

**September 3, 2020**

**Request for Quotation Number: BWC210203**

**Please consider this as the State of Ohio Bureau of Workers' Compensation's Request for Quotation regarding:**

**UiPath licenses for Customer Service Center  
Robot Process Automation (RPA)**

**Deadline for submitting Response: September 17, 2020 by 5:00p.m. ET**

Contract Start Date: This contract will become effective date of the signature by the BWC on this contract.

Contract End Date: June 30, 2021. With the possibility of two, one-year extensions.

**Any quotation received 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.**

**Purpose**

UiPath licenses for the Customer Service Center (CSC) to help to expand its services to State Agencies, and OIT Services Areas. Robot Process Automation (RPA) has been identified as the preferred solution to this problem. RPA automates repetitive rules-based tasks that are typically completed by a person sitting in front of a computer. By utilizing an RPA, specifically UiPath, we will be able to automate specific tasks for the Customer Service Center, Ohio Bureau of Workers' Compensation, and OIT Services Areas.

## Specifications

Package is to include some initial support from UiPath in setup and configuration and deployment packages.

ITEM NO.	QTY	DESCRIPTION	CATAGORY
1	1	UiPath-Orchestrator Subscription	UiPath
2	5	UiPath - Attended Robot - Named User, Annual Subscription	UiPath
3	5	UiPath - Unattended Robot- Concurrent, Annual Subscription	UiPath
4	4	UiPath - Robot - NonProduction, Annual Subscription	UiPath
5	2	RPA Developer Seat Licenses	UiPath
6	1	Insights – Foundation	UiPath
7	5	Insights – Attended Robot Add-on	UiPath

Submit Quotations by email to the following contact:

[Daniel.C.3@bwc.state.oh.us](mailto:Daniel.C.3@bwc.state.oh.us)

**IMPORTANT NOTE:** We will only consider quotes that have the following Required Information:

1. Request for Quotation number
2. Quote date expiration (At least 30 days) if applicable
3. State Term Schedule (STS) Number if applicable
4. STS Labor Category Code if applicable
5. Cost breakdown as described in the Fee Schedule/Rate section of this bid document

## Additional Requirements

### **Affirmative Action**

Before a contract can be awarded or renewed, for any amount in excess of \$2,500.00, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). Further information can be found at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

### **New Supplier**

If you are a new supplier with the State of Ohio, a Supplier Information Form must be completed and submitted to Ohio Shared Services through the Ohio Supplier Portal. You will also need to complete an IRS form W-9. Both the instructions and the form can be found at:

<http://supplier.ohio.gov>

### **Current Suppliers**

If you are a supplier previously registered or currently doing business with the State of Ohio, please provide a completed IRS form W-9 with your quote that reflects the tax ID for your business currently registered with the State of Ohio.

### **PROHIBITION OF THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE SERVICES.**

Pursuant to Executive Order 2019-12D, no State Cabinet, Agency, Board or Commission will enter into any contract to purchase services provided outside the United States or that allows State data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in the Contract. Executive Order 2019-12D is available at the following website:

[https://procure.ohio.gov/PDF/EO2019-12D/EO\\_2019-12D2\\_Offshore.pdf](https://procure.ohio.gov/PDF/EO2019-12D/EO_2019-12D2_Offshore.pdf)

The Contractor must complete the Contractor/Subcontractor Affirmation and Disclosure form affirming the Contractor understands and will meet the requirements of the above prohibition. During the performance of this Contract, the Contractor must not change the location(s) disclosed on the Affirmation and Disclosure Form, unless a duly signed waiver from the State has been attained to perform the services outside the United States. The Contractor/Subcontractor Affirmation and Disclosure form is available at the following website:

<https://procure.ohio.gov/PDF/EO2019-12D/02-Standard%20Affirmation%20and%20Disclosure%20Form.pdf>

**Important note: For suppliers with a State Term Schedule (STS) already in place, the requested forms under *Additional Requirements* are on file with the State of Ohio and not needed for this RFQ.**

A Sales and Use Tax Blanket Exemption is available upon request.

The State encourages Suppliers to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) suppliers.

### QUESTIONS

Questions about this RFQ can be submitted from the date of posting up to September 14, 2020. Please allow two (2) business days for responses.

Submit quote with the required information, per the instructions noted above, via email to:

[Daniel.C.3@bwc.state.oh.us](mailto:Daniel.C.3@bwc.state.oh.us)

Sincerely,

**Dan Cartwright**  
**Senior Sourcing Analyst**  
30 West Spring Street  
Columbus, OH 43215  
Fax: 614-728-8141

