

**AMENDMENT #2
FOR
RFP NUMBER DBMCD-16-02-001**

DATE AMENDMENT ISSUED: April 29, 2016

The State of Ohio, through the Department of Administrative Services, for the Ohio Department of Medicaid is requesting a DBITS Solicitation of Work for:

Information technology services in the Project Management Category improving its processes regarding the Project Management Office (PMO) Governance, Mentorship, Management, and setup.

DATE ISSUED:	April 21, 2016
INQUIRY PERIOD BEGINS:	April 21, 2016
INQUIRY PERIOD ENDS:	April 28, 2016
OPENING DATE:	May 5, 2016 *May 12, 2016
OPENING TIME:	1:00 P.M.
OPENING LOCATION:	<i>Office of Contracts and Procurement Ohio Department of Medicaid 50 West Town Street Columbus, Ohio 43215 ATTN: RFP/RLB Unit</i>

Include the following:

1. Cover Letter:

- a. Must be in the form of a standard business letter;
- b. Must be signed by an individual authorized to legally bind the Pre-Qualified Contractor;
- c. Must include a statement regarding the Pre-Qualified Contractor's legal structure (e.g. an Ohio corporation), Federal tax identification number, and principal place of business; please list any Ohio locations or branches;
- d. Must include a list of the people who prepared the Proposal, including their titles; and
- e. Must include the name, address, e-mail, phone number, and fax number of a contact person who has the authority to answer questions regarding the Proposal.

2. Pre-Qualified Contractors Experience Requirements

- a. Each proposal must include a brief executive summary of the services the Pre-Qualified Contractor proposes to provide and one representative sample of previously completed projects as it relates to this proposal (e.g. detailed requirements documents, analysis);
- b. Each proposal must describe the Pre-Qualified Contractor's experience, capability, and capacity to provide Project Management and optional Solicitation Assistance. Provide specific detailed information demonstrating experience similar in nature to the type of work described in this SOW for each of the resources identified in ~~Section 5.2~~ **Section 5, item 6, Staffing plan, personnel resumes, time commitment, organizational chart.*
- c. **Mandatory Requirements:** The Pre-Qualified Contractor must possess knowledge of following:

Offeror must demonstrate experience in conducting detailed assessments of the maturity and effectiveness of the PMO for 5 successful projects. Offeror must demonstrate experience specific to setting up and maintaining a PMO for an agencies/companies with greater than 500 employees.
Offeror must demonstrate 24 months experience in issuing recommendations pertaining to the following: PMO Governance; define and implement a structure within which to execute program management; and administration. Offeror must demonstrate how it recommended specific decision-making authority to each executive and management role and best practices from other organizations.
Offeror must demonstrate 24 months experience in implementation of recommendations. Offeror must demonstrate how it has assisted with the development of best practices, processes, forms, templates, and Standard Operating Procedures, etc.
Offeror must demonstrate 24 months experience in Coaching & Mentoring. Offeror must demonstrate a proven track record from providing the recommendation to ensuring success with the project.
Established Competitive Partnership with Ohio Certified MBE for 20% of the work under this contract.

3. Subcontractor Documentation:

a. For each proposed Subcontractor, the Contractor must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:

- i. The Subcontractor’s legal status, federal tax identification number, D-U-N-S number if applicable, and principal place of business address;
- ii. The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the Subcontractor to contractual obligations;
- iii. A description of the work the Subcontractor will do and one representative sample of previously completed projects as it relates to this SOW (e.g. detailed requirements document, analysis, statement of work);
- iv. Must describe the Subcontractor’s experience, capability, and capacity to provide Information Technology Assessment, Planning, and Solicitation Assistance. Provide specific detailed information demonstrating experience similar in nature to the type of work described in this SOW from each of the resources identified in ~~Section 5.2~~ **Section 5, item 6, Staffing plan, personnel resumes, time commitment, organizational chart.;*
- v. A commitment to do the work if the Contractor is selected; and
- vi. A statement that the Subcontractor has read and understood the RFP and will comply with the requirements of the RFP.

4. Assumptions: The Pre-Qualified Contractor must list all assumptions the Pre-Qualified Contractor made in preparing the Proposal. If any assumption is unacceptable to the State, the State may at its sole discretion request that the Pre-Qualified Contractor remove the assumption or choose to reject the Proposal. No assumptions may be included regarding the outcomes of negotiation, terms and conditions, or requirements. Assumptions should be provided as part of the Pre-Qualified Contractor response as a stand-alone response section that is inclusive of all assumptions with reference(s) to the section(s) of the RFP that the assumption is applicable to. The Pre-Qualified Contractor should not include assumptions elsewhere in their response.

5. Payment Address: The Pre-Qualified Contractor must give the address to which the State should send payments under the Contract.

6. Staffing plan, personnel resumes, time commitment, organizational chart

Identify Contractor and sub-contractor staff and time commitment. Identify hourly rates for personnel, as applicable.

Include Contractor and sub-contractor resumes for each resource identified and organizational chart for entire team.

Contractor Name	Role	Contractor or Sub-contractor?	No. Hours	Hourly Rate

7. Contingency Plan

A contingency plan that shows the ability to add more staff with the appropriate subject matter expertise if needed to ensure meeting the Project’s due date(s).

8. Project Plan

Identify and describe the plan to produce effective documents and complete the Scope of Work as defined in this solicitation in Section 3. Describe the primary tasks, how long each task will take, and when each task will be completed in order to meet the final deadline.

9. Project Schedule (WBS using MS Project or compatible)

Describe the Project Schedule including planning, defining goals, including milestones, and time for writing, editing and revising. Using MS Project or compatible, create a deliverable-oriented grouping of project elements that organizes and defines the total work scope of the project with each descending level representing an increasingly detailed definition of the project work.

10. Communication Plan

Describe the methods to be used to gather and store various types of information and to disseminate the information, updates, and corrections to previously distributed material. Identify to whom the information will flow and what methods will be used for the distribution. Include format, content, level of detail, and conventions to be used. Provide methods for accessing information between scheduled communications.

11. Risk Management Plan

Describe the Risk Management Plan requirements including the risk factors, associated risks, and assessment of the likelihood of occurrence and the consequences for each risk. Describe your plan for managing selected risks and plan for keeping people informed about those risks throughout the project.

12. Quality Management Plan

Describe your quality policies, procedures, and standards relevant to the project for both project deliverables and project processes. Show examples of the Quality Assurance and Quality Control for documentation, processes, and procedures.

13. Fee Structure including Estimated Work Effort for each Deliverable

*Pre-qualified Contractors must submit a Rate Card that includes hourly rates for all services pertaining to the Scope of Work in this solicitation, including but not limited to those listed in ~~Section 5.2~~ *Section 5, item 6, Staffing plan, personnel resumes, time commitment, organizational chart.;*
Enter the Rate Card information in this Section.

Deliverable Name	Total Estimated Work Effort (Hours)	Not-to-Exceed Fixed Price for Deliverable
PMO Assessment		\$
Recommendation		\$
Implementation		\$
Products		\$
Coaching/Mentoring		\$

	Total Cost for all Deliverables	
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14. Rate Card

*Describe submission and format requirements for Pre-Qualified Contractors to submit a Rate Card, as applicable. The primary purpose of obtaining this Rate Card information is to establish baseline hourly rates in the event that change orders are necessary. The DBITS contract is not intended to be used for hourly based time and materials work. (NOTE – ~~Section 5.2~~ *Section 5, item 6 collects rate information for named resources)*

Section 6: SOW Evaluation Criteria

Mandatory Requirements	Accept	Reject
Offeror must demonstrate experience in conducting detailed assessments of the maturity and effectiveness of the PMO for 5 successful projects. Offeror must demonstrate experience specific to setting up and maintaining a PMO for an agencies/companies with greater than 500 employees.		
Offeror must demonstrate 24 months experience in issuing recommendations pertaining to the following: PMO Governance; Define and implement a structure within which to execute program management; and administration. Offeror must demonstrate how it recommended specific decision-making authority to each executive and management role and best practices from other organizations.		
Offeror must demonstrate 24 months experience in implementation of recommendations. Offeror must demonstrate how it has assisted with the development of best practices, processes, forms, templates, and Standard Operating Procedures, etc.		
Offeror must demonstrate 24 months experience in Coaching & Mentoring. Offeror must demonstrate a proven track record from providing the recommendation to ensuring success with the project.		
Established Competitive Partnership with Ohio Certified MBE for 20% of the work under this contract.		

Scored Criteria. In the technical evaluation phase, the State will rate the technical merits of the Proposals based on the following requirements and the weight assigned to each requirement: