

AMENDMENT ONE (1) for DBDMR-16-03-001 Statement of Work Solicitation

 State of Ohio Ohio Department of Developmental Disabilities County Board Cost Reports Project Statement of Work	DBITS Solicitation ID No.	Solicitation Release Date
	DBDMR-16-03-001	04-18-2016

DATE AMENDMENT ISSUED: April 29, 2016

The attached is an Amendment for the DBITS Solicitation listed above. Please use the replacement page(s) contained in the Amendment to replace the corresponding page(s) previously issued in the DBITS Solicitation.

Specifications and requirements that have been revised are highlighted, surrounded by ****bolded double asterisks**** and, when applicable, ~~strikethrough~~.

Statement of Work Solicitation

 <p>State of Ohio Ohio Department of Developmental Disabilities County Board Cost Reports Project Statement of Work</p>	DBITS Solicitation ID No.	Solicitation Release Date
	DBDMR-16-03-001	04-18-2016

Section 1: Purpose

The purpose of this Project Statement of Work (SOW) is to provide the Ohio Department of Developmental Disabilities (DODD) with information technology services in the Applications Development and Maintenance Transition Planning Technology Category. The State is seeking a Pre-qualified Contractor, herein after referred to as the “Contractor”, to furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of work set forth in Section 3, *Scope of Work*.

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Timeline Dates

- SOW Solicitation Released to Pre-Qualified Contractors: April 18, 2016
- Inquiry Period Begins: April 18, 2016
- Inquiry Period Ends: ~~April 27, 2016~~ ****May 11, 2016****
- Proposal Response Due Date: ~~May 2, 2016~~ ****May 16, 2016**** 1:00 PM

Section 2: Background Information

2.1 Agency Information

Agency Name	Department of Developmental Disabilities (DODD)		
Contact Name	Michelle Burk, CIO	Contact Phone	614.466.2809
Bill to Address	Attn: Kim Lewis, 30 East Broad Street, 12 th floor Rhodes Office Tower, Columbus Ohio 43215		

2.2 Project Information

Project Name	County Board Cost Reports
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Expected Project Duration	As mentioned above DODD has collected initial user stories/requirements and associated artifacts. Those are attached to this procurement request. To date rough order of magnitude estimates of project duration reflect 6-12 month development effort. Actual timelines may vary +/- depending on technical approach and acceptance of high level and low level designs by DODD and DODD business.
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2.3 Project Schedule

Week of	Task
May 23, 2016 **June 6, 2016**	Project Start Date
May 23, 2016 **June 6, 2016**	Initial Project kick off meeting
May 30, 2016 **June 13, 2016**	Functional Design and Technical Design Documents acceptance
May 30, 2016 **June 13, 2016**	Project Plan acceptance
June 6, 2016 **June 20, 2016**	Iteration planning sessions
June 27, 2016 **July 11, 2016**	Iteration 1 complete *
June 27, 2016 **July 11, 2016**	Business “show and tell” completed
	Using 4 week iterations or” sprints” the contractor - Iterative planning, QA, UAT and Show and tell exercises will continue until project complete

2.4 Project Milestones – Each iteration indicates a milestone event as a significant piece of functionality should be delivered

Date	Milestone
6/27/16 **7/11/16**	Iteration 1 complete
7/29/16 **8/12/16**	Iteration 2 complete
9/2/16 **9/16/16**	Iteration 3 complete
10/7/16 **10/21/16**	Iteration 4 complete
11/11/16 **11/25/16**	Iteration 5 complete

2.5 Contractor’s Work Effort Requirement
The Contractor’s full-time regular employees must perform at least 70% of the effort required to complete the Work. The Contractor may use its personnel or subcontractor personnel to meet the remaining 30% of the effort.

2.6 Ohio Certified MBE Set-Aside Requirement
Ohio Certified MBE Set-Aside Requirement

Section 3: Scope of Work

	Any Network changes, server changes or others needed for the development of the “system” will adhere to OIT and DODD Network and Security policy and will be implemented by DODD’s Network infrastructure team
	The Contractor will mitigate any issues / risks that are discovered by the OIT penetration testing of system while in testing phase of the system. Additionally, code will be compatible with MaCafee Sentrigo monitoring tools
	The Contractor will supply dataflow diagrams and data dictionary along with approach for audit tracking
	The Contractor will utilize ServiceNow ticketing system for change control, service request and incident reporting in accordance with DODD policy
	The Contractor will utilize the OnBase software for document imaging solution
	Load / Performance testing of the application will be conducted by the Contractor to meet user specification and acceptable response times that will be defined jointly by the DODD enterprise architecture team and the contractor

3.7 Detailed Description of Deliverables

A kickoff meeting will be held at a location and time selected by the Agency where the Contractor and its staff will be introduced to the Agency.

Deliverable Name	Deliverable Description
Project Plan for the County Board Cost Report Application	The project plan shall include a proposed project schedule, project budget, status reports, and documentation on issues (log), risks, and assumptions. The detailed project schedule shall align with the mandatory project sign off and completion date of May 30, 2016 **June 13, 2016** .
Finalized Functional and Business Requirements Document for County Board Cost Report Application	The documentation for this deliverable shall clearly verify final, Functional and Business Requirements based on analysis of the detailed requirements and discussions with the SMEs.
Functional Design and Technical Design Documents	This documentation will include finalized design documents for the County Board Cost Report Application.
Test Plan	This documentation shall include a detailed Test Plan for UAT
Test Plan Results	Publish test results (UAT of Test Plan) Review and acceptance UAT including load and performance testing.
Working Code	Delivery of the production source code for the County Board Cost Report Application.
User Manual and Technical Documentation	Provide User Manual and Technical Documentation for review and acceptance. The User Manual should include each role identified in Attachment B. Technical Documentation must fully document the solution and provide adequate detail for State staff to support the application. Note: DODD will assign a state BA, The contractor will work with DODD assigned BA to develop training materials

6.10 Pre-qualified Contractor(s) communication plan.	2	0	5	7
6.11 Pre-qualified Contractor(s) risk management plan	2	0	5	7
6.12 Pre-qualified Contractor(s) quality management plan	4	0	5	7

Price Performance Formula. The evaluation team will rate the Proposals that meet the Mandatory Requirements based on the following criteria and respective weights.

Criteria	Percentage
Technical Proposal	70%
Cost Summary	30%

To ensure the scoring ratio is maintained, the State will use the following formulas to adjust the points awarded to each offeror.

The offeror with the highest point total for the Technical Proposal will receive 700 points. The remaining offerors will receive a percentage of the maximum points available based upon the following formula:

Technical Proposal Points = (Offeror's Technical Proposal Points/Highest Number of Technical Proposal Points Obtained) x 700

The offeror with the lowest proposed total cost for evaluation purposes will receive 300 points. The remaining offerors will receive a percentage of the maximum cost points available based upon the following formula:

Cost Summary Points = (Lowest Total Cost for Evaluation Purposes/Offeror's Total Cost for Evaluation Purposes) x 300

Total Points Score: The total points score is calculated using the following formula:

Total Points = Technical Proposal Points + Cost Summary Points

Section 7: SOW Solicitation Calendar of Events

Firm Dates

SOW Solicitation Released to Pre-qualified Contractors	APRIL 18, 2016
Inquiry Period Begins	APRIL 18, 2016
Inquiry Period Ends	APRIL 27, 2016 **May 11, 2016**
Proposal Response Due Date	MAY 2, 2016 **May 16, 2016** 1:00 PM

Anticipated Dates

Estimated Date for Selection of Awarded Contractor	MAY 9, 2016 **May 23, 2016**
Estimated Commencement Date of Work	MAY 23, 2016 **May 31, 2016**

All times listed are Eastern Standard Time (EDT).

The State will not be liable for any costs incurred by any Pre-Qualified Contractor in responding to this SOW Solicitation, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. The State may reject late submissions regardless of the cause for the delay. The State may also reject any submissions that it believes is not in its interest to accept and may decide not to do business with any of the Pre-Qualified Contractors responding to this SOW Solicitation.

As noted in section 7 Submission calendar of events DODD requires Proposals be submitted by ~~May 2, 2016~~ ****May 16, 2016**** at **1:00P.M. EDT**. No responses will be accepted after this date and time.

Proposal Responses MUST be submitted to the State Agency's Procurement Representative:

Kim Lewis
Ohio Department of Developmental Disabilities
Division of Information Technology Systems (ITS)
30 East Broad Street
12th floor Rhodes Office Tower
Columbus, OH 43215

Proprietary information

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

The State may reject any Proposal if the Pre-Qualified Contractor takes exception to the terms and conditions of the Contract.

Waiver of Defects

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

Rejection of Submissions

The State may reject any submissions that is not in the required format, does not address all the requirements of this SOW Solicitation, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. The State will reject any responses from companies not pre-qualified in the Technology Category associated with this SOW Solicitation. In addition, the State may cancel this SOW Solicitation, reject all the submissions, and seek to do the work through a new SOW Solicitation or other means.

Section 10: Limitation of Liability

(Identification of Limitation of Liability applicable to the specific SOW Solicitation. Unless otherwise stated in this section of the SOW Solicitation, the Limitation of Liability will be as described in Attachment Four, Part Four of the Contract General Terms and Conditions.