

Supplement Header

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SUPPLEMENT TWO

**ODJFS EMPLOYER RESOURCE INFORMATION CENTER
(ERIC) – APPLICATION SUPPORT RFP**

POSITION DESCRIPTIONS AND REQUIREMENTS

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Project Manager

- Serves as the coordinator for a large, complex delivery order, or a group of delivery orders affecting the enhancement of legacy systems and/or the development of new systems.
- Manages all aspects of the vendor's contracts.
- Serves as the primary day to day Ohio Department of Job and Family Services' contact.
- Interfaces with the counterpart Ohio Department of Job and Family Service's project manager.
- Organizes, directs, and coordinates the planning and execution of all program and technical support activities for the assigned contract.
- Provides competent leadership and responsible project direction.
- Formulates and enforces work standards, assigns contractor schedules, reviews work discrepancies, provides functional direction to contractor personnel and communicates policies, purposes, and goals of the organization to subordinates.
- Directs the specific delivery of tasks to insure that the technical solutions and schedules in the delivery order are implemented in a timely manner.
- Reports in writing and orally to designated Ohio Department of Job and Family Service's representatives.

Requirements:

- Experience as the Project Manager on two projects of similar size and scope during the past five years with a minimum of one being from initiation to completion. In addition, a minimum of one project must have been within the last year.
- Experience using project management tools such as Microsoft Project in defining tasks and developing project time lines.
- Experience with two or more structured development methodologies in managing projects of similar size and scope over the past five years.
- IT related Bachelor Degree or higher.

Desirables:

- Five (5) years programming experience.
- Experience on one major system development project that required the application of network infrastructure, software utilities and applications for IBM AIX, Novell, Windows NT or UNIX.
- Two (2) years of experience in analysis, design and implementation of a large-scale hardware rollout.
- Two (2) years of experience in Joint Application Design (JAD) or Systems Requirements Definitions (SRD) facilitation in a development environment.
- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts and auditing.
- One (1) year of experience with an Unemployment Compensation system.
- IT related certifications (i.e.: PMP, IIBA, ITIL, Java, MS Developer, Cognos, etc.)

Senior Java Application Developer

- Assists in daily issue resolution and new functionality design.
- Writes and maintains medium to large computer programs.
- Leads a team of lower level Software Development Specialists in the planning, analysis, design and construction of large, complex computer systems.
- Utilizes relational database management technology and information engineering principals.
- Coordinates system design, data modeling and application development efforts.
- Analyzes functional business applications and design specifications for functional areas.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Designs and codes reports, screen formats, file edits and file updates.
- Provides technical computer assistance to users and other staff.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.

Requirements:

- Experience as a lead Java application developer on one or more projects of similar size and scope within the past five years with demonstrated experience in delivery of a product.
- Five (5) years of experience designing computer systems.
- Five (5) years of experience programming with relational databases (preferably DB2).
- Five (5) years of experience programming experience with large-scale multi tier systems using JAVA 2 EE.
- Five (5) years of programming experience using IBM's WebSphere.
- Two (2) years of experience in Rapid Application Development (RAD).
- Two (2) years of programming experience in a Web based environment utilizing HTML, XML, JavaServer Pages, and Java Script, JavaServer Faces.
- Three (3) years of Rapid SQL programming experience.
- Two (2) years of experience designing multi-tier applications.
- Three (3) years of Enterprise JavaBeans (EJB) 1.0 and EJB 2.0 specifications experience.
- Two (2) years of Web Services and WebSphere portal experience.
- IT related Bachelor Degree or higher.

Desirables:

- One (1) year of Adobe LiveCycle Designer experience.
- One (1) year of MQ Series Programming experience.
- Document management experience utilizing KOFAX.
- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts and auditing.
- Three (3) years of experience with an Unemployment Compensation system.
- One (1) year of data modeling experience.
- IT related certifications (i.e.: IIBA, ITIL, Java, MS Developer, Cognos, etc.)

Business Analyst

- Analyzes advanced user needs to conduct functional requirement assessments.
- Participates as a subject matter expert in determining the functional and business requirements specified in the contract document.
- Performs functional allocation to identify required tasks and their interrelationships.
- Identifies resources required for each task.
- Provides daily functional direction to support staff.

Requirements:

- Experience as a Business Analyst on a minimum of one project of similar size and scope from initiation to completion within the past five years. This project must demonstrate experience with documenting requirements, designing screens and other interfaces, testing system components, and implementing systems.
- Two (2) years of experience interpreting and implementing policies for a same or similar automated system.
- Five (5) years of experience designing computer systems.
- Five (5) years of experience defining and documenting business requirements for computer systems.
- One (1) year of experience testing and working with test methodologies.

Desirable:

- Three (3) years of experience as a Business Analyst in a same or similar automated system.
- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts and auditing.
- One (1) year of experience with an Unemployment Compensation system.
- IT related Bachelor Degree or higher and related certifications (i.e.: PMP, IIBA, ITIL, Java, MS Developer, Cognos, etc.)

Java Application Developer 3

- Writes and maintains medium to large computer programs.
- Leads a team of lower level Software Development Specialists in the planning, analysis, design and construction of large, complex computer systems.
- Utilizes relational database management technology and information engineering principals.
- Coordinates system design, data modeling and application development efforts.
- Analyzes functional business applications and design specifications for functional areas.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Designs and codes reports, screen formats, file edits and file updates.
- Provides technical computer assistance to users and other staff.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.

Requirements:

- Experience as a Java application developer on one or more projects of similar size and scope the past five years.
- Five (5) years of programming with relational databases (preferably DB2) experience.
- Five (5) years of programming experience with large-scale multi tier systems using Java 2 EE.
- Five (5) years of programming experience using IBM's WebSphere.
- Two (2) years of experience in Rapid Application Development (RAD).
- Two (2) years of programming experience in a Web based environment utilizing HTML, XML, JavaServer Pages, and Java Script, JavaServer Faces.
- Three (3) years of programming experience in an object oriented development environment.
- Three (3) years of HTML development experience.
- Three (3) years of Rapid SQL programming experience.
- Two (2) years of experience designing multi-tier applications.
- Two (2) years of Enterprise JavaBeans (EJB) 1.0 and EJB 2.0 specifications experience.
- One (1) year of Web Services and WebSphere portal experience.

Desirables:

- One (1) year of Adobe LiveCycle experience.
- One (1) year of MQ Series Programming experience.
- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts and auditing.
- Two (2) years of experience with an Unemployment Compensation system.
- One (1) year of data modeling experience.
- Document management experience utilizing KOFAX.
- IT related Bachelor Degree or higher and related certifications (i.e.: IIBA, ITIL, Java, MS Developer, Cognos, etc.)

Java Application Developer 2

- Writes and maintains small to medium computer programs.
- Performs analysis and design for medium computer applications.
- Utilizes relational database management technology and information engineering principals.
- Enhances software to reduce operating time and improve efficiency.
- Trains users in the use of specific computer applications.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Designs and codes reports, screen formats, file edits and file updates.
- Provides technical computer assistance to users and other staff.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.

Requirements:

- Experience as a Java application developer on one or more projects of similar size and scope within the past five years.
- Four (4) years of programming with relational databases (preferably DB2) experience.
- Two (2) years of systems analysis experience on large scale n-tier system.
- Two (2) years of experience designing three-tier or n-tier applications.
- Three (3) years of programming experience in an object oriented development environment.
- Two (2) years of programming experience in a Web based environment utilizing HTML, XML, Java 2 EE, JavaServer Pages, and Java Script, JavaServer Faces.
- Two (2) years of programming experience using IBM's WebSphere.
- Two (2) years of Enterprise JavaBeans (EJB) 1.0 and EJB 2.0 specifications experience.
- One (1) year of Web Services and WebSphere portal experience.

Desirables:

- One (1) year of Adobe LiveCycle experience.
- One (1) year of MQ Series Programming experience.
- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts and auditing.
- One (1) year of experience with an Unemployment Compensation system.
- One (1) year of data modeling experience.
- Document management experience utilizing KOFAX.
- Associate Degree or higher and IT related certifications (i.e.: ITIL, Java, MS Developer, Cognos, etc.)

Production Batch Support Specialist

- Manages and develops batch processes and interfaces.
- Writes computer programs from program specifications.
- Performs analysis and design.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Coordinates work with operations and production control staff.
- Designs and codes reports and screen formats.
- Provides technical computer assistance to users and other staff.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.

Requirements:

- Experience developing applications within the past five years.
- One (1) year of systems analysis experience on large scale client/server system.
- Two (2) years of programming experience in an object oriented development environment.
- Two (2) years of experience programming with relational databases (preferably DB2).
- One (1) year of experience in Rapid Application Development (RAD).
- One (1) year of programming experience in a Web based environment utilizing HTML, XML, Java 2 EE, JavaServer Pages, or Java Script.
- One (1) year of Adobe LiveCycle experience.

Desirables:

- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts and auditing.
- One (1) year of experience with an Unemployment Compensation system.
- Six (6) months of data modeling experience.
- Working knowledge of BMC Enterprise Manager (EM).
- Associate's Degree or higher.

AIX System Administrator

- Monitors daily activities of complex IBM PowerVm and AIX environments, analyzes technical problems and creates solutions using established tools and techniques.
- Supports software applications and databases running on AIX servers.
- Coordinates with network groups for AIX server based network configurations.
- Coordinates with network and storage groups for SAN access and remote storage configuration using fiber and network attached storage on multiple storage platforms.
- Configures IBM pSeries hardware. Installs server based PowerVM virtualization operating systems and AIX server operating systems utilizing NIM images. Performs ISO base virtual machine AIX installations using virtual optical devices.
- Plans and coordinates hardware migrations and maintenance events.
- Writes and maintains UNIX shell scripts.

Requirements:

- Five (5) years of experience as a Senior Administrator managing the UNIX (AIX) operating system version 6.1 or higher in a production and test multi-tier multi-server internet facing environment providing solutions and strategies, system design, assembly, configuring, upgrading, problem determination and proactive maintenance.
- Five (5) years of experience improving availability and performance of complex multi-server Production UNIX environments.
- One year of experience supporting AIX on IBM P7 series hardware model P750 or higher.
- Three (3) years of experience with PowerVM networking utilizing IVE, shared Ethernet adapters and Cisco EtherChannel.
- Experience with NPIV on 8 GB IBM SAN adapters.
- Experience utilizing Storage Area Networks in a PowerVM environment.
- Five (5) years of experience with third party COTS (Commercial Off the Shelf) software in large multi-server UNIX (AIX) production and test multi-tier multi-server internet facing environments.
- Five (5) years of experience using monitoring tools on a UNIX platform.
- Five (5) years of experience writing UNIX (AIX) based shell scripts in a production environment.
- Experience installing and maintaining firewalls.
- Five (5) years of experience installing and maintaining network clients.
- Two (2) years of experience with WebSphere Application Server, WebSphere Portal, IBM Tivoli Access Manager and Identity Manager.

Desirables:

- Experience installing operating systems using NIM images or virtual machines installations using virtual optical devices.
- Experience with PowerVM version 2.2 environments utilizing XIV storage.
- Experience programming with BASH and KSH scripting languages.
- IT related Bachelor Degree or higher and related certifications (i.e.: PowerVM, AIX, etc.)

Business Intelligence Developer

- Writes and maintains medium to large business intelligence reporting or ETL programs.
- Leads a team of lower level Software Development Specialists in the planning, analysis, design and construction of large, complex computer systems.
- Utilizes relational database management technology and information engineering principals.
- Coordinates system design, data modeling and application development efforts.
- Analyzes functional business applications and design specifications for functional areas.
- Tests, debugs, refines, and evaluates computer software test results to produce the required product.
- Designs and codes reports or database updates.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.

Requirements:

- Experience as an application developer on one or more projects of similar size and scope from within the past five years with demonstrated experience developing or maintaining business intelligence systems.
- Five (5) years of programming with relational databases (preferably DB2) experience.
- Three (3) years of experience using Cognos or Informatica within the past three years.

Desirables:

- One (1) year of experience with financial applications including general ledger, payables and receivables (payment/refund processing), check writing, reconciliation, funds management of bank accounts, and auditing.
- One (1) year of experience with an Unemployment Compensation system.
- One (1) year of data modeling experience.
- IT related Bachelor Degree or higher and related certifications (i.e.: IIBA, ITIL, Java, MS Developer, Cognos, Informatica etc.).

Supplement Three

MIS On-Call Procedures

MIS On-Call Procedures

PURPOSE

This procedure defines the steps that the Office of Management Information Services (MIS) will follow for on call schedules for each unit. It is intended to minimize the number of times an employee is subject to the on call schedule.

SCOPE

This procedure affects MIS contract staff that has been identified in the Interval Deliverable Agreement (IDA) as "ON CALL 24 HOURS PER DAY, 7 DAYS PER WEEK." By virtue of this statement, an individual may be asked to return to work or assist via the telephone to resolve a problem at times other than their normal working hours. This is an inherent part of the data processing industry. Sophisticated systems such as MMIS, CRIS-E and SETS operate 24 hours per day and demand immediate attention when problems occur. The intent of this procedure is to provide quality service to MIS customers while being fair and equitable to MIS state and contract staff.

REQUIREMENTS

Successful implementation of this procedure is dependent upon full MIS management, staff, and vendor support and cooperation. If needed, an on call schedule will be negotiated as part of the IDA. This is a rotating schedule includes a primary, as well as secondary, designee for each week. During a week that an individual is on call, they may or may not be contacted for emergency assistance. In subsequent weeks, the individual is free from this responsibility, as other individuals maybe on call. In this manner, no individual has the burden of being continuously on call. The exception to the on call person being contacted is when Production Control is notified that a specific individual is on call for selected jobs due to special circumstances.

On Call Procedural Steps:

BUREAU OF INFORMATION SYSTEMS SUPPORT (BISS) PRODUCTION CONTROL

1. Issues resulting in an on call situation are normally discovered by the BISS Production Control Unit. All efforts to correct the problem will be exhausted by Production Control before utilizing the on call procedures.
2. If the problem is not corrected within 30 minutes, the Production Shift Supervisor is notified. In the event the supervisor is not present, the BISS Supervisor On-Call will be designated.

BISS PRODUCTION SHIFT SUPERVISOR

1. Authority to contact an individual for an on call issue is reserved for the BISS Production Shift Supervisor. The Supervisors analyzes the problem using criteria such as importance of the job, future scheduling conflicts, and timeliness. The Supervisor then decides an on call situation exists or the problem can be resolved the following business day.

2. When confirmed that an on call situation exists, the Production Shift Supervisor contacts the appropriate individual. If unable to contact the primary person within 15 minutes, the Production Shift Supervisor attempts to call the secondary designee.

3. When unable to contact the individual or if the person indicates they will address the problem the following business day, the Production Shift Supervisor contacts the BISS Production Manager on call. The Production Manager further analyzes the problem and determines whether for the week. If such a need exists, the manager contacts the unit manager/supervisor.

ON CALL STAFF

1. If the individual on call determines they can resolve the issue by advising the Production Shift Supervisor over the telephone, they may do so. If the problem is not corrected in two hours or three attempts, whichever occurs first, it is necessary for the individual on call to return to work for further resolution. The Production Manager on call is notified and contacts the appropriate unit manager/supervisor on call for the week.

2. If the on call person indicates they will resolve the problem from home via a dial up terminal, they may do so. If the problem is not corrected in two hours, it is then necessary for the individual on call to return to work for further resolution. The Production Manager on call is notified and contacts the appropriate unit manager/supervisor on call for the week.

BISS PRODUCTION MANAGER

1. In any instance, if the problem remains unresolved two hours after the initial contact, the Production Manager on call is notified and contacts the appropriate unit manager/supervisor on call for the week.

2. In any instance, if the problem remains unresolved three hours after the initial contact, the Production Manager on call is notified and contacts the appropriate Section Chief(s) responsible for any staff participating in the resolution.

BISS PRODUCTION MANAGER/ BISS BUREAU CHIEF

1. In any instance, if the problem remains unresolved after four hours of the initial contact, the Production Manager on call is notified and contacts the Bureau Chief of Information Systems Support, and other appropriate Bureau Chiefs responsible for any staff participating in the resolution.

BISS PRODUCTION MANAGER

1. If the Production Manager on call determines that the problem will adversely affect critical applications such as the timeliness of benefit issuance, availability of CRIS-E, MMIS, or SETS, food stamp issuance, etc., and that only by extraordinary measure can the system be restored in an acceptable period of time, the Code Blue Procedure may be invoked. Invocation of Code Blue provides for special attention from the Ohio Data Network (ODN) in regard to the processing of selected jobs. To invoke Code Blue, the Production Manager on call contacts the BISS Bureau Chief. The BISS Bureau Chief then contacts the manager of ODN. Only these two individuals are authorized to invoke Code Blue. At the time a Code Blue situation is invoked, the BISS Bureau Chief will determine the on call staff that must report on site. The BISS Bureau Chief then contacts appropriate staff. Depending on the circumstances of the emergency, this could include the data base analyst, technical support analyst, production scheduler, configuration management and/or programmer on call, as well as various management staff.

2. Job steps that execute programs written in SAS or EZTRIEVE will not cause a call back situation to be invoked. These abends will be resolved the following business day. Such job steps will be clearly marked both in the JCL stream and the operations documentation.

MIS ON CALL STAFF

1. When an individual responds to an on call situation by assisting over the telephone or utilizing a dial-up terminal, they must record the amount of time involved. The individual includes this on their time sheet. When an individual responds to an on call situation by returning to work, he will be paid for the actual time worked. Actual time worked is considered as the period beginning with the individual's arrival at the work site and ending with their departure from the work site.

2. When an individual is scheduled on call, and when contact is made with the individual regarding an on call issue, the individual will attempt to resolve the problem according to the above guidelines barring illness or incapacitation.

Supplement Four

Weather Emergency Essential Staff Guidelines

Weather Emergency, Essential Staff Guidelines

SCOPE: This procedure will be the method used for the declaration of a weather emergency and the designation and payment of essential and non-essential state and contract-staff.

PURPOSE: To establish an uniform procedure regarding weather emergencies, and essential versus non-essential employees.

DEFINITIONS:

Weather Emergency- A term which refers to all formal declarations for a specific geographical area which may limit the individual's obligation to travel to and from work for a specific period of time. A weather emergency is only declared by the Governor's designated agent. **THE DIRECTOR OF THE OHIO DEPARTMENT OF PUBLIC SAFETY.** This does not include Emergency Management, Hazards, or Disasters declared by the Governor, the board of county commissioners or other Chief executive. **A WEATHER EMERGENCY CANNOT BE DECLARED BY AN INDIVIDUAL AGENCY DIRECTOR.**

Essential Staff- Those who are required to report to work or continue in a work status during a weather emergency. All individuals identified in the Interval Deliverable Agreement (IDA) are essential staff. This list can be changed only by following the procedures to amend the IDA.

Non-Essential Staff- Individuals not identified on the IDA as essential are not required to work during a weather emergency. Depending on the effective time of the weather emergency, these individuals would:

- not report to work if the emergency was effective prior to the normally scheduled work shift,
- would have a delayed start time, or
- would be released from the work location before the end of the normally scheduled shift.

Declared Weather Emergency in Work Site Location vs. County of Residence vs. Travel Through Declared Weather Emergency Counties- These guidelines apply equally to all individuals when the official weather emergency is declared for the work site county, county of residence, or for counties that must be traveled through in order to report to the normal work location. Example: If the work site county is Franklin and there is no weather emergency for Franklin County but the employee lives in Morrow County and must travel through Delaware County, and both Morrow and Delaware Counties are declared, then the non-essential staff who resides in or who must travel through the declared counties do not report to work.

PROCEDURE

Weather emergencies which affect individuals reporting to work or to be released from work early or on a delayed start time will be declared on a county-by-county basis by **THE GOVERNOR'S DESIGNATED AGENT, THE DIRECTOR OF THE DEPARTMENT OF PUBLIC SAFETY.**

In the event there is a weather emergency declared, individuals designated as

NON-ESSENTIAL individuals are not to report to work for the entire day or are not to report to work until a designated time or are released from work early

In the event there is a weather emergency declare by the Director of Public Safety, all ***ESSENTIAL*** individuals are required to report to work or remain at work regardless of the declared weather emergency.

When early closings, late arrivals, or early releases have been declared, these guidelines shall be implemented.

COMMUNICATING THE WEATHER EMERGENCY

The declared weather emergency will be carried on local radio/television stations. Each individual is responsible for knowing if he/she is an essential staff and is also individually responsible for listening to the appropriate radio/television station during extreme weather conditions.

If an individual is unclear as to weather emergency, he/she may call the Weather Emergency Voice Mail at (614) 821-9999. NOTE: This number cannot be called using a state centrex phone. This is a 24-hour per day number, seven days a week.

COMPENSATION AND TIME SHEET REPORTS

Will be paid their regular hourly rate of pay for hours worked during their normally scheduled work day while the weather emergency is in effect.

When the time sheet is completed for a pay period which includes a declared emergency, the daily entry for the day of the emergency should be left blank. When totals are completed on the right side of the form, any time worked, leave time used or overtime earned on the day of the emergency should be excluded, so that all entries appearing on the right side of the form would be recorded as though the pay period was 72 regular hours, or nine calendar days.

When an individual responds to a weather emergency situation by assisting over the telephone or utilizing a dial-up terminal, they must record the amount of time involved. The individual includes this on their time sheet. When an individual responds to an on call situation by returning to work, he will be paid for the actual time worked. Actual time worked is considered as the period beginning with the individual's arrival at the work site and ending with their departure from the work site

SUPPLEMENT FIVE

**ODJFS EMPLOYER RESOURCE INFORMATION CENTER (ERIC) –
APPLICATION SUPPORT RFP**

INTERVAL DELIVERABLE AGREEMENT – SAMPLE

ERIC IDA

**STATE FISCAL YEAR 2012
QUARTER 1**

July 01, 2012

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1.0 Executive Summary

This Interval Deliverable Agreement for the Employer Resource Information Center (ERIC) Application Support details the planned activities, tasks, and deliverables for the period July through September 2012. The total cost of the deliverables included in this IDA is **\$xxx,xxx.xx**; and the projected cost of services is **\$xx,xxx.xx**, of which **\$xx,xxx.xx** is for production support. The administrative costs associated with workspace, workstation, telephone, and needed office supplies provided by ODJFS during this quarter is calculated to be **\$xxx,xxx.xx**. The total cost of this IDA, net of the administrative charge, will not exceed **\$xx,xxx.xx**.

1.1 Summary of Project Objectives and Deliverables for the Interval

1. ERIC Enhancements - Contributions
- 2.
- 3.
- 4.

1.2 Deliverables for this Period

Major Initiative	Hours	Cost	Admin Offset	Net	Start	Finish
ER 45016 Wage Amendment Process Update	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45-018 Delinquency Batch Generation – Compliance Limit Parameter	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
Total	x,xxx	\$xxx,xxx.xx	\$xx,xxx.xx	\$xxx,xxx.xx		

1.3 Administrative Offset Calculation

The following table illustrates the administrative offset calculation for all initiatives outlined in this IDA:

Total Cost of Statement of Work Deliverables	\$xxx,xxx.xx
Administrative Charges for Workspace, Supplies, and Equipment (\$4.00 per effort hour expended)	\$xx,xxx.xx
Total Cost of Interim Deliverable Agreement	\$xxx,xxx.xx

1.4 Project Risks and Assumptions

In this section _____ <offeror> _____ documents the general project-level risks and assumptions considered in the development of the Interim Deliverable Agreement.

1.4.1 Project Risks

1. Failure to complete the IDA and secure the purchase order within a reasonable timeframe may result in delays in completion of milestones and deliverables in a timely manner.
2. Lack of availability of modules that are incorporated in other projects that cannot be delayed.
3. Additional work discovered in requirements or design phase.

1.4.2 Project Assumptions

1. It is assumed that there will be no work stoppage associated with the IDA.
2. Any changes to project cost or scope will be documented via the contract change control process.
3. ODJFS will provide office facilities, workspace, and office supplies to support the _____ <offeror> _____ staff.

2.0 IDA Summary and Sign-off

\$xxx,xxx.xx

Total Cost of Statement of Work Deliverables

Administrative Charges for Workspace, Supplies, and Equipment (\$4.00 per effort hour expended)

\$xx,xxx.xx

Total Cost of Interim Deliverable Agreement

\$xxx,xxx.xx

This IDA is agreed upon on this date, _____, for the period beginning _____ and ending _____, by ODJFS and
<offeror>, as indicated by their signatures below:

Project Signatures

xxxxxxxxxxxxx, Contract Manager
<offeror>

xxxxxxxxxxxxx, Program Manager
ODJFS Office of Unemployment Compensation

xxxxxxxxxxxxx, Section Chief
Enterprise On-line Services & Notices

xxxxxxxxxxxxx, Portfolio Manager
ODJFS OIS Portfolio Management

xxxxxxxxxxxxx Assistant Deputy Director
ODJFS OIS

xxxxxxxxxxxxx Assistant Deputy Director
ODJFS OIS Portfolio Management

Executive Signatures

xxxxxxxxxxxxx, UCTAX Deputy Director

xxxxxxxxxxxxx, ODJFS MIS CIO

xxxxxxxxxxxxx, DAS Director

3.0 SOW ER 45-016 Wage Amendment Process Update

<p>Description:</p>	<p>This enhancement effort (JFS ER # 45-016 Wage Amendment Process Update) is to change the wage amendment process to allow for the removal of employee information and to accept an amendment done by an internal user without requiring additional approval.</p> <p>Provide means to remove an employee and his wage information from an employer wage report. Currently, on discovery of an employee incorrectly reported on an account (and the employee is not being transferred to another employer), the user must reduce the wages to 0.00. This leaves all other employee information, including social security numbers, on the wrong employer account, giving the employer access to CPI for individuals not in their employ.</p> <p>Remove the current approval for checking internal users. The current approval process requires either: a.) a second examiner to review and the work item the first examiner already “approved” (by virtue of entering it to begin with) or b.) the first examiner must add an additional step to the approval process to “retrieve” the new work item and approve it.</p>
<p>Risks:</p>	<ul style="list-style-type: none"> • With other initiatives, including State-run initiatives being executed concurrently to this project, there is a risk to the schedule of this effort related to the availability of the Subject Matter Experts (SMEs) from both technical and program offices. If SMEs are not available to effectively elaborate requirements, obtaining resolution on questions and requirements may be delayed and the schedule may be impacted. • Delays in the completion of ODJFS policy changes directly associated with the scope of work identified in this IDA may result in schedule delays.
<p>Assumptions:</p>	<ul style="list-style-type: none"> • Modifications to requirements (if applicable) will be handled via the Contract Change Control Request process, and may affect the overall release schedule and costs associated with the release. • Any design or requirement questions that the release team is assumed to be answered within two (2) business days by either MIS or ODJFS Office of Unemployment Compensation (UCTAX) program office. • Needed technical resources in the form of hardware and software will be made available in a timely manner.

<p>Acceptance Criteria:</p>	<ul style="list-style-type: none"> • What: <ul style="list-style-type: none"> ○ ER 45-016 D01: System Requirements Document ○ ER 45-016 D02: Technical Design Document ○ ER 45-016 D03: Unit Test Results ○ ER 45-016 D04: Test Scripts (QC) ○ ER 45-016 D05: Test Results (QC) ○ ER 45-016 D06: User Acceptance Test Results (QC) ○ ER 45-016 D07: Release Management • How: <ul style="list-style-type: none"> ○ Requested changes based on the review of any submitted deliverables will be provided to the submitter and the <u><offeror></u> project manager in writing within 15 days. Program Managers' initials on the deliverable cover letters for the items identified above will signify acceptance of the deliverables.
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3.1 Deliverables/Milestones

3.1.1 High-Level Tasks by Deliverable

Task Name	Total Hours	Cost	Admin Offset	Net Cost	Start	Finish
ER 45016 D01: Develop SRD	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45016 D02: Develop TDD	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45016 D03: Develop Modules	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45016 D04: Develop Scripts	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45016 D05: Execute Scripts	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45016 D06: UTI Support	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45016 D07: Production Support	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx

4.0 SOW ER 45-018 Delinquency Batch Generation – Compliance Limit Parameter

<p>Description:</p>	<p>This enhancement effort (JFS ER # 45-018 Delinquency Batch Generation) is to provide a parameter driven batch process to create an inventory of delinquency cases and assign them to Compliance Examiner Staff to work .</p> <p>Provide necessary parameters to restrict creating more than 10,000 cases in a single batch.</p> <p>Provide a new access role for this functionality (Compliance Examiner staff currently work under the Auditor Role.)</p>
<p>Risks:</p>	<ul style="list-style-type: none"> • With other initiatives, including State-run initiatives being executed concurrently to this project, there is a risk to the schedule of this effort related to the availability of the Subject Matter Experts (SMEs) from both technical and program offices. If SMEs are not available to effectively elaborate requirements, obtaining resolution on questions and requirements may be delayed and the schedule may be impacted. • Delays in the completion of ODJFS policy changes directly associated with the scope of work identified in this IDA may result in schedule delays.
<p>Assumptions:</p>	<ul style="list-style-type: none"> • Modifications to requirements (if applicable) will be handled via the Contract Change Control Request process, and may affect the overall release schedule and costs associated with the release. • Any design or requirement questions that the release team is assumed to be answered within two (2) business days by either MIS or ODJFS Office of Unemployment Compensation (UCTAX) program office. • Needed technical resources in the form of hardware and software will be made available in a timely manner.
<p>Acceptance Criteria:</p>	<ul style="list-style-type: none"> • What: <ul style="list-style-type: none"> ○ ER 45-018 D01: System Requirements Document ○ ER 45-018 D02: Technical Design Document ○ ER 45-018 D03: Unit Test Results ○ ER 45-018 D04: Test Scripts (QC) ○ ER 45-018 D05: Test Results (QC) ○ ER 45-018 D06: User Acceptance Test Results (QC)

	<ul style="list-style-type: none"> ○ ER 45-018 D07: Release Management • How: <ul style="list-style-type: none"> ○ Requested changes based on the review of any submitted deliverables will be provided to the submitter and the <u><offeror></u> project manager in writing within 15 days. Program Managers’ initials on the deliverable cover letters for the items identified above will signify acceptance of the deliverables.
--	--

4.1 Deliverables/Milestones

4.1.1 High-Level Tasks by Deliverable

Task Name	Total Hours	Cost	Admin Offset	Net Cost	Start	Finish
ER 45018 D01: Develop SRD	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45018 D02: Develop TDD	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45018 D03: Develop Modules	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45018 D04: Develop Scripts	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45018 D05: Execute Scripts	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45018 D06: UTI Support	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx
ER 45018 D07: Production Support	xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx	xx/xx/xx	xx/xx/xx

5.0 Project Resources

Name	Title	Rate	Work	Cost	Admin Charge	Net Cost
<name>	Project Manager	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Business Analyst	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	SR Java App Developer	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Java App Developer 3	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Java App Developer 2	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Java App Developer 2	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Java App Developer 2	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Production Batch Support	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	AIX System Administrator Business Intelligence	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
<name>	Specialist	\$xxx.xx	x,xxx	\$xx,xxx.xx	\$x,xxx.xx	\$xx,xxx.xx
Totals			xx,xxx	\$xxx,xxx.xx	\$xx,xxx.xx	\$xxx,xxx.xx

Supplement Trailer