

State Term Schedule Request for Quotation

RFQ Number: DASC1001

Date Issued: September 16, 2010

The Department of Administrative Services, General Services Division, Business Operations Unit, OAKS Capital Improvements - is requesting proposals for:

OAKS CI Reporting Tool

Proposal Due Date and Time: September 22, 2010 @1:00 p.m. EST

Send Proposals to: Sara Freetage
OAKS CI
4200 Surface Rd
Columbus, Ohio 43228

Inquiry Period Ends: September 21 @8:00 a.m. EST
Estimated Project Start Date: October 4, 2010

INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR QUOTATION

This request for quotation is for a contractor to assist in the Department of Administrative Services, General Services Division, Business Operations Unit, OAKS Capital Improvements (CI). The State desires to procure the services of a STS vendor with extensive experience in SQL based reporting environments. The vendor candidate should be able to design tables and set security on existing SQL Server platform, have expert knowledge of SQL Server, SQL scripting and SSRS, as well as experience in data modeling for relational databases.

OAKS CI is developing an interim reporting environment to serve as a bridge for high priority reports until OAKS CI is included in the OAKS Business Intelligence environment. The interim reporting environment will be developed in SQL Server.

The contract will be valid for 10 weeks for 400 hours. The State may renew the contract through for up to an additional 1600 hours.

BACKGROUND

OAKS CI hosts the state's Capital Improvement project information. Today OAKS CI contains information on 62 business processes ranging from contracts and fiscal information to project team correspondence and project drawings. The interim reporting environment will focus on providing specific reports related to determination and collection of SAO Fees, reporting of EDGE contractor participation on capital projects, and determination of certain SAO metrics used to measure the department's effectiveness.

Built on Skire's Unifier platform using a SQL server database, OAKS CI is a COTS web-based application. The interim reporting environment will be built in a separate SQL server database. SQL scripts will be developed to periodically move data from the production OAKS CI database to the reporting environment and transform the data to facilitate report development. Basic SQL reporting tools will be utilized to develop the required reports.

OAKS CI originally planned to be part of Phase 1C of the OAKS Business Intelligence project, a large scale work effort expected to take place throughout 2011. Decisions on when and how a new OAKS CI reporting system will be incorporated into the OAKS EPM Data Warehouse architecture are pending; therefore an interim solution to address the immediate reporting needs of various capital improvement stakeholders is being pursued.

BUSINESS DRIVERS

The OAKS CI Reporting Environment Project Interim Solution will provide the means to generate high priority reports until the BI project is fully realized. It will also provide the foundation for new OAKS CI database development within the EPM Data Warehouse, including an operational model for SQL table structures, data relationships and report layouts.

Completion of this project will make selected data collected during execution of capital projects more readily available for management reporting, trend analysis, issue management, and planning. The primary objective is to provide an SQL database reporting solution to meet specific reporting needs that cannot wait until the BI Environment is in place. These needs include:

- Collection of SAO Fees
- Reporting EDGE contractor participation on capital projects
- Certain SAO metrics

SKILL SET

The qualified candidate is required to have and will be evaluated against other candidates based upon the following:

Minimum skills and experiences:

- Associate's Degree in Information Technology or appropriate field of study
- At least 2 years experience developing and performing software tests
- At least 2 years experience with Microsoft SQL Server and SSRS

Demonstrated skills and experience in:

- Writing SQL scripts that extract data as well as building and transforming the data into a reporting environment
- Establishing database tables and table security
- Expert level skills with the reporting services tool, SSRS
- Ability to document SQL Server code that is developed

ADMINISTRATIVE

PROPOSAL INQUIRIES

Vendors may make inquiries regarding this RFQ any time during the inquiry period listed on the RFQ. 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 3:00 p.m. on the inquiry period end date. The State may extend the proposal due date.

To make an inquiry, vendors 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 vendor's representative who is responsible for the inquiry;
 - Name of the prospective vendor;
 - 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 for the RFQ where the provision can be found.
 - Click the "Submit" button.

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

Vendors 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 September 21, 2010. 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 September 22, 2010. 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 are Eastern Standard Time (EST).

Event	Date
1. RFQ Distribution to Vendors	September 16, 2010
2. Questions from Vendors due	8:00 am, September 21, 2010
3. Responses to Vendors due	5:00 pm, September 21, 2010
4. Proposal/Quotation Due Date	1:00 pm, September 22, 2010
5. Target Date for Review of Proposal/Quotation	5:00 pm, September 23, 2010
6. Interviews of Candidates	September 23 – 27, 2010
7. Anticipated decision and selection of Vendor	September 27, 2010
8. Anticipated commencement date of work	October 4, 2010

EVALUATION FACTORS FOR AWARD

EVALUATION

The following will be considered in determining the vendor to be selected for this engagement:

- Relevant skill level of proposed team member
 - Relevant experience of proposed team member
 - Proposed contractor rate(s)
 - Company profile (history, financial stability)
 - Availability of the proposed team member
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- The contractor will not be permitted to substitute personnel for those submitted for RFQ evaluation (during the RFQ evaluation or at project start-up), except when a candidate's unavailability is no fault of the contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.). Note: If a substitution situation occurs, the proposal will be re-evaluated. If the substitution gives the contractor an unfair advantage during the RFQ process, the proposal may be eliminated or the other vendors will also be given the chance to submit substitutions of personnel also.

- All proposals will be evaluated for meeting the requested information. Incomplete proposals will not be reviewed. The proposals that provided the requested information will be evaluated for at least the highest prioritized candidate. The proposals will be scored based on the criteria requested above. The top candidates (2-4) will be interviewed and scored to determine the most qualified candidates. Candidate substitutions between the proposal evaluation and interview periods are highly discouraged (see above). If DAS has other qualified candidates, the contractor's proposal requesting a substitution will be denied at this stage and the proposal will be eliminated from evaluation. If DAS does not have enough qualified candidates due to the substitution, all received proposals will be asked to confirm their candidates, given a couple of days to provide replacements, and the entire process will start over.

TERM AND CONTRACT

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

The project schedule is not to exceed whichever of the following arrives first: 400 hours or 10 weeks. Consideration for extension will be made prior to contract closeout based on need and contractor results.

STATUS REPORTING

The contractor will be responsible for meeting all timelines designated by assigned Project Manager. Weekly timesheets will be reviewed and signed by the OAKS CI Project Manager. Invoices must be accompanied by timesheets and submitted monthly for payment.

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 anytime either during or after the engagement.

GUIDELINES FOR QUOTATION PREPARATION

QUOTATION SUBMITTAL

Each Vendor must submit three (3) complete, sealed and signed copies and one electronic copy on CD-ROM of its quotation and each quotation must be clearly marked "OAKS CI Reporting Tool" on the outside of its envelope along with vendors name. Each vendor may submit up to 4 candidates for this position. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal.

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.

- Cover Letter
- State Term Schedule Certification
- Candidate Information:
 - Candidate References (3 Minimum) – form
 - Candidate Education and Training – form
 - Additional candidate information (optional) – vendor form
- Candidate Hourly Rate
- 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 Vendors responding to this RFQ.

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 Vendor. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Vendor 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 Vendor. 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 Vendors.

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 Vendor under active consideration. It also may give any Vendor 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 Vendor and it is in the State's best interest.

Requirements

This RFQ asks for responses and submissions from Vendors. While each criterion represents only a part of the total basis for a decision to award the contract to a Vendor, a failure by a Vendor to make a required submission or meet a requirement will normally result in a rejection of that Vendor'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. OAKS CI's representative's initial review of all quotations for defects;
2. The evaluation committee's evaluation of the quotations; and
3. Interviews.

Initial Review

OAKS CI's representative normally will reject any incomplete or incorrectly formatted quotation, though he/she may elect to waive any defects or allow a Vendor to submit a correction. If a late quotation is rejected, the OAKS CI representative will not open or evaluate the late quotations. The representative will forward all timely, complete, and properly formatted quotations to an evaluation committee.

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 Vendors 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 Vendor 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 Vendors or its key team members to ensure that the Vendor is responsible. The Contract may not be awarded to a Vendor that is determined to be not responsible. The State's determination of a Vendor's responsibility may include the following factors: the Vendor'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 Vendor'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 Vendor's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

Contract Award Process

It is DAS'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 DAS determines that doing so is in the State's best interests and DAS has not otherwise changed the award date. Any award decision by DAS under this RFQ is final. After DAS makes its decision under this RFQ, all Proposers will be notified in writing of the final evaluation and determination as to their proposals.

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

**ATTACHMENT ONE
PERSONNEL PROFILE SUMMARY
CANDIDATE REFERENCES**

Candidate'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 why. 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:	Ending Date of Employment:
		Month/Year	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
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 TWO
PERSONNEL PROFILE SUMMARY
CANDIDATE EDUCATION AND TRAINING**

Candidate's Name:

Education and Training. This section must be completed to list the education and training of each proposed candidate and must demonstrate in detail the proposed candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFQ.

EDUCATION AND TRAINING	MONTHS/YEARS	WHERE OBTAINED	DEGREE/MAJOR YEAR EARNED
College			
Technical School			
Other Training			