automation · Oracle Identity & Access Management · Adobe, Informatica, and IBM Cognos BI software platforms	Cognos, SAS
Servers	Physical Exadata Devices – 2	

	Physical Exalogic Devices – 3 ZFS appliances – 4 Tape Library – 1 Virtual Servers – 142	
Users	As of July 14, 2016 443 State Users 4469 County users Citizen accounts: 987,508	

Specifically, the Assessment must:

Adhere to MARS E 2.0. See <https://www.medicaid.gov/federal-policy-guidance/downloads/cib-09-23-2015.pdf>

1. Note: NIST 800-53A not in scope. The State of Ohio used SANS Consensus Audit Guidelines (CAG 2.3) for its implementation and compliance guidance of the NIST 800.53 framework. A copy of CAG 2.3 can be provided upon request after award.
2. Adhere to State of Ohio laws, policies and standards. These can be found at: <http://infosec.ohio.gov/Government/StateGovernment/Security/Rules,PoliciesStandards.aspx>.
3. A detailed list of required security controls and control enhancements can be found <https://www.cms.gov/CCIIO/Resources/Regulations-and-Guidance/Downloads/3-MARS-E-v2-0-Catalog-of-Security-and-Privacy-Controls-11102015.pdf>
4. Two datacenters (Columbus and Cincinnati) and one office site are part of the scope of this project for both environments.
5. Implementation responsibilities span all project work streams. Security control implementation details are contained in the SSP which will be provided after award.
6. Judgmental sampling is acceptable and anticipated where appropriate. Please explain when and where you anticipate using this technique.
7. The attached **Appendix A**: “Framework for the Independent Assessment of Security and Privacy Controls” must be followed for this assessment.

Deliverable #	Deliverable Name	Deliverable Description	Cost of Each Deliverable	Deliverable Timeline
1	Assessment Preparation	Develop, review, and approve a plan to assess the security controls.		
2	Security Control Assessment	Access the security controls in accordance with the assessment procedures defined in the security assessment framework (<i>see Appendix A</i>).		
3	Security Assessment Report	Prepare the security assessment report documenting the issues, findings, and recommendations following the CMS Security and Privacy Assessment Report format (<i>see Appendix A</i>).		

ADMINISTRATIVE

PROPOSAL INQUIRIES

Suppliers may make inquiries regarding this RFQ any time during the inquiry period listed on the RFQ cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 24 hours, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 am on the inquiry period end date. The State may extend the proposal due date.

To make an inquiry, suppliers must use the process outlined below.

- Access the State Procurement Web site at <http://procure.ohio.gov/>.
- From the Navigation Bar on the left, select “Find It Fast”.
- Select “Doc/Bid/Schedule #” as the Type.
- Enter the RFQ number found on the first page of this RFQ (the RFQ number begins with “DAS”).
- Click the “Find It Fast” button.
- On the document information page, click the “Submit Inquiry” button.
- On the document inquiry page, complete the required “Personal Information” section by providing:
 - First and last name of the prospective supplier’s representative who is responsible for the inquiry;
 - Name of the prospective supplier;
 - Representative’s business phone number, and
 - Representative’s e-mail address.
- Type the inquiry in the space provided, including:
 - A reference to the relevant part of this RFQ;
 - The heading for the provision under question, and
 - The page number of the RFQ where the provision can be found.
 - Click the “Submit” button.

A supplier submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an e-mail acknowledging receipt. The supplier will not receive a personalized response to the question nor notification when the State has answered the question.

Suppliers may view inquiries and responses on the State’s Procurement Web site by using the “Find It Fast” feature described above and by clicking the “View Q & A” button on the document information page.

All questions must be submitted by 8:00 am on August 1, 2016. Questions submitted after this time will not receive a response from the state.

DUE DATES

All quotations are due by 1:00 pm, EST, on August 12, 2016. Any quotation received at the designated location 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.

SCHEDULE OF EVENTS

All times listed is Eastern Standard Time (EST).

Event	Date
1. RFQ Distribution to suppliers	July 21, 2016
2. Questions from suppliers due	8:00 a.m., August 1, 2016
3. Responses to suppliers due	4:00 p.m., August 8, 2016
4. Proposal/Quotation Due Date	1:00 p.m., August 12, 2016
5. Target Date for Review of Proposal/Quotation	August 15, 2016 – August 19, 2016
6. Interviews of Candidates, if needed	August 22, 2016 – September 2, 2016
7. Anticipated decision and selection of supplier	September 9, 2016
8. Anticipated commencement date of work	On or after October 1, 2016

EVALUATION FACTORS FOR AWARD

EVALUATION

The following will be considered in determining the supplier to be selected for this engagement, according to a standardized scoring methodology:

- Relevant experience
- Relevant skill level
- Proposed contractor rate(s)

TERM AND CONTRACT

The contract will be through State Term Schedule (STS) contracts and must reflect or be lower than STS rates, and must use STS categories.

STATUS REPORTING

The contractor will provide weekly status reports to the State OIT. The contractor will be responsible for meeting all timelines designated by assigned Project manager. Payment for services will be based on deliverable completion subject to the State's approval of each deliverable. The State will review deliverables and provide feedback or approval for each deliverable within 5 business days of receipt of deliverable.

NON-DISCLOSURE AGREEMENT

Both candidate and company will be required to sign a non-disclosure agreement which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.

GUIDELINES FOR QUOTATION PREPARATION

QUOTATION SUBMITTAL

Each supplier must submit three (3) complete, sealed and signed copies of its quotation and each quotation must be clearly marked "IE HHS BI Project SCA V5" on the outside of its envelope along with suppliers name.

A single electronic copy of the complete quotation must also be submitted with the printed quotations. Electronic submissions should be on a CD, DVD or USB memory stick.

Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal. Quote should be good for a minimum of 45 days.

- Cover Letter (include phone and e-mail contact)
- State Term Schedule Number
- STS Labor Category Code
- Supplier Information:
 - Supplier References (3 minimum) - form
 - Supplier Resume

- Additional supplier Information (optional) – supplier form
 - Supplier Hourly Rate
 - Cost of Deliverables
 - Deliverable Timeline
 - Conflict of Interest Statement
 - Payment Address
 - Proof of Insurance
 - W-9 Form

The State will not be liable for any costs incurred by any offeror in responding to this RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. The State may reject late quotations regardless of the cause for the delay. The State may also reject any quotation that it believes is not in its interest to accept and may decide not to do business with any of the suppliers responding to this RFQ.

Quotations MUST be submitted to the State's Procurement Representative:

Ms. Nychola Richardson
30 East Broad Street, 39th Floor
Columbus, OH 43215

PROPRIETARY INFORMATION

All quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a quotation or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the supplier. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the supplier takes exception to the terms and conditions of this RFQ.

WAIVER OF DEFECTS

The State has the right to waive any defects in any quotation or in the submission process followed by a supplier. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other suppliers.

REJECTION OF QUOTATIONS

The State may reject any quotation that is not in the required format, does not address all the requirements of this RFQ, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. The State will reject any Non-STS responses. In addition, the State may cancel this RFQ, reject all the quotations, and seek to do the work through a new RFQ or other means.

EVALUATION OF QUOTATIONS

Clarifications and Corrections

During the evaluation process, the State may request clarifications from any supplier under active consideration. It also may give any supplier the opportunity to correct defects in its quotation. But the State will allow corrections only if they do not result in an unfair advantage for the supplier and it is in the State's best interest.

Requirements

This RFQ asks for responses and submissions from suppliers. While each criterion represents only a part of the total basis for a decision to award the contract to a supplier, a failure by a supplier to make a required submission or meet a requirement will normally result in a rejection of that supplier's quotation. The value assigned to each criterion is only a value used to determine which quotation is the most advantageous to the State in relation to the other quotations that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the quotation process.

The evaluation process may consist of up to three distinct phases:

1. The procurement representative's initial review of all quotations for defects;
2. The evaluation committee's evaluation of the quotations; and
3. Interviews (optional).

Initial Review

The procurement representative normally will reject any incomplete or incorrectly formatted quotation, though the procurement representative may elect to waive any defects or allow a supplier to submit a correction. If a late quotation is rejected, the procurement representative will not open or evaluate the late quotations. The procurement representative will forward all timely, complete, and properly formatted quotations to an evaluation committee, which the procurement representative will chair.

Committee Review of the Quotations

The State's review committee will evaluate and numerically score each quotation that the procurement representative has forwarded to it.

The evaluation will result in a point total being calculated for each quotation. Those suppliers submitting the highest-rated quotations may be scheduled for the next phase. The number of quotations forwarded to the next phase will be within the committee's discretion, but

Regardless of the number of quotations selected for the next phase, they will always be the highest rated quotations from this phase.

At any time during this phase, the State may ask a supplier to correct, revise, or clarify any portions of its quotation.

The State will document all major decisions in writing and make these a part of the file along with the evaluation results for each quotation considered.

Once the technical merits of a quotation are considered, the costs of that quotation will be considered. But the State may also consider costs before evaluating the technical merits of the quotations by doing an initial review of costs to determine if any quotations should be rejected because of excessive cost. And the State may reconsider the excessiveness of any quotation's cost at any time in the evaluation process.

Interviews

The State may record any presentations, demonstrations and interviews.

Determination of Responsibility

The State may review the highest-ranking suppliers or its key team members to ensure that the supplier is responsible. The Contract may not be awarded to a supplier that is determined to be not responsible. The State's determination of a supplier's responsibility may include the following factors: the supplier's and its key team members' experience, past conduct on previous Contracts, past performance on previous Contracts, ability to execute this contract properly and management skill. The State will make such determination of responsibility based on the supplier's quotation, reference evaluations and any other information the State requests or determines to be relevant.

Changing Candidates

The major criterion on which the State bases the award of the contract is the quality of the supplier's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

Contract Award Process

It is OIT's intention to award one contract under the scope of this RFQ and as based on the RFQ Calendar of Events schedule, so long as OIT determines that doing so is in the State's best interests and OIT has not otherwise changed the award date. Any award decision by OIT under this RFQ is final. After OIT makes its decision under this RFQ, all Proposers will be notified in writing of the final evaluation and determination as to their proposals.

OIT anticipates making one award depending on program needs and the fit of the Proposer to the scope of this RFQ.

ATTACHMENT ONE

SUPPLIER PROFILE SUMMARY

SUPPLIER REFERENCES

Supplier's Name:

References

Provide three references for which the proposed candidate has successfully demonstrated meeting the requirements of the RFQ on projects of similar size and scope in the past five years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and date (month and year) of employment must be given for each reference. These references must be able to attest to the candidate's specific qualifications.

The reference given should be a person within the client's organization and not a co-worker or a contact within the offerors organization.

If less than three references are provided, the offeror must explain the reason for the shortage. The State may disqualify the Proposal if fewer than three references are given.

Client Company:	Client Contact Name:	Client Contact Title:	
Client Address:		Client Contact Phone Number:	
Project Name:	Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year	
Description of services provided that are in line with those to be provided as part of this Project:			
Description of how client project size and complexity are similar to this project:			

ATTACHMENT ONE

PERSONNEL PROFILE SUMMARY

CANDIDATE REFERENCES CONTINUED

Client Company:	Client Contact Name:	Client Contact Title:	
Client Address:		Client Contact Phone Number:	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
<p>Description of services provided that are in line with those to be provided as part of this Project:</p> <p>Description of how client project size and complexity are similar to this project:</p>			

