

Supplement Header

Supplement One

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Senior 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.
- Assists the program manager in working with the Ohio Department of Job and Family Service's government management team.
- Manages all aspects of the vendor's contracts.
- Serves as the primary day to day Ohio Department of Job and Family Services' contractor 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.
- Performs organizational wide integration planning and interfaces to other functional systems.
- Reports in writing and orally to contractor management and 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 60 months with a minimum of one being from initiation to completion.
- Experience on two or more large projects using project management tools such as Microsoft Project in defining tasks and developing project time lines.
- Experience with two or more software development methodologies in managing projects of similar size and scope over the past 60 months.

Desirables

- Sixty (60) months programming experience.
- Experience on one major system development project that required the application of network infrastructure, software utilities and applications for IBM mainframes, Novell, Windows NT or Unix.
- Minimum of 24 months experience in analysis, design and implementation of a large-scale hardware rollout.
- Minimum of 24 months experience in Joint Application Design (JAD) or Systems Requirements Definitions (SRD) facilitation in a development environment.
- Bachelor's Degree (or higher) or 36 months training post-secondary education.
- Forty (40) hours of formal project management training.
- Project Management Institute certification as a Project Management Professional.
- Twelve (12) month's experience with Ohio Child Support Applications
- Bachelor's Degree or higher, or three (3) years training post-secondary education.

Programmer Analyst 3

- Writes and maintains medium to large computer programs.
- Leads a team of lower level programmer analysts 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.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.
- 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.

Mainframe Programmer Analyst 3 Requirements

- Experience as a team lead of lower level programmer analysts on a minimum of one project of similar size and scope within the past 60 months.
- Experience as a COBOL Programmer on one project of similar size and scope within the past 60 months.
- Minimum of 60 months experience in COBOL programming
- Minimum of 36 months experience in IMS database programming.
- Minimum of 36 months experience IMS data communications on-line programming.
- Minimum of 24 months experience using Mainframe Express.
- Two (2) years JCL development experience
- One (1) year MQ Series Programming experience

Desirables

- Minimum of 12 months experience using IBM File Manager.
- Minimum 12 months experience using Application Analyzer
- Minimum of 12 months experience using File Aid.
- Minimum 12 months experience using Stobe or Omegamon
- Minimum of 12 months experience using a project management tool (i.e. Project Workbench, Microsoft Project).
- Minimum of 12 months experience in TELON and/or CaseGEN.
- One (1) year of experience using a Project Management tool (i.e. Microsoft Project)
- Associates Degree or higher.

Web Based Programmer Analyst 3 Requirements

- Experience as a team lead of lower level programmer analysts on a minimum of one project of similar size and scope within the past 60 months.
- Five (5) years of programming with relational databases (preferably ORACLE or DB2) experience.
- Three (3) years of programming experience with large-scale systems using JAVA.
- Two (2) years of experience in Rapid Application Development (RAD).
- Two (2) years programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script.
- Three (3) years programming experience in an object oriented development environment.
- Three (3) years Dreamweaver development experience.
- Three (3) years HTML development experience.
- Three (3) years DB2 Client 8 programming experience.
- Three (3) years Rapid SQL programming experience.

- Two (2) years of Unified Modeling Language (UML) experience.
- Two (23) years Crystal Reports development experience.
- One (1) years Adobe Writer experience.
- Three (3) years of system analysis experience on large scale systems.
- Two (2) years of experience designing multi-tier applications.
- One (1) year MQ Series Programming experience.

Desirables

- One (1) year of data modeling experience with Erwin.
- Two (2) years of experience with PVCS Version Manager or equivalent.
- Associates Degree or higher.

Websphere Programmer Analyst 3 Requirements

- Experience as a team lead of lower level programmer analysts on a minimum of one project of similar size and scope within the past 60 months.
- Five (5) years of programming with relational databases (preferably ORACLE or DB2) experience.
- Five (5) years of programming experience with large-scale systems using JAVA.
- Five (5) years of programming experience using IBM's Websphere.
- Two (2) years of experience in Rapid Application Development (RAD).
- Two (2) years programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script.
- Four (4) years programming experience in an object oriented development environment.
- Three (3) years HTML development experience.
- Two (2) years DB2 Client 8 programming experience.
- Three (3) years of system analysis experience on large scale systems.
- Two (2) years of experience designing multi-tier applications.
- One (1) year MQ Series Programming experience.

Desirables

- One (1) year of data modeling experience with Erwin.
- Two (2) years of experience with PVCS Version Manager or equivalent.
- Associates Degree or higher.

Programmer Analyst 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.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.
- 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, screen formats, file edits and file updates.
- Provides technical computer assistance to users and other staff.

Mainframe Programmer Analyst 2 Requirements

- Mainframe Two (2) years of system analysis/development experience on same or similar automated system as defined in RFP
- Three (3) years of COBOL programming experience.
- Three (3) years of database programming (IMS DB, DB2 etc.) experience.
- Two (2) years of on-line programming (IMS DC.) experience.
- Three (3) years of on-line editor (TSOISPF etc.) in an IBM MVS mainframe environment experience.

Desirables

- One (1) year of experience using SAS or EZtrieve.
- One (1) year of experience using a Project Management tool (i.e. Microsoft Project).
- One (1) year of Micro Focus COBOL
- Three (3) years of JCL and IBM utilities experience.
- One (1) year of TELON experience
- Associates Degree in Computer Science plus two (2) years data processing experience

Web Based Programmer Analyst 2 Requirements

- Two (2) years systems analysis experience on large scale n-tier system
- Two (2) years of experience designing three-tier or n-tier (not 2-tier) applications
- Three (3) years programming experience in an object oriented development environment
- Four (4) years of experience programming with relational databases (preferably Oracle or DB2)
- Two (2) years of experience in Rapid Application Development (RAD)
- Two (2) years programming experience in a Web based environment utilizing HTML, XML. Java Server Pages, or Java Script

Desirables

- One (1) year of data modeling experience with a designer tool such as ERwin
- One (1) year Unified Modeling Language (UML) experience
- Two (2) years of experience with PVCS Version Manager
- One (1) year experience using the Rational Unified Process
- Associate's Degree or higher

Websphere Programmer Analyst 2 Requirements

- Three (3) years of programming with relational databases (preferably ORACLE or DB2) experience.
- Three (3) years of programming experience with large-scale systems using JAVA.
- Three (3) years of programming experience using IBM's Websphere.
- Two (2) years of experience in Rapid Application Development (RAD).
- Two (2) years programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script.
- Three (4) years programming experience in an object oriented development environment.
- Two (2) years HTML development experience.
- One (1) years DB2 Client 8 programming experience.
- Two (2) years of system analysis experience on large scale systems.
- Two (2) years of experience designing multi-tier applications.
- One (1) year MQ Series Programming experience.

Desirables

- One (1) year of data modeling experience with Erwin.
- One (1) year of Unified Modeling Language (UML) experience.
- Two (2) years of experience with PVCS Version Manager or equivalent.
- Associates Degree or higher.

Programmer Analyst 1

- Writes computer programs from program specifications.
- Performs analysis and design for small 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.
- Development of formal presentations; including graphs, charts, and slide shows for delivery to management, colleagues and user audiences.
- 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,
- Designs and develops screen formats,
- Provides technical computer assistance to users and other staff.
- Maintains data base sub-routines.
- Populates databases

Mainframe Programmer Analyst 1 Requirements

- One (1) year of COBOL programming experience.
- One (1) year of database programming (IMS DB, DB2 etc.) experience.
- One (1) year of on-line programming (IMS DC) experience.
- One (1) year of on-line editor (TSOISPF etc.) in an IBM MVS mainframe environment experience.

Desirables

- One (1) year of system analysis experience on large-scale systems.
- One (1) year of experience using SAS or EZtrieve.
- One (1) year of experience using a Project Management tool (i.e. Project Workbench, Microsoft Project).
- One (1) year of JCL and IBM utilities experience.
- One (1) year of Micro Focus COBOL.
- One (1) year of TELON experience
- Associates Degree in Computer Science plus two (2) years data processing experience
- Six (6) months experience for same or similar automated systems as defined in RFP.

Web Based Programmer Analyst 1 Requirements

- One (1) year systems analysis experience on large scale client/server system.
- One (1) year experience designing three-tier or n-tier (not 2-tier) applications.
- Two (2) years programming experience in an object oriented development environment.
- Two (2) years of experience programming with relational databases (preferably Oracle or DB2).
- One (1) year experience in Rapid Application Development (RAD).
- One (1) year programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, or Java Script.

Desirables

- Six (6) months of data modeling experience with a designer tool such as ERwin
- Six (6) months Unified Modeling Language (UML) experience
- Six (6) months experience with PVCS Version Manager
- Associate's Degree or higher

Websphere Programmer Analyst 1 Requirements

- One (1) year of programming with relational databases (preferably ORACLE or DB2) experience.
- One (1) year of programming experience with large-scale systems using JAVA.
- One (1) year of programming experience using IBM's Websphere.
- One (1) years programming experience in a Web based environment utilizing HTML, XML, Java Server Pages, and Java Script
- One (1) years programming experience in an object oriented development environment.
- Two (2) years HTML development experience.
- One (1) years of system analysis experience.
- One (1) years experience designing multi-tier applications.

Desirables

- One (1) year of data modeling experience with Erwin.
- One (1) year of experience with PVCS Version Manager or equivalent.
- Associates Degree or higher.

Testing Analyst 3

- Provides technical and administrative direction for personnel performing software test and evaluation tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.
- Coordinates with the Project Manager and other team members to ensure problem solution, appropriate risk reduction, and user satisfaction through testing techniques.
- Understands how testing fits into the system development life cycle.
- Makes recommendations, if needed, on test and evaluation strategies for major systems installations.
- Defines testing strategies and creates test strategy documents.
- Estimates software testing costs and schedule.

Requirements

- Experience as a lead tester on a minimum of one project of similar size and scope from testing initiation to final system implementation within the past 60 months.
- Minimum of 48 months experience developing or overseeing the development of test scenarios.
- Minimum of 48 months experience defining and documenting business requirements.
- Minimum 36 months experience using the Mercury suite of testing tools

Desirable:

- Minimum 12 months experience testing Ohio Child Support Systems applications.
- Associates Degree in Computer Science

Testing Analyst 2

- Develops test plans, test scripts and test cases that test all business requirements.
- Develops testing protocols, acceptance criteria, and routines to ensure an efficient test cycle.
- Integrates test results and modifies test plans based on results.
- Prepares milestone status reports and deliverables/presentations on the system test and evaluation concept to colleagues, subordinates, and end user representatives.
- Conducts special tests, such as usability tests and disaster recovery tests.
- Provides direction to test and evaluation support staff.

Requirements

- Two (2) years experience developing test scenarios.
- Two (2) years experience in designing and testing computer systems.
- Two (2) years experience defining and documenting business requirements.

Desirable:

- Two (2) years experience same or similar automated systems as defined in RFP.
- Associates Degree in Computer Science.

Testing Analyst 1

- Utilizes various testing techniques, such as black box testing, parallel testing, regression testing, and stress testing.
- Assists in the preparation of test scripts.
- Develops and executes test routines.

Requirements

- One (1) year experience in designing and testing computer systems.
- One (1) year experience defining and documenting business requirements.
- One (1) year experience developing test scenarios.

Data Base Modeler 3

- Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools.
- Verifies the identification of the components of a data model, including entities, relationships and attributes.
- Provides technical support in the evaluation of prime object names, data elements, and other objects.
- Evaluates proposed objects and their attributes.
- Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts.
- Ensures that the proposed objects are consistent with data and process models.
- Analyzes and reconstructs repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects.
- Documents the data model with entity/relationship diagrams.
- Provides daily supervision and direction to staff.

Requirements

- Three (3) years as a data modeler.
- Eight (8) years systems analysis experience designing software applications or writing business documentation.
- Four (4) years experience documenting business requirements using data modeling tools.
- Two (2) years experience providing direction to junior data modelers.
- Two (2) years experience leading modeling sessions with business clients and translating into an ERD.
- Four (4) years post secondary education.
- One or more professional courses that specifically address data modeling.

Desirables

- In-depth knowledge of data integrity and forms of normalization.
- Knowledge of data modeling methodologies and concepts of Database management Systems.
- Knowledge of conceptual, logical, and physical data models.
- Experience with Case Tools
- Experience in conducting JAD (Joint Application Development) Sessions.

Data Base Modeler 2

- Defines proposed data base objects and their attributes.
- Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts.
- Ensures that the values of object attributes and domain are accurate and correct.
- Identifies the components of the data model and associates data model relationships.
- Assists in building and/or maintaining data/information repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects.

Requirements

- Two (2) years developing/designing programs utilizing relational databases technology, such as ORACLE, DB2, or Informix.
- Two (2) years providing technical assistance and guidance to programmers in systems design for databases and applications.
- Two (2) years experience using data modeling tools such as Designer 2000 or Erwin.

- One (1) year experience leading JAD sessions with business clients.
- One or more professional courses that specifically address data modeling.

Desirables

- In-depth knowledge of data integrity and forms of normalization.
- Knowledge of data modeling methodologies and concepts of Database management Systems.
- Knowledge of conceptual, logical, and physical data models.
- Experience with Case Tools
- Experience in conducting JAD (Joint Application Development) Sessions.

Solutions Architect 1

- Serves as the Solutions Architect 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.
- Demonstrates expertise and leadership in working with business units, product management, development and operations to architect innovative solutions that meet the needs with respect to functionality, performance, scalability, and reliability, realistic implementation schedules and adherence to architectural goals and principles.
- Act as the bridge between the Enterprise Architect and the Application Architect.
- Augments the Enterprise Repository of Architectural Solution Patterns and Frameworks.
- Conducts presentations on technical research findings and future technology options.
- Serves as a consultant on overall analysis, planning, development & implementation of high-level project management (e.g., Information Technology Strategic Plan, Technical Partners/Steering Committees).
- Provides advice & guidance relating to technical strategic objectives of specified application & technical support functions.
- Develops strategic technical policies, procedures & best practices for Enterprise Solution Architecture standards, budgeting, methodologies, & timelines to be implemented across organizational pillars.
- Advises technical and business stakeholders on current & future technologies, technical solutions & requirements.
- Assists in determining best practice solutions for customers (e.g., evaluating multiple solutions, information system's needs & researching most difficult or complex systems problems) Conducts resource planning & coordination of complex solutions between multiple projects.
- Evaluates & recommends software and new technologies.
- Assists in development of life cycle planning & forecasting of technical life for products & services.
- Assists in preparation of the Information Technology Plan.
- Represents agency in conferences, meetings &/or statewide information technology meetings.
- Assists in developing office/division policies & procedures, long range strategic & business plans.

Requirements

- Very strong technical leadership and ability to command respect at all levels of the organization.
- Excellent communication and relationship skills, especially the ability to articulate advanced technical topics.
- Ability to articulate business issues/concerns with staff, peers, superiors, and outside parties (e.g. vendors, partners).
- Experience on multiple Hardware and Software Environments and be comfortable with complex heterogeneous systems environments.
- Five (5) years of experience in information systems analysis, design & operations.
- Two (2) years of experience in project/program management.
- One (1) year experience in Budgeting.
- IT related Bachelor Degree or higher.

Desirables

- Experience using EA Tools such as Rational System Architect.
- IT related certifications (i.e.: ToGAF, PMP, ITIL etc.)
- Experience using project management tools such as Microsoft Project in defining tasks and developing project time lines.

Systems Architect 2

- Analyzes and establishes system information requirements in the development of organizational wide or large-scale information systems.
- Designs the physical network architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.
- Designs software tools and sub-systems to support software use and re-use and domain analysis.
- Ensures these systems are compatible and in compliance with the standards for open systems architectures.
- Analyzes and determine methods of applying technology to improve performance, reduce redundant processing and use of repeatable processing architecture.
- Designs network connectivity architecture, defines software, hardware requirements.
- Creates process flow diagrams, entity relationship diagrams and documents data flows for existing processing and develops proposals for improvements.
- Interviews business and technical community to determine data and processing needs.
- Evaluates costs associated with hardware and software usage and recommends improvements.
- Determines project tasks and develops project plans for evaluating systems.
- Evaluates and develops standards for open architecture methods and ensures compatibility.
- Provides functional direction for project team members.

Requirements

- Ten (10) years mainframe or client server programming experience.
- Ten (10) years experience designing large scale on-line and batch processing systems.
- Five (5) years experience evaluating technology for inclusion in architecture recommendation. Technology includes software tools, client server middle ware, and storage technology and communication technology (IP, VTAM).
- Five (5) years experience in a project lead or team lead position.
- Five (5) years experience performing technology assessments and developing recommendations.
- Two (2) years experience developing project plans relating to technology and operations assessments
- Thorough understanding of data modeling and business modeling techniques with proven experience.

Desirables

- Detail data modeling experience developing large systems.
- Experience and or knowledge of IBM messaging services, IP, client server technology.
- COBOL programming experience in CICS, IMS, DLI, DB2

Systems Architect 1

- Analyzes and establishes system information requirements in the development of organizational wide or large-scale information systems.
- Designs the physical network architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.
- Designs software tools and sub-systems to support software use and re-use and domain analysis.
- Ensures these systems are compatible and in compliance with the standards for open systems architectures.

- Analyzes and determine methods of applying technology to improve performance, reduce redundant processing and use of repeatable processing architecture.
- Designs network connectivity architecture, defines software, hardware requirements.
- Creates process flow diagrams, entity relationship diagrams and documents data flows for existing processing and develops proposals for improvements.
- Interviews business and technical community to determine data and processing needs.
- Evaluates costs associated with hardware and software usage and recommends improvements.
- Determines project tasks and develops project plans for evaluating systems.
- Evaluates and develops standards for open architecture methods and ensures compatibility.
- Provides functional direction for project team members.

Requirements

- Five (5) years mainframe or client server programming experience.
- Five (5) years experience designing large scale on-line and batch processing systems.
- Three (3) years experience evaluating technology for inclusion in architecture recommendation. Technology includes software tools, client server middle ware, and storage technology and communication technology (IP, VTAM).
- Two (2) years experience performing technology assessments and developing recommendations.
- Thorough understanding of data modeling and business modeling techniques with proven experience.

Desirables

- Detail data modeling experience developing large systems.
- Experience and or knowledge of IBM messaging services, IP, client server technology.
- COBOL programming experience in CICS, IMS, DLI, DB2

Business Analyst 2

- 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.
- Minimum of 24 months experience as a functional user, interpreting and implementing policies for a same or similar automated system as defined in the RFP.
- Five (5) years experience in designing and testing computer systems.
- Four (4) years experience defining and documenting business requirements.

Desirable:

- Minimum of 36 months experience as a Business Analyst in a same or similar automated system as defined in the RFP.
- Minimum of 12 months business analysis experience in a Child Support Enforcement system.
- Bachelor's Degree or higher.

Business Analyst 1

- Assess data models for use in designing and building integrated, shared software and database management systems.
- Analyzes basic user needs to determine functional requirements.
- Performs functional allocation to identify required tasks and their interrelationships.
- Applies process improvement and re-engineering methodologies and principles to assess process modernization cost benefit analysis.
- Works with the business community to define system functional requirements.

Requirements

- Two (2) years experience in designing and testing computer systems.
- Two (2) years experience defining and documenting business requirements.

Desirables

- Two (2) years experience same or similar automated system as defined in RFP.
- Two (2) years post secondary education.

Senior Business Intelligence Programmer Analyst

- Specializes in use of the COGNOS business intelligence tools and Business Objects.
- Gathers user requirements and develops information products using business intelligence tools.
- Defines multi dimensional data models using modeling tools and develops specifications for population of a data warehouse or data mart.
- Develops queries using SQL language to access relational databases.
- Provides training to non-technical users on the usage of business intelligence tools and interprets their needs for data analysis.
- Recommends improvements to data base structures in the data mart or data warehouse.
- Designs presentation formats for reports, graphs and WEB pages that are utilized in business intelligence analysis.
- Writes specifications for data transformation and assists DBA and data modelers in development logical and physical data models.
- Develops methods for trending analysis using business intelligence tools and data within the business intelligence data bases.

Requirements

- Experience as a COGNOS 8 programmer/analyst on one or more large projects within the past five years.
- Experience as a COGNOS Series 7 programmer/analyst on one or more projects within the past five years.
- Experience programming and using Informatica on one or more large projects within the past five years.
- Minimum of 36 months DB2 programming experience.
- Minimum of 36 months of COGNOS ReportNet programming experience.
- Minimum of 24 months experience using Erwin data modeling tools.

Desirables

- Minimum of 12 months experience using SAS.
- Minimum of 12 months experience using a project management tool (i.e., Microsoft Project).
- Associates degree or higher.

Senior IMS Data Base Analyst

- Manages the development of large complex data base projects.
- Specializes in data base management systems design and system analysis, current operating systems, software internals and data manipulation languages.
- Plans and budgets staff and data base resources.
- Reallocates data base resources to maximize benefits.
- Acknowledges and complies with Data Base Management Systems (DBMS) concepts.
- Provides daily supervision and direction to data base support staff.
- Coordinates education and training for supervisory and support staff.
- Acts as a liaison to other State agencies and to the Ohio Data Network.
- Trains and provides functional direction to all DB ADM 2 supervisors
- Provides strategic direction for lower level supervisors to implement.
- Provides ongoing review of supervisory staff's performance in order to refine skills, resolve concerns and facilitate change.
- Provides administrative direction and expectations for supervisory and DASD staff.
- Prepares performance evaluations for supervisory and DASD staff.
- Maintains disaster recovery/business resumption plans for various DBMS platforms.
- Participates in senior management disaster recovery/business resumption planning sessions.
- Coordinates and conducts strategic planning sessions for DB ADM 1 and 2.
- Performs DB ADM 1 and 2 responsibilities in their absence.
- Gives input to lower level staff and communicates with superiors on system enhancements, upgrades, and maintenance.
- Gives strategic direction to upper level management pertaining to technology trends.
- Understands the programming of simple to large complex systems that are written by application development.
- Assists in problem resolution of DBMS errors.
- Recommends the most effective and efficient use of DBMS.
- Develops project plans for projects over 40 man hours.

Requirements

- Minimum of 84 months experience in analyzing, developing, and supporting large scale IMS databases.
- Database analysis experience to include design and programming on one or more IMS applications of similar size and scope within the past five years.
- Minimum of 60 months database analysis experience including IMS/DB/DC with DBRC/IRLM.
- Minimum of 36 months experience using BMC utilities.
- Experience on two or more large/complex database design projects within the past eight years.
- Minimum of 60 months experience with batch and online performance and tuning techniques.
- Minimum of 24 months experience with an on-line editor (TSO/SPF, etc.)
- Seven (7) years of applicable database analysis experience as defined in the RFP.
- Five (5) years of database programming as defined in the RFP.
- Seven (7) years of database design experience as defined in the RFP.
- Seven (7) years database design and programming experience in SQL Server or Oracle environment.
- Five (5) years database analysis experience.
- Three (3) years experience using BMC utilities (Oracle only).
- Five (5) years in a client server UNIX environment (Oracle only).
- Five (5) years experience leading large to complex database design projects.
- Five (5) years project management experience.
- Three (3) years experience using Platinum tools (DB2 only).
- Five (5) years experience on batch and online performance and tuning techniques.
- Two (2) years working with online editor (TSO/ISPF, ROSCOE, etc) experience.

Desirables

- Minimum of 36 months SCLM experience.
- Minimum of 24 months experience with project management tools (Microsoft Project, etc.).
- Minimum of 24 months experience with MQ Series, WEBSPPHERE or DB2 connect.
- Minimum of 24 months experience with Omegamon.
- Minimum of 60 months COBOL programming experience.
- Minimum of 60 months experience using Erwin, CA Repository, ModelMart or other modeling tools.
- Bachelor's degree or higher.

Supplement Two

OIS 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:

a. BUREAU OF INFORMATION SYSTEMS SUPPORT (BISS) PRODUCTION CONTROL

- 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.
- 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.

b. BISS PRODUCTION SHIFT SUPERVISOR

- 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.

- 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.
- 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.

c. ON CALL STAFF

- 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.
- 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.

d. BISS PRODUCTION MANAGER

- 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.
- 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.

e. BISS PRODUCTION MANAGER/ BISS BUREAU CHIEF

- 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.

f. BISS PRODUCTION MANAGER

- 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.
- 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.

g. MIS ON CALL STAFF

- 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.
- 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 Three

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 a uniform procedure regarding weather emergencies, and essential versus non-essential employees.

DEFINITIONS:

- a. **Weather Emergency** is 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.**
- b. **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.
- c. **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.
- d. **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 Ohio 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 the Ohio Department 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: Declared weather emergency notices will be broadcast 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: Staff 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.

Ohio

**Department of
Job and Family Services**

**Child Support Systems
Support Enforcement Tracking System**

**Sample Interval Deliverable Agreement 006
Enhanced Locate - Phase 1
August 16, 2010 – June 30, 2011
Contract # 0A11xx**

Final v1.0

July 1, 2010

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1.0 Executive Summary

This Interval Deliverable Agreement (IDA) documents deliverables and services to be provided by XXXXXXXXXXXXX Inc. to the Ohio Department of Job and Family Services' Office of Child Support (OCS) and Office of Information Systems (OIS) beginning August 16, 2010 through June 30, 2011 of State Fiscal Year (SFY) 2011.

The projected cost for fixed price deliverables in this IDA is \$XXXXXXXXXX. There are no time and materials (T&M) services identified in this IDA. The total estimated cost for execution of this IDA, after deducting estimated administrative offset charges of \$XXXXXXX, is \$XXXXXXX. The projected work planned for the IDA period from August 16, 2010 through June 30, 2011 is comprised 100% of fixed-price project deliverables.

1.1 Summary of Project Objectives and Deliverables for the Interval

Deliverable	Hours	Cost	Admin Offset	Net	Start	Finish
1. Receiving location for non-custodial parents	XXX	\$\$\$\$	\$\$\$\$	\$\$\$\$	XX/XX/XX	XX/XX/XX
2. Federal Case Registry – add/change/delete	XXX	\$\$\$\$	\$\$\$\$	\$\$\$\$	XX/XX/XX	XX/XX/XX
3.	XXX	\$\$\$\$	\$\$\$\$	\$\$\$\$	XX/XX/XX	XX/XX/XX
4.	XXX	\$\$\$\$	\$\$\$\$	\$\$\$\$	XX/XX/XX	XX/XX/XX
TOTAL						

1.2 Time and Materials Services (T&M)

T&M Initiative Description	Reference Number	Completion Date	Cost
No Time and Materials Support this IDA period			
Time and Materials Services Total			\$ 0.00

1.3 Administrative Offset Calculation

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

ODJFS_SETS_Sample_IDA 006 August 16, 2010 - June 30, 2011 Administrative Offset Calculation	
IDA 006 August 16, 2010 - June 30, 2011 Hours (Total hours from all IDA 006 project plans):	XX,XXX
Interval Administrative Offset Charge per effort hour:	\$ 4.00
IDA 006 August 16, 2010 - June 30, 2011 Administrative Offset Amount:	\$\$\$\$\$\$

1.4 Project Risks and Assumptions

In this section Vendor documents the general project-level risks and assumptions considered in the development of the Interval Deliverable Agreement.

1.4.1 Project Risks

1. Failure to complete the IDA and secure the purchase order may result in continued work stoppage for the vendor, and subsequently in decreased level of service to the Office of Child Support (OCS), the Office of Information Systems (OIS).
2. There may be risk associated with dependencies on other ODJFS projects being implemented concurrently to the project(s) identified in this IDA. Vendor will proactively communicate such dependencies to all stakeholders, and resolve through the Change Control Request process as necessary.

1.4.2 Project Assumptions

1. ODJFS will provide office facilities, workspace, and office supplies to support the Vendor staff.
2. ODJFS will provide tools to support Project Office activities, as appropriate for the existing ODJFS software platform.
3. Any changes to project cost or scope will be documented and mutually approved by Vendor and ODJFS through the Contract Change Control Request process.
4. Incoming staff assigned to the projects identified in this IDA will be provided required state access, including workstation and access to necessary tools within five business days of the actual project start date to meet the delivery dates outlined in this IDA contract.
5. ODJFS the Office of Child Support (OCS), the Office of Information Systems (OIS)) Project Stakeholders and Subject Matter Experts (SME's) from both OIS and OCS will be available to address project issues and provide project direction on a timely basis, and participate in planning activities as required. If these resources are not available then that may result in schedule change and it will be resolved through the Change Control Request process.
6. Applicable training related to usage of tools, State coding standards, and processes related to project(s) identified in this IDA contract will be conducted by Vendor.

7. Defined Service Level Agreements (SLAs) for state support services such as migration support, DBA support, network support, etc will not change throughout the timeframe identified in this IDA. Any delays may result in schedule change and it will be resolved through the Change Control Request process.
8. Contract staff assigned to the Vendor-managed R-014 Locate Enhancements initiative will retain access to facilities, workspaces, and tools to complete the associated deliverables in the event deliverables identified in this IDA are not completed by Jun 30, 2011.
9. State will obtain necessary approval and obtain funds to issue the PO on time in order to start the project on Aug 16, 2010 and complete the project before the contract period (Jun 30, 2011). Delayed start may result in schedule change and it will be resolved through the Change Control Request process.

SAMPLE

2.0 IDA Summary and Sign-off

Total Cost of Statement of Work Deliverables	\$X,XXX,XXX.00
Total Cost of Statement of Work Services	\$0.00
Total Cost of Time and Materials Services	\$0.00
Administrative Charges for Workspace, Supplies, and Equipment (\$4.00 per effort hour expended)	(\$XX,XXX.00)
 Total Cost of Interval Deliverable Agreement ODJFS_SETS_IDA_006 August16, 2010 – June 30, 2011	 \$X,XXX,XXX.XX

This IDA is agreed upon on this date, _____, for the period beginning August 16, 2010 and ending June 30, 2011, by ODJFS and Vendor, as indicated by their signatures below:

Project Signatures

Vendor Contract Manager		

Executive Signatures

XXXXXXXX, Deputy Director Office of Child Support, ODJFS	XXXXXXXX, Chief Information Officer Ohio Department of Job and Family Services	XXXXXXXXXXXXXXXX, Director Department of Administrative Services
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3.0 R-014 Enhanced Locate

Interval Deliverable Agreement 006 R-014 – Enhanced Locate			
Description	<p>The Enhanced Locate initiative encompasses the System Development Lifecycle activities required to implement the enhancements to the SETS Locate processes so that users may locate the non-custodial parents more efficiently and effectively through various federal and state locate sources. As part of Phase 1, the design through General System Design phase for all the requirements listed in the BFR v1.0 will be completed and the development for the following requirements will be completed.</p> <p>Requirement 1 – Receiving Location information for Non-Custodial Parents - As part of this requirement the incoming locate response process will be modified to receive the information as soon as it's available. The frequency at which non-custodial parents are submitted to state and federal locate sources could be changed. This requirement will be completely fulfilled as part of Phase 1.</p> <p>Requirement 3 – Federal Case Registry – Add/Change/Delete - Several issues have already been identified by OIS staff in this process, those issues will be fixed as part of this requirement. The issues are as follows: The first anomaly is part of the Data Exchange/CRIS-E GDA052 module where the delete process is not processing data as it should. The second and third are issues were found during our analysis of the existing SETS processing and are related to QEN026 and QBG010. QEN026 is not processing all the cases when a trigger is not being reset, and QBG010 has a repositioning problem when establishing parentage as necessary. In addition the copybook QWFPLSRR that's currently being used for federal sources will be verified / modified to be consistent with the federal layouts. This requirement will be completely fulfilled as part of Phase 1.</p> <p>Requirement 4 – Display the Federal information - All new data elements (see table below) received from the federal and state sources will be displayed in SETS by modifying the existing locate screens. No new screens will be developed as part of this requirement during Phase 1. All new or additional source data would need to be populated in existing SETS databases WQBG03PA through WQBG03PJ and WQDB018P0 used for Locate. Part of this process would be modifying QS03LOCC, QS03LOCE, and QS03LOCL to store the new data elements. The following new data elements will be displayed by modifying the existing locate screens.</p>		
New Data Elements			
VA Benefit Indicator	VA Effective Date	VA Amount of Award	VA Suspense Indicator
VA Retirement Pay Indicator	VA Active Reserve	SSA Employment Indicator	SSA Wage Amount
SSA Cycle Date	State of Hire (New Hire)	Wage Amount (QW)	Reporting Quarter (QW)
Reporting State (UI)	Benefit Amount (UI)	Reporting Quarter (UI)	Participant Type (UI)
SSA Date of Death Indicator	SSA City of Lump Sum Payment	SSA State of Lump Sum Payment	SSA Zip of Lump Sum Payment
Date Pay Begin (BWC)	Date Pay End (BWC)	Claim Number (BWC)	Payment Date (BWC)

Interval Deliverable Agreement 006 R-014 – Enhanced Locate

Payment Frequency (BWC)

Purpose (BWC)

This requirement will be partially fulfilled as part of Phase 1 since the new locate screens will not be developed as part of phase 1.

Requirement 5 – Federal Locate Resources – Veterans Affairs- Six new data elements are available from VA. Five data elements are currently being passed to SETS. Modify the locate process to accept the new data elements. Modules QBG010 (batch) and QIL012 (online) and a copybook QWFPLSRR will be modified for this requirement to process the additional elements and store them on the database WQDB03P0. The following six data elements will be processed as part of this requirement.

Field Name	Field Type	Length	Position	Comments
VA Benefit Indicator	A/N	1	701	1 – Compensation and pension 2 – Education Space – Information not available
VA Effective Date	A/N	8	710-717	
VA Amount of Award	N	6	718-723	
VA Suspense Indicator	A/N	1	724	0 – Receiving payments 1 – Payments temporarily stopped Space – Information not available
VA Retirement Pay Indicator	A/N	1	726	0 – Not eligible to receive retirement pay 1 – Eligible to receive retirement pay or is receiving retirement pay Space – Information not available
VA Active Reserve	A/N	1	727	0 – Veteran not active duty 1 – Veteran active duty 2 – Veteran active duty Space – Information not available

This requirement will be completely fulfilled as part of Phase 1.

Requirement 6 – Federal Locate Resources – Annual Wage Record - Three new data elements are available from SSA related to Annual Wage Record. These data elements are currently not being passed to SETS. Modify the data retrieval and locate process to accept the new data elements. Modules QBG010 (batch) and QIL012 (online) and copybook QWFPLSRR will be modified for this requirement to process the additional elements and store them on the database WQDB03P0. The solution assumes that the ILEB screen will be modified to display the new information; no new screens will be developed. The following three data elements will be processed as part of this requirement.

Field Name	Field Type	Length	Position	Comments
SSA Employment Indicator	A/N	2	706-707	This field will contain the Self-Employment

Interval Deliverable Agreement 006 R-014 – Enhanced Locate

				Indicator. The default is spaces. If the individual is self-employed, this field will contain 'SE'.
SSA Wage Amount	A/N	9	708-716	This field contains the annual wage amount. The default is spaces.
SSA Cycle Date	A/N	7	717-723	This field contains the Year and Week the record was updated at SSA. The format is CCYYxxx, where xxx is 001 thru 052. Example of date format: 2007001 would indicate that the record was updated at SSA during the first week of year 2007.

This requirement will be completely fulfilled as part of Phase 1.

Requirement 7 – Federal Locate Resources – New Hire - One new data element is available from NDNH related to employer info. Modify the SETS locate process to accept the new data element. Modules QBG010 (batch) and QIL012 (online) and copybook QWFPLSRR will be modified for this requirement to process the additional elements and store on the database WQDB03P0. The solution assumes that the ILEV screen will be modified to display the State of Hire, no new screens will be developed. In addition, the quarterly wage process will not be modified as part of this requirement. The following one data element will be processed as part of this requirement.

Field Name	Field Type	Length	Position	Comments
State of Hire	A/N	2	7752-753	This field contains the valid two-letter U.S. Postal Service abbreviation of a State or territory that indicates the State in which the employee was hired. If the State of hire is not available, this field contains spaces.

This requirement will be completely fulfilled as part of Phase 1.

Requirement 8 – Federal Locate Resources – Quarterly Wage - Two new data elements are available from NDNH related to quarterly wage. These data elements are currently not being passed to SETS. Modify the data retrieval and locate process to accept the new data elements. Modules QBG010 (batch) and QIL012 (online) and copybook QWFPLSRR will be modified for this requirement to process the additional elements and store on database WQDB03P0. The solution assumes that the ILEB screen will be modified to display the new information; no new screens will be developed. The following two data elements will be processed as part of this requirement.

Field Name	Field Type	Length	Position	Comments
Wage- Amount	N	11	704-714	This field contains the gross amount of wages an employer reported as paid to an employee during the reporting quarter.

Interval Deliverable Agreement 006 R-014 – Enhanced Locate

					The last two positions are implied to be to the right of the decimal point. The last position is signed. If the wages are not available, this field contains zeroes.
Reporting Quarter	N	5	726-730		This contains the time period of the quarterly wages being sent in this record. The format is CCYYQ. CC = Century YY = Year Q = Reporting quarter: 1 – January 1 through March 31 2 – April 1 through June 30 3 – July 1 through September 30 4 – October 1 through December 31 If the reporting quarter is not available, this field contains spaces.

This requirement will be partially fulfilled as part of Phase 1 since automatic withholding process will not be modified in Phase 1.

Requirement 9 – Federal Locate Resources – Unemployment Insurance - Four new data elements are available from NDNH related to quarterly wage. These data elements are currently not being passed to SETS. Modify the data retrieval and locate process to accept the new data elements. Modules QBG010 (batch) and QIL012 (online) and copybook QWFPLSRR will be modified for this requirement to process the additional elements and store on the database WQDB03P0. The ILEB screen will be modified to display the new data elements; no new screens will be developed. The following four data elements will be processed as part of this requirement.

Field Name	Field Type	Length	Position	Comments
Reporting State	A/N	2	701-702	This field contains the two-digit numeric FIPS Code of the State or territory that submitted the UI data to the NDNH.
Benefit Amount	N	11	703-713	This field contains the gross amount of UI benefits, prior to any deductions, paid to a claimant during the reporting quarter. The last two positions are implied to be to the right of the decimal point. The last position is signed. If the UI benefits data is not available, this field contains all zeroes.
Reporting Quarter	A/N	5	726-730	This contains the time period for the UI being sent in this record. The format is CCYYQ. CC – Century YY – Year

Interval Deliverable Agreement 006 R-014 – Enhanced Locate

					<p>Q – Reporting quarter: 1 – January 1 through March 31 2 – April 1 through June 30 3 – July 1 through September 30 4 – October 1 through December 31 If the reporting quarter is not available, this field contains spaces.</p>
	Participant Type	A/N	2	911-912	<p>This field contains a value to define the person's Participant Type on the case: CP – Custodial Party NP – Non-custodial Parent PF – Putative Father</p> <p>If the NDNH Match Type is 'P', this field contains the code from the Add or Change Transaction that generated the match. If the NDNH Match Type is 'N' and the person is on multiple cases, the Participant Type that is returned is determined based on the following hierarchy: 'CP', 'NP', 'PF'. If the NDNH Match Type is 'L', this field contains spaces.</p>

This requirement will be completely fulfilled as part of Phase 1.

Requirement 10 – Federal Locate Resources – SSA Death File - Four new data elements are available from SSA related to death data. These data elements are currently not being passed to SETS. Modify the data retrieval and locate process to accept the new data elements. Modules QBG010 (batch) and TBD2 (online) and copybook QWFPLSRR will be modified for this requirement to process the additional elements and store on database WQDB03P0. The CIP2 screen will be modified to display the new data elements; no new screens will be developed.

Field Name	Field Type	Length	Position	Comments
SSA Date of Death Indicator	A	1	755	<p>If the Action Type Code equals 'D', this field contains one of the following values: A – Date of death received from SSA's records. C – Previously-reported date of death from SSA's records is being changed. D – Previously-reported date of death from SSA's records is being deleted. If the Action Type Code is not a 'D' this field contains a space.</p>

Interval Deliverable Agreement 006 R-014 – Enhanced Locate

SSA City of Lump Sum Payment	A/N	15	778-792	<p>If the Action Type Code is 'D' and the SSA Date of Death Indicator is 'A' or 'C', this field may contain the city to which the lump sum death benefit payment was sent.</p> <p>If FINALIST validated the SSA Zip Code of Lump Sum Payment that was provided by the Death Master File, this field contains the city that is associated with that Zip Code in the FINALIST Database.</p> <p>If a valid Zip Code is not available, this field contains spaces.</p>
SSA State of Lump Sum Payment	A/N	2	793-794	<p>If the Action Type Code is 'D' and the SSA Date of Death Indicator is 'A' or 'C', this field may contain the State to which the lump sum death benefit payment was sent.</p> <p>If FINALIST validated the SSA Zip Code of Lump Sum Payment that was provided by the Death Master File, this field contains the State that is associated with that Zip Code in the FINALIST Database.</p> <p>If a valid Zip Code is not available, this field contains spaces.</p>
SSA Zip of Lump Sum Payment	A/N	5	795-799	<p>If the Action Type Code is 'D' and the SSA Date of Death Indicator is 'A' or 'C', this field may contain the Zip Code of where the lump sum death benefit payment was sent based on SSA's death records. Invalid or incomplete Zip Codes on the SSA death record are not returned. If a valid Zip Code is not available, this field contains spaces.</p>

This requirement will be completely fulfilled as part of Phase 1.

Requirement 11 – State Sources - Six new data elements are available from Bureau of Worker Compensation (BWC) related to workers compensation. Modify the data retrieval and locate process to accept the new data elements. Modules QBG010 (batch) and QIL012 (online) and copybook QWFPLSRR will be modified for this requirement to process the additional elements and store on database WQDB03P0. The ILEB screen will be modified to display the new information; no new screens will be developed. In addition, the interface with State Wage Info Collection Agency & Unemployment Compensation will be terminated. The following six additional data elements will be processed from BWC will be processed as part of this requirement.

Interval Deliverable Agreement 006 R-014 – Enhanced Locate

Field Name	Field Type	Length	Position	Comments
Date Pay Begin	N	8		
Date Pay End	N	8		
Claim Number	A/N	9		
Payment Date	N	8		
Payment Frequency	A/N	2		
Purpose	A/N	4		

This requirement will be completely fulfilled as part of Phase 1.

Requirement 12 – Filter Locate Info across sources - As part of this requirement the incoming locate process will be modified to filter duplicate data across all sources. Search capabilities on the historical information will not be developed as part of Phase 1. Batch program (QBG010) needs to be modified to include the filtering logic to avoid storing duplicate information from locate sources .

This requirement will be partially fulfilled as part of Phase 1 since automatic withholding process will not modified as part of Phase 1.

Requirement 23 – Tax offset unaccountable(s) - Users will be provided the ability to obtain the social security numbers for the SETS participants received from the IRS. QBG010 would be modified to use copybook existing QWTO901A (IRS Unaccountables part of Tax Offset) as a new locate source and be validated or invalidated by workers in SETS using existing screens

This requirement will be completely fulfilled as part of Phase 1.

In addition to the above requirements, Data Exchange functionalities used exclusively by SETS will be integrated as part of the SETS application and modified in order to exchange data directly with federal and state locate sources. Existing Data Exchange programs will be copied and implemented in SETS. The programs will be modified based on the new data elements received from the locate sources (listed under requirement #4). Approximately 13 batch programs will be modified and 2 new utility programs could be created for this requirement. The following objects will be modified as part of this requirement.

- o Databases
 - o WQBG1DP, WQDB1EP, WQDB1JP – part of the State Case Registry (SRC)
- o Modules
 - o GDA052, GDA053, GDA188, GDA056, GDA211, GDA149, GDA213, GDA 144, EPL820, GDA245, GDE251, GDA013, GDE303

This requirement will be completely fulfilled as part of Phase 1.

This initiative will produce 9 deliverables during this IDA period as noted in the Deliverables/Milestones below. Project resources and associated tasks performed during the IDA period are provided in the subsequent supporting pages.

Risks

- It has been assumed that incoming staff assigned to the Enhanced Locate project will have required state access, including workstations and access to necessary tools within five business days of the actual project start date. If access to these required resources is delayed, the timelines presented in this IDA may be subject to change and will be documented through the Change Control Request process.
- There is a risk that the OIS may not be able to provide the resources needed to support the SETS Locate enhancements due to other

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	<p>commitments.</p> <ul style="list-style-type: none"> • There is a risk that the National Change of Address registry (NCOA) and the SETS version of Finalist will have different address standardization and that may result in duplicate addresses for the SETS participants.
Assumptions	<ul style="list-style-type: none"> • Only selected requirements from the BFR will be coded, tested, and implemented in this IDA in order to complete work by June 30, 2011. These requirements are documented in Section 1.1 of the IDA. • Our pricing and schedule is contingent upon the client meeting the review and approval cycles (15 days) as well as any obligations they have to support the IDA scheduled deliverables. • Alerts, storing locate history and the Automatic Income Withholding process will not be modified or developed as part of IDA. • Program and copybook changes identified in section 2.0 are based on our current understanding of the requirements. Additional program and copybook changes may be required based on the design phase. • Vendor assumes that the new information received from the locate sources will be displayed by modifying the existing locate screens. No new screens will be developed as part of this IDA. • ODJFS will complete the deliverable reviews within 3 weeks of submission in order to complete the project by June 30, 2011. Any review delays may result in the schedule change & it will be resolved through the Contract change control process. • Any delays on behalf of the State that impacts Vendor progress and estimates will be handled through the contract change control process. • All requirements in the BFR will be addressed in the general system design documents for changes to SETS Locate enhancements. • A warranty period of 10 business days will be provided by Vendor. Issues found during the warranty period will not cause it to be extended. • It is assumed that changes to the items in this IDA will be cause for recalculation of costs, due to the impact of the items on one another and processes involved in the System Development Lifecycle. • It is assumed that the National Change of Address registry (NCOA) and the SETS version of Finalist will have identical address standardization. • It is assumed that the State will cooperate fully in having any necessary FTP and/or Connect:Direct connections in place no later than December 1, 2010. • A production sized test region will be available from the start of the design phase (for research purposes) through post production support. • Test cycles 1 & 2 will be completed in a production sized region with a reduced cut of production data. • Test cycle 3 will be completed in a production sized region with full production data and reduced test scenarios for performance testing and timing purposes. • UAT will begin after training for OCS has occurred, in a production sized region, with the reduced cut of production data used in cycles 1 & 2. • Any downtime other than: Regularly scheduled state and/or Vendor holidays, 1 day each month for month end processing, will require 1 week notice to allow for scheduling changes. • All deliverables identified for the Enhanced Locate initiative will be approved by the State development team prior to submission for invoicing.

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- The following dates are Vendor holidays and have been removed as billable time for Vendor staff in the preparation of this IDA:
 - Monday, September 6, 2010 – Labor Day
 - Thursday, November 11, 2010 – Veteran’s Day
 - Thursday & Friday, November 25 – 26, 2010 – Thanksgiving Holidays
 - Friday, December 24, 2010 – Christmas Eve
 - Friday, December 31, 2010 – New Year’s Eve
 - Monday, January 17, 2011 – Martin Luther King, Jr. Day
 - Monday, May 30, 2011 – Memorial Day

SAMPLE

4.0 INSERT DETAIL PROJECT SCHEDULE INCLUDING:

TASK NAME

HOURS

DURATION

START

FINISH

PREDECESSORS

COST

SAMPLE

5.0 PROJECT RESOURCES

Resource Name	Role/Title	Rate	Hours	Cost	Admin Offset	Net Cost

SAMPLE

Supplement Trailer