

NOTICE

This opportunity is being released to Deliverable Based IT Services (DBITS) Contractors pre-qualified as a result of Open Market RFP #0A1147.

Only Contractors pre-qualified in the Information Technology Assessment, Planning and Solicitation Assistance Technology Category are eligible to submit proposal responses and to submit inquiries. The State does not intend to respond to inquiries submitted by organizations not pre-qualified in this Technology Category.

An alphabetical listing of Contractors pre-qualified to participate in this opportunity follows:

1. Accenture
2. Advocate Consulting Group
3. Advocate Solutions LLC
4. Avasant LLC
5. Berry Dunn
6. CapTech Ventures
7. Cardinal Solutions Group
8. Centric Consulting LLC
9. CMA Consulting Services
10. Computer Aid, Inc.
11. Crowe Horwath LLP
12. CSG Government Solutions
13. First Data
14. Gartner
15. HMB, Inc.
16. IBM
17. IIT Contacts
18. Infojini
19. Information Control Company
20. Information Services Group, Inc.
21. Kunz, Leigh & Associates
22. Lochbridge
23. MAXIMUS Human Services, Inc.
24. McGladrey LLP
25. Menya Communications
26. MGT of America, Inc.
27. Navigator Management Partners LLC
28. Peerless Technologies
29. Persistent Systems
30. Quantrum LLC
31. R. Dorsey & Company
32. Sense Corporation
33. Sogeti USA, LLC
34. Sondhi Solutions
35. System Soft Technologies
36. The Greentree Group
37. UMT Consulting
38. Unicon International. Inc.
39. Vertex
40. Wild Goose Enterprises, Inc.

Statement of Work Solicitation

 <p style="margin: 0;">State of Ohio Ohio Department of Natural Resources Division of Oil & Gas Resources Management Requirements for a Relationally Integrated Computer System for the Division of Oil & Gas Project Statement of Work</p>	DBITS Solicitation ID No.	Solicitation Release Date
	DBDNR-16-01-001	09-24-2015

Section 1: Purpose

The purpose of this Project Statement of Work (SOW) is to provide the Ohio Department of Natural Resources (ODNR), Division of Oil and Gas Resources Management (DOGRM) with information technology services in Technology Category, Information Technology Assessment, Planning and Solicitation Assistance, a qualified Contractor, herein after referred to as the “Contractor”, shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of work set forth in Section 3, *Scope of Work*.

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Section 2: Background Information

2.1 Agency Information

Agency Name	Ohio Department of Natural Resources, Division of Oil and Gas Resources Management		
Contact Names	Jon Rayfield, Deputy Chief	Contact Phones	614-265-1053
	Marlene Hall, Program Coordinator to the Chief		330-896-0616
	Richard J. Simmers, Chief		330-896-0616

Bill to Address	Ohio Department of Natural Resources; Division of Oil and Gas Resources Management; 2045 Morse Rd. Bldg. F-3; Columbus OH 43229-6693
2.2 Project Information	
Project Name	Requirements for a Relationally Integrated Computer System for the Division of Oil & Gas
Project Background & Objective	<p>This project and scope of work covers the Division of Oil and Gas Resources Management’s, here after known as DOGRM or the Division, request to enter into a contract to provide services to write the requirements and scope of work necessary to solicit a Contractor to develop a new relationally integrated computer system for the Division that will replace the existing Risk Based Data Management System (RBDMS) used to process DOGRM’s oil and gas related activities.</p> <p>The Division desires a secure, web-based, single, integrated relational database management system, here after known as “system”, which allows a single point of entry, processes the workflow of information from one section or program area to another, provides accurate outputs in the form of displays and reports, and is integrated with the ODNR’s geographic information system (GIS). The system must allow access for the Field Enforcement section to retrieve and enter data when connectivity is not available.</p> <p>The Division has already compiled over 1,500 pages of documentation on their business processes. This includes user manuals, data dictionaries, narratives, forms, law and rules, flow charts, and wireframe screen displays of the proposed new system. Subject matter experts (SME) are on-hand for further explanations. This documentation now needs to be transformed into a detailed requirements document, statement of work, and solicitation document necessary for the Division to proceed with the competitive procurement process for the development and implementation of the system.</p> <p><u>BACKGROUND & OBJECTIVE</u></p> <p>The Division of Oil and Gas Resources Management is a Division within the Ohio Department of Natural Resources (ODNR). Its mission is to provide for safe and environmentally sound development and restoration of fossil fuel extraction sites with a vision to lead change in Ohio through innovation, excellence, and partnering in natural resources stewardship. By the authority of Chapter 1509 of the Ohio Revised Code (ORC) and Chapter 1501 of the Ohio Administrative Code (OAC), the Division regulates all oil and gas drilling and production activities. The Division has sole and exclusive authority to regulate the permitting, location, and spacing of oil and gas wells within the state. (ORC 1509.02)</p> <p>The Division structure utilizes multiple sections, with various program areas, guided by the Division’s Administration section to fulfill its responsibilities.</p> <p>The Bonding and Surety section verifies that applicants have complied with all legal requirements. Bonds provide the financial resources to restore a site if an oil and gas operator fails in its responsibility to act in accordance with Ohio’s site restoration laws.</p> <p>The Permitting and Hydrology section reviews applications for drilling permits and applications for facilities to store, recycle, treat, process, or dispose of brine and other waste substances from production operations. Detailed plans are examined to ensure wells are designed to prevent or minimize environmental impacts, that proper environmental safeguards are in place, and all legal requirements are met.</p> <p>The Fiscal section has an oversight role that touches all aspects of the Division. This include accounts receivable, accounts payable, auditing, budgeting, personnel, procurement, asset management, payroll, grants, and contracts control measures.</p> <p>The Legal section advises staff on legal requirements, facilitates appropriate legal actions, collaborates on legislation and rules, and represents the Division as stated in law.</p>

The Field Enforcement section assures equitable and uniform enforcement of, and compliance with, Chapters 1509 ORC and 1501 OAC through inspections, investigations, mediations, and education.

The Water Investigation program area investigates complaints alleging surface and ground water contamination or loss of ground water caused by oil and gas extraction activities or operations.

The Underground Injection Control (UIC) program area protects Ohio’s ground water by regulating the disposal of brine and other wastes produced while drilling for or producing oil and gas. The regulation of oil field injection wells protects soil and ground water. Staff reviews construction specifications, seismic monitoring information, issues permits for various types of injection deep into underground rock, and brine spreading practices on roads.

The Orphan Well program area manages the plugging of abandoned oil and gas wells, restoration of the surface land, and correction of conditions that are causing imminent health or safety risks for which no responsible owner exists or responds. Not less than fourteen percent (14%) of the revenue credited to the oil and gas well fund for the previous fiscal year shall be spent on these activities. (1509.071 ORC)

The Communications and Public Information section responds to citizen, stakeholder, media, and legislative requests for information. They also make public presentations regarding the Division’s programs as needed.

The Information Technology section maintains the Division’s current data and document management systems. They create new data processes as needed and mandated by law.

The Cambridge Environmental Laboratory assists in providing water chemistry data for ground water, surface water, and UIC investigations. Data is uploaded to the RBDMS-Water database.

The Division and its sections and program areas utilize multiple, independent databases, spreadsheets, and documents to monitor, track, and enforce Chapter 1509 ORC, Chapter 1501 OAC, and the Division’s policies. As stated above, the Division desires a web-based, single, integrated relational database management system, here after known as “system”, which allows a single point of entry, processes the workflow of information from one section or program area to another, and provides accurate outputs in the form of displays and reports. The system must allow access for the Field Enforcement section to retrieve and enter data when connectivity is not available.

HISTORY OF THE CURRENT SYSTEM, OHIO RBDMS

The Risk Based Data Management System was originally developed as a database primarily for Underground Injection Control (UIC) applications. In 1996, the Ohio Department of Natural Resources, Division of Oil and Gas (DOG), using Issue 1 bond money, contracted with the Ground Water Protection Council (GWPC) to expand this database into a fully functional oil and gas well database. This included the addition of an application module in order to process and issue permits. The Division began issuing permits under this system on July 1, 1997.

Currently, RBDMS contains over 265,000 records for all wells permitted since 1980 and a “sketch” ownership history for wells with registered owners prior to 1980. In 1998 and 1999, the Division of Geological Survey (Geo Survey) undertook two major projects to provide more data to wells currently in RBDMS and add all of the wells currently not in RBDMS. The first project involved digitizing every well by its location and the oil and gas well township maps. During the digitization of a well, an X/Y state plane coordinate was assigned as operators in Ohio were not required to provide that information until May 10, 1964. Additionally, a unique American Petroleum Institute (API) well number was assigned to each well as many historical wells either never had a permit number or were assigned numbers that were not compliant with the API well numbering schema. The second project involved matching these newly assigned API well numbers to the Geo Survey well cards. Once completed, the well card data was entered into RBDMS, providing most of the historical well information.

As with many projects, this was just the first step. Since implementation, the Division has further modified the database to provide internal and external customers a user-friendlier database along with adding other modules/databases that work in conjunction with the current system. These include the Inspection Rejection System (IRS), Rig Count Entry database, Issues database, etc. A document management system (EDMS) is also utilized to scan documents, such as plats, permits, orders, emails, etc., and associate them with specific wells. The current system uses SQL Server 2008 on the server side and versions of Access on the client side or front end. The Columbus Version uses Access 2000. There are currently two

	<p>versions of the Inspector Version. The majority of the inspectors are using the Inspector Version with Access 2010 and a small number of staff use the version with Access 2000. All of the versions are written in Visual Basic. The Inspector Versions must be updated weekly to keep the data tables current. The weekly update is currently 182.9 megabytes. A link to the ZIP file is emailed weekly to the field staff using the Inspector Versions. Additionally, the public can download a copy of the database through the Division website at http://oilandgas.ohiodnr.gov/industry/rbdms or request a free copy of the CD containing the database. The website offers three (3) versions of the database: Version 2000, Version 2007, and Version 2010. Like the field staff, the public must also download a weekly update to stay current with the data. The update link is located on the same web page as the initial install download.</p> <p>While the application has performed well considering the development tools available, and in view of the many patchwork interim fixes since it was installed in 1997, the current installation is no longer adequate to support the Division's internal requirements, nor is it robust enough in its present configuration to meet the e-commerce requirements of the Division's industry and public clients.</p>
Expected Project Duration	<p>The expected overall project duration will be in three phases as follows:</p> <ol style="list-style-type: none"> 1. The Contractor must submit the detailed requirements document, statement of work, and DBITS Statement of Work Solicitation form or formal request for proposal (RFP) solicitation document within 40 to 60 business days. 2. The Contractor must assist DOGRM with the RFP inquiries for the period of 30 business days from the Solicitation release date. 3. The Contractor must assist DOGRM with the RFP evaluations for the period of 35 business days from the Proposal Response Due Date.

2.3 Project Schedule

Date	Task
Upon award of contract, initial meeting	Contractor will meet with DOGRM subject matter experts (SME), Chief Rick Simmers, Assistant Chief Scott Kell, Deputy Chief Jon Rayfield, Program Coordinator to the Chief Marlene Hall, and Business Process Analyst Gregg Miller. DOGRM will provide and discuss documentation, flow charts, wireframe screen displays, project scope, copies of Chapter 1509 ORC and Chapter 1501 OAC, etc. to the Contractor to prepare the detailed requirements document and statement of work for the system.
Within 10 business days of initial meeting	Contractor will provide to DOGRM SME draft detailed requirements document and statement of work necessary for the Division to proceed with the competitive procurement process for the development and implementation of the system.
Within 10 business days of receipt of first draft by DOGRM SME	DOGRM will provide feedback on the draft detailed requirements document and statement of work to the Contractor.
Within 10 business days of draft document meeting	Contractor will provide to DOGRM SME a second draft detailed requirements document and statement of work incorporating the feedback input from DOGRM SME.
Within 10 business days of second draft document meeting	DOGRM will provide further feedback on the draft detailed requirements document and statement of work to the Contractor if necessary or approve the draft detailed requirements document and statement of work. If the detailed requirements document and statement of work are approved by DOGRM, the Contractor shall proceed to formalize the documents and prepare them for the competitive solicitation. If further feedback is given, that feedback will be incorporated in the next draft detailed requirements document and statement of work by the Contractor.

Date	Task
Within 5 business days of third draft document meeting	If the detailed requirements document and statement of work were approved by DOGRM in the second draft document meeting, the Contractor shall provide the final detailed requirements document, statement of work, and DBITS Statement of Work Solicitation form or RFP solicitation document. If further feedback was given, the Contractor will present the detailed requirements document and statement of work, with the feedback incorporated in the documents, to DOGRM. DOGRM expects to review these as the final documents.
Within 5 business days of the fourth draft document meeting	DOGRM will notify the Contractor and approve or disapprove the detailed requirements document and statement of work. If the detailed requirements document and statement of work are approved by DOGRM, the Contractor shall proceed to provide the final detailed requirements document, statement of work, and statement of work solicitation document or formal RFP solicitation document.
Within 5 business days of the fifth draft document meeting	The Contractor shall provide the final detailed requirements document, statement of work, and DBITS Statement of Work Solicitation document or formal RFP solicitation document.
For the period of 30 business days from the Solicitation release date	The Contractor shall assist DOGRM with the RFP inquiries. DOGRM may refer RFP inquiries to the Contractor using direct referral, verbally, email, fax, or a combination thereof. The Contractor shall provide DOGRM a detailed log of all RFP inquiries to include, but not limited to, date and time of inquiry, Inquirer Name, Company Name, phone number(s), Inquirer's email address, description of inquiry, Contractor inquiry response, method of response, and other information as deemed necessary.
For the period of 35 business days from the Proposal Response Due Date	The Contractor shall serve in an advisory role to assist DOGRM with the RFP evaluations and evaluation criteria. The assistance will be performed by the Contractor at the location or methods described in Section 3.7. The Contractor shall provide DOGRM written recommendations with relevant comments, as applicable, for each solicitation received.

2.4 Project Milestones

Date	Milestone
Upon award of contract	Initial meeting with DOGRM SME and Contractor.
Within 10 business days of initial meeting	Contractor to provide first draft detailed requirements document and statement of work to DOGRM SME.
Within 20 business days of initial meeting	DOGRM to provide feedback to Contractor on first draft detailed requirement document and statement of work.
Within 30 business days of initial meeting	Contractor to provide second draft detailed requirements document and statement of work to DOGRM SME.
Within 40 business days of initial meeting	DOGRM to provide further feedback to Contractor if necessary, or approve detailed requirements document and statement of work.
Within 45 business days of initial meeting	Contractor to provide third draft detailed requirements document and statement of work if necessary, or provide final detailed requirements document, statement of work, and statement of work solicitation document or formal RFP solicitation document.

Within 50 business days of initial meeting	If third draft detailed requirements document and statement of work was submitted by the Contractor, DOGRM will approve or disapprove the submittal.
Within 55 to 60 business days of initial meeting	Contractor shall provide the final detailed requirements document, statement of work, and statement of work solicitation document or formal RFP solicitation document.
For the period of 30 business days from the Solicitation release date	The Contractor shall assist DOGRM with the RFP inquiries and provide task documentation.
For the period of 35 business days from the Proposal Response Due Date	The Contractor shall assist DOGRM with the RFP evaluations and provide task documentation.

2.5 Contractor's Work Effort Requirement

The Contractor's full-time regular employees must perform at least 30 % of the effort required to complete the Work. The Contractor may use its personnel or subcontractor personnel to meet the remaining 70 % of the effort.

2.6 Ohio Certified MBE Set-Aside Requirement

None.

Section 3: Scope of Work

3.1 Description of Scope of Work

The scope of work for the Requirements for a Relationally Integrated Computer System for the Division of Oil and Gas Project includes creating a detailed requirements document, statement of work, and statement of work solicitation or formal RFP solicitation document for DOGRM's new, secure web-based oil and gas integrated computer system. The scope of work also includes assistance to DOGRM with the RFP inquiries and RFP evaluations.

The deliverables will be based on documentation and feedback provided by DOGRM SME. The deliverables will be in a form and format to provide DOGRM the means to proceed with the competitive procurement process for the development and implementation of the system. They must be concise, focused, easy to understand, and free of errors. They must be as clear as possible, avoiding overly technical phrases to convey information appropriately for a variety of audiences. The document must be formatted in a fashion that makes readability easy using proper document design choices, images, and diagrams, as necessary, to convey complex information.

DOGRM may require an onsite interview with Contractor and Subcontractor teams prior to the selection of awarded Contractor.

Not included in the scope of work for this project is any work on the development or project management of the system.

3.2 Assumptions and Constraints

Assumptions	Resources are allocated for the project.
	Representative DOGRM SME will participate in all project meetings.
	All vendors on the DBITS Contract are qualified for the project.
Constraints	Availability of DOGRM SME to review Contractor documentation.

	Availability of Division and Department Legal Staff to review Contractor documentation.
	Deliverables must be submitted in accordance with the Project Schedule.

3.3 Detailed Description of Deliverables

- Deliverables must be provided no later than the dates or timeframes specified. Any changes to the delivery date must have prior approval (in writing) by the DOGRM Chief or the Chief’s authorized representative.
- All deliverables must be submitted in a format approved by the DOGRM Chief or the Chief’s authorized representative.
- All deliverables must have acceptance criteria established and a time period for testing or acceptance.
- If the deliverable cannot be provided within the scheduled time frame, the Contractor is required to contact the DOGRM Chief or the Chief’s authorized representative in writing with a reason for the delay and the proposed revised schedule. The request for a revised schedule must include the impact on related tasks and the overall project.
- A request for a revised schedule must be reviewed and approved by the DOGRM Chief or the Chief’s authorized representative before placed in effect.
- The DOGRM will complete a review of each submitted deliverable within specified working days of the date of receipt as specified in the Project Schedule.
- A kickoff meeting will be held at a location and time selected by the DOGRM Chief or the Chief’s authorized representative where the Contractor and its staff will be introduced to the DOGRM.

Deliverable Name	Deliverable Description
Detailed Requirements Document	The Detailed Requirements Document will be a structured, detailed compilation of DOGRM’s business processes based on Chapter 1509 ORC, Chapter 1501 OAC, and DOGRM policies, expectations of the new system, and DOGRM SME input and feedback that will be used as the basis and framework to develop the new, secure web-based relationally integrated computer system for the Division of Oil & Gas and to create the Statement of Work to solicit a contractor to perform the development, installation, maintenance, and training for the new system and to furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of work set forth in the detailed requirements document.
Statement of Work	The statement of work (SOW) will be the formal document that captures and defines the work activities, deliverables, and timeline the Contractor developing the new system must execute in performance of the specified work for DOGRM. The SOW will include the detailed requirements and regulatory and governance terms and conditions.
Statement of Work Solicitation	The Contractor will complete the DBITS Statement of Work Solicitation form or formal RFP solicitation document for DOGRM.
RFP Inquiry Assistance and Documentation	The Contractor will assist DOGRM with inquiries regarding the solicitation from prospective bidders and provide DOGRM a detailed log of all RFP inquiries to include, but not limited to, date and time of inquiry, Inquirer Name, Company Name, phone number(s), Inquirer’s email address, description of inquiry, Contractor inquiry response, and other information as deemed necessary.

Deliverable Name	Deliverable Description
RFP Evaluation Assistance and Documentation	The Contractor will serve in an advisory role to assist DOGRM with evaluating and scoring solicitations received. The Contractor shall provide DOGRM written recommendations with relevant comments, as applicable, for each solicitation received.

Deliverable Name	Due Date (If applicable)	Payment Eligible? Yes/No	Acceptance Criteria
Detailed Requirements Document	40 to 60 business days from award of the contract	Yes	The document must include all details provided by DOGRM documentation and feedback and must be approved by the DOGRM Chief.
Statement of Work	40 to 60 business days from award of the contract	Yes	The SOW must include all details of the Detailed Requirement Document and regulatory and governance terms and conditions. The SOW must be approved by the DOGRM Chief.
Statement of Work Solicitation	40 to 60 business days from award of the contract	Yes	The Statement of Work Solicitation must be approved by the DOGRM Chief.
RFP Inquiry Assistance and Documentation	For the period of 30 business days from the Solicitation release date	Yes	When the detailed log of all RFP inquiries is received and approved by the DOGRM Chief and the inquiry period has concluded.
RFP Evaluation Assistance and Documentation	For the period of 35 business days from the Proposal Response Due Date	Yes	When the completed recommendations are received and approved by the DOGRM Chief and the evaluations are completed.

3.5 Roles and Responsibilities

Project or Management Activity/Responsibility Description	Contractor	Agency
Provide funding, documentation, feedback, availability, and approval for the success of the Statement of Work Solicitation.		X
Provide the deliverables specified in the Statement of Work Solicitation.	X	

3.6 Restrictions on Data Location and Work

- The Contractor must perform all Work specified in the SOW Solicitation and keep all State data within the United States, and the State may reject any SOW Response that proposes to do any work or make State data available outside the United States.
- The Work specified and produced in the SOW Solicitation is the sole and exclusive property of the State of Ohio, Ohio Department of Natural Resources, Division of Oil and Gas Resources Management.

3.7 Resource Requirements

DOGRM will provide workspace at the Central Office location at 2045 Morse Rd. Bldg. F; Columbus, Ohio 43229-6693; the Uniontown Field Office location at 3575 Forest Lake Dr. Suite 150; Uniontown, Ohio 44685-8116; or by videoconferencing. DOGRM expects the Contractor to be available through any and all of these locations or methods.

DOGRM expects the Contractor will provide all of the necessary personnel and equipment to successfully complete the work specified in this Statement of Work Solicitation.

Section 4: Deliverables Management

4.1 Submission/Format

PM Artifact/Project Work Product	Submission	Format
Draft documents: <ol style="list-style-type: none"> Detailed Requirements Document Statement of Work Statement of Work Solicitation 	Email	Microsoft Word (.docx)
Final and Approved Detailed Requirements Document	Email <u>and</u> U.S. Mail or Delivery Service (i.e. UPS, FedEx, Hand Delivery, etc.)	Microsoft Word (.docx), <u>and</u> Adobe .PDF, <u>and</u> one (1) printed paper Original, <u>and</u> four (4) printed copies of the Original
Final and Approved Statement of Work	Email <u>and</u> U.S. Mail or Delivery Service (i.e. UPS, FedEx, Hand Delivery, etc.)	Microsoft Word (.docx), <u>and</u> Adobe .PDF, <u>and</u> one (1) printed paper Original, <u>and</u> four (4) printed copies of the Original
Final and Approved Statement of Work Solicitation	Email <u>and</u> U.S. Mail or Delivery Service (i.e. UPS, FedEx, Hand Delivery, etc.)	Microsoft Word (.docx), <u>and</u> Adobe .PDF, <u>and</u> one (1) printed paper Original, <u>and</u> four (4) printed copies of the Original
RFP Inquiries Detailed Log	Email	Microsoft Work (.docx) and/or Microsoft Excel (.xlsx)
RFP Evaluations Recommendations	Email	Microsoft Work (.docx) and/or Microsoft Excel (.xlsx)

4.2 Reports and Meetings

- The Contractor is required to provide the DOGRM Chief or the Chief’s authorized representative with weekly written progress reports of this project. These are due to the DOGRM Chief or the Chief’s authorized representative by the close of business on Friday of each week throughout the life of the project.

- The progress reports shall cover all work performed and completed during the week for which the progress report is provided and shall present the work to be performed during the subsequent week.
- The progress report shall identify any problems encountered or still outstanding with an explanation of the cause and resolution of the problem or how the problem will be resolved.
- The Contractor will be responsible for conducting weekly status meetings with the DOGRM Chief or the Chief’s authorized representative. The meetings will be held on Monday at a time and place so designated by the DOGRM Chief or the Chief’s authorized representative – unless revised by the DOGRM Chief or the Chief’s authorized representative. The meetings can be in person or over the phone at the discretion of the DOGRM Chief or the Chief’s authorized representative.

4.3 Period of Performance

The period of performance will last the duration of the project.

4.4 Performance Expectations

This section sets forth the performance specifications for the Service Level Agreements (SLA) to be established between the Contractor and State. Most individual service levels are linked to “Fee at Risk” due to the State to incent Contractor performance.

The Service Levels contained herein are Service Levels for this SOW Solicitation. Both the State and the Contractor recognize and agree that Service Levels and performance specifications may be added or adjusted by mutual agreement during the term of the Contract as business, organizational objectives, and technological changes permit or require.

The Contractor agrees that 10% of the not to exceed fixed price for the SOW will be at risk (“Fee at Risk”). The Fee at Risk will be calculated as follows:

Total Not to Exceed Fixed Price (NTEFP) of the SOW	x	10 %	=	Total Fee at Risk for the SOW
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Furthermore, in order to apply the Fee at Risk, the following monthly calculation will be used:

Monthly Fee At Risk	=	Total Fee at Risk for the SOW
		Term of the SOW in months

The Contractor will be assessed for each SLA failure and the “Performance Credit” shall not exceed the monthly Fee at Risk for that period. The Performance Credit is the amount due to the State for the failure of SLAs. For SLAs measured on a quarterly basis, the monthly fee at risk applies and is cumulative.

On a quarterly basis, there will be a “true-up” at which time the total amount of the Performance Credit will be calculated (the “Net Amount”), and such Net Amount may be off set against any fees owed by the State to the Contractor, unless the State requests a payment in the amount of the Performance Credit.

The Contractor will not be liable for any failed SLA caused by circumstances beyond its control, and that could not be avoided or mitigated through the exercise of prudence and ordinary care, provided that the Contractor promptly, notifies the State in writing and takes all steps necessary to minimize the effect of such circumstances and resumes its performance of the Services in accordance with the SLAs as soon as reasonably possible.

To further clarify, the Performance Credits available to the State will not constitute the State’s exclusive remedy to resolving issues related to the Contractor’s performance. In addition, if the Contractor fails multiple service levels during a reporting period or demonstrates a pattern of failing a

specific service level throughout the SOW, then the Contractor may be required, at the State’s discretion, to implement a State-approved corrective action plan to address the failed performance.

SLAs will commence when the SOW is initiated.

Monthly Service Level Report. On a monthly basis, the Contractor must provide a written report (the “Monthly Service Level Report”) to the State which includes the following information:

- Identification and description of each failed SLA caused by circumstances beyond the Contractor’s control and that could not be avoided or mitigated through the exercise of prudence and ordinary care during the applicable month;
- the Contractor’s quantitative performance for each SLA;
- the amount of any monthly performance credit for each SLA;
- the year-to-date total performance credit balance for each SLA and all the SLAs;
- upon state request, a “Root-Cause Analysis” and corrective action plan with respect to any SLA where the Individual SLA was failed during the preceding month; and
- trend or statistical analysis with respect to each SLA as requested by the State.

The Monthly Service Level Report will be due no later than the tenth (10th) day of the following month.

SLA Name	Performance Evaluated	Non-Conformance Remedy	Frequency of Measurement
<p>Delivery Date Service Level</p>	<p>The Delivery Date Service Level will measure the percentage of SOW tasks, activities, deliverables, milestones and events assigned specific completion dates in the applicable SOW and/or SOW project plan that are achieved on time. The State and the Contractor will agree to a project plan at the commencement of the SOW and the Contractor will maintain the project plan as agreed to throughout the life of the SOW. The parties may agree to re-baseline the project plan throughout the life of the SOW. Due to the overlapping nature of tasks, activities, deliverables, milestones and events a measurement period of one calendar month will be established to serve as the basis for the measurement window. The Contractor will count all tasks, activities, deliverables, milestones and events to be completed during the measurement window and their corresponding delivery dates in the applicable SOW and/or SOW project plan. This service level will commence upon SOW initiation and will prevail until SOW completion.</p> <p style="text-align: center;">Compliance with delivery date is expected to be greater than 85%</p> <p>This SLA is calculated as follows: “% Compliance with delivery dates” equals “(Total dates in period – Total dates missed)” divided by “Total dates in period”</p>	<p>Monthly Fee at Risk</p>	<p>Project Schedule</p>

<p>Deliverable Acceptance Service Level</p>	<p>The Deliverable Acceptance Service Level will measure the State’s ability to accept Contractor deliverables based on submitted quality and in keeping with defined and approved content and criteria for Contractor deliverables in accordance with the terms of the Contract and the applicable SOW. The Contractor must provide deliverables to the State in keeping with agreed levels of completeness, content quality, content topic coverage and otherwise achieve the agreed purpose of the deliverable between the State and the Contractor in accordance with the Contract and the applicable SOW. Upon mutual agreement, the service level will be calculated / measured in the period due, not in the period submitted. Consideration will be given to deliverables submitted that span multiple measurement periods. The measurement period is a quarter of a year. The first quarterly measurement period will commence on the first day of the first full calendar month of the Contract, and successive quarterly measurement period will run continuously thereafter until the expiration of the applicable SOW.</p> <p style="text-align: center;">Compliance with deliverable acceptance is expected to be greater than 85%</p> <p>This SLA is calculated as follows: “% Deliverable Acceptance” equals “# Deliverables accepted during period” divided by “# Deliverables submitted for review/acceptance by the State during the period”</p>	<p>Monthly Fee at Risk</p>	<p>Project Schedule</p>
<p>Scheduled Reports Service Level</p>	<p>The Scheduled Reports Service Level will measure the receipt of Reports within IDA schedule or other established time frames.</p> <p>This SLA is calculated as follows: “Scheduled Reporting Performance” equals “(Total Number of Reports Required – Total Reports Missed/Missing)” divided by “Total Number of Reports Required”</p>	<p>Monthly Fee at Risk</p>	<p>Project Schedule</p>

4.5 State Staffing Plan

Staff/Stakeholder Name	Project Role	Percent Allocated
Richard J. Simmers, Chief	Project Sponsor, key visionary, decision maker, and approves the project deliverables. Provides guidance and overall strategic direction.	75%
Scott Kell, Assistant Chief	Provides input, feedback, and reviews the deliverables. Steering Committee member providing guidance and overall strategic direction.	50%
Jon Rayfield, Deputy Chief	Provides input, feedback, and reviews the deliverables. Steering Committee member providing guidance and overall strategic direction.	100%
Marlene Hall, Program Coordinator to the Chief	Provides input, feedback, and reviews the deliverables. Steering Committee member providing guidance and overall strategic direction.	100%
Gregg Miller, Business Process Analyst	Provides input, feedback, and reviews the deliverables. Knows the current system interfaces and data feeds.	50%
Scott Foor, Office of Information Technology Software Development Specialist	Provides input, feedback, and reviews the deliverables. Knowledge of systems, architecture, systems analysis, specifications, and department policy.	5%

Section 5: SOW Response Submission Requirements

5.1 Response Format, Content Requirements

Include the following:

1. Cover Letter:

- a. Must be in the form of a standard business letter;
- b. Must be signed by an individual authorized to legally bind the Contractor;
- c. Must include a statement regarding the Contractor's legal structure (e.g. an Ohio corporation), Federal tax identification number, and principal place of business; please list any Ohio locations or branches;
- d. Must include a brief executive summary of the services the Contractor proposes to provide and one representative sample of previously completed projects as it relates to this proposal (e.g. detailed requirements documents, statement of work);
- e. Must describe the Contractor's experience, capability, and capacity to provide Information Technology Assessment, Planning, and Solicitation Assistance. Provide specific detailed information demonstrating experience similar in nature to the type of work described in this SOW for each of the resources identified in Section 5.2.
- f. Must include a list of the people who prepared the Proposal, including their titles; and
- g. Must include the name, address, e-mail, phone number, and fax number of a contact person who has the authority to answer questions regarding the Proposal.

2. Subcontractor Letters:

- a. For each proposed Subcontractor, the Contractor must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
 - i. The Subcontractor’s legal status, federal tax identification number, D-U-N-S number if applicable, and principal place of business address;
 - ii. The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the Subcontractor to contractual obligations;
 - iii. A description of the work the Subcontractor will do and one representative sample of previously completed projects as it relates to this SOW (e.g. detailed requirements document, statement of work);
 - iv. Must describe the Subcontractor’s experience, capability, and capacity to provide Information Technology Assessment, Planning, and Solicitation Assistance. Provide specific detailed information demonstrating experience similar in nature to the type of work described in this SOW from each of the resources identified in Section 5.2;
 - v. A commitment to do the work if the Contractor is selected; and
 - vi. A statement that the Subcontractor has read and understood the RFP and will comply with the requirements of the RFP.

3. Assumptions: The Contractor must list all assumptions the Contractor made in preparing the Proposal. If any assumption is unacceptable to the State, the State may at its sole discretion request that the Contractor remove the assumption or choose to reject the Proposal. No assumptions may be included regarding the outcomes of negotiation, terms and conditions, or requirements. Assumptions should be provided as part of the Contractor response as a stand-alone response section that is inclusive of all assumptions with reference(s) to the section(s) of the RFP that the assumption is applicable to. The Contractor should not include assumptions elsewhere in their response.

4. Payment Address: The Contractor must give the address to which the State should send payments under the Contract.

5.2 Staffing plan, personnel resumes, time commitment, organizational chart

Identify Contractor and Subcontractor staff and time commitment. Identify hourly rates for personnel, as applicable.

Include Contractor and Subcontractor resumes for each resource identified and organizational chart for entire team.

Contractor Name	Role	Contractor or Sub-contractor?	No. Hours	Hourly Rate

5.3 Contingency Plan

Identify and provide a Contingency Plan should the Contractor and sub-contractor staff fail to meet the Project Schedule, Project Milestones or fail to complete the deliverables according to schedule. Include alternative strategies to be used to ensure project success if specified risk events occur.

5.4 Project Plan

Identify and describe the plan to produce effective documents and complete the deliverable requirements. Describe the primary tasks, how long each task will take, and when each task will be completed in order to meet the final deadline.

5.5 Project Schedule (WBS using MS Project or compatible)

Describe the Project Schedule including planning, defining goals, including milestones, and time for writing, editing and revising. Using MS Project or compatible, create a deliverable-oriented grouping of project elements that organizes and defines the total work scope of the project with each descending level representing an increasingly detailed definition of the project work.

5.6 Communication Plan

Strong listening skills, the ability to ask appropriate questions, and follow-up questions will be required to capture the information necessary to complete the deliverable requirements. Describe the methods to be used to gather and store various types of information and to disseminate the information, updates, and corrections to previously distributed material. Identify to whom the information will flow and what methods will be used for the distribution. Include format, content, level of detail, and conventions to be used. Provide methods for accessing information between scheduled communications.

5.7 Risk Management Plan

Describe the Risk Management Plan requirements including the risk factors, associated risks, and assessment of the likelihood of occurrence and the consequences for each risk. Describe your plan for managing selected risks and plan for keeping people informed about those risks throughout the project.

5.8 Quality Management Plan

Describe your quality policies, procedures, and standards relevant to the project for both project deliverables and project processes. Define who is responsible for what and for document compliance.

5.9 Fee Structure including Estimated Work Effort for each Deliverable

Payment will be scheduled upon approval and acceptance of each Deliverable by the DOGRM Chief within the usual payment terms of the State. A 10% holdback will be applied to each Deliverable until final acceptance is given on the last Deliverable or at the end of the Contract.

Deliverable Name	Total Estimated Work Effort (Hours)	Not-to-Exceed Fixed Price for Deliverable
Detailed Requirements Document		
Statement of Work		
Statement of Work Solicitation		
RFP Inquiry Assistance and Documentation		
RFP Evaluation Assistance and Documentation		
	Total Cost for all Deliverables	

5.10 Rate Card

Pre-Qualified Contractors must submit a Rate Card that includes hourly rates for all services the Contractor offers, including but not limited to those listed in Section 5.2. Enter the Rate Card information in this section.

Section 6: SOW Evaluation Criteria

The SOW evaluation criteria will be based on the following:

Criteria	Weight	Does Not Meet	Meets	Exceeds
1.0 At least one of the Projects or Scopes of Work described in the Contractor or Subcontractor Letter(s) must have been for a federal, state, or local government jurisdiction or public institution of higher education.	2	0	5	7
1.1 Contractor or Subcontractor Letter(s) show(s) experience in information technology assessment, planning, and solicitation assistance involving Permitting Application processes.	5	0	5	7
1.2 Contractor or Subcontractor Letter(s) show(s) experience in information technology assessment, planning, and solicitation assistance involving GIS processes.	3	0	5	7
1.3 Contractor or Subcontractor Letter(s) show(s) experience in information technology assessment, planning, and solicitation assistance involving Oil and Gas related data management systems and enforcement.	3	0	5	7
1.4 At least two of the Project/Scopes of Work described in the Contractor or Subcontractor Letter(s) must describe three or more of the following services, including the activities described within each service, and delivered within each of the Project/Scope of Work descriptions. <ul style="list-style-type: none"> • Requirements elicitation and validation • Process (workflow) and data analysis • Business process redesign • Business case development • Plan and manage development of strategic or operational technology plans, including stakeholder elicitation and facilitation • Documenting outcomes and developing goals, objectives, and strategies 	5	0	5	7
1.5 At least two of the Project/Scopes of Work described in the Contractor or Subcontractor Letter(s) must describe three or more of the following services, including the activities described within each service, and delivered within each of the Project/Scope of Work descriptions. Procurement and Solicitation Assistance, including	5	0	5	7

<ul style="list-style-type: none"> • Requirements definition • RFP development and publication • RFP scoring criteria development • RFP evaluation • Contract SOW development 				
<p>1.6 The representative sample(s) of previously completed projects as it relates to this proposal (e.g. detailed requirements documents, statement of work) are:</p> <ul style="list-style-type: none"> • Concise, focused, easy to understand, and free from errors • Avoids overly technical phrases to convey information appropriately for a variety of audiences • Includes use of images and diagrams to convey complex information 	5	0	5	7
<p>1.7 The Contingency Plan, Project Plan, Communication Plan, Risk Management Plan, and Quality Management Plan:</p> <ul style="list-style-type: none"> • Are concise, focused, easy to understand, and free from errors • Clearly address and describe the requirements of each plan 	4	0	5	7

1.8 Price Performance Formula. The evaluation team will rate the Proposals that meet the Mandatory Requirements based on the following criteria and respective weights.

Criteria	Percentage
Technical Proposal	80%
Cost Summary	20%

To ensure the scoring ratio is maintained, the State will use the following formulas to adjust the points awarded to each offeror. The offeror with the highest point total for the Technical Proposal will receive 800 points. The remaining offerors will receive a percentage of the maximum points available based upon the following formula:

$$\text{Technical Proposal Points} = \frac{\text{(Offeror's Technical Proposal Points/Highest Number of Technical Proposal Points Obtained)} \times 800$$

The offeror with the lowest proposed total cost for evaluation purposes will receive 200 points. The remaining offerors will receive a percentage of the maximum cost points available based upon the following formula:

$$\text{Cost Summary Points} = \frac{\text{(Lowest Total Cost for Evaluation Purposes/Offeror's Total Cost for Evaluation Purposes)} \times 200$$

Total Points Score: The total points score is calculated using the following formula:

$$\text{Total Points} = \text{Technical Proposal Points} + \text{Cost Summary Points}$$

Section 7: SOW Solicitation Calendar of Events

Firm Dates

<i>SOW Solicitation Released to Pre-qualified Contractors</i>	<i>September 24, 2015</i>
<i>Inquiry Period Begins</i>	<i>September 24, 2015</i>
<i>Inquiry Period Ends</i>	<i>October 6, 2015 @ 8:00 a.m.</i>
<i>Proposal Response Due Date</i>	<i>October 13, 2015 1:00 PM</i>

Anticipated Dates

<i>Estimated Date for Selection of Awarded Contractor</i>	<i>October 20, 2015</i>
<i>Estimated Commencement Date of Work</i>	<i>November 9, 2015</i>

All times listed are Eastern Standard Time (EST).

Section 8: Inquiry Process

Pre-Qualified Contractors may make inquiries regarding this SOW Solicitation anytime during the inquiry period listed in the Calendar of Events. To make an inquiry, Pre-Qualified Contractors must use the following process:

- *Access the State’s Procurement Website 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 DBITS Solicitation ID number found on the first page of this SOW Solicitation;*
- *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 Pre-Qualified Contractor’s representative who is responsible for the inquiry,*
 - *Name of the Pre-Qualified Contractor,*
 - *Representative’s business phone number, and*
 - *Representative’s email address;*
- *Type the inquiry in the space provided including:*
 - *A reference to the relevant part of this SOW Solicitation,*
 - *The heading for the provision under question, and*
 - *The page number of the SOW Solicitation where the provision can be found; and*
- *Click the “Submit” button.*

A Pre-Qualified Contractor submitting an inquiry will receive an acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The Pre-Qualified Contractor will not receive a personalized response to the question nor notification when the State has answered the question.

Pre-Qualified Contractors may view inquiries and responses on the State's Procurement Website by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

The State usually responds to all inquiries within three business days of receipt, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

The State does not consider questions asked during the inquiry period through the inquiry process as exceptions to the terms and conditions of this RFP.

Section 9: Submission Instructions & Location

Each Pre-Qualified Contractor must submit **four (4)** complete, sealed and signed copies of its Proposal Response and each submission must be clearly marked "**CONFIDENTIAL - DOGRM SOW and the DBITS Solicitation ID No. DBDNR-16-01-001**" on the outside of its package along with Pre-Qualified Contractor's name.

Four (4) electronic copies of the complete Proposal Response must also be submitted with the printed Proposal Responses. Electronic submissions should be **on a USB memory stick**.

Each proposal must be organized in the same format as described in Section 5. Any material deviation from the format outlined in Section 5 may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal. Proposal Response should be good for a minimum of 60 days.

The State will not be liable for any costs incurred by any Pre-Qualified Contractor in responding to this SOW Solicitation, 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 submissions regardless of the cause for the delay. The State may also reject any submissions that it believes is not in its interest to accept and may decide not to do business with any of the Pre-Qualified Contractors responding to this SOW Solicitation.

Proposal Responses **MUST** be submitted to the State Agency's Procurement Representative no later than 1:00 p.m. on October 13, 2015:

Chief Richard J. Simmers
Ohio Department of Natural Resources
Division of Oil and Gas Resources Management
3575 Forest Lake Dr. Suite 150
Uniontown OH 44685-8116

Deliveries will be accepted Monday through Friday between 9:00 AM and 3:00 PM, excluding holidays.

If hand delivering, call 330.896.0616 24-hours prior to arrival and state expected date and time of arrival.

Proprietary information

All Proposal Responses 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 Proposal Response or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Pre-Qualified Contractor. Additionally, all Proposal Response submissions will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Pre-Qualified Contractor takes exception to the terms and conditions of the Contract.

Waiver of Defects

The State has the right to waive any defects in any quotation or in the submission process followed by a Pre-Qualified Contractor. 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 Pre-Qualified Contractors.

Rejection of Submissions

The State may reject any submissions that is not in the required format, does not address all the requirements of this SOW Solicitation, 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 responses from companies not pre-qualified in the Technology Category associated with this SOW Solicitation. In addition, the State may cancel this SOW Solicitation, reject all the submissions, and seek to do the work through a new SOW Solicitation or other means.

Section 10: Limitation of Liability

Identification of Limitation of Liability applicable to the specific SOW Solicitation: Unless otherwise stated in this section of the SOW Solicitation, the Limitation of Liability will be as described in Attachment Four, Part Four of the Contract General Terms and Conditions.