



Department of Job and Family Services

**Ohio Department of Job and Family Services
Request for Letterhead Bids (RLB)
RLB#: RLB-OIS-11-016**

Document Generation System Project

I. Purpose

The Ohio Department of Job and Family Services (ODJFS), Office of Child Support (OCS) is soliciting fixed price bids to identify a vendor who will supply, install, configure, and implement on ODJFS purchased hardware a Commercial Off-The-Shelf (COTS) Document Generation System (DGS). This system must be capable of generating individual documents for local printing in Ohio's eighty-eight county Child Support offices and the state Child Support office, as well as, print client notices in a batch mode in both the county and central locations where the letter templates are merged with data from the state's Support Enforcement Tracking System (SETS). ODJFS intends to purchase the environment's hardware and related software specified by the selected vendor and install it in our data center in preparation for the vendor to install and configure the procured COTS software package. At a minimum, the system's viewer interface must be browser based. The selected vendor will be responsible for specifying the hardware/software to be purchased by ODJFS consistent with the ODJFS Technical Standards (Attachment L), providing the COTS Document Generating software, connecting the COTS DGS to the ODJFS SETS Interface via an XML gateway within the Enterprise Service Bus environment, developing an ODJFS Document Management System Interface (FileNet), configuring the system with the Child Support workflow and business process, developing and installing two (2) document templates, training the Child Support and OIS staff from both the Columbus office and the various county offices, system load testing, integration, and User Acceptance Testing (including interface functionality) prior to the migration of the system into a production mode. ODJFS will be responsible for purchasing and installing the DGS environments specified in the selected vendor's bid proposal, developing the SETS mainframe segment and ESB modification, and any modifications to the FileNet system necessary to accommodate the required DGS interface. This Request for Fixed Price Letterhead Bid (RLB) document is released by ODJFS.

ODJFS will only accept proposals from vendors who are authorized to provide services under their approved Office of Information Technology (OIT) State Term Schedule (STS). Vendors submitting proposals in response to this request must have a valid STS status in effect prior to the proposal due date and time. Interested vendors that do not currently have an appropriate STS may contact OIT through the website of <http://procure.ohio.gov/proc/ContractsSTS3.asp> for information on the STS application process.

The ODJFS, Office of Information Services, IT Portfolio Management Office, will designate a staff member as the ODJFS Contract Manager to provide on-going supervision of the Vendor selected through this RLB. The normal work schedule for the State of Ohio is Monday through Friday 8:00

am to 5:00 pm. The Vendor selected under this RLB will have until **November 25, 2011** to complete this project.

The vendor's State Term Schedule must be approved by OIT by the time vendor bids are due on this project, in order to qualify for consideration. State law will not allow a services contract to span fiscal years, therefore all services and billing for this RLB must be completed by November 25, 2011. Failure of a Vendor to submit the final invoice for services rendered through November 25, 2011 by July 31, 2012 shall be deemed forfeiture by the Vendor of all remaining compensation pursuant to the Contract.

ODJFS will only accept proposals from vendors that demonstrate their capability of providing services as described in this RLB. This RLB document is released by and the subsequent agreement will be with ODJFS; the ODJFS Office of Information Services will be responsible for on-going supervision of the selected vendor's services, activities, and performance. For the purpose of this RLB, the term "Vendor" shall be defined as a qualified organization that will provide all activities and services as identified in this RLB.

ODJFS is under no obligation to enter into an agreement with any vendor as a result of this solicitation, if, in the opinion of ODJFS, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed. Changes in this RLB of a material nature will be provided on the agency website. All vendors are responsible for obtaining any such changes without further notice by ODJFS.

Renewal of this contract, at the pleasure of ODJFS for up to one (1) additional one-year term, is subject to and contingent upon discretionary action by the Ohio General Assembly to appropriate funds for this Contract for each state fiscal year it is in force. Any such renewal of all or part of the Contract also is subject to the satisfactory performance of the Contractor and the needs of ODJFS.

II. Time and Date of Submission

Organizations, companies, firms, or individuals who are interested in submitting letterhead bids must make their submission not later than **10:00 a.m. Eastern Standard Time on May 2, 2011**. *Faxes will not be accepted.* Proposals must be addressed to:

**Office of Information Services
Ohio Department of Job and Family Services
Attn: OIS IT Procurement Unit
RLB#: [RLB-OIS-11-016](#)
4200 E. Fifth Ave.
Columbus, Ohio 43219**

For hand delivery on the due date all proposals will be accepted at the Security Guard Desk at 4200 E. Fifth Ave., Columbus, Ohio 43219. **DAS/OIT or ODJFS- Contracts & Acquisitions WILL NOT ACCEPT PROPOSALS FOR THIS RLB.** ODJFS is not responsible for any proposals delivered to any address other than the address provided above.

All submissions, whether by mail or hand delivery, must be received complete by the above date and time. Materials received after the submission deadline date, or partial submissions received

regardless of the date, will not be added to previous submissions, nor be considered. No confirmations of mailed proposals received can be provided.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RLB, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ODJFS and the vendor selected.

III. Anticipated Procurement and Project Timetable

04/15/2011	JFS Releases RLB to Potential Vendors. Q & A Period Opens - Vendors may submit inquiries for RLB clarification.
04/21/2011	Vendor Q & A Period closes, 8:00 a.m. for inquiries for RLB clarification - No further inquiries for RLB clarification will be accepted.
05/02/2011	Deadline for Vendors to Submit Proposals (10:00 A.M., Eastern time).
05/16 – 5/20/2011	Vendor Presentation Period
05/24/2011	JFS Issues Award Notification (estimated).
06/10/2011	Purchase Order Award (Estimated): Two Purchase Orders will be issued for this project. All work/services through 6/30/2011 will have Purchase Orders issued in State Fiscal Year 2011. Note: <i>Work can not begin until we have an approved purchase order for Fiscal Year 2011.</i>
11/25/2011	The selected vendor on this project will be required to complete the project on or before 11/25/2011.

JFS reserves the right to revise this schedule if in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

* According to requirements of ORC 126.07, ODJFS contracts are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, which is indicated by the approval of the Purchase Order (P.O.) The selected vendor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the ODJFS Contract Manager's providing notice that the requirements of section 126.07 of the Ohio Revised Code have been met.

IV. Internet Question & Answer Period; RLB Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RLB via the Internet during the Question and Answer (Q & A) Period as outlined in Section III. Anticipated Procurement Timetable. To ask a question, potential vendors must use the following Internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov/omis/rfq/>;**
- * **Select RLB Number *RLB-OIS-11-016*;**
- * **Follow the link to the dedicated web page;**
- * **Select “Submit Inquiry” near the bottom of the web page; and**
- * **Follow the instructions and guidelines as follows to send an e-mail question.**

Questions to this RLB must reference the relevant part of this RLB, the heading for the provision under question, and the number and/or section of the RLB where the provision can be found. The potential vendor must also include his or her name, the company name, and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RLB provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after **8:00 a.m.** on the date that the Q & A period closes.

ODJFS responses to all questions asked via the Internet will be posted on the Internet web site dedicated to this RLB, for reference by all potential vendors. Potential vendors will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the “ODJFS Question and Answer Document” for this RLB; when possible, ODJFS may post an interim Q & A Document as well as the final version. Vendor proposals in response to this RLB are to take into account any information communicated by ODJFS in the Final Q & A Document for the RLB. **It is the responsibility of all potential vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding any RLB.**

Accessibility to the ODJFS Q & A Document will be clearly identified on the web site dedicated to this RLB, once that document is made available.

IMPORTANT: Requests from potential vendors for copies of previous RLBs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RLB. PRRs, submitted in accordance with directions provided in Section XVI. Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet or faxed questions for RLB clarification do not apply to PRRs.

Requirements under a current project may or may not be required by ODJFS under any future contract, and so may not be useful information for vendors who choose to respond to the RLB; therefore, vendors are to base their RLB responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in the RLB and, if applicable, in the Q&A document, NOT on details of a current or past related contract. If vendors ask questions about existing or past contracts using the Internet Q & A process, ODJFS will use its discretion in deciding whether to provide answers.

ODJFS will only answer those questions submitted within the established time period for the vendor Q & A process (see Section III. Anticipated Procurement Timetable, above), and which pertain to issues of RLB clarity, and which are not requests for public records. ODJFS is under no obligation

to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

V. Qualifications

In order to be considered for the project described in this RLB, ODJFS requires that interested vendors **must** meet, at minimum, **all** the following qualification requirements:

A. Required Vendor Qualifications

In order to be considered for the purchase order expected to result from this RLB, ODJFS requires that interested vendors **must** be an Office of Information Technology (OIT) State Term Schedule (STS) authorized vendor.

- Vendors are required to submit a copy of their current STS cover page as part of their proposals. Proposals submitted from any other entity or individuals will be rejected.

Vendors which do not meet both of the above requirements will be disqualified from further consideration for award. Additionally, other procedural requirements (such as receipt by ODJFS of a proposal by the stated deadline) are established on the Technical Proposal Score Sheet, and failure to comply with any of those will also result in disqualification from any consideration.

B. Organizational Experience and Capabilities

In order to be considered for the purchase order expected to result from this RLB, ODJFS requires that interested vendors provide the following:

1. Background information on the vendor, including sub Vendors, if appropriate, indicating sufficient organizational experience and staffing to perform the required work. In the event that the vendor proposes the use of any sub Vendors, information on the sub Vendor(s) and letters of commitment are required as well;
2. Descriptions of at least two (2) completed projects that demonstrate expertise in the installation, configuration, and implementation of the same DGS that the vendor is proposing in this bid (using Attachment D) and is described in Section VI, Scope of Work; and
3. Names and contact information from all entities the vendor detailed in item 2 above.

C. Staff Experience and Capabilities

The Vendor is required to staff both a Project Manager and System Implementation Lead for the duration of the contract with ODJFS. These two staff members are required and must be available to begin work on the contract start date. The Vendor may propose any number of

additional staff they deem necessary to complete the implementation of the ODJFS Document Generation System by November 25, 2011. The resumes of the two required staff and all other proposed project staff must be included in Tab C of the Vendor's proposal. Only the required Project Manager and Implementation Technician experience will be scored using specific scoring criteria and a general score will be assessed for all other proposed staffing based on their combined minimum experience implementing the proposed DGS solution.

The following staff experience scoring criteria will be used for the staffing of this RLB:

1) Required Project Manager Experience:

- (1) Thirty-six (36) months project management experience managing software development and installation projects.
- (2) Twelve (12) months experience managing the implementation of the same Document Generation System proposed in the Vendor's bid.
- (3) Twenty-four (24) months experience in the implementation of Document Generation Systems of similar size (25,000 documents per hour in batch mode) and complexity to the requested ODJFS DGS.

2) Required Implementation Lead Experience:

- (1) Twenty-four (24) months experience in gathering and validating requirements for Document Generation Systems of similar size and complexity (25,000 documents per hour in batch mode) to the requested ODJFS DGS.
- (2) Twenty-four (24) months experience installing and implementing the same Document Generation System proposed in the Vendor's bid.

3) Required combined experience of the remaining staff proposed by the Vendor:

- (1) All other proposed staff (excluding the Project Manager and Implementation Lead) will be scored as a group based on a minimum of twenty-four (24) months combined experience installing and implementing the same Document Generation System proposed by the Vendor.
- (2) This grouping will receive one score of either "Meets", "Exceeds", or "Greatly Exceeds".

The vendor must demonstrate its significant expertise by assigning qualified individuals for this project.

For each of the individuals a vendor is offering to ODJFS to perform the work, the vendor must, at minimum:

1. Identify the individual to be assigned for the duration of this activity and specify why this individual is key to the activity's success;
2. Include a resume or curriculum vitae for the assigned positions expected to work on the project.

3. Provide the hourly bid cost for each individual identifying the appropriate State Term Schedule Identification, cost, and any discounts from the term schedule cost applied to this bid.

Important - Sensitive Personal Information Prohibition: It is the affirmative responsibility of the vendor submitting a proposal to remove all personal confidential information (such as home addresses and social security numbers) of vendor staff and/or of any sub Vendor and sub Vendor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted become part of the public record. **ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information.**

VI. Project Scope and Deliverables

The Vendor must complete the following Services on or before November 25, 2011.

A. Project Scope

Document Generation System

The Document Generation System (DGS) must be able to accommodate any documents that need to be created by either state or county users. The child support structure in Ohio is state-supervised, county administered. There are 88 counties in Ohio, each with their own child support enforcement agency (CSEA). Currently there is a total of 3607 SETS users that at any given time, may be generating forms through this product. In 2007, an average of 189,660 ODJFS forms was issued monthly. In 2008, the average monthly figure was 181,345. This is in addition to an average of 4.5 million notices generated annually through batch. This figure does not include the forms that counties have created and have been issuing manually from their desktop that will also be added to the DGS. The requirements below provide an overview of the desired features of the DGS. The specific requirements for this system are detailed in the accompanying Business and Systems Requirements Document (Attachment F).

There are a total of 4,000 ODJFS and County ODJFS staff members who will be using this system. This number includes 100 administrators and 100 document designers. Of these 100 document designers, approximately 80% will also be assigned an administrator role as a dual function.

Template Design

The Document Generation System (DGS) must have flexible features allowing for multiple formats and layouts. State ODJFS forms have a standard format design that must be used for all forms. However, county-designed documents as well as other state-wide publications do not have the same rigidity and other templates may be preferred.

Document Generation

The requirements below list the desired process for generating a document once a county or state template author has created templates that have been approved for use. Individual users must be able

to enter the system and generate approved documents on demand. The user must also be able to generate a batch printing action in SETS or in the DGS which will spawn a batch printing sequence using the SETS generated data to be merged into a DGS system stored document template. On-demand documents should be given a higher priority than batch documents to prevent the degradation of on-line performance during normal business hours. The DGS will need to support on-demand document printing locally and batch document printing at the state's DAS Fulfillment Center.

Document Archiving

ODJFS utilizes a Document Management System to store and manage the large volume of paper inherent in the operation of large client management and computer systems. The Document Management System will interface with this system for notice archival and retrieval.

B. Vendor Deliverables *(All Vendor deliverables must be submitted to the ODJFS Contract Manager in written form for ODJFS approval. ODJFS approval/rejection will be completed within five (5) business days.)*

1. Project Management Deliverables include the following plans and activities:
 - a. An initial proposed Project Management Plan must be submitted in the vendor's bid proposal for scoring. It is expected that this plan will include weekly status reporting, project communication guidelines, and other areas of project management best practices. The selected vendor must then update their initial plan and present it to the DGS Contract Manager for approval within two (2) weeks of the Work Start Date. This plan must include an updated project Work Breakdown Structure (WBS) in Microsoft Project format and a detailed outline of the project communication structure (issue resolution, weekly reporting, etc.).
 - b. A brief Security Plan must be presented to the ODJFS DGS Contract Manager for approval within three (3) weeks of the Work Start Date.
 - c. A Training Plan must be submitted to the ODJFS DGS Contract Manager for approval within five (5) weeks of the Work Start Date.
 - d. An Implementation Plan must be submitted to the ODJFS DGS Contract Manager for approval within five (5) weeks of the Work Start Date.
 - e. A Risk Management Plan must be submitted to the ODJFS DGS Contract Manager within two (2) weeks of the Work Start Date.
2. Vendor Software Installation and ODJFS Hardware Configuration Deliverable:
 - a. Upon installation of the required hardware and network connections by ODJFS, the Vendor must install the purchased software and configure it on both the ODJFS Development and Production environments and on designated desktop PC's. The configuration of the Development Environment must be accomplished within two (2) weeks of the installation and testing of the required hardware by ODJFS. The configuration of the Production Environment must be accomplished within four (4) weeks of the installation and testing of the required hardware by ODJFS.
 - b. The SETS mainframe interface must be established and configured. The specifications for this interface are detailed in Attachments J, K, and L of this RLB.

- c. The Filnet interface must be established and configured. The specifications for this interface are detailed in Attachment M of this RLB and they include the meta-data necessary for Filenet indexing and document retrieval.
3. Systems Operation Deliverable:
- a. The vendor must provide a Technical Installation and Configuration Guide detailing the complete illustrated instructions for installing and configuring the vendor's software on the ODJFS development and production hardware. This guide must be customized to the ODJFS environment (E. G., network nomenclature, server identifications, etc.). This guide must be in digital format.
 - b. The vendor must provide all installation and configuration scripts customized for both the development and the production environments.
 - c. The vendor must provide a DGS architectural document detailing the architecture of the entire system
4. ODJFS and County Staff Training Deliverables:
- a. The Vendor must provide classroom training specifications 60 days prior to the start of staff training. These specifications must include required desktop PC hardware, software, network support, and server specifications.
 - b. Classroom training must include system administrator training, template development training, and general user training. All training should be designed to train the attendees and to function as a train-the-trainer session.
 - c. The Vendor will provide classroom training for 20 system administrators and template developers, 50 general system users, and 10 system technicians. This training will occur on the Columbus, Ohio ODJFS facilities.
 - d. Training must include the following topical areas:
 - i. DGS Administrator training to include workflow design and modification, roll assignment, and other administrative activities
 - ii. Template design training to include versioning and the design approval process
 - iii. General system use training to include but is not limited to template retrieval, document generation in both online and batch modes, error handling, and other activities pertinent to a system user-
 - iv. Technical training for OIS system support technicians which must include but is not limited to back-up and restore functions, script maintenance and modification, interface operation, DGS software installation and configuration, system performance monitoring and improvement, server support, and desktop software technical support
 - e. The following training materials and system operational manuals must available upon the start of DGS system training:
 - i. System Administrator Manual in digital format.
 - ii. Template Development Instruction Manual in digital format.
 - iii. System User Manual in digital format.
 - iv. Abbreviated Desktop User Guide in digital format.
 - v. Illustrated User Guide designed for on-line use (The various screen activities must be graphically detailed for ease of user understanding. This guide must be provided in digital format.)
 - vi. Technical Operations Manual detailing the activities of the system support technicians in digital format.

5. Integration Testing Deliverable
 - a. The Vendor must complete a comprehensive integration test prior to for OIS approval prior to moving into the User Acceptance Test phase.
 - b. The batch functionality of the system must be tested using Sample Template #1 (Attachment I) plus a vendor developed template (Template #2) that utilizes an inserted graphic text image.
 - c. All issues identified must be tracked and corrected prior to the start of User Acceptance Testing.

6. Load Testing Deliverable
 - a. Load testing of the system must be performed using the ODJFS load testing tools.
 - b. Batch load testing must demonstrate the capability of generating 25,000 documents per hour.
 - c. On-line testing must demonstrate the 4,000 general user capability with 200 concurrent users. DGS administrator concurrency must be demonstrated at the 15 concurrent user level.

7. User Acceptance Testing Deliverable:
 - a. The Vendor must work with OCS staff to develop detailed test scripts
 - b. Acceptance testing must be conducted in the production Environment
 - i. Acceptance testing must include both individual template and document creations, as well as, creation of documents in large batches in conjunction with the mainframe interface.
 - c. The batch functionality of the system must be tested using Sample Template #1 (Attachment I) plus a vendor developed template that utilizes an inserted graphic text image.

8. Production Implementation:
 - a. The Vendor must implement the DGS in the ODJFs Production environment.

9. Final System Completion Certification
 - a. The Vendor will submit a detailed project completion document to the ODJFS Contract Manager for approval. This Approval of this document must be obtained prior to the payment of the Vendor's invoice for the project work and software licenses.
 - b. The acceptance of this Completion Document by ODJFS signifies the start of the vendor's warranty period.

ODJFS anticipates the work on this contract will be of short duration, less than six (6) months, and therefore, a Purchase Order will be cut immediately after contract award for the software licenses specified in the selected contractor's proposal and the vendor's invoice for this purchase will be paid as soon as the software has been received by ODJFS. A second Purchase Order will be processed after the beginning of the new State Fiscal Year on July 5, 2011 to cover the vendor's services in installing, configuring, and testing the Document Generation System. Once the final deliverable (Final System Completion Certification) has been approved by ODJFS, the remaining contract amount will be paid.

Warranty Coverage Definition

The warranty period for the Scope of Work as stated in Section VI will commence on the date of the system's full implementation. The warranty period will remain in effect for a period of 60 consecutive business days or the vendor's standard warranty period whichever is greater.

To determine if a deployment is a warranty issue, ODJFS will investigate each to determine: (1) if the issue is a known existing condition; (2) if the impacted functionality is working in accordance with the associated approved user requirements; or, (3) if the issue is a defect caused by the deployment developed by the vendor's resource. All findings will be documented and shared with all parties. All warranty work will be performed by the vendor at no additional cost to ODJFS.

VII. Format of Submission

Vendors interested in submitting letterhead bids must submit six (6) copies of their response in hard copy and one (1) copy of their response on non-rewritable compact disc (CD) in Microsoft Word, or Adobe Portable Document Format (PDF). In addition, a copy of the vendors proposed Work Breakdown Structure in Microsoft Project 2002 format must be included on the CD submitted. If there is any discrepancy between the paper copy and the electronic copy of the Proposal, the paper copy will control, and the Department will base its evaluation of the Vendor's Proposal on the paper copy.

The Technical Proposal must contain all the information as specified and requested for each of the components listed below. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. The following outline for the preparation of the Proposal in response to this RLB is intended to assist in the development of effectiveness and clarity. The actual technical proposal **must** be completed using the DGS Proposed solution Functionality Template (Attachment H) which can be expanded by the vendor to provide any additional functionality necessary to completely detail the proposed DGS. A Microsoft Word version of this attachment is available on the ODJFS bid acquisition website for Vendor use in completing their proposal.

The vendor's proposal must contain the following components (organized in eleven (11) primary tabs) as described below. In addition, the vendor **must** submit one Cost Summary (Attachment O) in a sealed envelope, which will not be opened until the completion of the Phase II RLB scoring process (including the vendor presentations). Any other information thought to be relevant, but not applicable to a specific RLB section number/letter such as charts, tables, timelines, excerpts of past related projects, etc., must be provided as an appendix to the proposal and so marked as an additional tab. However, the proposal will be scored based on the relevancy to the stated responsibilities as well as the conciseness, clarity, flow, and professionalism of the information presented. Vendors may add information not called for in the RLB, but ODJFS reserves the right to review or not review any non-required materials. All pages shall be sequentially numbered.

Tab A – Cover Letter

Tab B – Vendor Profile

Tab C – Vendor Qualifications – Organizational Experience and Capabilities

Tab D – Vendor Document Generation System Solution Proposal

- Tab E** – Hardware Specification Document For The Proposed DGS
- Tab F** – Standard Affirmation and Disclosure Form
- Tab G** – Required Vendor Information and Certifications Document
- Tab H** - Required Copy of the Vendor’s Current Ohio State Term Contract
- Tab I** – Request for Taxpayer ID Form W-9
- Tab J** – Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization (DMA) form
- Tab K** – Workers Compensation & Insurance Verification

Tab A – Cover Letter: The cover letter must provide the following and be signed by an individual authorized to legally bind the vendor.

1. A statement regarding the vendor’s legal structure, federal tax identification number, and principle place of business;
2. The name, address, phone number, and fax number of a contact person who has authority to answer questions regarding the proposal; and
3. Vendors are required to submit a copy of their STS cover page as part of their proposals which includes their valid State Term Schedule (STS) number and expiration date.

Tab B – Vendor Profile: The vendor profile must include the type of organization (corporation, partnership, etc.), the type of ownership (corporate officers, partners), number of employees, number of employees engaged in tasks directly related to the work in this request, and any other information that will help the evaluators gauge the ability of the vendor to fulfill the obligations of a subsequent contract.

Tab C – Vendor Qualifications: In this section the vendor must describe their organizational experience and capabilities as found in V., B, and the Staff Experience and Capabilities as outlined in Section V., C.

1. Vendor Qualifications
 - a. Vendors must submit a minimum of two (2) projects where the same DGS proposed in their bid was installed, configured, and implemented for work done which is substantially similar to the scope of work described above. Vendors should describe how they are qualified to conduct the work described above. Other documents supporting vendor qualifications may also be submitted. These vendor installations must be detailed on the accompanying Vendor Profile Summary (Attachment D), and included in Tab C. An MS Word version of Attachment D is available by submitting a request via the ODJFS Q & A Web Page identified in Section IV of this RLB.
 - b. The vendor must submit a preliminary Project Management Plan including a preliminary Work Breakdown Structure (WBS), in MS Project 2002 format, outlining their proposed project time line.
2. Project Staff Experience
 - a. A personal Profile Summary (Attachment E) must be completed for each staff member proposed. This includes both ODJFS specified and non-specified staff proposed by the vendor. The Personal Profile Summary Sheets may be expanded to include as many work experience references as necessary. An MS Word version of

Attachment E is available by submitting a request via the ODJFS Q & A Web Page identified in Section IV of this RLB.

- b. A resume for each staff member proposed must be included in this Staff Experience tab.

Tab D – Vendor Document Generation System Solution Proposal: In this section the vendor must detail their proposed solution to the ODJFS need for a Document Generation System.

The proposed Document Generation System Solution description **must** be completed and included in this tab. In addition, a Document Generation System Functionality Narrative Template is included as Attachment G of this RLB. This template covers the critical functionality of the requested solution as outlined in the Business and Systems Requirement Document. This template covers all key requirement categories identified by ODJFS but the Vendor should add a detailed description of any other functionality they deem pertinent to ODJFS' ability to evaluate the system functionality. An MS Word version of Attachment G is available by submitting a request via the ODJFS Q & A Web Page identified in Section IV of this RLB.

Tab E – Hardware/Software Specification Document For The Proposed DGS.

1. The Vendor must provide a specific and detailed specification listing for the hardware and software necessary for the operation of the proposed production and development environments. Hardware specifications, quantities, CPU requirements, and required software must all be identified on the Vendor's Required Hardware/Software Environment Specification Detail (Attachment H) provided. The specified hardware/software for the production environment must conform to the scale required in the Business and Systems Requirements Document (Attachment F) and should meet the ODJFS Architectural Standards identified in Attachment N. Any hardware/software specified that does not meet the ODJFS Architectural Standards identified in Attachment N must be accompanied by a detailed explanation for this proposed exception. ODJFS anticipates the type of software specified would include but not be limited to relational database licenses, monitoring software, etc., necessary to support the proposed hardware environments. The Development Environment should be specified with enough size to adequately handle template development and testing along with access by all central and county OCS locations. High volume batch jobs are not expected to be run in this environment but it must be able to run low volume test batch jobs. Both environments must provide the specified interfaces with the SETS ESB and the Filenet document management system.

ODJFS will procure and install the specified DGS environments once a vendor has been selected for this DGS acquisition project. The projected time period for this acquisition and installation is 90 days from the contract start date.

A MS Word version of Attachment H is available by submitting a request via the ODJFS Q & A Web Page identified in Section IV of this RLB.

Tab F – Standard Affirmation and Disclosure Form: Banning the Expenditure of Public Funds on Offshore Services: This form must be completed and signed by every bidder, offeror, applicant, grantee, or vendor seeking to do business with Ohio Department of Job and Family Services. This must either be submitted as part of the response to any invitation to bid, request for proposals, state term schedule, multiple award contract, and request for quotations, informal quotations, and statement of work or submitted during the negotiation of a business relationship but prior to the execution of an agreement. **A copy accompanies this RLB.**

Failure to complete, sign, and return the Standard Affirmation and Disclosure Form with your bid will result in your bid being rejected as being non-responsive and disqualified from further consideration.

Tab G – Required Vendor Information and Certifications Document: Vendors must complete, sign in Blue ink, and return with their proposal as part of Tab G of vendor proposal. **A copy accompanies this RLB.**

Tab H – Required Copy of the Vendor’s Current Ohio State Term Contract.

Tab I –Request for Taxpayer ID Form W-9: Vendors must complete, sign in Blue ink, and return with their proposal as part of Tab E of vendor proposal. **A copy can be obtained at the website below.**

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Tab J – Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization (DMA) Form:

All bidders are required to complete and attach the signed Ohio Homeland Security form, “Government Business and Funding Contracts”. A copy can be obtained at the website below.

http://www.homelandsecurity.ohio.gov/dma/dma_forms.asp

Click on: [DMA for funding and business contracts](http://www.homelandsecurity.ohio.gov/dma/dma_forms.asp)

Bidders should check the current list of US State Department Terrorist Exclusion list at the Ohio Homeland Security website:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

Failure to complete, sign, and return the Government Business and Funding Contracts form with your bid, may result in your bid being rejected as being non-responsive.

Tab K – Workers Compensation & Insurance Verification: Bidding Vendor must provide proof (copy of current certificate) that the Vendor is covered by Worker’s Compensation Insurance. The Bidding Vendor must also provide proof of Employers Liability or Vendor’s Insurance. **All** Bidding Vendors are subject to this requirement.

Vendor’s Fixed Price Cost Summary: Using Attachment O of this RLB, the vendor **must** submit one copy of their Fixed Price Cost Summary in a separate sealed envelope in their bid submission. This Cost Summary will remain sealed until the Phase II scoring (which includes the vendor presentations) is complete. The vendor must attain a minimum score of 400 points in Phase II to

move on to Phase III cost scoring. This sealed Cost Summary envelope must have the RLB Number, vendor name and address noted on the front.

The vendor must identify each staff member proposed to work on the project, the State Term Schedule (STS) Job Title, number of staff members proposed for each job title, the STS Rate, the discounted STS Rate, and the Total discounted cost for each job title.

Along with project staffing, the vendor must itemize the software licenses required in the second section of the template below. An MS Word version of Attachment O is available by submitting a request via the ODJFS Q & A Web Page identified in Section IV of this RLB.

The Total Cost of both the staff and the software necessary to fulfill the requirements of this project will be the Total Fixed Price Cost for the project completion.

Attachment O is to be used by the vendor in identifying the Total Fixed Price for the bid.

Vendors Fixed Price Cost Quote (Attachment O):

(Expand the number or rows in this table to identify all STS items in your bid.)

Resource (Name)	STS Job Title	Project Hours	STS Rate	Discount Rate	Total Discounted Cost
Project Staff:					
				Subtotal Staff Cost	
COTS Software Licensing Cost: (Provide a detailed breakdown of licenses required)	STS Product Number	Quantity	STS Rate	Discount Rate	Total Discounted Cost
				Subtotal Software Cost	
				Total Fixed Price Cost	

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration.**

1. Was the proposal received by the deadline as specified in Section II., of this RLB?
2. Did the vendor submit their proposals in the format described in Section VII., of this RLB?
3. Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachments A and B to the RLB?
4. Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (*i.e.*, the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?
5. Does the vendor have a current STS which is appropriate for the work described in this RLB?
6. Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RLB?

B. Phase II. Review—Criteria for Scoring the Vendor’s Proposal:

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review, by assessing how well the vendor meets the requirements as specified in Sections V., and VI. of this RLB. Using the score sheet for Phase II scoring (see Attachment C of this RLB for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

Each qualifying vendor will be scored collectively by the review team; each such vendor will be scored on a separate score sheet. Each vendor's total technical quality score will be the sum of the point value for all PHASE II evaluation criteria (Vendor Experience and Qualifications, staff Experience and Capability, and Proposed System Solution). The vendor’s Phase II proposal that does not earn a total raw score of at least **the minimum** points out of **the maximum** points as stated, will be disqualified from further consideration. Only those vendors who earn scores at or above the minimum required technical points will advance to the presentation and then PHASE III of the score sheet and selection process.

A maximum of **700** points will be awarded for the Technical Proposal. A technical proposal must achieve minimum of **400** raw points (indicating that the vendor is capable of successfully performing contractual duties) out of the possible **700** raw points to qualify for

continued consideration and a vendor presentation. Raw points are those points resulting from the PRT’s first round of scoring prior to the vendor presentation-scoring segment. Any proposal, which does not meet the minimum required technical proposal points, will be disqualified from any further consideration and its cost proposal will neither be opened nor considered.

Category	Percent	Maximum Points
Phase II Scoring Categories		
Vendor Experience and Qualifications	10%	100
Staff Experience and Capability	10%	100
Proposed System Solution	50%	500
Phase III Scoring Category		
Cost	30%	300
Total Maximum Points	100%	1000

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”-a particular RLB requirement was not addressed in the vendor’s proposal, **Score: 0**

“Meets Requirement”- Vendor proposal fulfills a particular RLB requirement in all material respects, **Score: 5**

“Exceeds Requirement”-Vendor proposal exceeds the minimum the particular RLB requirement in all material respects by demonstrating a greater level of experience or functionality, **Score: 7**

“Greatly Exceeds Requirement”-Vendor proposal substantially exceeds a particular RLB requirement in all material respects, and the experience or functionality demonstrates identifies an exceptional capability to fulfill the requirements of this RLB, **Score: 9**

IMPORTANT: Before submitting a proposal to ODJFS in response to this RLB, vendors are strongly encouraged to use the Technical Proposal Score Sheet (Attachment C) and the above technical performance scoring information to review their proposals for completeness, compliance, and quality.

C. Phase III. Review -- Costs Scoring:

Cost will be scored by ranking the vendors on total cost submitted with the proposal. (The cost of the annual software maintenance contract will not be included in the cost scoring activity. This maintenance agreement will be purchased by ODJFS separate and apart from this RLB contract.) The vendor offering the lowest total project fixed cost will earn the

maximum score of three hundred (300) points for the Phase III cost score. Vendors offering a total project fixed cost no more than 10% above the lowest rate will earn a score of two hundred fifty (250) points; those whose total project fixed cost is more than 10% above but less than 20% above will earn two hundred (200) points; those whose total project fixed cost is more than 20% above but less than 30% above will earn one hundred fifty (150) points; and those offering a total project fixed cost of more than 30% above but less than 40% above will earn only one hundred (100) points. Vendors offering a total project fixed cost in excess of 40% over the lowest total project fixed cost offered will earn no points in the Phase III cost consideration. The points earned through this process are the vendor's Phase III score.

The final grand total score for each qualified vendor will be the sum of the Phase II Total Technical Score plus the offering vendor's Phase III Cost Score.

Final Selection

The PRT will invite all vendors whose proposal satisfies the Phase I scoring criteria and who receive a minimum of 400 points on the Phase II raw score to provide a 90-minute presentation and demonstration of their proposed system solution to the PRT in our Columbus location. The vendor's presentations will be scored using the Attachment C, Technical Proposal Score Sheet. The score attained from the presentation will be added to the Phase II Weighted Solution Raw Score to obtain the Total Weighted Score for Phase II.

After this presentation segment of the Phase II scoring is complete, ODJFS will open the sealed Cost Summaries for scoring.

The PRT will recommend for selection the technically qualified vendor with the highest Final Total Score.

***Please Note: ODJFS also reserves the right to cancel the RLB (in whole or in part) and not proceed with the project.**

IX. Standard Terms and Conditions : Banning the Expenditure of Public Funds on Offshore Services

A. EXECUTIVE ORDER REQUIREMENTS:

The Vendor affirms to have read and understands Executive Order 2010-09S issued by Ohio Governor Ted Strickland and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is provided as an attachment and also is available at the following website:

(<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Vendor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Vendor or its sub Vendors

under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

B. TERMINATION, SANCTION, DAMAGES:

If Vendor or any of its sub Vendors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State is not obligated to pay and shall not pay for such services. If Vendor or any of its sub Vendors perform any such services, Vendor shall immediately return to the State all funds paid for those services. The State may also recover from the Vendor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Vendor performing services outside the United States.

The State may, at any time after the breach, terminate the Contract, upon written notice to the Vendor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If the State determines that actual and direct damages are uncertain or difficult to ascertain, the State in its sole discretion may recover a payment of liquidated damages in the amount of 100% of the value of the Contract.

The State, in its sole discretion, may provide written notice to Vendor of a breach and permit the Vendor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, the State may buy substitute services from a third party and recover from the Vendor any costs associated with acquiring those substitute services.

Notwithstanding the State permitting a period of time to cure the breach or the Vendor's cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract, including but not limited to recovery of funds paid for services the Vendor performed outside of the United States, costs associated with corrective action, or liquidated damages.

C. ASSIGNMENT / DELEGATION:

The Vendor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

X. Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a contract from ODJFS, the Vendor, and any sub Vendor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the Vendor from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by

the United States Department of Health & Human Services, specifically 45 CFR164.501 and any amendments thereto.

HIPAA compliance requires, at minimum, that the Vendor:

- A. Shall not use or disclose PHI except as specifically required under the terms of the contract with ODJFS, or as otherwise required under the HIPAA regulations or other applicable law.
- B. Shall use appropriate safeguards to protect against use or disclosure not provided for by this Agreement.
- C. Shall promptly report to ODJFS any knowledge of uses or disclosures of PHI that are not in accordance with the contract or applicable law. In addition, the VENDOR shall mitigate any adverse effects of such a breach to the extent possible.
- D. Shall ensure that all its agents and sub Vendors that receive PHI from or on behalf of the Vendor and/or ODJFS agree to the same restrictions and conditions that apply to Vendor with respect to the use or disclosure of PHI.
- E. Shall make available to ODJFS such information as ODJFS may require to fulfill its obligations to provide access to, provide a copy of, and account for disclosures with respect to PHI pursuant to HIPAA and related regulations.
- F. Shall make PHI available to ODJFS in order for ODJFS to fulfill its obligations pursuant to HIPAA to amend the information and shall, as directed by ODJFS, incorporate any amendments into the information held by the Vendor and ensure incorporation of any such amendments into information held by its agents or sub Vendors.
- G. Shall make available its internal practices, books and records relating to the use and disclosure of PHI received from ODJFS, or created and received by the Vendor on behalf of ODJFS, to ODJFS and to the Secretary of the U.S. Department of Health and Human Services for the purpose of determining ODJFS compliance with HIPAA and the regulations promulgated by the United States Department of Health & Human Services and any amendment thereto.
- H. Shall, upon termination of this Agreement, at the option of ODJFS, return to ODJFS, or destroy, all PHI in its possession, and keep no copies of the information except as requested by ODJFS or required by law. If the Vendor or its agent or sub Vendor destroy any PHI, then the Vendor will provide ODJFS with documentation evidencing such destruction. Any PHI maintained by the Vendor shall continue to be extended the same as required by HIPAA and ODJFS for as long as it is maintained.

In the event of a material breach of Vendor obligations under this section, ODJFS may at its option terminate the contract according to provisions within the contract for termination.

XI. State Contracts

Responses must list any current contracts the vendor has with State of Ohio agencies. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed. Vendors must complete a copy of the Required Vendor Information and Certifications Document (provided as **Attachment B**) to report this information, and include the completed document in the vendor's proposal as specified in **Section VII, Instructions for Format of Submissions**, of this RLB.

XII. Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information as defined in ORC 1333.61 in their proposals in response to any ODJFS Requests for Proposals (RFP), Requests for Letterhead Bids (RLB) or other procurement efforts. ODJFS shall consider all proposals voluntarily submitted in response to any ODJFS RLB to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to any RFP, RLB, etc., shall become the property of ODJFS. After the selection of the vendor, any proposals submitted in response to an RLB are deemed to be public records pursuant to R.C. 149.43. The term "proposal" shall mean both the technical and the cost proposals, if opened, submitted by the vendor, any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS RFP, RLB, etc. which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

XIII. Contractual Requirements

Any purchase order resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the OIT State Term Schedule, which is available upon request. Potential vendors are strongly encouraged to download and read a copy of the Schedule to be fully aware of OIT Schedule requirements.

A. Prohibition against Services Performed Outside the United States

All vendors seeking an award of an ODJFS contract must attest that no funds provided by ODJFS would be used to purchase services provided outside the United States or to contract with a sub Vendor who will use the funds to purchase services provided outside the United States. This required attestation is identified as the "Standard Affirmation and Disclosure Form" provided as Attachment A. to this RLB. The entire form must be printed, completed, and signed by the interested vendor's authorized representative, and returned to ODJFS as a component of the vendor technical proposal. **Failure to include the completed and signed Standard Affirmation and Disclosure Form will result in the vendor's disqualification from consideration.**

B. Ethical and Conflict of Interest Requirements

1. No Vendor or individual, company or organization seeking a contract shall promise or give to any ODJFS employee of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No Vendor or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees.
3. Any Vendor acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any Vendor or potential Vendor who violates the requirements and prohibitions defined here or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by ODJFS to enter into a contract.
4. ODJFS employees and Vendors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.
5. In submitting a bid in response to this solicitation the vendor certifies that it has reviewed, knows, and understands the State of Ohio's ethics and conflict of interest laws and the Governor's Executive Order 2007-01S pertaining to ethics. The vendor further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned executive order.

C. Presentation

All vendors whose proposal satisfies the Phase I scoring criteria and who receive a minimum of 400 points on the Phase II score will be invited to provide a 90-minute presentation of their proposed system solution to the PRT in our Columbus, Ohio location. This presentation should include both a demonstration of the proposed DGS and a narrative presentation covering the proposed system as it relates to the ODJFS DGS Business and Systems Requirements (Attachment F).

D. Start Work Date

The selected Vendor may begin work at the ODJFS Data Center, 4200 E. Fifth Avenue, Columbus, OH 43219, or the Vendor's location immediately after contract start date has been determined. However, the Vendor must utilize their DGS system development site until the 90-day ODJFS Hardware Acquisition Period has elapsed. Inter-site connectivity via VPN can be established for the vendor during this acquisition period, if necessary. ODJFS expects work to commence on this contract on the Work Start Date to enable completion of the contract work in the shortest period of time. The selected vendor will be notified by the ODJFS contract manager when work may begin. **Any work begun by a Vendor prior to this notification will NOT be reimbursable by ODJFS.**

E. Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the vendor, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the vendor and will not be ODJFS' responsibility.

F. Travel and Parking Expense Reimbursement

No travel or parking expenses, nor any other expenses, will be covered.

G. Public Release of Records

Public release of any evaluation or monitoring reports funded under this contract will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

H. Confidentiality

All contracts or other business agreements will require that the Vendor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

XIV. Other Requirements

A. Unresolved Findings for Recovery (R.C. 9.24)

Ohio Revised Code Section 9.24 prohibits ODJFS from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the vendor warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under R.C. 9.24 prior to the award of any contract or business agreement arising out of this RLB, without notifying ODJFS of such finding. ODJFS will review the Auditor of State’s website prior to the evaluations of any proposal submitted pursuant to this RLB. ODJFS will not evaluate a proposal from any vendor whose name, or the name of any of the sub Vendors proposed by the vendor, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

B. Mandatory Contract Performance Disclosure

Each proposal must disclose whether the vendor’s performance, or the performance of any of the proposed sub Vendor(s), under contracts for the provision of services that are the same or similar to those described in this RLB, has resulted in any “formal claims” for breach of those contracts. For purposes of this disclosure, “formal claims” means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, vendor shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify a vendor from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the vendor’s proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential that the behavior that led to the claims could negatively impact vendor’s performance of the work, and the best interests of ODJFS.

C. Mandatory Disclosures of Governmental Investigations

Each proposal must indicate whether the vendor and any of the proposed sub Vendor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to vendor's performance of services similar to those described in this RLB. If any such instances are disclosed, vendor must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against vendor by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify a vendor from consideration, such governmental action and a review of the background details may result in a rejection of the vendor's proposal at the sole discretion of ODJFS. The decision by ODJFS on this issue will be based on a determination of the seriousness of the matter, the matter's potential impact on the vendor's performance of the work, and the best interests of ODJFS.

D. Vendor Selection Restriction

Any vendor deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RLB, shall not be selected for this project.

E. Waiver of Minor Proposal Errors

ODJFS may, at its sole discretion, waive minor errors or omissions in proposals, bids, and/or forms when those errors do not unreasonably obscure the meaning of the content. Additionally, ODJFS reserves the right to request clarifications or completions from vendors to any information in their proposals, bids, and/or forms, and may request such clarification as it deems necessary at any point in the proposal/bid review process.

XV. Caveat

ODJFS is under no obligation to select a vendor as a result of this solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any vendor should ODJFS decide not to proceed with the project.

XVI. Communications Prohibited

From the issuance date of this RLB until the contract award has been formally announced by the ODJFS Director, there may be no communications concerning the RLB between any vendor which expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RLB or the selection of the Vendor(s).

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section IV, Internet Question and Answer Period;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any vendor which could submit a proposal in response to this RLB;

3. As part of an interview or proposal clarification process initiated by ODJFS as necessary to make a final vendor selection;
4. If it becomes necessary to revise any part of this RLB, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RLB;* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

*** Important Note:** Amendments to the RLB or to any documents related to it will be accessible to interested vendors through the original web page established for the RLB. All interested vendors must refer to that web page regularly for amendments or other announcements. ODJFS will not specifically notify any vendor of changes or announcements related to this RLB except through the website posting. It is the affirmative responsibility of interested vendors to be aware of and to fully respond to all updated information posted on this web page.

ODJFS is not responsible for the accuracy of any information regarding this RLB that was obtained or gathered through a source other than the Question and Answer process described in this RLB. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

XVII. Protests

Any potential, or actual, vendor objecting to the award of a contract resulting from the issuance of this solicitation may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual bidder objecting to the award of a purchase order resulting from this solicitation. The protest shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The name and number of the solicitation being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by ODJFS;
 - e. A statement as to the form of relief requested from ODJFS; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RLB or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of

proposals shall be filed no later than 3:00 p.m. of the closing date for receipt of proposals as specified in Section II., Time and Date of Submission.

- b. If the protest relates to the announced intent to make the award, the protest shall be filed no later than 3:00 p.m. of the seventh day after ODJFS issues award notification to all responding vendors regarding the State's intent to the award. The date of this ODJFS notification to responding vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
3. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item #2 of this section.
4. All protests must be filed at the following location:

Chief Legal Counsel, Office of Legal Services
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
6. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

XVIII. ATTACHMENTS

- A. Standard Affirmation and Disclosure Form (*Vendors are to complete, sign, & return with their proposal as part of TAB F of Vendor Proposal*)**
- B. Required Vendor Information and Certification Document (*Vendors are to complete, sign, & return with their proposal as part of TAB G of Vendor Proposal*)**
- C. Technical Proposal Score Sheet (*Provided for vendor self-evaluation - not to be returned with the bid*)**
- D. Vendor Profile Summary**
- E. Personal Profile Summary**
- F. DGS Business and Systems Requirements**
- G. Proposed Solution Functionality Narrative Template**
- H. Proposed Hardware/Software Specification Detail Template**
- I. Sample DGS Document Template #1**
- J. SETS Data Dictionary**
- K. SETS to DGS Interface Detail**
- L. DGS to SETS Interface Detail**

- M. FileNet Interface Specifications**
- N. ODJFS Technical Standards**
- O. Vendors Fixed Price Cost Quote**

ACCOMPANIMENTS

- A. Request for Taxpayer Identification Form W-9 (*Vendors are to complete, sign in BLUE ink, & return with their proposal as part of TAB I of Vendor Proposal*)**
- B. Declaration Regarding Material Assistance/Non-assistance To A Terrorist Organization (DMA) Form (*Vendors are to complete, sign, & return with their proposal as part of TAB J of Vendor Proposal*)**

Thank you for your interest in this project.

Attachment A

ODJFS RLB #: RLB-OIS-11-016

DEPARTMENT OF ADMINISTRATIVE SERVICES/OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2010-09S

Banning the Expenditure of Public Funds on Offshore Services

This form must be completed and signed by every bidder, offeror, applicant, grantee, or vendor seeking to do business with Ohio Department of Job and Family Services. This must either be submitted as part of the response to any invitation to bid, request for proposals, state term schedule, multiple award contract, request for quotations, informal quotations, and statement of work or submitted during the negotiation of a business relationship but prior to the execution of an agreement.

VENDOR/SUBVENDOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Signee affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded an agreement, the Signee becomes the Vendor/Grantee and affirms that both the Vendor/Grantee and any of its sub Vendors /subgrantees shall perform no services requested under this Agreement 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 Signee shall provide all the name(s) and location(s) where services under this Agreement will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Signee not responsive and no further consideration will be given to the response. Signee's offering will not be considered. If the Signee will not be using sub Vendors/subgrantees, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Vendor/Grantee:

(Address)

(City, State, Zip)

Name/Principal location of business of sub Vendor(s)/subgrantee(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Vendor/Grantee:

(Address)

(City, State, Zip)

Name/Location where services will be performed by sub Vendor(s)/subgrantee(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 Vendor/Grantee:

(Address)

(Address, City, State, Zip)

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

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Vendor/Grantee:

(Address)

(Address, City, State, Zip)

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

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

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2010-09S. I attest that no funds provided by ODJFS for this project or any other agreement will be used to purchase services provided outside the United States or to contract with a sub Vendor who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

_____ Signature	_____ Date
_____ Entity Name	_____ Address (Principal Place of Business)
_____ Printed name of individual authorized to sign on behalf of entity.	_____ City, State, Zip



Ted Strickland
GOVERNOR
STATE OF OHIO

Executive Order 2010-09S

**Banning the Expenditure
Of Public Funds for Offshore Services**

1. **Ohio's Economic Vitality Necessitates Constant Vigilance in State Job Creation Efforts.** State officials and employees must at all times remain, passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio, in particular, and must do so especially during Ohio's continuing efforts to recover from the recent global recession.
2. **No Public Funds Should be Spent on Services Provided Offshore.** Allowing public funds to pay for offshore services undermines economic development objectives and any such offshore services carry unacceptable quality and security risks.
 - a. **The Purchase of Offshore Services with Public Funds Undermines Economic Development and Other Job Creation and Retention Objectives.** The expenditure of public funds for services provided offshore deprives Ohioans and other Americans critical employment opportunities. It also undermines efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which the State has invested heavily.
 - b. **The Purchase of Offshore Services Has Unacceptable Business Consequences.** The use of offshore service providers could pose unacceptable data security, and thus privacy and identity theft risks. There are pervasive service delivery problems with offshore providers, including dissatisfaction with the quality of their services and with the fact that services are being provided offshore. It is difficult and expensive to detect illegal activity and contract violations and to pursue legal recourse for poor performance or data security violations. The State's use of offshore service providers ill-serves the people of Ohio who are the primary consumers of the services provided by the State.
3. **Ohio's Policy Has Been -- and Must Continue To Be -- That Public Funds Should Not Be Spent on Services Provided Offshore.** Throughout my

Administration, procurement procedures have been in place that restrict the purchase of offshore services. Despite these requirements, federal stimulus funds were recently used to purchase services from a domestic company which ultimately provided some of those services offshore. This incident was unacceptable and has caused me, through this Order, to redouble my commitment to ensure that public funds are not expended for offshore services.

4. Additional Steps Will Ensure that Public Funds Are Not Spent on Services Provided Offshore. In order to ensure that the State of Ohio makes no expenditures for services provided offshore, I hereby order the following:

- a. No Cabinet Agency, Board or Commission (Executive Agency) shall enter into any contract which uses any funds within its control to purchase services which will be provided outside the United States. This Order applies to all funds in the custody of an Executive Agency, be they from state, federal, philanthropic or private sources. It applies to all purchases of service made directly by an Executive Agency and services provided by sub-Vendors of those providing services purchased by an Executive Agency.
- b. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
- c. The Department of Administrative Services, through Ohio's Chief Procurement Officer (OCPO), shall have in place, by August 31, 2010, procedures to ensure all, of the following:
 - i. All agency procurement officers, or the person with equivalent duties at each Executive Agency (APOs), have standard language in all Executive Agency contracts which:
 - (a) Reflect this Order's prohibition on the purchase of offshore services.
 - (b) Require service providers or prospective service providers to:
 - (i) Affirm that they understand and will abide by the requirements of this Order.
 - (ii) Disclose the location(s) where all services will be performed by any Vendor or sub Vendor.
 - (iii) 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.

- (iv) Disclose any shift in the location of any services being provided by the Vendor or any sub Vendor.
 - (v) Disclose the principal location of business for the Vendor and all sub Vendors who are supplying services to the state under the proposed contract.
- ii. All APOs are ensuring that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
- (a) Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - (b) Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the Vendor or any sub-Vendor, will not be considered.
- iii. All procurement manuals, directives, policies, and procedures reflect the requirements of this Order.
- iv. All APOs have adequate training which addresses the terms of this Order.

5. Exceptions. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:

- a. Services necessary to support the efforts of the Department of Development Global Markets Division to attract jobs and business to the State of Ohio, including incidental services for the support of trade missions, payment of international staff, and services necessary for the operation of international offices.
- b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities.

6. I signed this Executive Order on August 6, 2010 in Columbus, Ohio and it will not expire unless rescinded.



Ted Strickland

Ted Strickland, Governor

ATTEST:

Jennifer Brunner, Secretary of State

Attachment B

ODJFS RLB #: RLB-OIS-11-016

REQUIRED VENDOR INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (ODJFS) requires the following information on vendors who submit proposals or bids in response to any ODJFS Requests for Proposals (RFPs) or Requests for Letterhead Bids (RLBs), in order to facilitate the development of the contract (or finalization of a purchase) with the selected vendor. ODJFS reserves the right to reject your proposal if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your proposal\bid. **Failure to provide such required information will result in your proposal's immediate disqualification.**

Instructions: Provide the following information regarding the vendor submitting the proposal or bid. Vendors may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their proposals. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the vendor. Vendors are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFP\RLB specified a maximum page limit for vendor proposals\bids, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will NOT be counted against that page limit.

Vendors must provide all information

1. ODJFS RLB #:	2. Proposal Due Date:
3. Vendor Name: (legal name of the vendor – person or organization – to whom contract\purchase payments would be made)	4. Vendor Federal Tax ID # or Social Security #: (this number MUST correspond with the name in Item # 3)
5. Vendor Corporate Address:	6. Vendor Remittance Address: (or “same” if same as Item # 5)
7. Print or type information on the vendor representative/contact person <u>authorized to answer questions on the proposal\bid:</u> Vendor Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:	

8. Print or type the name of the vendor representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in #7, provide the following information on each such representative and specify their function):

Vendor Representative:
Representative's Title:
Address:
Phone #:
Fax #:
E-Mail:

9. Is this vendor an Ohio certified MBE? Yes No If yes, attach a copy of current certification to proposal\bid. (IF ODJFS has specified the RFP\RLB\purchase document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

10. Mandatory Vendor Certifications:

ODJFS may not enter into contracts with/make purchases from any vendors who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Vendors responding to any ODJFS RFP\RLB or other purchase opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. **Failure to provide proper affirming signature on any of these statements will result in the disqualification of your proposal\bid.**

I _____ (signature of representative shown in Item # 7, above) **hereby certify and affirm that** _____ (name of the vendor shown in Item # 3, above), **has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.**

AND

I _____ (signature of representative shown in Item #7, above) **hereby certify and affirm that** _____ (name of the vendor shown in Item # 3, above), **is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.**

AND

I _____ (signature of representative shown in Item #7, above) **hereby certify and affirm that** _____ (name of the vendor shown in Item # 3, above), **either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.**

11. Location of Business Declaration: Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Standard Affirmation and Disclosure Form." **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THE STANDARD AFFIRMATION AND DISCLOSURE FORM, WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD.**

12. Equal Employment Opportunity Information on the Vendor and any SubVendor(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____ (Ohio Certified MBE/EDGE)

B. **If you are the selected vendor, will you subcontract any part of the work?**

NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each sub Vendor (additional pages may be added as needed):

SubVendor Name: _____

Address: _____

Work To Be Performed: (a brief description)

SubVendor's Estimated Percentage of Total Project (in % of work, not % of dollars): _____

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed sub Vendors:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____ (Ohio Certified MBE/EDGE)

C. Identify all state contracts which the vendor has had approved by the Controlling Board since the beginning of the last fiscal year (i.e., since July 01, 2004) through this fiscal year to date. Also include contracts approved for ODJFS or institutions of higher education:

Total number of contracts: _____

For each state contract, list the state agency and provide the following information:

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

State Agency/Educational Institution: _____

Contract Dollar Amount: _____

Attach additional pages if needed

13. Vendor and Grantee Ethics Certification

As a vendor or grantee doing business with* or receiving grants from the State of Ohio, I certify on behalf of _____ (name of vendor or grantee):

- (1) I have reviewed and understand Ohio ethics and conflict of interests laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.
- (2) I have reviewed and understand Governor Strickland's Executive Order Number 2007-01S.
- (3) I will not do anything inconsistent with those laws or Executive Order Number 2007-01S.
- (4) I acknowledge that failure to comply with this certification, is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Signature of authorized agent

Date

*"Doing business with" includes all contracts for goods and services, excluding purchases made using the State of Ohio's Payment Card Program that cost less than \$1,000.

14. I _____, (vendor representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of _____ (vendor's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this proposal in response to the ODJFS RFP/RLB/other purchase opportunity is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)



ATTACHMENT C
RLB#: RLB-OIS-11-016
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Vendor Name: _____

The proposal must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RLB Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RLB?	VII		
2	Did the vendor submit their proposals in the format described in Section VII., of this RLB?	VII		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachments A and B to the RLB?	VII		
4	Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (<i>i.e.</i> , the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	VII		
5	Does the vendor have a current STS which is appropriate for the work described in this RLB?	VII		
6	Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RLB?	VII		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Information Services. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RLB, and assign the appropriate point value, as follows:

0	5	7	9
Does Not Meet Requirement	Meets Requirement	Exceeds Requirement	Greatly Exceeds Requirements

A technical proposal’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **400** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **700** points, will be disqualified from further consideration. Only those vendors who’s Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III.

#	EVALUATION CRITERIA	Weighting	Doesn’t Meet 0	Meets 5	Exceeds 7	Greatly Exceeds 9	Weighted Score
REQ. VENDOR Experience							
1	The Vendor has demonstrated expertise in a minimum of two (2) completed projects that include the installation, configuration, and implementation of the same DGS that the vendor is proposing in this bid and is described in Section VI, Scope of Work.	1					
VENDOR QUALIFICATIONS				Total Weighted Score			

		Weighted Score Ratio: <i>(Total Weighted Score / Highest Vendor Weighted Score)</i>					
		Vendor Experience Scored Points: <i>(Weighted Score Ratio x 100)</i>					
STAFF EXPERIENCE & CAPABILITIES							
Evaluation Criteria			Does Not Meet	Meets	Exceeds	Greatly Exceeds	
	Weight	0	5	7	9	Weighted Score	
	Project Manager						
1.	Thirty-six (36) months experience managing software development and installation projects.	10					
2.	Twelve (12) months experience managing the implementation of the same Document Generation System proposed in the Vendor's bid.	20					
3.	Twenty-four (24) months experience in the implementation of Document Generation Systems of similar size (25,000 documents per hour in batch mode) and complexity to the requested ODJFS DGS.	15					
	Implementation Technician:						
1.	Twenty-four (24) months experience in gathering and validating requirements for Document Generation Systems of similar size and complexity (25,000 documents per hour in batch mode) to the requested ODJFS DGS.	15					
2.	Twenty-four (24) months experience installing and implementing the same Document Generation System proposed in the Vendor's bid.	25					
	All Other Proposed Staff:						
1.	All other proposed staff (excluding the Project Manager and Implementation Lead) will be scored as a group based on a minimum of twenty-four (24) months combined experience installing and implementing the same Document Generation System proposed by the Vendor.	15					
		Total Weighted Score					
		Weighted Score Ratio: <i>(Total Weighted Score / Highest Vendor Weighted Score)</i>					
		Staffing Scored Points: <i>(Weighted Score Ratio x 100)</i>					
	Evaluation Criteria (Initial Proposal Scoring)		Does Not Meet	Meets	Exceeds	Greatly Exceeds	
		0	5	7	9	Weighted Score	
Proposed Document Generation System Solution							
1.	Proposed Project Management Methodology	10					
2.	Proposed DGS Overall Functionality Score	20					
3.	Proposed DGS Security Score	10					
4.	Proposed DGS Web Interface Score	10					
5.	Proposed DGS Capacity & Scalability Score	5					
6.	Proposed DGS Usability Score	15					
7.	Proposed DGS Work Flow Usability Score	10					

8.	Proposed DGS Administrative Functionality Score	10					
9.	Proposed DGS Interface Solution Score	10					
				Weighted Solution Raw Score			
				Weighted Solution Presentation Score			
				Total Weighted Score			
				Weighted Score Ratio: <i>(Total Weighted Score / Highest Vendor Weighted Score)</i>			
				Proposed Solution Scored Points: <i>(Weighted Score Ratio x 500)</i>			

			Does Not Meet	Meets	Exceeds	Greatly Exceeds	Weighted Score
Evaluation Criteria <i>(Presentation Scoring)</i>			0	5	7	9	
Proposed Document Generation System Solution							
1.	Proposed Project Management Methodology	10					
2.	Proposed DGS Overall Functionality Score	20					
3.	Proposed DGS Security Score	10					
4.	Proposed DGS Web Interface Score	10					
5.	Proposed DGS Capacity & Scalability Score	5					
6.	Proposed DGS Usability Score	15					
7.	Proposed DGS Work Flow Usability Score	10					
8.	Proposed DGS Administrative Functionality Score	10					
9.	Proposed DGS Interface Solution Score	10					
				Weighted Solution Raw Score			
				Weighted Solution Presentation Score			
				Total Weighted Score			
				Weighted Score Ratio: <i>(Total Weighted Score / Highest Vendor Weighted Score)</i>			
				Proposed Solution Scored Points: <i>(Weighted Score Ratio x 500)</i>			

A maximum of **700** points will be awarded for the Technical Proposal. A technical proposal must achieve at least **400** raw points (indicating that the vendor is capable of successfully performing contractual duties) out of the possible **700** points to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration and its cost proposal will neither be opened nor considered.

Phase III. Review -- Costs Summary:

At the completion of Phase II scoring, the vendors' sealed cost proposal will be opened and scored according to the criteria detailed in Section VII, C (page 19) of this RLB.

Category	Percent	Maximum Points	Vendor Points
Vendor Experience and Qualifications	10%	100	
Staff Experience and Capability	10%	100	
Proposed System Solution	50%	500	
Cost	30%	300	
Total Points	100%	1000	

Based upon the Total Technical Score earned, does the vendor’s proposal proceed to the Phase III evaluation? (Vendor’s Grand Total Technical Score must be at least 400 points.)

Yes _____ **No** _____ (If “No,” Vendor’s Technical Proposal will not be considered)