

**AMENDMENT 1
FOR
RFP NUMBER 0A1117**

DATE AMENDMENT ISSUED: October 7, 2013

The State of Ohio, through the Department of Administrative Services (Ohio DAS) for the Ohio Environmental Protection Agency (Ohio EPA) is requesting proposals for:

Surface Water Information Management System (SWIMS)

INQUIRY PERIOD BEGINS:	October 2, 2013
INQUIRY PERIOD ENDS:	November 12, 2013
OPENING DATE:	November 20, 2013
OPENING TIME:	1:00 P.M.
OPENING LOCATION:	Department of Administrative Services General Services Division IT Procurement Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1313

PRE-PROPOSAL CONFERENCE DATE: October 21, 2013

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

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



PART FOUR: EVALUATION OF PROPOSALS

Disclosure of Proposal Contents. The State will seek to open the Proposals in a manner that avoids disclosing their contents. The State also will seek to keep the contents of all Proposals confidential until the Contract is awarded, but the State will prepare a registry of Proposals that contains the name of each offeror. The public may inspect that registry after the State opens the Proposals.

Rejection of Proposals. The State may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, objects to the terms or conditions of this RFP, or that the State determines is excessive in price or otherwise not in the State's interest to accept. In addition, the State may cancel this RFP, reject all the Proposals, and seek to do the Project through a new RFP or other means.

Evaluation of Proposals Generally. The evaluation process may consist of up to six distinct phases:

1. Initial review;
2. Technical evaluation;
3. Evaluation of costs;
4. Requests for more information;
5. Determination of responsibility; and
6. Contract Negotiations.

The State may decide whether phases four and six are necessary, and the State may rearrange the order in which it proceeds with the phases. The State also may add or remove sub-phases to any phase at any time, if the State believes doing so will improve the evaluation process.

Initial Review. The Procurement Representative will review all Proposals for their format and completeness. The State normally rejects incomplete or incorrectly formatted Proposals, though the State may waive any defects or allow an offeror to submit a correction, if the State believes doing so would not result in an unfair advantage for the offeror and it is in the State's interest. Further, if the Auditor of State does not certify a Proposal due to lateness, the State will not open it. After the initial review, the State will forward all timely, complete, and properly formatted Proposals to an evaluation team, which the Procurement Representative will lead.

Technical Evaluation. The State will evaluate each Proposal that it has determined is timely, complete, and properly formatted. The evaluation will be scored according to the requirements identified in this RFP, including the requirements in Attachment One – Evaluation Criteria, Attachment Two – Project Requirements and Special Provisions, and Supplement ~~**One**Two~~ – Functional and Technical Requirements. Other attachments to this RFP may further refine these requirements, and the State has a right to break these requirements into components and weight any components of a requirement according to their perceived importance.

The State also may have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with experience that relates to the work or to a criterion in the evaluation process. Additionally, the State may seek reviews from end users of the Project or the advice or evaluations of various State personnel that have subject matter expertise or an interest in the Project. The State may adopt or reject any recommendations it receives from such reviews and evaluations or give them such weight as the State believes is appropriate.

During the technical evaluation, the State will calculate a point total for each Proposal that it evaluates. At the sole discretion of the State, it may reject any Proposal receiving a significant number of zeros for sections in the technical portions of the evaluation. The State may select those offerors submitting the highest rated Proposals for the next phase. The number of Proposals that advance to the next phase will be within the State's discretion, but regardless of the number of Proposals selected, they always will be the highest rated Proposals from this phase.

ATTACHMENT TWO: PROJECT REQUIREMENTS AND SPECIAL PROVISIONS

PART ONE: PROJECT REQUIREMENTS

This attachment describes the Project and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"). Additionally, it gives a detailed description of the Project's schedule.

Scope of Work. First, the State requests a technical proposal and cost proposal for a solution to meet the SWIMS Functional and Technical Requirements as documented in Attachment One, Supplement ~~One~~ **Two**, and this RFP. Second, this RFP requests an implementation proposal for SWIMS Project as defined here:

The State will provide oversight for the entire Project, but the Contractor must provide overall project management for the tasks under this Contract, including the day-to-day management of its staff. The Contractor also must assist the State with coordinating assignments for State staff working on the Project. And the Contractor must provide all administrative support for its staff and activities. Throughout the Project, the Contractor must employ ongoing project management techniques to ensure a comprehensive Project Plan is developed, executed, monitored, reported on, and maintained.

The Contractor must provide one fulltime functional Contractor Project Manager throughout the Project lifecycle. This Project Manager must work on-site at the Ohio EPA Central Office, or as mutually agreed to by Ohio EPA and the Contractor.

The Contractor must employ the proposed Project Manager as a regular, fulltime employee on the Proposal submission date and through acceptance of the Project. Additionally, the Contractor's full-time regular employees must perform at least 30% of the work required to complete the Project. The Contractor may use its personnel or subcontractor personnel to meet the remaining 70% of the work.

The Contractor also must propose a system development methodology that is defined, documented, repeatable, and consistent with the Software Engineering Institute (SEI) Level 3 or higher Capability Maturity Model (CMM). Therefore, the Project scope must include training the State Project team on the Contractor's system development methodology. The Contractor is not required to have official SEI certification.

The State will provide staff, as it deems appropriate, to perform Project monitoring, will participate in quality assurance and configuration management tasks, and will participate in Project reviews. The State's technical staff is expected to assume support roles throughout the Project as identified in the Offeror response and Project Plan for all phases of the project and will assume operations support responsibility of the completed Project following the warranty period and any optional maintenance periods.

SWIMS Solution Installation and Implementation

1. Implement the selected Contractor's SWIMS solution to meet both the short-term and long-term needs and requirements of the Ohio EPA as defined within this RFP.
 - a. Installation and setup of the hardware infrastructure and software.
 - b. Configuration of the software and infrastructure to meet the requirements as defined within this RFP.
 - c. Testing of the software and infrastructure against the requirements and estimated loads on the system.
 - d. Develop and deploy training of the initial user community to use the system.
 - e. Develop and deploy training of support and system administration personnel.
 - f. Rollout of the system to the user community.
 - g. Complete knowledge transfer to identified Ohio EPA personnel.

Requested Qualifications

The offeror's proposed Project Manager for the Ohio EPA SWIMS Project must;

1. Be a full-time employee of the offeror;
2. Have over 120 months (non-overlapping) of relative systems integration experience; and,
3. Have participated as the project manager in the successful implementation of the proposed SWIMS software solution in at least one State or Local government account of similar size and scope.
4. Project Management Institute (PMI) Certification

Functional / Configuration Lead(s)

Role: The Functional / Configuration Lead(s) must provide business process and subject matter expertise for the proposed COTS software module implementation. Offerors may propose a single Functional Lead for multiple business areas or modules.

Responsibilities:

Lead all design, configuration, workflow, security design, development, and testing. Provide input to training development, and participate as part of the immediate post-go-live support team.

Requested Qualifications

1. Each Functional / Configuration Lead shall have experience leading design sessions for, and implementing, the core SWIMS software modules being proposed in at least one referenceable State or Local Government of similar size and scope
2. At least one of the offeror's proposed Functional / Configuration Leads for the Ohio EPA SWIMS Project shall;
 - a. Have over 60 months (non-overlapping) of relative systems integration experience, and
 - b. Have participated as the functional / configuration lead in the successful implementation of the proposed SWIMS software solution in at least one referenceable State or Local government account of similar size and scope.

Technical Lead

Role: The Technical Lead must provide technical subject matter expertise for the proposed software implementation.

Responsibilities:

- Lead the technical team in designing the technical architecture to support the proposed software solution.
- Lead the technical team in tasks for inbound and outbound interfaces, customer development, enhancements, reports, and testing.
- Lead the installation and administrative configuration of the proposed software solution and infrastructure.
- End-to-end technical implementation of the proposed software solution.
- Center point of communication for all technical matters concerning the application and supporting infrastructure.

Requested Qualifications

The offeror's proposed **Technical Lead** for the Ohio EPA SWIMS Project shall;

1. Have over 60 months (non-overlapping) of relative systems integration experience, and
2. Have participated as the technical lead in the successful implementation of the proposed SWIMS software solution in at least one referenceable State or Local government account of similar size and scope.

System Performance and Testing. Attachment Four: Acceptance and Maintenance – Standards of Performance and Acceptance, Supplement ~~**One**~~ **Two** – Functional and Technical Requirements and Attachment Two, and any Interval Deliverable Agreements, which describe the procedure and criteria for testing.

the capacity in which the experience was performed and the role of the candidate in the project as it relates to this Project. It is the Offeror's responsibility to customize the description to clearly substantiate the candidate's qualification.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

Proposed SWIMS Solution. The offeror must describe in detail how its proposed SWIMS solution meets the mandatory requirements described in this RFP. The offeror may not simply state that the proposed solution will meet or exceed the specified requirements. Instead, the offeror must provide a written narrative that shows that the offeror understands the functionality and the technical requirements of this RFP and how the offeror's proposed solution meets those requirements.

The offeror's proposed solution for the mandatory requirements documented in this RFP must be met with the proposed COTS software.

Note: Supplement One – SWIMS Functional and Technical Requirements is being provided as a Microsoft Word document through the State's procurement website as a convenience for responding to the RFP. The Supplement format and content must not be modified. If the requirements are modified, reformatted or omitted, the offeror's response may be disqualified.

For each requirement documented in the RFP the offeror must provide a narrative description of its solution. The offeror must also provide a summary of any COTS products that will be used to meet the requirements. For each requirement identified, the offeror must indicate how the requirement (functional or technical) is delivered by checking one of the following boxes in Supplement ~~Two~~ **One**:

Out of the Box: Requirement will be fully met with out-of-the-box functionality that can be presented for business use with minimal effort beyond turning a feature "on" or "off" (e.g., built in processes, rules or reports).

Configuration Required: Requirement will be met with functionality that can be presented for business use after modifications utilizing the software configuration tools. This would include managing or creating new business rules or process flows via tools provided as part of the proposed COTS software.

Customization Required: Requirement will be met with functionality that can be presented for business use only after a new module or plug-in is developed. Modules or plug-ins would be created in a programming or scripting language and leverage low level application infrastructure such as API's, messaging, integration technologies, or services to exchange data or execute logic within the COTS solution. This would also include any updates the software would make to the core code as part of a future release or service pack.

Not Available: Requirement will not be met as part of the offeror's proposed solution.

Offeror Comments / Narrative: The offeror should use this column for narrative and/or additional comments as applicable.

Priority: On a relative scale, this represents how critical the requirement is deemed to be in meeting key objectives of the SWIMS Project by the Ohio EPA stakeholders.

- "1" = Low
- "2" = Medium
- "3" = High
- "4" = Most Critical