



Request for STS Quote – RFQ Number: JFS-RFQ-10-1172509-3448

REQUEST FOR QUOTATION MBE Set-Aside ONLY via State Term Schedule

Ohio Department of Job and Family Services, Office of Information Services Request for Quotation for the following IT consulting positions:

**Program Manager (1 Position)
Child Support Modernization & Child Care Time and Attendance Payment System**

Deadline for submitting Response: a September 18, 2017 at 1:00 p.m.

Estimated Commencement Start Date: November 6, 2017

Estimated End Date: June 30, 2018

(Possibility of extension into FY19 subject to Budgetary & Administrative approval)

The Ohio Job and Family Services, Office of Information Services (OIS) is searching for highly skilled Program Manager to provide oversight and lead initiatives that require detail coordination of ODJFS business sponsors, OIS, Technology Vendors and Department of Administration Services (DAS) Office of Information Technology (OIT) resources. This consultant is expected to ensure project deliverables, quality of services, adherence to budget, business requirements and technology requirements of the projects are meeting agency objectives.

This position will be full time and estimated to be approximately 1,440 hours. There is a possibility of extension that is subject to budgetary & administrative approval for the next fiscal year beginning July 1, 2018.

The State prefers candidates with whom the provider has already had experience with, and that have worked on State or Federal technology projects in Human Services. Successful candidates are expected to be highly skilled in project management, experienced in developing PMO processes, PMO quality and success metrics, self-starters and detail oriented. Candidates must be able to work both independently and as team members to drive project goals, establish best practices in project management, manage budgetary requirements and quality of deliverables.

Vendors may submit up to two (2) resumes for this procurement.

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Overview

The Ohio Department of Job and Family Services currently has a variety of projects underway in various stages of development that are designed to enhance the State's services to constituents. Many of the OIS projects utilize internal project managers working with project managers that are part of a contract award for new applications and maintenance support. The project manager acquired through this RFQ will be augmenting internal staffing within the Portfolio Management group for Business Alignment and Information Technology Strategy (BAITS).

This position will support two initiatives, Child Support Modernization and replacement of the Child Care Time and Attendance System.

The Child Support Modernization project migrates the current COBOL IMS DC system to .Net or Java using a relational database architecture. The first phase is to convert as is with no modifications to system functionality with subsequent phases to enhance user interfaces and system functions. To support this project the Program Manager will be the key interface between the business, ODJFS OIS and the vendor selected to perform the modernization project. The modernization project is expected to begin first quarter calendar year 2018 with a duration of 2 years for the initial phase. Subsequent phases are expected for system enhancement of the user interface and related functions.

The Child Care Time and Attendance project is to migrate the existing system that is hosted and supported by Conduent (Xerox) to a new solution. The new system, Time and Attendance Payment (TAP) is expected to be a vendor hosted solution. To support this project the Program Manager will be the key interface between the business, ODJFS OIS and the vendor selected to implement the new Child Care Attendance Payment system. The project is expected to begin third quarter calendar year 2017 with an expected duration of 1 year for implementation.

General Responsibilities and Objectives

This objective of this solicitation is obtain resources that will provide capabilities to assist ODJFS in:

- Identifying and addressing the impediments and necessary actions to ensure timely completion and success of these projects;
- Determine actions needed to rectify project delivery risks and issues and drive the project to completion;
- Identifying and addressing project shortcomings or challenges with regard to State and Vendor project delivery, staffing, project management, decision making, quality, scope management, change management, organizational change, roles & responsibilities, project process methods and tools for monitoring and measuring factors that impact outcomes;

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- Establishing project plan(s) based on the factors outlined above and driving success of the projects through accountability and active management;
- Conducting progress reviews with project sponsors providing qualitative and quantitative information as well as objectively determining realistic schedules, resource allocations deliverable content and overall project progress;
- Ability to identify and develop remediation plans that are actionable and measurable to ensure adherence to project goals;
- Perform project analysis for budgeting, payment/invoice verification, change request management, resources capabilities, manage scope alignment and ensure that the projects are delivered as contracted within budget and schedule.

Required Skill Sets

- Minimum of 8 years of experience leading information technology projects comprising vendor management and internal resources for large cross organizational complex systems implementations.
- Minimum of 4 years of experience in State or Federal technology projects.
- Minimum of 3 years of experience in transforming applications from and to SAAS vendors and application modernization.
- Four (4) year college degree in Business, Computer Science, Software Engineering or related field.

Minimum Skill Sets

- Demonstrated executive level experience in presentations and communication skills reporting on complex multi-agency projects, software development lifecycle, change management, risk and quality management.
- Demonstrated expertise in the review and assessment of the timeliness, quality and effectiveness of project outcomes, communications, reviews and approvals, and recommendations on enhancements to realign the project with objectives.
- Demonstrated expertise in assessing team capabilities by identification of team roles for State and service providers, scheduling resource demand, defining and managing accountability between service provider and internal staff and establishing project metrics.
- Demonstrated expertise establishing project progress measurements, communications, identifying success criteria and milestones.

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- Ability to develop recommendations to assist teams in resolving issues and options and managing the impact to the original plan.
- Extensive experience in Health and Human resources projects providing project management for similar State or Federal projects.
- Experience in transitioning legacy systems to modern platform providing support for rewrite or moving to vendor hosted solution.
- Experience in transitioning vendor software solutions to a new vendor providing project management or similar support.
- Experience assisting and providing business owners with program management and managing vendor deliverables for technology innovation and support.

Additional Desirable Skill Sets

- Experience with Child Support applications
- Experience with Child Care Payment applications
- Experience in transitioning Cobol IMS DC systems to .NET/Java and relational database system
- Experience with multiple vendor projects and tool sets used for platform modernization
- Experience using Computer Associates Clarity Product

Fee Schedule or Rate

Hourly rate based at or below State Term Schedule (STS) pricing. All billing must be on a time and materials basis for each position. Work will be performed at Agency locations in the Greater Columbus area.

Schedule

Normal business hours (between 8:00 AM and 5:00 PM) Monday through Friday, 40 hours a week. Consultant(s) may be required to work additional hours based on operational need with State prior approval. All work must be performed onsite at State locations in the Greater Columbus Area.



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IMPORTANT NOTE: The State will only consider quotes that have the following required information:

1. State Term Schedule Number
2. State of Ohio Certified MBE Number
3. STS Labor Category Code
4. Request for Quotation number
5. Cost breakdown as described in the Fee Schedule/Rate section of this bid document.
6. Position applying for & resume for proposed consultant
7. Quote date expiration (a minimum of 30 days)

DUE DATES

All quotations are due by **1:00 pm, EST, on September 18, 2017**. 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	August 29, 2017
2. Proposal/Quotation Due Date NO INQUIRY PERIOD	1:00PM September 18, 2017
3. Target Date for Review of Proposal/Quotation and Projected Interview Dates	Week of September 25, 2017
4. Anticipated decision and selection of Vendor	Week of October 9, 2017
5. Anticipated Commencement date of work	Week of November 6, 2017

QUOTATION SUBMITTAL

Each Vendor must submit two (2) complete, sealed and signed copies of its quotation. Each quotation must be clearly marked “**Program Manager Child Support & Child Care**” on the outside of the envelope along with Vendors name.

A single electronic copy of the complete quotation must also be submitted with the printed quotations. Electronic submissions should be on a CD, DVD or USB memory stick. The electronic copy MUST be submitted in a SEPARATELY SEALED ENVELOPE.

Each proposal must be organized in the same format as described below. Any material



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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.

1. Cover Letter Containing the following information:
 - a. Contact person, address, phone number and email address;
 - b. A list of any subcontractors that will be working on the project;
 - c. A statement certifying the Vendor is a business entity and will not submit the Independent Contractor/Worker Acknowledgement to the ordering agency;
 - d. State Term Schedule Number;
 - e. A statement acknowledging that the Standard Affirmation and Disclosure Form (EO 2011-12K) that was signed during the State Term Schedule submission remains in effect; and
 - f. A statement acknowledging that the Vendor understands that changing personnel after the award without the State's consent may be a basis for termination of the work.
2. MBE Certification
3. State Term Schedule Number
4. STS Labor Category Code
5. Company profile (history, past & current clients)
6. Vendor Candidate Information
7. Vendor or Candidates Resume(s) and Position References (3 minimum)
8. Vendor or Candidate Rate
9. Conflict of Interest Statement
10. Payment Address

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 an 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.

Quotations MUST be submitted to the State's Procurement Representative:

ODJFS Bid Room – Office of Contracts and Acquisitions
OIS Project Management
30 East Broad Street, 31st Floor
Columbus, OH 43215

NON-DISCLOSURE AGREEMENT

All resources assigned to this work by the Vendor may be required to sign a non-disclosure agreement. The agreement prevents the disclosure of any confidential data obtained while on the engagement, and prevents disclosure during and after the engagement.

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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 due to 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. 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.