

Ohio Department of Health Request for IT Procurement

Date: 1/25/2011

Staff Augmentation – SNS/SharePoint 2010 Multi-Disciplinary Team

Posting Reference # DOH252905

Duration: 800 Hours per each individual team member

NOTE: There is potentially additional business needs for this team pending funding availability.
(State Fiscal year 2012 (7/2011-6/2012))

Overview:

The Ohio Department of Health need a multi-disciplinary team with significant collective SharePoint experience to assist with the Strategic National Stockpile (SNS) project and SharePoint 2010 implementation (including ADFS, login portal development, the migration and updates of the Ohio Situational Awareness Portal (OSAP), governance and training). This team will consist of: (1) Senior SharePoint Architect; (2) Senior Business Analyst; (3) Senior SharePoint/.Net Developer; (4) SharePoint Engineer, and (5) SharePoint Project Manager.

Statement of Work:

The Ohio Department of Health (ODH) is looking to augment existing information technology (IT) resources in order to fulfill grant requirements for the Strategic National Stockpile (SNS) project and the overall SharePoint 2010 implementation/upgrade. The final SNS solution will be built on the Ohio Department of Health's new SharePoint 2010 environment.

Project Goals and Deliverables:

- Plan and oversee the collection of related activities between the SharePoint 2010 infrastructure project and the SNS development project;
- Gather, document and deliver a comprehensive understanding of ODH SharePoint 2010 infrastructure and SNS project requirements for SharePoint 2010.;
- Develop a login portal (SharePoint 2010 Extranet) with self-service capabilities utilizing AD, ADFS and basic workflow for account provisioning/de-provisioning;
- Migrate and optimize existing SharePoint 2007 Site Collections for SharePoint 2010 use (starting with the OSAP site) ;
- Design a template for replicating the OSAP site on a per emergency response basis;
- Gather requirements for near-real time data feeds from the Ohio Disease Reporting System (ODRS) to OSAP and EpiCenter (Epidemiologic Analysis and Alerting System);
- Review, recommend and deploy appropriate add-on tools that will assist in meeting ODH SharePoint 2010 infrastructure, login portal, OSAP and SNS project requirements;
- Manage project timeline and budget and ensure that the project remains on schedule and within the allocated funds;
- Conduct regular stakeholder meetings;
- Assist ODH BA team members, through formal JAD sessions, with mapping both current and future states for the SNS business process;
- Review and certify or make best practice recommendations regarding the ODH SharePoint 2010 intranet environment currently consisting of Stage and Production SharePoint farms;
- Review and certify or make best practice recommendations regarding the ODH SharePoint 2010 internet environment currently consisting of Stage and Production SharePoint farms;
- Review and provide best practice recommendations regarding the disaster recovery
- Backup/restore, search, migration, taxonomy, TFS integration and security for ODH SharePoint 2010 intranet and internet environments;
- Work with ODH staff and provide ongoing knowledge transfer (on a daily basis) to ODH personnel throughout the length of this engagement;
- Provide reporting as appropriate to multiple levels of management;
- Develop and deliver a SharePoint Governance Plan, Development Standards, Service Definition Recommendations, and Implementation Guide;

- Develop and implement a comprehensive SharePoint training program specific to the ODH internal and external SharePoint 2010 environments to include courses for SharePoint Administration, SharePoint Site Owner, SharePoint Site Contributor, SharePoint Customization, and SharePoint Application Development.
- Provide training to Office of Management Information Systems (OMIS) selected staff;
- Provide SharePoint support until ODH SharePoint Administrators complete SharePoint Administration training.

Skill Sets for Staff Augmentation:

IMPORTANT: Vendors must submit a proposal for all five (5) staff augmentation positions with the required experience/skills identified. Otherwise, Vendors will not be considered for this opportunity.

1. Senior SharePoint Architect

Must have the following proven experience/skills:

- 3 years with SharePoint 2007 administration and configuration of multi-server environments;
- Designing and implementing enterprise SharePoint solutions for both public agencies and private organizations;
- SharePoint 2010 intranets and extranets;
- Migrating from SharePoint 2007 (MOSS) to SharePoint 2010;
- SQL 2008;
- Windows Server 2008 administration;
- ADFS V2 Integration;
- Creating and deploying forms with InfoPath 2010;
- Excel Services configuration;
- Office Web App configuration;
- SharePoint 2010 Designer;
- Visual Studio 2010;
- Familiar with .NET framework.

2. Senior Business Analyst

Must have the following proven experience/skills:

- Extensive business application modeling experience with N-Tier development in a Software Development Life Cycle (SDLC);
- Thorough understanding of SharePoint (2007 and 2010) functionality;
- SharePoint integration;
- Leading and coordinating efforts of other Business Analysts;
- Working with large groups of end users to gather requirements;
- Conducting/leading formal JAD sessions;
- Excellent written and effective communications skills (both technical and non-technical);
- Creating and interpreting Business process mapping diagrams;
- Creating SDLC documents across all project phases;
- Analyzing needs and conducting requirement assessment sessions;
- Creating and explaining use cases based on the analysis of business needs;
- Reviewing/modifying use cases for applicability and clarity;
- Coordinating User Acceptance Testing (UAT);
- Writing effective test cases to be executed by end-users;
- Team Foundation Server (TFS) ;
- Visio;
- Working closely with application developers;
- Acting as liaison between business areas and application development teams;
- Creating wireframes and/or screen mock-ups;
- Developing technical and non-technical training materials;

3. **Senior SharePoint/.NET Developer**

Must have the following proven experience/skills:

- 5+ years developing SharePoint applications;
- Clear understanding of the full Software Development Life Cycle (SDLC);
- Administering SharePoint sites;
- SharePoint 2010 development;
- Microsoft certified SharePoint developer;
- Utilizing Microsoft SharePoint in developing custom Web Parts and related coding techniques;
- Integration of applications within the SharePoint environment;
- Developing InfoPath forms connected to backend SQL databases and SharePoint lists;
- Building workflow applications with SharePoint;
- Incorporating Silverlight into SharePoint;
- Troubleshooting and researching potentially difficult SharePoint challenges;
- Utilizing AJAX and Enterprise Portals;
- In-depth knowledge of JavaScript, XML, XSLT, CSS and Schema manipulation;
- Developing C# .NET middle tier objects such as data access, business logic layers, etc.;
- Developing in Microsoft Framework 3.5 and 4.0;
- Developing presentation tier elements using ASP.NET;
- Designing and interpreting UML, Class, Use Case and Sequence diagrams;
- Writing data access code that interfaces to a SQL Server 2005/2008 database;
- Writing SQL stored procedures;
- Writing reports utilizing SQL reporting;
- Participating and/or leading code review sessions;
- Documenting software through detailed source code comments;
- Assisting/mentoring .Net/SharePoint developers and administrators;
- Testing .NET architected systems;
- Understanding, developing and documenting granular business issues;

4. **SharePoint Engineer**

Must have the following proven experience/skills:

- 5 years experience in SharePoint installation, configuration, administration and support;
- SharePoint (MOSS) 2007 and SharePoint 2010;
- SharePoint 2010 intranets and extranets;
- At least one large scale SharePoint 2010 implementation;
- Migration from SharePoint (MOSS) 2007 to SharePoint 2010;
- Windows Server 2008 Administration;
- ADFS V2 Integration;
- IIS 7.5;
- Familiar with .NET framework;

5. **SharePoint Project Manager**

Must have the following proven experience/skills:

- PMI Certified Project Manager;
- 3+ years SharePoint 2007 project management and design;
- Successfully managed the implementation of at least 3 large SharePoint (2007 and/or 2010) projects;
- Following PMI standards to manage projects through the project lifecycles of initiation, planning, execution, monitoring/controlling and closure;
- Developing full scale project plans;
- Managing project budget and resources;
- Tracking project deliverables;
- Implementing scope and change management processes;
- Leading enterprise level initiatives;

- Constantly monitoring and reporting on progress of the project to all stakeholders;
- Excellent time-management, leadership and communication abilities;
- Leading the development of work-breakdown structures, develops project tracking and variance reports, assembles risk management plans and Work Effort documents and creates other project documentation in accordance with PMI Standards;
- Managing projects in a shared services/resources type of environment.

IMPORTANT VENDOR INFORMATION:

Bidder's Conference Call Scheduled for **Monday, January 31, 2011 from 3 PM – 4 PM**

Ohio Department of Health has scheduled a Bidder's Conference to allow Vendors to participate in a Question & Answer Session prior to submitting their Request for Quote for their SNS/SharePoint 2010 Multi-Disciplinary Team.

Please call the following telephone number: **1-866-961-9227**

- **Meeting ID: 48510**
- **Password: 31091**

IMPORTANT: Vendor Interview Details

- Team Interviews for this staff augmentation opportunity will be conducted onsite at Ohio Department of Health.
- Office of Management Information Systems staff will notify the top three (3) selected vendors during business hours on Wednesday, February 9, 2011 to identify date and time of interviews.
 - All 5 proposed candidates must attend this team interview process;
 - Thursday, February 10, 2011 and Friday, February 11, 2011 are dates identified that Team interviews will be conducted by the ODH Interview Panel;
 - Location: 246 North High Street, Columbus, Ohio 43215

Special Requirements for Each Individual:

- Consultants are required to work at ODH and work offsite is not permitted, nor will supervisors approve payment for offsite work.
- All consultants are required to sign in and sign out.
- Consultants work hours must be discussed with Information Technology Supervisor assigned to this project. Normal business hours are 8 AM – 5 PM. Hours may be adjusted to meet business need and project timelines.
- The State of Ohio's payroll system is based on a two-week or 80-hour pay period. Consultants will use the Ohio Department of Health's (ODH) 80-hour electronic timesheet for recording work hours. Consultants will invoice ODH for hours worked no less than monthly and in accordance with the State of Ohio's pay period ending dates. Purchase order numbers are required on all invoices.

Important Vendor Requirement Information

- Questions and inquires should be submitted through the State of Ohio Procurement Site per identified time-period. No telephone calls or emails permitted.

To be considered for this IT Procurement Opportunity Ohio Department of Health is requesting that:

1. Vendors submit electronic copies to **OMISProc@odh.ohio.gov** by **Deadline Date: Friday, February 4, 2011 at 3:00 PM.**
2. Please place in the subject line of the email the wording:
"5 Candidates for Multi-Disciplinary Team Proposed for # DOH252905"
3. One Proposed Best Candidate Resume (maximum) for the 5 positions with identified proven experience/skills required by Ohio Department of Health to be considered for this opportunity:
 - (1) Senior SharePoint Architect;
 - (2) Senior Business Analyst;
 - (3) Senior SharePoint/.NET Developer;
 - (4) SharePoint Engineer;
 - (5) SharePoint Project Manager.
4. Individual Quote on your company's letterhead must include:
 - (a) State Term Schedule (STS) Number;
 - (b) Federal Tax ID Number;
 - (c) Breakdown of Identification by each individual position to include hours X hourly rate = total cost

This is an Example Only			
Position	Hours	Hourly Rate	Cost
(1) Senior SharePoint Architect;	800 hrs X	\$00.00	\$00.00
(2) Senior Business Analyst	800 hrs X	\$00.00	\$00.00
(3) Senior SharePoint/.NET Developer	800 hrs X	\$00.00	\$00.00
(4) SharePoint Engineer	800 hrs X	\$00.00	\$00.00
(5) SharePoint Project Manager	800 hrs X	\$00.00	\$00.00
Total Cost of 5 proposed positions = \$ 00.00			

5. An electronic copy of your current Affirmative Action Verification letter. (See Example 5A) This is available from Equality Opportunity Division (EOD) website: <http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

NOTE: If bid does not contain all requirements identified in this request, it will be considered non-responsive.

Example 5A: Affirmative Action Verification letter (must be placed in Adobe Acrobat PDF format)

Affirmative Action Report - Windows Internet Explorer

http://eodreporting.oit.ohio.gov/AffirmativeActionReport.aspx?ID=85

File Edit View Favorites Tools Help

Favorites Affirmative Action Report

Ohio Department of Administrative Services Equal Opportunity Division 614.466.8380 voice
John R. Kasich, Governor 30 E. Broad Street 614.728.5628 fax
Robert Blair, Director 18th Floor www.das.ohio.gov/eod
Melinda Carter, Deputy Director Columbus, Ohio 43215

OhioDAS

Dear

The State of Ohio, Equal Opportunity Division (EOD) has reviewed your company's affirmative action information and has determined that [redacted], has satisfied the requirements pursuant to the Ohio Revised Code (ORC) 125.111(B).

This letter of approval is in effect from [redacted] to [redacted]. Please note: EOD may conduct an audit on your company's affirmative action program to determine continued compliance with ORC 125.111.

If you have any questions, please contact the Construction Compliance Unit at (614) 466-8380.

Sincerely,



Melinda Carter
Deputy Director
State EEO Coordinator

Done Internet | Protected Mode: Off 100%