STAFF AUGMENTATION REQUEST FOR QUOTE - REPOST

STAFF AUGMENTATION RFQ COVER SHEET	
Doc ID:	**EDUR2011015R**
Project Name:	MS SharePoint 2010 Application Development Project
Other Information:	Repost of EDUR2011015 due to publication of conflicting information regarding minimum candidate requirements
Open To:	State Term Schedule Vendors
Quote Due Date:	December 30, 2010
Inquiry:	Post Questions Online Only: December 17, 2010 – December 24, 2010
COMMENTS	

The Ohio Department of Education (ODE) Office of Information Technology/Operations would like to announce the opportunity for State Term Schedule vendors to submit candidate resumes for a Microsoft SharePoint Application Developer to assist the department with efforts related to the use of SharePoint as an external portal and application development tool.

Attached you will find the Statement of Work (SOW) for this project detailing the project scope, deliverables, responsibilities, skills, and experience required for this position.

Please provide resumes and associated rates for the FY2011, using 850 hours. In addition, please have your proposed candidate complete the associated Pre-Interview Questionnaire and include the completed document with your submission.

Send your candidate offerings to me via email (**Marsha.Ward@ode.state.oh.us**) and a copy to the agency procurement officer (**Amadu.Sankoh@ode.state.oh.us**) by 5:00 PM on **Thursday, December 30, 2010**. Please submit no more than two qualified candidates.

Assumptions:

- All proposed candidates are available between January 5 and January 10 for an onsite interview.

- All work will be performed on site at ODE offices located at 25 South Front Street, Columbus and the State of Ohio Computer Center located at 1320 Arthur E Adams Dr, Columbus and will begin on or about February 1, 2011 after creation of the purchase order.

- No travel costs or delays to start date will be compensated by ODE.

- Final selection will be based on either lowest cost or highest evaluation score. The evaluation score may be influenced by cost, initial screening score, and/or interview score.

- Timesheets and status reports will be required with submission of invoice.

Only candidates explicitly meeting the minimum requirements as defined in the Statement of Work will be considered for this position. I will not be taking phone calls regarding this request. If you have any questions pertaining to this opportunity, please contact me via email so I may reply to all.

Note: All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.

SHAREPOINT 2010 DEVELOPER STAFF AUGMENTATION STATEMENT OF WORK

PROJECT IDENTIFICATION

PROJECT IDENTIFICATION		
Project Name		**Date Created**
SharePoint Application Development/Mentoring		11/8/2010
Prepared by	**Version**	**Project Class**
Marsha Ward	1.1	C

PROJECT INFORMATION

PROJECT REQUEST
This Statement of Work (SOW) identifies work to be performed under the anticipated contract to provide the Ohio Department of Education (ODE) Project Management Office (PMO) a full-time Microsoft SharePoint 2010 Developer to support the agency with efforts related to the use of SharePoint as an external portal and application development tool. The contracted resource will provide develop and implement new SharePoint 2010 sites and applicationsdevelopment services, in collaboration with ODE software developers; while instructing and mentoring ODE staff in processes, skills, and best practices for application and service delivery using in order to develop their skills in the area of application development utilizing Microsoft SharePoint 2010.

The work to be completed under this contract will be time and materials based and will commence on or after February 1, 2011 and end June 30, 2011. The hours of support paid under this contract will not exceed 850 hours for FY2011. The continued need for this resource will be assessed at the end of the fiscal year for possible extension for all or part of an additional fiscal year. |
| **Project Background** |
| ODE has been utilizing SharePoint as an internal resource for several years. There have been numerous occasions in which we have turned to other agencies or organizations to provide SharePoint services for which we needed entities outside of ODE to have access.

Required Federal Stimulus Reporting has been completed utilizing a 3rd party survey tool. This process has not been as simple as desired. There are issues with the deployment of the survey, as the survey tool requires a survey to be associated with an individual. There have been situations in which a Treasurer or Superintendent at a school district changed after the survey was released for completion but prior to the close date. Each such situation requires manual handling of the data and in several cases has resulted in multiple sumissions by a single school district.

Internal resources have documented the requirements for a web-based reporting tool. The current survey tool does not provide the required functionality. |
| **Business Drivers** |
| The hardware and necessary software licenses have been purchased, but ODE software developers does not currently yet have staff with sufficient skills and experience to develop applications utilizing SharePoint services. Training is being made available; however, it has been determined that the best way for ODE development staff to quickly develop the necessary skills is to participate in an actual |

development project. The addition of contracted staff with the experience and ability to develop the requested application, while mentoring and guiding ODE staff through the effort, will provide that relevant real-life experience to the involved ODE technical staffsoftware developers.

Scope

The work of the contractor is to support the ODE development staff in their efforts to design and develop a SharePoint 2010 application that will be used by Ohio school districts to complete required Stimulus Reporting. The selected individual will be responsible for the completion of the ARRA Reporting application while guiding and mentoring ODE technical staff. The individual will be under the direction of the Director of the PMO, as well as the Director of Enterprise Applications. The items performed by this resource will include, but is not limited to the following.

- Validation of documented requirements for the ARRA Reporting initiative
- Design of a SharePont 2010 application that will meet the documented ARRA Reporting requirements
- Lead dDevelopment of the SharePoint 2010 application that will become the ARRA Reporting tool, with ODE software developers as part of the development team
- Guidance and mentoring of ODE software development staff throughout the ARRA Reporting development initiative
- Technical User documentation related to the resulting ARRA Reporting tool
- Consultations with ODE network data center staff where it relates to the configuration of the ODE SharePoint 2010 environment
- Technical documentation to be used by ODE developers in their efforts when developing subsequent SharePoint 2010 applications/tools[MC1]

The high-level requirements that have been documented for the ARRA Reporting tool are available online at:
http://education.ohio.gov/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=94689.

Other application development projects related to Ohio's Race to the Top Grant or other ODE initiatives may be developed as well. Requirements for these applications have not yet been documented.

Position Objectives

The objective of this position is to provide SharePoint 2010 development skills as well as mentoring and guidance to ODE staff who will be assigned to assist to participate inwith the project. The initial tool to be developed will be used for ARRA Reporting by Ohio school districts.

Skills and Experience

The selected candidate is required to have the following:

Minimum skills and experiences:
- Minimum of 10 years IT experience
- Minimum of 2 years experience using Visual Studio, SharePoint Designer, and/or other tools to developing moderately complex tools and applications (e.g. leveraging web services, database driven (including non-SQL Server back ends), workflows, identity based authorization, etc.) **using Microsoft SharePoint 2007 and/or 2010 projects**
- **At least one project of similar size and scope as the ARRA Reporting tool using SharePoint 2010**

Preferred skills and experiences:
- Experience with Microsoft Team Foundation Server
- Experience leading a team of developers

- Bachelor's Degree in Information Technology, Business, or appropriate field of study
- Thorough working knowledge of the entire Software Development Life Cycle (SDLC), IT systems and processes, methodologies and their direct implementation to projects
- Excellent oral and written communication skills
- Critical thinker with excellent problem solving skills that can make independent decisions within area of responsibility and expertise
- Works well in and supports a distributed team environment and is adaptive to changes in methodologies and technologies

WORK APPROACH

PROJECT MANAGEMENT

The project will be managed by the Director of PMO using practices established by the ODE PMO using Project Management Body of Knowledge (PMBOK) framework and methodologies. Issues Management and Change Management are addressed therein and the use of these processes will ensure adequate oversight of the effort.

Status Reporting

The contractor will provide status reports on the same cycle as the timesheets required by their firm. Timesheets and status reports will be reviewed and signed by the Director of the PMO or assigned ITO Manager and will accompany invoices submitted to the PMO for payment. The contractor will also be required to provide a weekly activity report detailing the high-level activities of the previous week.

Schedule

The contractor will be responsible for meeting all timelines designated by the Director of the PMO and/or assigned ITO Manager. The contractor's daily work schedule will be dictated by the needs of the project and agreement with the Director of the PMO and/or assigned ITO Manager.

Participation in Meetings

The contractor will participate in meetings with personnel or groups recommended by the Director of PMO, Director of Enterprise Applications, and/or assigned ITO Manager.

Vendor Personnel

The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate to perform the tasks required. The vendor must obtain equally-qualified replacement personnel for any personnel who become unavailable during the course of the project. If a suitable candidate is not offered, the engagement will cease and be re-bid.

Acceptance Criteria

Only candidates meeting all of the minimum requirements will be considered for this engagement.

Non-Disclosure Agreement

The candidate will be required to sign a non-disclosure agreement that prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at anytime either during or after the engagement.

DELIVERABLES

LIST OF KEY DELIVERABLES
Although this is a time and materials engagement, rather than a deliverables-based engagement, some of the work may require a formal signoff. The contractor will be responsible, at a minimum, for the following Deliverables.
Deliverable 01
ARRA Reporting Tool developed utilizing SharePoint 2010.
Deliverable 02
System documentation, including technical specifications, architecture diagrams as appropriate, and testing protocols and results

ROLES AND RESPONSIBILITIES

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
CIO	Executive Sponsor	Represents business interests of the project. Fulfills the following responsibilities: • Provides guidance on policy	ODE CIO
ITO / Enterprise Applications	Technology Sponsor	Represents technology interests of the project. Fulfills the following responsibilities: • Provides guidance for technological issues • Makes decisions on issues escalated by the Applications Development Manager • Reviews and approves deliverables as appropriate • Attends all status meetings during which technological issues will be discussed.	ODE Director of Enterprise Applications

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
ITO/PMO	Project Manager	Represents ODE Project Management Office interests of the project. Fulfills the following responsibilities: • Develops the project plan • Approves or disapproves vendor invoices • Manages scope change and control • Reports progress and escalates problems as needed to Project Executive Sponsors • Approves or disapproves vendor timesheets • Reviews consultant deliverables • Oversees and coordinates all aspects of consultant's day-to-day task work • Provides interfaces with vendor company officers • Leads all status meetings	Director of the PMO
Data Services	Data Manager	Is involved throughout the application and database development lifecycle. Fulfills the following responsibilities: • Is involved in the gathering of requirements • Reviews and assists in the development of project documentation • Assists in report development • Attends all status meetings during which data, reports, and data exchanges will be discussed	Manager of the ODE Data Management Team

SCHEDULE AND BUDGET

Vendor Payment Process
Vendor/State STS Agreement
Terms and Conditions
Vendor/State STS Agreement
Termination Provisions
Vendor/State STS Agreement

Standards Compliance

Adherence to all applicable ODE documented standards is mandatory.

OTHER VENDOR SUBMISSION INFORMATION

Vendor Submissions

Please provide each candidate resume and your associated hourly rate. The quote must be on company letterhead and include the STS category and associated STS rate, discounted rate if applicable, and the total proposed contract amount using 850 hours for FY2011. In addition, please have your proposed candidate complete the associated Pre-Interview Questionnaire and include the completed document with your submission.

Submitting vendors will provide an executed Standard Affirmation and Disclosure Form per Executive Order 2010-09S shown below.

Executive Order 2010-09S: Banning the Expenditure of Public Funds for Offshore Services - Prospective Service Providers shall be required to:

- Affirm that they understand and will abide by the requirements of this Order.

- Disclose the location(s) where all services will be performed by any contractor or subcontractor.

- Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.

- Disclose any shift in the location of any services being provided by the contractor or any subcontractor.

- Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.

Note - During the performance of this contract, the vendor shall not change the location(s) of the country where services are performed, or change the location(s) of the country where the data are maintained or made available without prior written approval of the Department, if applicable.

Send your candidate offering to me via email (marsha.ward@ode.state.oh.us) with a copy to the ODE Agency Procurement Officer (Amadu.sonkoh@ode.state.oh.us) by 5:00 PM on Thursday, December 30, 2010. Please submit no more than two qualified candidates.

An MS Word version of the Pre-Interview Questionnaire can be found on the Notification to IT Vendors page on the ODE website (www.education.ohio.gov).

Note - All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2010-09S

Banning the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website: (http://www.governor.ohio.gov/Default.aspx?tabid=1495).

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

    _____   _____
    (Address)   (City, State, Zip)

    Name/Principal location of business of subcontractor(s):

    _____   _____
    (Name)   (Address, City, State, Zip)

    _____   _____
    (Name)   (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

    _____   _____
    (Address)   (City, State, Zip)

    Name/Location where services will be performed by subcontractor(s):

    _____   _____

_____

(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

_____
(Address)   (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

_____
(Address)   (Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

_____
(Name)   (Address, City, State, Zip)

PRE-INTERVIEW QUESTIONNAIRE

PROJECT IDENTIFICATION AND CONTACTS

PROJECT IDENTIFICATION			
Project Name			**Date**
Microsoft SharePoint 2010 Developer			12/15/2010
ODE PROJECT CONTACTS			
Name	**Title/Organization**	**Email Address**	**Phone**
Marsha Ward	Director, PMO	Marsha.ward@ode.state.oh.us	614-728-5117
VENDOR CONTACTS			
Vendor Name	**Candidate Name**	**Account Manager Name, Email Address, and Phone**	

QUESTIONNAIRE

Directions: Please complete the following questionnaire, specifically addressing your experiences. Provide concise answers to all questions.

QUESTIONNAIRE		
#	**Question**	**Answer**
Required Skills		
1	How many years of IT experience do you have?	
2-a	How many years of experience do you have using Visual Studio, SharePoint Designer, and/or other tools to developing moderately complex tools and applications (e.g. leveraging web services, database driven (including non-SQL Server back ends), workflows, identity based authorization, etc.) **using with Microsoft SharePoint 2007 projects**? Please identify the primary projects.	

QUESTIONNAIRE		
#	**Question**	**Answer**
2-b	How many years of experience do you have using Visual Studio, SharePoint Designer, and/or other tools to develop moderately complex tools and applications (e.g. leveraging web services, database driven (including non-SQL Server back ends), workflows, identity based authorization, etc.) **with Microsoft SharePoint 2010 projects**? Please identify the primary projects.	
2-c	Which of the listed projects leveraged web services?	
2-d	Which of the listed projects leveraged database driven workflows?	
2-e	Which of the listed projects leveraged identity based authorization?	
3	How many projects of similar size and scope as the ARRA Reporting tool have you developed **using SharePoint 2010**? Please name the project(s).	
3-a	Please describe your role on the listed SharePoint 2010 project(s).	
Preferred Skills and Experience		
4	Do you have experience using Microsoft Team Foundation Server? If so, please list significant projects and your role. Specifically, how did you use TFS on each project?	
5	Please list any post-secondary degrees that you have earned. List the degree, specialty, date earned, and college or university.	
6	Do you have experience leading a team of software developers?	
7	Please describe your experience generating technical and/or end user documentation.	