

# AMENDMENT ONE FOR RFP DRAFT0A1096

**DATE AMENDMENT ISSUED: January 23, 2012**

The State of Ohio, through the Department of Administrative Services for its Office of Information Technology, is requesting proposals for:

**STATE OF OHIO COMPUTING CENTER: REMEDIATION AND OPERATING IMPROVEMENTS AND PROVISION FOR ONGOING MANAGED SERVICE**

<b>INQUIRY PERIOD BEGINS:</b>	<b>December 21, 2011</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>January 30, 2012</b>
<b>OPENING DATE:</b>	<b>TBD</b>
<b>OPENING TIME:</b>	<b>TBD</b>
<b>OPENING LOCATION:</b>	<b>TBD</b>
<b>PRE-PROPOSAL CONFERENCE &amp; SITE VISIT DATE:</b>	<b>TBD</b>

This RFP consists of five parts and ten attachments, totaling 63 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

Specifications and requirements that have been revised are surrounded by bolded triple asterisks; bold and italicized font and, when applicable, strikethrough.

# DRAFT REQUEST FOR PROPOSALS

RFP NUMBER: DRAFT0A1096  
DATE ISSUED: December 21, 2011

The State of Ohio, through the Department of Administrative Services for its Office of Information Technology, is requesting proposals for:

## STATE OF OHIO COMPUTING CENTER: REMEDIATION AND OPERATING IMPROVEMENTS AND PROVISION FOR ONGOING MANAGED SERVICE

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### **\*\*\* NOTICE TO PROSPECTIVE OFFERORS \*\*\***

**This DRAFT RFP is being issued for vendor review and comments.**

***\*\*\*Comments may be submitted via the inquiry process described in this RFP. The State will not respond or post responses to the State Procurement website. Vendors should not include any confidential or proprietary information when providing comments on this RFP. All comments will be considered to be public record and will be available to the public upon request following the award of a contract at the end of the RFP process.***

***In addition to allowing vendors to provide comments using the inquiry process, the State will accept a redlined and commented version of the MS Word version of the RFP that includes the vendor's comments using the revision tracking and commenting functions within Microsoft Word®. An MS Word version of the RFP has been posted to the website. Vendors opting to submit comments using a redline approach must submit their comments by the Draft inquiry period end date and time in electronic format via email to the procurement representative at the following email address: [state.itplanning.manager@exchange.state.oh.us](mailto:state.itplanning.manager@exchange.state.oh.us) .\*\*\****

### **Communication Restrictions**

**FROM THE RELEASE OF THIS DRAFT RFP UNTIL AN OFFEROR IS SELECTED AND A CONTRACT EXECUTED, PROSPECTIVE OFFERORS SHALL NOT COMMUNICATE WITH ANY STATE STAFF CONCERNING THE DRAFT RFP EXCEPT USING THE METHOD DESCRIBED IN THE INQUIRY PROCESS. IF AN OFFEROR ATTEMPTS ANY UNAUTHORIZED COMMUNICATION, THE STATE MAY REJECT THAT OFFEROR'S PROPOSAL.**

**An official proposal response from prospective offerors is NOT required during the DRAFT RFP comment period.**

**Dates:**

Firm Dates for RFP Comment Period

Draft RFP Issued for Comment: December 21, 2011  
Draft Inquiry Period Begins: December 21, 2011  
Draft Inquiry Period Ends: January 30, 2012, at 8:00 a.m.

**Note:** Offerors are not to submit Proposal Responses to the State during the DRAFT RFP comment period.

**\*\*\* Vendors opting to submit comments using a redline approach must submit their comments by the Draft inquiry period end date and time in electronic format via email to the procurement representative at the following email address: state.itplanning.manager@exchange.state.oh.us \*\*\*.**

Estimated Dates

RFP Issued: Month XX, 2012  
First Inquiry Period Begins: Month XX, 2012  
First Inquiry Period Ends: Month XX, 2012, at 8:00 a.m.  
  
Second Inquiry Period Begins: Month XX, 2012  
Mandatory Qualification Section Due Date: TBD  
Offeror Proposal Status Notification: TBD  
Pre-Proposal Conference/Site Visit: Month XX, 2012  
Second Inquiry Period Ends: Month XX, 2012, at 8:00 a.m.  
Technical & Cost Section Due Date: TBD

Award Date: TBD

Estimated Work Dates

Work Begins: TBD

There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

### PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about this RFP and how to respond to it. All responses must be complete and in the prescribed format.

**Contacts.** The following person will represent the State during the RFP process:

Procurement Representative:

**\*\*\*Eric Glenn, Sr.**  
***Investment Management Services***\*\*\*  
Department of Administrative Services  
Office of Information Technology  
30 East Broad Street, 39<sup>th</sup> Floor  
Columbus, Ohio 43215

During the performance of the Work, a State representative (the "Work Representative") will represent the Department of Administrative Services, Office of Information Technology and be the primary contact for the Work. The State will designate the Work Representative in writing after the Contract award.

**Inquiries.** Offerors may make inquiries regarding this RFP anytime during the inquiry period listed in the Calendar of Events. To make an inquiry, offerors must use the following process:

- Access the State's Procurement Website at <http://procure.ohio.gov/>;
- From the Navigation Bar on the left, select "**Find It Fast**";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the RFP number found on the first page of this RFP (the RFP number begins with zero followed by the letter "A");
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
  - First and last name of the prospective offeror's representative who is responsible for the inquiry,
  - Name of the prospective offeror,
  - Representative's business phone number, and
  - Representative's email address;
- Type the inquiry in the space provided including:
  - A reference to the relevant part of this RFP,
  - The heading for the provision under question, and
  - The page number of the RFP where the provision can be found; and
- Click the "Submit" button.

An offeror submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The offeror will not receive a personalized response to the question nor notification when the State has answered the question.

Offerors may view inquiries and responses on the State's Procurement Website by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

The State usually responds to all inquiries within three business days of receipt, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

The State does not consider questions asked during the inquiry period through the inquiry process as exceptions to the terms and conditions of this RFP.