



October 12, 2016

## Request for Quotation

Request for Quotation Number: JR-RFQ17-101

Please consider this as the State Of Ohio Bureau of Workers' Compensation's Request for Quotation on the following IT consulting position:

**Expert Cognos Administrator (1 Position)**

**Deadline for submitting Response: Tuesday, October 18, 2016 at 12:00pm ET**

**Estimated Start Date: On or about November 2016**

**Estimated End Date: June 30, 2017**

**Projected Interview Dates: Week of October 21 - 28, 2016**

Interviews consists of two parts, a pre-screening 15 minute phone interview and, if selected, advancement to a mandatory on-site interview.

**(Please Note: If your candidate can't pass a background check and drug screen, please don't apply)**

### **Important:**

**Awarded candidate must undergo and pass a 10 panel drug screen and complete a thorough background check at the Supplier's expense. This will include previous work addresses for the last (10) years excluding high school. Confirmation of higher education credentials also required.**

BWC is searching for one (1) highly skilled individual to fill the role of Cognos Administrator. This is a replacement position and considered Staff Augmentation. Based on the start date, approximately **1380** hours projected through June 30, 2017. If warranted, any extension is subject to budgetary & administrative approval. We prefer candidates with whom you already have experience, not internet solicitations. Successful candidates will be self-starters and detail oriented. Candidates must be able to work both independently and as team members to produce on time results and meet all project deadlines. **Please send no more than two (2) resumes** and other required information as directed in this RFQ. Initial interviews will be conducted over the phone, selected candidates will advance to mandatory on-site interviews. Critical deadlines for this RFQ are provided above. Vendors need only respond if all deadlines are attainable, regardless of non-workdays, holidays, weather conditions or other interferences.

## Fee Schedule or Rate

Hourly rate based on State Term Schedule (STS) pricing (note: state cannot reimburse for travel expenses)

## Job Description

Expert COGNOS ADMINISTRATOR. BWC is in the process of rebuilding our data warehouse and replacing our business intelligence reporting tools in conjunction with our implementation of Stone River's PowerSuite application agency-wide. We are moving from a DB2/OEPM (Hyperion) data warehouse to an Oracle/HP Vertica Cognos data warehouse. We need a consultant who is a Cognos Administrator who has set up a large organization with a multi-environment Cognos Server Infrastructure before. Consultant should also be familiar with setting up and maintaining Active Directory security for Cognos and with maintaining best-practices for administration of the security. Candidate must possess strong communication skills in addition to proven experience in performing assignment responsibilities. BWC is planning a 1,500-query user implementation, with about 100 report developers. In the current data warehouse, BWC has about 600 tables, including about 300 code tables. These tables are made available to data warehouse users in about 50 data models. The largest tables contain over 20 years of history and exceed 100 million records. The current reporting tool includes about 2,000 reports in 400 documents. BWC will rebuild about 4,500 existing reports in Cognos.

## Assignment Responsibilities

- BWC expects the work of the consultant to be done on-site
- Must be capable of installing, configuring, updating and tuning Cognos architecture that is distributed over multiple servers in multiple environments, for both hardware and software level.
- Work with BWC staff providing mentoring and knowledge transfer to them as they learn to correctly do this work on their own.
- Assist in verifying that BWC is on the right infrastructure foundation and that it is tuned for optimal performance.
- Recommend how to more efficiently create and execute complex reports created in both Report Studio and Query Studio.
- Recommend/maintain strategy for efficient migration of objects (models/reports/etc) through multiple environments from development to production.
- Utilize extensive broad Cognos experience in helping to determine which Cognos tools will best support BWC's future business requirements.
- Monitor and escalate issues for multiple high-availability Cognos environments.
- Assist in modifying and maintaining disaster recovery plan for Cognos and Enterprise Data Warehouse.
- Help define the version control strategy for data models, reports, etc.

## Required Skill Sets

- 10+ years of experience in Cognos.
- 5+ years of Cognos Administration as Primary Responsibility

- 3+ years of Cognos 10.x experience required.
- At least one complete Cognos implementation in an enterprise environment including, installing, configuring, and tuning Cognos architecture that is distributed over multiple servers.
- 3+ years experience with a project migration from another data warehouse tool to Cognos.

### **Highly Desired Skill Sets**

- Experience using Cognos with Oracle/HP Vertica databases.
- Extensive experience with the new features and functions of Cognos 10.2 (10.2.2 BWC current usage)
- Expert - Cognos BI IBM certified Administrator
- Basic Insurance industry knowledge. General Workers' Compensation Industry knowledge preferred

### **Education Required**

Four year college degree or similar form of study required

### **Schedule**

Normal business hours (between 8:00 AM and 5:00 PM) Monday through Friday, 40 hours a week. Please note, the state cannot reimburse for travel expenses. All work will be performed on site; 30 West Spring Street, Columbus, Ohio, 43215

### **Fee Schedule**

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

**IMPORTANT NOTE: We will only consider quotes that have the following Required Information:**

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

### **Due Dates**

See important due dates on page one. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Any late Quotations will not be evaluated for award.

### **Vendors who want to apply for an Ohio State Term Schedule**

To obtain information and begin the process to become a State Term Schedule vendor with the State of Ohio, information can be found at:

<http://procure.ohio.gov/proc/index.asp>

### **Additional Requirements**

To be considered for work at the BWC, the selected consultant must pass a mandatory criminal background check and drug screen provided by the supplier. Results must be delivered to BWC after selection and before contactor start date.

### **Affirmative Action**

Before a contract can be awarded or renewed, for any amount in excess of \$2,500.00, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). Further information can be found at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

### **New Vendor**

If you are a new vendor, a Vendor Information Form must be completed and submitted to Ohio Shared Services. Both the instructions and the form can be found at:

<http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>

### **Ohio Shared Services Information**

If you have not received any payment from any State of Ohio department or agency within the past two years, or if your business name or address has changed since the last payment, you will need to complete an IRS form W-9. If you have received a payment within the past two years and if you have not changed your business name or address since that payment, you will not need to complete this form. If you have difficulty opening or printing the "pdf" file attached to this e-mail, you can find a blank form on the Ohio Office of Shared Services (OSS) website:

<http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>

### **Executive Order 2011-12K**

The Contractor affirms to have read and understands Executive Order 2011-12K 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 is also available at the following website:

[http://procure.ohio.gov/pdf/EO201112K/EO201112K\\_Announcement.pdf](http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf)

In addition, links to the Standard Affirmation and Disclosure Form Executive Order 2011-12K, and the Standard Terms and Conditions (with signature line) can also be found at:

[http://procure.ohio.gov/pdf/EO201112K/EO201112K\\_Announcement.pdf](http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf)

### **Important note: These forms are not required if you are a vendor with a STS already in place**

A Sales and Use Tax Blanket Exemption is available upon request.

**Submittal Instructions/Contact**

Submit all candidates with required information, before deadline, via email to:

[JacLynn.R.1@bwc.state.oh.us](mailto:JacLynn.R.1@bwc.state.oh.us)

The State encourages Vendors to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) vendors.



**JacLynn R.**

**Procurement Administration**

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