

December 31, 2015

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

**Request for Quotation Number (RFQ): OITRFQ107**

**Please consider this as the State of Ohio Department of Administrative Services, Office of Information Technology Request for Quotation on the following IT consulting positions:**

**Cross Agency IT and Change Initiative, QA Program Oversight/Lead and Project Portfolio Executive (1 Position)**

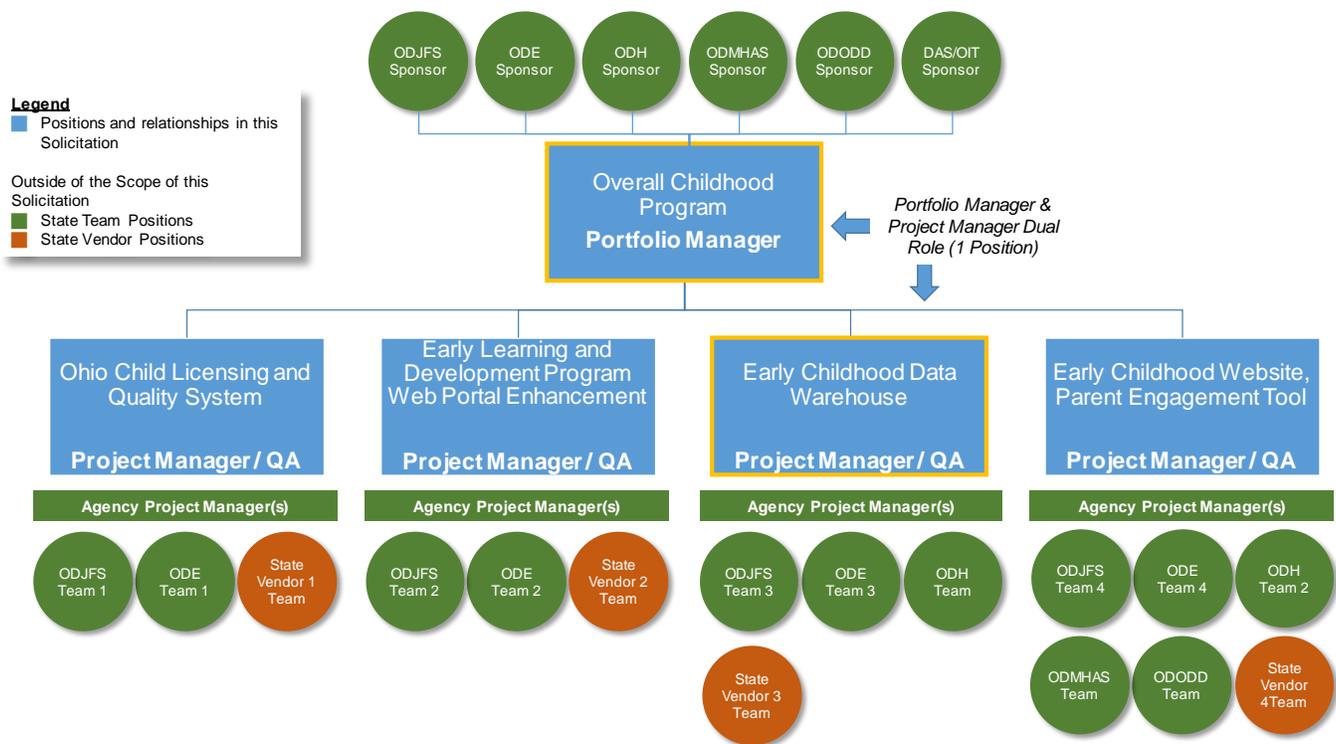
## **Situation Overview**

The State currently has a variety of projects underway in various stages of development that are designed to enhance the State's service of the public in the Early Childhood area. These projects are generally conceived and supported by The Ohio Departments of Job and Family Services (ODJFS) and Ohio Department of Education (ODE) and due to technology elements of the projects and ongoing operation and maintenance considerations, DAS/OIT. Each of these projects are designed to enhance the State's services to the public individually, as well as a portfolio offering that are dependent upon the mutual success all of these projects for public benefit.

These projects are:

1. The **Ohio Child Licensing and Quality System (OCQLS)** which in general is designed to support the connection of Ohio Families to quality, licensed early learning and development programs and also to support the licensing of Child Care and Learning/Development program providers across the State.
2. **Public Facing Web Portals** to support the public's (parents and care givers) lookup of Early Learning and Development Programs (via ODJFS) licensed child care centers, family child care homes as well as registered day camps and (via ODE) Preschool programs (birth-age 5 not in Kindergarten) operated by public schools, educational service centers, boards of developmental disabilities, and chartered nonpublic schools with multiple grades above kindergarten as well as School-age child care (5yrs- 14yrs) programs operated by public schools, educational service centers, community schools, boards of developmental disabilities, and chartered nonpublic schools with multiple grades above kindergarten.
3. Oversight of a new project to develop and implement an integrated **Ohio Early Childhood Data Warehouse (OECDW)** that will provide an analytic environment using unique data elements identified in from ODE, The Ohio Department of Health (ODH), and ODJFS (and other State agencies that are later identified to enable the holistic analysis of early childhood data to answer key policy, operational and analytical questions.
4. Oversight of the development of a **Parent Engagement tool** for the Ohio Early Childhood website jointly supported by ODJFS, ODE, ODH and the Ohio Department of Mental Health and Addiction Services (ODMHAS) and the Ohio Department of Developmental Disabilities (ODODD) located at [earlychildhoodohio.org](http://earlychildhoodohio.org) which is a portal for Parents, Caregivers and Providers to support the public and focus Ohio's governance and administrative structures on the to oversight, implementation and coordination of State-funded or State-administered early childhood programs and services for children and their families.

**Conceptually** these roles are organized as follows:



The State requires four (4) positions as follows:

- Overall Program Leader** for the portfolio of projects as well as functioning as **Project Manager** for the Early Childhood Data Warehouse project (dual roles).
- Project Manager** – Child Licensing and Quality System
- Project Manager** – Early Learning and Development Program, Web Portal
- Project Manager** - Early Childhood Website, Parent Engagement Tool enhancements

For purposes of this portfolio of projects, positions 2,3 and 4 shall report to the overall Program Leader for cross project coordination and consolidated reporting purposes to the State. Requirements and Specifications for all positions follow below.

### General Responsibilities and Objectives

This solicitation is designed to identify and categorize, in a project delivery driven context, and through **active project leadership**, the services and project engagement points for these projects individually and as a portfolio with regard to assisting the State in:

- Identifying and addressing the root drivers, impediments, accelerators and facts surrounding the success of each project;
- Determining what specific actions the State needs to implement to rectify project specific delivery situations, risks and issues and drive the project to an “as envisioned” and “as contracted” completion;

- Identifying and addressing any project shortcomings or challenges with regard to State and State Vendor project delivery organization, staffing, project management, decision making, project execution delivery, timing, quality, scope management, change management, organizational change, roles & responsibilities, methods, tools, technologies, 3rd parties and subcontractors, integration, business case, conversions and other factors that are required to drive these projects into success positions;
- (Re)Establishing an objective and fact based project plan(s) based on the factors outlined above and driving success of the projects through accountability and active management;
- Conducting delivery progress and completion reviews with State Sponsors on a contracted, qualitative and quantitative basis as well as objectively determining the realistic completion timing given project progress to date;
- If required, assembling a recovery or remediation plan that is specific, actionable and measurable for all parties to manage against;
- Identifying commercial considerations including assessments of scope, quality and cost from any party to serve as an objective basis to recalibrate, change or prioritize project elements as applicable;
- Conducting project organizational reviews that are designed to organize, replace or augment participants that are contributory to the success of the project including project staff, groupings, roles, responsibilities, activities, deliverables and work products;
- Developing detailed project economics including analysis, budgetary, contracted, payment/invoice, and change request analysis to a single financial baseline for the projects; and
- In summary, providing an unbiased and independent review of a project, its position and the correct method(s) to deliver the projects as contracted within scope, timing, cost and quality standards.

### **Fee Schedule or Rate**

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

### **Required Skill Sets (All Positions)**

- Domain knowledge or background for one or more of Childhood Development Programs, Family Services, Education and special needs developmental programs in a systems delivery context.
- 8 years experience leading information technology process improvement projects.
- 8 years Project Management experience with PMP certification.
- 6 years experience managing User Acceptance Testing (UAT) on projects involving replacement of legacy systems and implementation of new software systems.
- 6 years experience developing, and managing short and long-term plans and schedules for organization wide software needs.
- 3 years experience with Organizational Change Management.

- 3 years experience with SQL and Data Warehousing.
- 3 years experience with Business Process Reengineering.
- 8 years or more experience with large and complex system implementations.
- 4 year college degree minimum, degree in Business, Computer Science, Software Engineering with advanced degrees preferred.

**Additional Required Skill Set – Program/ Portfolio Lead Position Only**

- Executive level presentation communication skills that convey the complexities of multi-Agency project delivery, software development lifecycle, change management, quality management.
- Experience with data warehouse, business intelligence, analytics or policy-level decision support systems.
- Demonstrated expertise in the review and assessment of the timeliness, quality and effectiveness of project decision making, communications, reviews and approvals that prevails over a project and make specific recommendations as to enhancements that are required to realign the project with contracted values.
- Demonstrated expertise in assessing team composition, to include the identification of all required team roles (State and State Vendor), timing and participation requirements (e.g., full/part-time) location (e.g., on/off-site) and level of engagement (e.g., active member of team, team leader, work stream participation) and the suitability and performance of the project team.
- Demonstrated experience in the establishment of project roles/responsibilities, that included the review of the validity and clarity with regard to identified and assigned project roles within the contracted scope, deliverables and project plan
- Demonstrated driver of accountability, including a clear identification of accountability between State Agencies and State Vendors, and based on these accountabilities driving appropriate assignments to those individuals within these organizations as to impact a project in a successful manner.
- Demonstration of success in the establishment, measurement and communication of success, completion and timing imperatives, including an assessment and inventory of success criteria, milestones, degree of completeness overall delivery timing (including variances to contracted timing) and the relative degree of organizational support and alignment with the overall success of a project.

**Desired Attributes (All Positions)**

- Provide feedback to project teams regarding process/procedure improvement opportunities and other potential areas for improvement discovered during software quality activities.
- Develop options and recommendations to assist teams in resolving issues.
- Communicate clearly business delivery philosophies in the context of each project’s development lifecycle, methods, tools and project plan and align the team goals as well as the policies and procedures required for each project to be successful to the team.

- Develop recommendations to assist teams in resolving issues, and if necessary options other than the original plan.
- Lead efforts in developing and facilitating implementation of team goals and metrics.
- Skill in the use of organizational tools & methods (e.g., MS Excel, MS Word, MS Outlook, SharePoint)
- Develop, and manage short term and long-term plans for organization wide software quality needs.
- Ability to quickly adapt to changes, enhancements, and new technologies and changes in project delivery dynamics, scope, priorities and timing.

**Typical Activities:**

During a given day, these positions will be expected to:

- Review testing related materials created by the State and System Contractor(s) in the context of established milestone dates for the systems (acceptance completion, go-live readiness and system deployment to commercial use);
- Based on all testing efforts to date, and overall acceptance testing requirements of the State, develop a comprehensive approach and strategy for the commencement and completion of State required testing efforts. As part of this effort, identify all required resources (e.g., testers, SMEs, functional and technical end users and other parties) as required to successfully test and deploy the systems;
- Decompose the aforementioned projects (individually) and the program (as a whole) into functional, technical and system component areas and identify requirements for State test leaders and participants for each component area. As part of this effort, identify Contractor (SI or Software provider) support roles, functions and responsibilities to support State testing efforts (e.g., job/batch execution, interface testing, reporting, performance, system configuration items, environment and code management etc.);
- Based on the above, develop a month-to-month, week by week, and (prior to test execution) day-by day test plan that includes State Agencies, Contractor, SME and other outside business partner resources to be used to drive the testing effort, report on progress, challenges and dependencies across the overall testing team as well as to indicate progress in attainment of “go-live” dates;
- Maintain definitive defect list that is prioritized based on State priorities (e.g., severity levels) to assist all parties in the triage and prioritization of defect management, scheduling of items for retesting, removal of test blocking issues or rescheduling of testing efforts in the case of a test blocking issue;
- Conduct weekly (and as required daily or more frequently) stand ups with the State project teams. Provide weekly summary to State leadership and Agency Stakeholders as to the progress and challenges facing each project effort. Identify areas for improvement, augmentation or corrective action by State leadership based on the performance of any resource supporting or participating in a project effort.

## Schedule

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

## **IMPORTANT NOTE: The State will only consider quotes that have the following Required Information:**

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

## DUE DATES

All quotations are due by 1:00 pm, EST, on January 8, 2016. Any quotation received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late quotations will not be evaluated for award.

## SCHEDULE OF EVENTS

All times are Eastern Standard Time (EST).

Event	Date
1. RFQ Distribution to Vendors	December 31, 2015
2. Proposal/Quotation Due Date <b>NO INQUIRY PERIOD</b>	1:00 p.m., January 8, 2016
3. Target Date for Review of Proposal/Quotation and Projected Interview Dates	Week of January 11, 2016
4. Anticipated decision and selection of Vendor	Week of January 18, 2016
5. Anticipated Commencement date of work	Week of January 25, 2016

## QUOTATION SUBMITTAL

Each Vendor must submit two (2) complete, sealed and signed copies of its quotation (excluding cost information), and each quotation must be clearly marked "**Cross Agency IT and Change Initiative, QA Program Oversight/Lead and Project Portfolio Executive**" OR "**Cross Agency IT and Change Projects, QA Project Oversight/Lead**" on the outside of its envelope along with Vendors name. The Vendor's response shall clearly demonstrate how their proposed vendor(s) meet the requirements of this RFQ. **The cost information MUST be signed, and submitted in a SEPARATELY SEALED ENVELOPE.** The envelope must be clearly marked on the outside of its envelope along with the Vendor's name.

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

Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal.

- **Cover Letter (include email address)**

Cover Letter containing the following information:

- a) A list of any subcontractors that will be working on the project;
- b) A statement certifying the Vendor is a business entity and will not submit the Independent Contractor/Worker Acknowledgement to the ordering agency;
- c) State Term Schedule Number;
- d) A statement acknowledging that the Standard Affirmation and Disclosure Form (EO 2011-12K) that was signed during the State Term Schedule submission remains in effect; and
- e) A statement acknowledging that the Vendor understands that changing personnel after the award without the State's consent may be a basis for termination of the work.

- MBE Certification
- State Term Schedule Number
- STS Labor Category Code
- Company profile (history, past & current clients)
- Vendor Candidate Information
- Vendor or Candidates Resume(s) and Position References (3 minimum)
- Vendor or Candidate Rate
- Conflict of Interest Statement
- Payment Address

The State will not be liable for any costs incurred by any offeror in responding to this RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. The State may reject late quotations regardless of the cause for the delay. The State may also reject any quotation that it believes is not in its interest to accept and may decide not to do business with any of the Vendors responding to this RFQ.

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

**Ms. Nychola Richardson, MAS1  
c/o Kristen Silk, Fiscal Officer  
30 East Broad Street, 39th Floor  
Columbus, OH 43215**

## **NON-DISCLOSURE AGREEMENT**

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

## **PROPRIETARY INFORMATION**

All quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a quotation or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Vendor. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Vendor takes exception to the terms and conditions of this RFQ.

#### **WAIVER OF DEFECTS**

The State has the right to waive any defects in any quotation or in the submission process followed by a Vendor. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other Vendors.

#### **REJECTION OF QUOTATIONS**

The State may reject any quotation that is not in the required format, does not address all the requirements of this RFQ, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. In addition, the State may cancel this RFQ, reject all the quotations, and seek to do the work through a new RFQ or other means.