

**TITLE: PART-TIME .NET ARCHITECT REQUEST FOR QUOTE**

STAFF AUGMENTATION REQUEST FOR QUOTE	
<b>Document ID:</b>	EDUD2011010
<b>Open To:</b>	MBE State Term Schedule (STS) Vendors
<b>Quote Due Date:</b>	October 15, 2010 (No Later than 5:00 PM)
<b>Inquiry:</b>	Post Questions Online Only: September 1, 2010 – October 8, 2010
COMMENTS	
<p>The Ohio Department of Education (ODE) Office of Information Technology/PMO and the Center for the Teaching Profession would like to announce the opportunity for MBE certified State Term Schedule (STS) vendors to supply the services of a part-time .NET Architect to assist the department in analysis and development of Connected Ohio Records for Educators (CORE) Application Suite and Professional Conduct Case Management (PCCM) upgrades.</p> <p>Below you will find the Request for Quote for this project detailing the project scope, deliverables, responsibilities, skills, and experience required for this position. In addition, you will find a pre-interview questionnaire that is to be completed by each submitted candidate. This questionnaire will be used for the purpose of initial candidate screening. <b>Please access the IT Vendors section of the ODE website for a Word version of the Questionnaire.</b></p> <p>Please provide the candidate resume and your associated hourly rate. The quote must be on company letterhead and include the STS category and associated STS rate, discounted rate if applicable, and the total proposed contract amount using 600 hours for FY2011. In addition, please have your proposed candidate complete the associated Pre-Interview Questionnaire and include the completed document with your submission.</p> <p>Send your candidate offerings to me via email to (<a href="mailto:marcus.roberto@ode.state.oh.us">marcus.roberto@ode.state.oh.us</a>) with a copy to the Agency Procurement Officer (<a href="mailto:Amadu.Sankoh@ode.state.oh.us">Amadu.Sankoh@ode.state.oh.us</a>) by 5:00 PM on Friday, October 15, 2010. Please submit no more than two qualified candidates.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> <li>• All proposed candidates are available between November 12 and November 22 for an onsite interview.</li> <li>• The majority of the work will be performed on site at ODE offices located at 25 South Front Street, Columbus and will begin after creation of the purchase order.</li> <li>• No travel costs or delays to start date will be compensated by ODE.</li> <li>• Final selection will be based on either lowest cost or highest evaluation score. The evaluation score may be influenced by cost, initial screening score, and/or interview score.</li> </ul> <p>Only candidates explicitly meeting the minimum requirements as defined in the Request for Quote will be considered for this position. I will not be taking phone calls regarding this request. If you have any questions pertaining to this opportunity, please contact me via email so I may reply to all.</p> <p><b>Note:</b> All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.</p>	

## PROJECT INFORMATION

### PROJECT REQUEST

The work to be performed under the anticipated contract consists of application architecture and coding analysis, .NET development and documentation. The services will be rendered and the deliverables completed in State of Ohio Fiscal Year 2011. Deliverables are documented and detailed in ODE's MS Team Foundation Server environment. The organization for which the work will be performed is the ODE Center for the Teaching Profession (CTP). The request is for part-time engagement of a **.NET Application Architect** as a staff augmentation engagement (time and materials) managed by the CTP PM.

Defect fixes and upgrades to existing CTP IT systems are managed using PMBOK standards and Agile development methods (SCRUM). The contractor will be assigned scheduled tasks by the ODE Center for the Teaching Profession Project Manager and expected to complete them according to the CTP FY2011 product support schedule and SCRUM SPRINTS, consisting of 10 days each.

**The total engagement duration for this effort is 600 hours.** The primary role of the .NET Application Architect for this engagement is to review the Connected Ohio Records for Educators and Professional Conduct Case Management system architecture, .NET application code and integrated ODE Enterprise Web Services and systems in an effort to identify any inefficiencies or defects, architect/design upgrades from the current .NET 1.1 modules to .NET 2.0 and .NET 3.5. The successful candidate is expected to identify/document root causes of performance issues and clearly demonstrate *recommended* solutions are viable and implementable in the ODE PROD technical environment. The .NET Architect will also contribute application code examples and act as the lead technical .NET developer/architect for the CTP IT systems.

### Project Background

#### Main objectives:

Some of the largest CORE system modules and Web Services are currently running in the .NET 1.1 environment. This early version of Microsoft .NET contains known technical issues inherent to the Microsoft .NET 1.1 framework. A project is planned to upgrade these CORE modules and Web Services in FY2010-FY2011. Part of this .NET Architect FY2010 engagement will include documenting architectural *recommendations* and technical upgrade solutions for the planned FY2010 CORE upgrade project and to participate in the development of the .NET application code.

#### Business Drivers

These upgrades will create more efficient, effective, reliable and higher performing .NET applications for the Center for the Teaching Profession. It will also enable older modules of the CORE application suite to meet current .NET ODE Technical Standards, and allow educators to pay for licensure fees online using a credit card.

#### Scope

.NET Architect scope of work includes providing architectural direction, planning/sequencing/prioritizing/duration estimating technical tasks, leadership in coding, approach and other technical .NET duties as required.

#### Position Objectives

Architecture planning and .NET application coding

#### Skills and Experience

See minimum and preferred qualifications below.

**.NET Architect candidate minimum and preferred skills and experience:**

The successful candidate for this engagement must have the following **MINIMUM** skills, abilities and experience. Any candidate who does not meet or exceed **ALL 10** of the minimum qualifications listed below will not be considered for the engagement. *(Please list total number of months and years, and organizations served, on the vendor response document.):*

1. **Minimum of 5 years Microsoft .NET 1.1 Architecture and system design experience.**
2. **Minimum of 2 years Microsoft 2.0 and 3.0 Architecture and system design experience.**
3. **Minimum 5 years C# development experience in MS Visual Studio 2003 or higher.**
4. **Minimum 4 years experience in developing MS .NET Web Services**
5. **Minimum 3 years experience in developing MS .NET Remoting architectures/services**
6. **Minimum 2 years experience developing/designing XML, XML schemas and XSLT in MS Visual Studio 2003 or higher**
7. **Minimum 5 years experience developing systems using Oracle RDBMS and creating/optimizing PL/SQL queries.**
8. **Minimum 2 years experience leading a team of 2 or more MS .NET developers in a deliverables-based project environment.**
9. **Minimum 2 years conducting analysis and optimizing MS .NET application architectures and application code for best performance and reliability.**
10. **Minimum 3 months experience with Microsoft .NET 4.0/MSVS 2010 Architecture and system design experience (build and deployment workflow process experience a plus).**

The successful candidate for this engagement may have the following **PREFERRED** skills, abilities and experience. Candidates with a larger number of preferred skills listed below will generally score higher during the evaluation process. *(Please list total number of months and years, and organizations served, along with contact information on the vendor response document.):*

1. **1 year experience using SCRUM Agile development methodologies (or SCRUM Master certification as equivalent).**
2. **1 year experience with Microsoft Team Foundation Server**
3. **1 year experience using PMBOK project management methodologies**
4. **Goals-oriented proactive team player** with the ability to multi-task and prioritize technical tasks in a fast-paced, professional environment.
5. **Bachelors degree** or higher in Computer Science or related field. Partial credit will be awarded for BS degree or higher in any field.
6. **1 year experience using Microsoft Team System** automated unit testing and data output analysis.
7. **1 year experience with each of the following (one point for each item):**
  - Dynamic SQL Statements
  - JetBrains Resharper
  - C# in Microsoft Visual Studio 2005 or higher
  - AJAX

- 8. **2 years configuration management in MS .NET application environments using Microsoft Team System automated deployments**
- 9. **Excellent verbal communication skills (to be rated at onsite interview)** Please note – no "telephone interviews" will be considered for this engagement opportunity. Only onsite, "in-person" interviews will be conducted at the ODE headquarters, 25 South Front St., Columbus, Ohio for candidates who score highest in the initial evaluation.

## Work Approach

PROJECT MANAGEMENT				
<p>ODE Center for the Teaching Profession Project Manager will manage the entire project. PMBOK methodologies will be used, along with Agile SCRUM application development framework. Issue Management and Change Management and communications will be handled primarily by the daily 15-minute SCRUM meetings and requirements/project planning meetings with the business sponsors. All documentation will be posted on the CTP IT Support Project Sharepoint site.</p>				
Risk Assessment				
Risk	Impact	Red, Yellow, Green	Mitigation Strategy	Contingency
ODE will not have the staff to update CORE and PCCM without this resource. Other .NET support staff may depart at or before June 2011.	CORE and PCCM will not meet current ODE application standards, maintenance requirements and will be less reliable.	RED	Engage .NET Architect	Accomplish as much as possible with existing support staff – and hope no tech staff on the CTP IT support team leaves ODE.
Status Reporting				
<p>Daily SCRUM updates and standard ODE project reports. CTP PM will provide status reporting on a regular basis through documented status reports and scheduled sponsor meetings. The consultant will provide daily status during the 15-minute daily SCRUM meetings. The consultant will be responsible for meeting all timelines designated by the project manager. The CTP IT Support team (which includes this role) provides schedule estimates for each task, which the CTP PM will use to schedule the 10-day SPRINTS. Weekly printed timesheets and status reports will be reviewed and signed by the project manager and will accompany invoices submitted to the PMO for payment.</p>				
Schedule and Availability				

<p>The CTP IT Support team provides work estimates for each item prioritized by the ODE CTP business staff. The PM creates a high-level project plan and SPRINT Backlogs to manage the tasks and schedules. Work scheduled for FY2011 will be completed by June 30, 2011. Weekly timesheets and status reports will be printed and provided to PM for review and signature. Scanned versions of the documents will be emailed to PM for signature and payment processing. The contractor will be responsible for meeting all timelines designated by the CTP project manager documented in the CORE 2 task-level product support plan and 10-day SPRINTS. CTP PM will collect, review, and manage weekly contractor timesheets. The contractor will be responsible for meeting all timelines designated by the project manager. All work for this specific engagement will be completed by June 30, 2011, with an option to extend the .NET contractor through FY2014. The contract will be assessed each fiscal year for continuation considerations.</p>
<p><b>Special Note on candidate availability:</b> The candidates submitted by vendors are final. If a candidate scores high enough in the competitive selection process to be chosen for the engagement by the Ohio Department of Education, the candidate <b>must</b> be available for the engagement. If the candidate becomes unavailable prior to the start of the engagement, the organization providing the candidate may not have an opportunity to provide a substitute candidate for the engagement.</p>
<p>The candidate should be available for the engagement November 1, 2010-June 30, 2011, on weekdays during the engagement duration at ODE headquarters, 25 S. Front St., floor 5, Columbus, Ohio 43215. It is critical the candidate be available for meetings and communication with ODE technical staff during these normal business hours. This engagement will be part-time from November 1, 2010 through June 30, 2011. Hours will average 15 per week. It is possible some PRODUCTION performance tests and other architecture analysis, planning and design tasks will require work on weekends or evenings during the engagement.</p>
<p><b>Participation in Meetings</b></p>
<p>The .NET Architect consultant will participate in meetings with personnel or groups recommended by the project manager – project planning, architectural planning, etc. The consultant will participate in person, in onsite meetings with personnel or groups required by the project manager, which may include daily 15 minute SCRUM meetings, SPRINT planning and task decomposition/estimating meetings, SPRINT Review and Retrospective meetings, team code review/architecture meetings.</p>
<p><b>Vendor Personnel</b></p>
<p>The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate to perform the tasks required. The vendor must obtain equally-qualified replacement personnel for any personnel who become unavailable during the course of the project. If the vendor indicates the original .NET Architect is unable to complete the engagement, ODE has the option to terminate the engagement with the vendor and rebid the engagement through the State Term competitive selection process.</p>
<p><b>Acceptance Criteria</b></p>
<p>Please see minimum and preferred qualifications below.</p>
<p><b>Non-Disclosure Agreement</b></p>
<p>The candidate is required to sign a non-disclosure agreement. The agreement 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.</p>

**DELIVERABLES**

<b>LIST OF KEY DELIVERABLES</b>
Although this is a time and materials engagement, rather than a deliverables-based engagement, most of the work may require a formal signoff through customer acceptance testing and other methods.
<b>Deliverable 01</b>
Upgrade CORE .NET1.1 modules to current .NET standards and recommend new MS.NET 4 standards
<b>Deliverable 02</b>
Upgrade Test/deploy CORE Online Payment module
<b>RESPONSIBILITIES</b>
See the table Roles and Responsibilities table below

## **ROLES AND RESPONSIBILITIES**

<b>ROLES</b>	<b>RESPONSIBILITIES</b>	<b>STAFF</b>
Project Executive Sponsor	Represents business interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> <li>• Provides commitment to the project</li> <li>• Provides guidance on policy</li> <li>• Signs off on deliverables</li> </ul>	Associate Superintendent, ODE Center for the Teaching Profession
Technology Sponsor	Represents technology interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> <li>• Provides guidance for technological issues</li> <li>• Provides guidance on policy issues</li> <li>• Makes decisions on issues escalated by the Applications Development Manager</li> <li>• Insures timely availability of ITO staff for questions, testing processes, etc.</li> <li>• Signs off on deliverables</li> </ul>	ODE Chief Information Officer
ODE Data Manager	Ensures that the data needs of the customer are being met and that data standards are being followed. Fulfills the following responsibilities: <ul style="list-style-type: none"> <li>• Makes business process recommendations to their assigned area management regarding data collection</li> <li>• Is involved in the gathering of requirements</li> <li>• Reviews and assists in the development of project documentation</li> <li>• Conducts reviews of the data model to support the application</li> <li>• Assists in report development</li> <li>• Understands and identifies data that exists in other systems/data stores</li> <li>• Is involved in the population of the data</li> </ul>	CTP Data Manager

ROLES	RESPONSIBILITIES	STAFF
	<p>dictionary</p> <ul style="list-style-type: none"> <li>• Attends all status meetings during which data, data models, reports, Extraction Transformation Loads (ETLs), and data exchanges will be discussed</li> <li>• Assists with daily production support issues and requests</li> </ul>	
<p>ODE Center for the Teaching Profession Project Manager</p>	<p>Represents ODE Project Management Office interests of the project. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Provides project management for the effort</li> <li>• Creates the SOW</li> <li>• Selects the contractor</li> <li>• Serves as Project Manager, SCRUM Manager</li> <li>• Approves or disapproves vendor timesheets</li> <li>• Approves or disapproves vendor invoices</li> <li>• Manages scope change and control</li> <li>• Reports progress and escalates problems as needed to Project Executive Sponsors</li> <li>• Reviews consultant deliverables</li> <li>• Oversees and coordinates all aspects of consultant's day-to-day task work</li> <li>• Provides interfaces with vendor company officers</li> <li>• Leads status meetings</li> </ul>	<p>CTP PM</p>
<p>.NET Architect contractor</p>	<p>Fulfills the following responsibilities and delivers products described below:</p> <ul style="list-style-type: none"> <li>• Leads technical analysis of current CORE application suite products</li> <li>• Scope of analysis/testing for upgrades includes: <ul style="list-style-type: none"> <li>○ PCCM System</li> <li>○ CORE 2 Modules</li> <li>○ CORE 2 Web Services</li> <li>○ CORE 2 Workflows</li> <li>○ CORE 2 Architecture</li> <li>○ CORE 2 Application code</li> <li>○ CORE 2 database queries</li> <li>○ <i>Recommends</i> OEDS Enterprise Web Services coding and architecture upgrades.</li> <li>○ <i>Recommends</i> SAFE Enterprise Web Services coding and architecture upgrades.</li> </ul> </li> <li>• Creates and coordinates technical/performance tests <ul style="list-style-type: none"> <li>○ Creates Test Plan</li> <li>○ Creates Automated tests</li> <li>○ Leads/instructs developer team</li> </ul> </li> </ul>	<p><i>Successful candidate</i></p>

ROLES	RESPONSIBILITIES	STAFF
	<ul style="list-style-type: none"> <li>regarding .NET Architecture upgrades               <ul style="list-style-type: none"> <li>○ Review application code to verify it adheres to ODE and CORE/PCCM architecture standards</li> </ul> </li> <li>• Evaluates and documents technical test results and outcome</li> <li>• Creates technical evaluation and <i>recommendations</i> document which identifies any elements which currently contribute to performance issues in the ODE Production environment.</li> <li>• Identifies project and CORE/PCCM product technical risks and brings them to the attention of the Project Manager</li> <li>• Creates test code (CORE/PCCM software upgrades) and compares the new code to the existing code in regard to stability and performance in the ODE technical environments and documents outcomes.</li> <li>• Demonstrates, through objective test data, CORE/PCCM application suite performance improvements as a result of the optimizations/upgrades.</li> <li>• Leads coding efforts and participates in code reviews with David Clouse, Scott Greiff and Arun Chowdhary</li> <li>• Participates in knowledge transfer to/from CTP technical support team</li> <li>• Creates/modifies (enhanced) CORE/PCCM System design/architecture documentation and recommendations</li> <li>• Logs risks and issues in CORE SharePoint site</li> <li>• Logs/updates TFS tasks related to effort (defects, change requests, upgrades, etc.)</li> <li>• Creates/documents status reports</li> <li>• Assists David Clouse and ITO with code deployment strategies and best practices. Works with .NET Developer David Clouse to identify, plan and deploy modular, standardized, repeatable, successful code deployment processes and technologies in .NET 4</li> <li>• Review the Virtual Machine BL/PL Web Server configurations, Web Services, database connectivity and scripting/SQL statements to and <i>recommends</i> optimizations to the new environments for the CORE/PCCM System performance.</li> </ul>	

ROLES	RESPONSIBILITIES	STAFF
ODE .NET Developer	<p>Fulfills the following responsibilities and delivers products described below:</p> <ul style="list-style-type: none"> <li>• Works with architect to identify/leverage tools and services for technical analysis of current CORE application suite products</li> <li>• Scope of support/analysis/testing includes:               <ul style="list-style-type: none"> <li>○ PCCM System</li> <li>○ CORE 2 Modules</li> <li>○ CORE 2 Web Services</li> <li>○ CORE 2 Workflows</li> <li>○ CORE 2 Architecture</li> <li>○ CORE 2 Application code</li> <li>○ CORE 2 database queries</li> <li>○ OEDS Enterprise Web Services coding and architecture.</li> <li>○ InputAccel</li> <li>○ Documentum</li> <li>○ SAFE Enterprise Web Services coding and architecture.</li> </ul> </li> <li>• Works with Architect to create and coordinates technical/performance tests               <ul style="list-style-type: none"> <li>○ Reviews Technical Test Plan</li> <li>○ Executes Unit tests and debugs code</li> <li>○ Creates Automated tests</li> </ul> </li> <li>• Reviews Architect documents containing technical test results and outcomes</li> <li>• Reviews Architects technical evaluation and recommendations document which identifies any elements which currently contribute to performance issues in the ODE Production environment.</li> <li>• Identifies CTP IT Support project, PCCM and CORE products technical risks and brings them to the attention of the Project Manager and Scrum team.</li> <li>• Works with Architect to create test code (CORE software upgrades) and compares the new code to the existing code in regard to stability and performance in the ODE technical environments and documents outcomes.</li> <li>• Works with Architect to demonstrate, through objective test data, CORE application suite performance improvements as a result of the optimizations/upgrades.</li> <li>• Leads coding reviews to verify documented ODE coding standards are met by the CTP IT Support</li> </ul>	CTP IT Support

ROLES	RESPONSIBILITIES	STAFF
	<p>team.</p> <ul style="list-style-type: none"> <li>• Participates in knowledge transfer to/from CORE, PCCM technical support team</li> <li>• Creates/modifies CORE, PCCM System design/architecture documentation when necessary.</li> <li>• Logs risks, issues and product outages in CORE/PCCM SharePoint site issues log.</li> <li>• Logs/updates TFS tasks related to effort (defects, change requests, upgrades, etc.)</li> <li>• Attends daily 15-minute Scrum meetings</li> <li>• Creates/documents status reports</li> <li>• Works with Architect and ITO with code deployment strategies and best practices</li> <li>• Works with Architect to review the Virtual Machine BL/PL Web Server configurations, Web Services, database and recommend optimizations</li> <li>• Works with .NET Architect to identify, plan and deploy modular, standardized, repeatable, successful code deployment processes and technologies in .NET 4</li> <li>• Works with ITO technicians to troubleshoot and resolve issues related Enterprise IT Services such as the Enterprise .NET Framework, Oracle RDBMS, InputAccel, Crystal Enterprise, Documentum, Network Services, etc.</li> </ul>	
ITO Application Manager	Responsible for enterprise application services, security, performance, reliability, testing tools/standards, .NET coding standardization/documentation	ITO Application Manager

## SCHEDULE AND BUDGET

SCHEDULE AND BUDGET
<p>The FY2011 Project schedule for the .NET Architect will not exceed 600 hours or June 30, 2011. There is an option to renew the engagement for FY2012-FY2014. The successful candidate will work onsite at the Ohio Department of Education, 25 S. Front Street, Center for the Teaching Profession, and also offsite at the State of Ohio Computer Center 1320 Arthur E Adams Dr., as required.</p>
Vendor Payment Process
Vendor/State STS Agreement
Terms and Conditions
Vendor/State STS Agreement
Termination Provisions
Vendor/State STS Agreement
Standards Compliance
<p>Adherence to all ODE documented standards is mandatory. The ODE Database, Application Testing and .NET Development Standards documentation is available on the ODE Website at:</p> <p><a href="http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&amp;TopicRelationID=1578&amp;ContentID=8279&amp;Content=72707">http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&amp;TopicRelationID=1578&amp;ContentID=8279&amp;Content=72707</a></p> <p>In addition, the following documents—available from the ODE Project Manager—are part of ODE’s standards document library but are currently in revision, so are only offered as drafts:</p> <ul style="list-style-type: none"> <li>• ODE .NET Framework Assembly Documentation</li> <li>• BUILD Process Documentation</li> <li>• SAFE Documentation</li> <li>• ODE Application Testing Standards</li> </ul> <p>The vendor should be aware that these documents will be revised either prior to contract award or shortly thereafter and factor that cost fluctuation into their proposal. Areas of change may include:</p> <ul style="list-style-type: none"> <li>• Additional components in the ODE .NET framework</li> <li>• NET 1.1, 2.0, 3.0, 4.0 framework</li> </ul>

## CTP Information Technology systems - technical highlights:

- During peak volume periods, the ODE CTP staff can process more than 1,000 educator licensure requests a day through the CORE application suite.
- The CORE system manages 909,882 Educator records holding 3,470,104 credentials
- The CORE Oracle database consists of 329 tables with 58,165,852 rows of data.
  - In addition to the tables storing educator data for access by CORE, there are 50 CORE ETL tables containing 21,390,433 rows of data (included in the totals above). These tables are not managed by the .NET application code, but by PL/SQL, SQL and/or Informatica processes.
- The CORE .NET Service Oriented Architecture includes:
  - 397 Web Screens
  - 48 Web Services
  - 18 distinct modules
  - CORE and PCCM contain 904,106 nominal lines of .NET application code
- More than 600,000 educator documents are available today through CORE.
- CORE is integrated with the following ODE enterprise services:
  - Documentum document management system
  - Crystal Enterprise (BOXI) reporting services
  - Secure Application For Enterprise (SAFE)
  - InputAccel scanning and indexing services
  - ODE Enterprise .NET Framework and Web Services
  - Ohio Educational Directory Service (OEDS)

### The CORE system's 18 Production modules include:

**Credential Eligibility:** CE is the largest and most complex CORE module. CE processes include storing and managing educator credential information, scanning and indexing new credential requests from educators, executing background checks, modifying and renewing existing credentials, printing and mailing credentials. During peak periods, ODE staff can process more than 1,000 credential requests each day. The ODE staff can often process educator licensure requests the same day they arrive.

**Credential Eligibility Administration:** This module is available only to CTP managers and allows users to setup credential processing business rules, workflows and other administrative tasks for the system. The new .NET 3 version of this module was released in July, 2008.

**Entry Year:** EY manages Entry Year Teacher and Principal registration, program funding and PRAXIS III assessments for teachers. House Bill 1, enacted into law in July, 2009, changed the way new Ohio educators are trained. The Entry Year module will be replaced because the program model is now obsolete as a result of the passage of HB1.

**Entry Year Administration:** This module allows CTP managers to set start and end dates for EY program registration, set funding and assessment system variables and other administrative tasks. House Bill 1, enacted into law in July, 2009, changed the way new Ohio educators are trained. The Entry Year module will be replaced because the program model is now obsolete as a result of the passage of HB1.

**Educator Conduct Search (public):** This module provides external customers access to search a

database of educators with documented discipline issues. The module hosts PDF documents detailing the outcomes of the discipline.

**Educator Conduct Maintenance:** This module is being phased out, as many of the functions have been migrated to the Professional Conduct Case Management (PCCM) System is the tool CTP Professional Conduct staff use to maintain the public-facing Educator Conduct Search module. Updates and new records added through this module appear immediately in the Educator Profile and Educator Conduct Search module.

**Educator Profile:** This is the read-only version of CORE. Citizens and ODE staff can use Educator Profile to find individual educator credential and application information. The amount of information displayed is dependent upon the user's application security (SAFE) role. This module is scheduled for upgrade to .NET 2.0 during FY10.

**Financial Management:** This module is available to the ODE Finance staff. ODE staff uses it to track and manage incoming payments and links each of those payments to the appropriate application request.

**Financial Administration:** This tool is available to the Finance managers only and allows execution of administrative tasks such as adding or editing credential fees, fee discounting, chart of accounts and transaction information.

**Online Payment:** This module is undergoing extended testing in the Production environment. When completed, it will provide a secure environment for educators to request pay by credit card online for requested credentials. This module is scheduled for public release in 2010.

**Professional Conduct:** ODE staff and attorneys use this module to track and manage Ohio educator discipline data and processes. It is tightly integrated with the CE module.

**Professional Conduct Administration:** Allows ODE managers access to add or edit application status categories and other administrative functions.

**Program Approval:** This module allows ODE staff to track, manage and display Institution of Higher Education educator preparation programs and statuses. This program has been transferred to the Ohio Board of Regents, and further upgrades have not been planned for the PA module.

**Program Approval Administration:** Allows program managers at ODE to modify degree level and IHE status information, along with other administrative functions. This program has been transferred to the Ohio Board of Regents, and further upgrades have not been planned for the PA module.

**Pupil Activity (internal):** This module allows ODE CTP staff to track and manage Pupil Activity vendors, trainers and assists with certifications.

**Pupil Activity (public):** This module allows external Pupil Activity vendors to check status and demographic data associated with their organization and report status of educators who attend their events. It allows educators interested in Pupil Activity training to identify professional development opportunities.

**Portal (CORE):** This module is tightly integrated with ODE's application security service. It automatically handles the access to CORE modules based on user role and user selection.

**Reports:** CORE system reports are currently available to ODE managers only. The 33 reports display real-time data for all CORE modules through ODE's Crystal Enterprise reporting service.

**Professional Conduct Case Management (PCCM)** - In addition to the CORE system, CTP's PCCM system is tightly integrated with CORE and serves as a system which stores/manages data related to Educator Professional Conduct Case information.

**Resources available to the .NET Architect during the engagement:**

**1. Technical staff:**

- a. Full-time ODE CTP IT Support specialist and .NET developer
- b. Full-time ODE CTP IT Support specialist and .NET developer (contractor)
- c. Full-time ODE CTP IT Support specialist and .NET developer (contractor)
- d. ODE CTP Data Manager
- e. ODE ITO Enterprise Application Architects and Manager
- f. ODE ITO Database Services staff
- g. ODE ITO Network/Infrastructure Services staff
- h. ODE CTP IT Project Manager
- i. ODE CTP IT Support Business Requirements and data analyst

**2. Technical documentation:**

- a. Current ODE Enterprise Application Architecture and diagrams
- b. CORE System Architecture Wiring Diagrams
- c. PROD system error logs
- d. Team Foundation Server (application code, change requests, upgrades, bug fixes)
- e. CORE Database physical and logical data models

**3. Technical Resources:**

- a. SharePoint Portal, TFS (CORE application suite project)
- b. Microsoft Visual Studio (automated testing and code)
- c. ODE .NET and Oracle DEV, QA and PROD technical environments, including access to .NET Virtual machines, Web Servers, Network, Oracle monitoring and Observer network monitoring systems/reports/tests

---

## VENDOR PROPOSAL

---

### Vendor Proposal Requirements

Submitting vendors will provide a Vendor Proposal on company letterhead that includes the total contract cost, proposed payment schedule, company qualifications, resource resumes and your company's development and project management approach. The proposal should demonstrate your understanding of the project. If applicable the quote must also include your STS number.

Submitting vendors will provide an executed Standard Affirmation and Disclosure Form per Executive Order 2010-09S (see attachments).

**Executive Order 2010-09S:** Banning the Expenditure of Public Funds for Offshore Services - Prospective Service Providers shall be required to:

- Affirm that they understand and will abide by the requirements of this Order.
- Disclose the location(s) where all services will be performed by any contractor or subcontractor.
- Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
- Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
- Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.

**Note** - During the performance of this contract, the vendor shall not change the location(s) of the country where services are performed, or change the location(s) of the country where the data are maintained or made available without prior written approval of the Department, if applicable.

**Note** - All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.

---

**IMPORTANT NOTICE:** The candidate being submitted must complete the PRE-Interview questionnaire on page 18 below and must be included with the proposal. A Microsoft Word version of the PRE-Interview questionnaire form for this engagement is available on the ODE Website. To access it, key in "IT VENDOR" into the ODE homepage search field at <http://www.ode.state.oh.us>

---

## **ATTACHMENTS**

---

### **DEPARTMENT OF ADMINISTRATIVE SERVICES**

#### **STANDARD AFFIRMATION AND DISCLOSURE FORM**

#### **EXECUTIVE ORDER 2010-09S**

#### **Banning the Expenditure of Public Funds on Offshore Services**

---

#### **CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_

\_\_\_\_\_

(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

## PRE-INTERVIEW QUESTIONNAIRE

**Directions:** Please complete the following questionnaire, specifically addressing your work experience and skills. Provide concise answers to all questions. Be sure to include the number of years experience with each answer. Bulleted responses may be appropriate. A current candidate resume is expected in addition to the information listed below.

Questionnaire	
Question	Answer
Minimum skills and experience:	
1. Please verify minimum skills and experience for the ODE .NET Architect SOW item #1 (found on page 3 of the RFQ): How many years of .NET 1.1 Architecture and system design experience does the candidate have?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
2. Please verify minimum skills and experience for the ODE .NET Architect SOW item #2 (found on page 3 of the RFQ): How many years of Microsoft .NET 2.0 and 3.0 Architecture and system design experience does the candidate have?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
3. Please verify minimum skills and experience for the ODE .NET Architect SOW item #3 (found on page 3 of the RFQ): How many years of C# development experience in MS Visual Studio 2003 or higher does the candidate have?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
4. Please verify minimum skills and experience for the ODE .NET Architect SOW item #4 (found on page 3 of the RFQ): How many years of experience in developing MS .NET Web Services in MS Visual Studio 2003 or higher does the candidate have?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
5. Please verify minimum skills and experience for the ODE .NET Architect SOW item #5 (found on page 3 of the RFQ): How many years of experience in developing MS .NET Remoting architectures/services in MS Visual Studio 2003 or higher does the candidate have?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____

Questionnaire	
Question	Answer
<p>6. Please verify minimum skills and experience for the ODE .NET Architect SOW item #6 (found on page 3 of the RFQ): How many years of experience developing/designing XML, XML schemas and XSLT in MS Visual Studio 2003 or higher does the candidate have?</p>	<p>Total number of years of experience: _____</p> <p>Page of the candidate resume or associated documentation where the number of years can be verified: _____</p>
<p>7. Please verify minimum skills and experience for the ODE .NET Architect SOW item #7 (found on page 3 of the RFQ): How many years of experience developing systems using Oracle RDBMS and creating/optimizing PL/SQL queries does the candidate have?</p>	<p>Total number of years of experience: _____</p> <p>Page of the candidate resume or associated documentation where the number of years can be verified: _____</p>
<p>8. Please verify minimum skills and experience for the ODE .NET Architect SOW item #8 (found on page 3 of the RFQ): How many years of experience leading a team of 2 or more MS .NET developers in a deliverables-based project environment does the candidate have?</p>	<p>Total number of years of experience: _____</p> <p>Page of the candidate resume or associated documentation where the number of years can be verified: _____</p>
<p>9. Please verify minimum skills and experience for the ODE .NET Architect SOW item #9 (found on page 3 of the RFQ): How many years of experience conducting analysis and optimizing MS .NET application architectures and application code for best performance and reliability?</p>	<p>Total number of years of experience: _____</p> <p>Page of the candidate resume or associated documentation where the number of years can be verified: _____</p>
<p>10. Please verify minimum skills and experience for the ODE.NET Architect SOW items #10 (found on page 3 of the RFQ): How many months of experience with Microsoft .NET 4, MS Visual Studio 2010 ?</p>	<p>Total number of months of experience: _____</p> <p>Page of the candidate resume or associated documentation where the number of months can be verified: _____</p>
<p><b>Preferred skills and experience:</b></p>	
<p>1. Please verify preferred skills and experience for the ODE .NET Architect SOW item #1 (found on page 3 of the RFQ): How many years of experience using SCRUM Agile development methodologies (or SCRUM Master certification as</p>	<p>Total number of years of experience: _____</p> <p>Page of the candidate resume or associated documentation where the number of years can be verified: _____</p>

Questionnaire	
Question	Answer
equivalent)	
2. Please verify preferred skills and experience for the ODE .NET Architect SOW item #2 (found on page 3 of the RFQ): How many years of experience with Microsoft Team Foundation Server?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
3. Please verify preferred skills and experience for the ODE .NET Architect SOW item #3 found on page 3 of the RFQ): How many years of experience using PMBOK project management methodologies?	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
4. Please verify preferred skills and experience for the ODE .NET Architect SOW item #4 found on page 3 of the RFQ): List examples of being a goals-oriented proactive team player with the ability to multi-task and prioritize technical tasks in a fast-paced, professional environment.	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
5. Please verify preferred skills and experience for the ODE .NET Architect SOW item #5 found on page 3 of the RFQ): Bachelors degree or higher in Computer Science or related field. Partial credit will be awarded for BS degree or higher in any field.	Bachelor's degree (YES/NO) : _____  Page of the candidate resume or associated documentation where the Bachelor's degree can be verified: _____
6. Please verify preferred skills and experience for the ODE .NET Architect SOW item #6 found on page 3 of the RFQ): 1 year experience using Microsoft Team System automated testing and data output analysis.	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
7. Please verify preferred skills and experience for the ODE .NET Architect SOW item #7 found on page 4 of the RFQ): 1 year experience using Dynamic SQL Statements, JetBrains Resharper, C# in Microsoft Visual Studio 2005 or higher, AJAX.	Total number years of experience Dynamic SQL: _____ Total number years of experience JetBrains Resharper: _____ Total number years of experience C# MSVS 2005+: _____ Total number years of experience AJAX: _____
8. Please verify preferred skills and experience for the ODE .NET Architect SOW item #8 found on page 4 of the RFQ): 2 years configuration management in MS .NET application environments using MS Team System automated deployments.	Total number of years of experience: _____  Page of the candidate resume or associated documentation where the number of years can be verified: _____
9. Please verify preferred skills and	

Questionnaire	
Question	Answer
experience for the ODE .NET Architect SOW item #9 found on page 4 of the RFQ): Excellent verbal communication skills.	This candidate can communicate complex technical concepts to business and technical stakeholders clearly, concisely, and courteously.  (YES/NO): _____