

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 07/17/2015

**RFP NUMBER: CSP903616
INDEX NUMBER: DAS002**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Department of Administrative Services, Human Resources Division, Benefits Administration Services is requesting proposals for:

PATIENT PROTECTION & AFFORDABLE CARE ACT (PPACA) REPORTING

Attached is page 57 to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to replace ATTACHMENT ELEVEN, DATA REQUIREMENTS.

**PROPOSAL DUE DATE:
OPENING LOCATION:**

**August, 5, 2015
Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

*ATTACHMENT ELEVEN
DATA REQUIREMENTS

V. DATA EXCHANGE.

- A. Technical Standards. The state of Ohio interface architecture provides a framework to enable data interchange between the state of Ohio and agencies/contractors. The following are key standards:
1. Data Set / File – Data is exchanged in files using a fixed width, text-based 8-bit ASCII flat file format that is human-readable using everyday text editors such as vi and Notepad. The files will be processed on both Windows and Unix servers. End-of-line characters may be either a newline (\n - UNIX)(10 or 0x0a) or a carriage return / line feed combination (CRLF – Windows)(13/10 or 0x0d/0x0a).
 2. Communication Protocol – Communication Protocol. The state of Ohio accepts connections using SFTP. The state of Ohio does not accept unencrypted FTP.
- B. Security Standards. The state of Ohio uses the following security approaches to minimize security risks to data exchange:
1. IP Filtering – The state of Ohio uses the IP addresses that contractors supply to permit network access to its FTPS server. All other IP addresses will be blocked. The Contractor will be required to provide a fixed IP address from which it will transfer files.
 2. SFTP, FTPS and HTTPS encryption secures the transmission channel between the Contractor and the state of Ohio for the duration of the session. Contractors use an SSL capable client to connect to the state of Ohio server. A partial list of compatible secured FTP clients is:
 - a. CuteFTP
 - b. WSFTP
 - c. Core FTP Pro
 - d. SecureFTP
 - e. TumbleWeed
 - f. FileZilla
 3. User ID & Password – Each Contractor is assigned a user ID and password on the state of Ohio's FTPS server. Anonymous “sign on” or “login” is not supported.

VI. FILE EXCHANGE APPROACH – CONTRACTOR CONNECTS TO THE STATE OF OHIO. The sequence of events for exchanging files with the State of Ohio is:

- A. The Contractor sub-system (or person, if the Contractor transfers files manually) connects to the state of Ohio FTP server using HTTPS, SFTP or FTPS protocol.
- B. The interface will be inbound to the state of Ohio – the sub-system uploads the file(s) prior to the interface's cutoff time. There may be more than one file to exchange, and there may be multiple scheduled times within a day that the Contractor sends files. The FTP server moves the file(s) from the Contractor's directory to the secure file server on the state of Ohio network. The file no longer appears in the Contractor's home directory.
- C. The subsystem closes its secured FTP connection.
- D. Ensure any files received within the same day have different file names.
- E. Ensure any manual adjustment files are sent in the required format, which is the same format as the extract files.

NOTE:

1. The state of Ohio interface file names are not time-stamped while under transit. The name serves only to identify the type of data contained. The data in the file captures any business date information. Contractors and the state of Ohio may timestamp files when stored on their own internal file systems but the state of Ohio expects that files are named conforming to the state of Ohio naming standards while in transit. This means that Contractors must adhere to schedules when transferring files.
2. The state of Ohio archives all files that are transferred, for a set retention period (defined per interface – see your state of Ohio business liaison). Inbound files that miss processing deadlines are not processed in the current processing iteration. The Contractor should be aware of this so that appropriate steps can be taken to have the data processed.