REQUEST FOR PROPOSALS (RFP) FOR RECORDKEEPING MODERNIZATION PROJECT MANAGEMENT OVERSIGHT

Issue Date: January 5, 2015
Proposal Deadline: Monday, February 2, 2015, 4 p.m. ET
Written Question Deadline: Monday, January 20, 2015
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Description: The Ohio Deferred Compensation Program (Program) requests proposals for providing project management oversight for the application modernization of the Program’s recordkeeping system.

A copy of this RFP can be obtained from the Ohio Deferred Compensation website at OhioDC.org. Until the expiration date of this solicitation, it is incumbent upon the vendor to check the website for additional information and/or addendums. RFPs can also be obtained from Ohio Deferred Compensation, 257 E. Town St., Suite 400, Columbus, OH 43215-4623. If you have questions, please call 614-466-7245.

Proposals are due prior to Monday, February 2, 2015, 4 p.m. ET. Late proposals will not be accepted—NO EXCEPTIONS.
Summary of Key Items Required for a Valid Proposal

1. Transmittal Letter affirming authorized representative.

2. One original proposal, two hard copy proposals, and one electronic copy are due prior Monday, February 2, 2015, at 4 p.m. to Ohio Deferred Compensation, 257 E. Town St., Suite 400, Columbus, OH 43215. The electronic copy can be sent to Doug Lepper at dlepper@OhioDC.org.


4. Late proposals will not be accepted.
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I. CALENDAR OF EVENTS

Below is the schedule for Ohio Deferred Compensation to search for a vendor to provide the requested services. All dates are subject to modification by Ohio Deferred Compensation.

January 5, 2015  Release of RFP
January 14, 2015  Deadline for submitting letter of intent
January 20, 2015  Deadline for written questions
January 23, 2015  Responses to written questions emailed to all vendors that submit a letter of intent
February 2, 2015  Deadline for receiving completed proposals
February 6, 2015  Vendor selected
February 16, 2015  Contract negotiations and draft contract complete

II. INTRODUCTION

The Ohio Public Employees Deferred Compensation Board (Board) seeks proposals for the services of a consultant to provide project management oversight (Project Management Vendor or Vendor) for the application modernization of the Program’s recordkeeping system scheduled to begin January 12, 2015. The initial contract would be for February 16-December 31, 2015. The recordkeeping modernization project has an anticipated duration of 39 months. The contract with the Project Management Vendor will be reviewed annually and may be extended at those times.

The Board operates through its Executive Director and staff, and references to the Board in the request for proposal (RFP) should generally be construed as such for day-to-day operations and reporting. The Board meets six times per year, in alternating months, plus an annual strategic planning meeting.
III. **SCOPE OF SERVICES**

Ohio DC plans to undertake a major modernization of our internal recordkeeping system beginning in early 2015, and lasting 39 months. Our system provides the daily recordkeeping for our defined contribution plan. The project involves a complete re-architecture of the system moving from COBOL to C# programing language. Hewlett Packard Enterprise Services (HPES) has been selected to perform the re-architecture. For more information regarding the scope of the re-architecture project, please see Attachment B – HPES’s response to the Business Functional Requirements of the Modernization RFP. Staff is seeking a consultant to provide project monitoring, quality assurance, and project management support as needed throughout the project development lifecycle. This shall include the following:

- Reviewing the modernization vendor’s project plan to ensure that the plan is manageable, accurate project deliverables are documented, and timelines have been defined properly to support the contract
- Assisting in the development and monitoring of a Requirements Traceability Matrix
- Monitoring the modernization vendor’s project approach and methodology, ensuring industry best practices
- Monitoring the modernization vendor’s schedule and work plans and providing project feedback and status updates on a weekly basis.
- Reviewing all modernization vendor deliverables, and providing written comments on acceptance, suggestions for improvement, or rejection
- Reviewing all change requests and schedule increases
- Recommending ways to negotiate, avoid, or minimize cost, or looking for tradeoffs against other requirements
- Monitoring and ensuring modernization vendor’s compliance with project requirements, including compliance with the Statement of Work and RFP proposal
- Assisting in contingency planning and risk mitigation
- Reviewing project management reports and metrics for accuracy
- Assisting in issue resolution with regards to project scope, time, and budget
- Assuring that the quality of software, hardware, process integration, project management, and other services such as training and testing meet the contract standard

HPES will have a full-time project manager on-site for the 39-month duration of the project. The Ohio DC IT Manager will work closely with HPES and the Project Management vendor to help ensure the project remains on schedule and on budget. It is estimated that the required effort of the successful vendor will be approximately 10 hours per week. Some weeks may require more hours and some may require less.
IV. GENERAL CONDITIONS

The Program makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all of the information that might be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of the Program and the data contained or referenced herein.

The Program is not and will not be under any obligation to accept, review, or consider any responses to the RFP and is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. The Program is not and will not be under any obligation to any recipient of, or any respondent to, the RFP except as expressly stated in any binding agreement ultimately entered into with one or more parties, either as part of this RFP process, or otherwise.

This RFP is not an offer, but a request to receive a proposal. The Program will consider a proposal as an offer to develop an agreement based on the contents of the proposal.

Amendments to RFP: The Program reserves the right to provide any additional information or responses to questions received prior to the deadline for submitting proposals. In the event it becomes necessary to amend any part of this RFP, the Program will provide copies of the amendment to all vendors that submitted a letter of intent.

Bid Requirements

- All proposals become the property of the Program and will not be returned to the Vendor. All proposals submitted are subject to Ohio Public Records law, and the documents submitted pursuant to this RFP may be subject to a public records request. The Vendor must identify any confidential material or documents and clearly mark those items or documents at the time of submittal. If a request for records is made, the Program will make reasonable efforts to contact the Vendor in sufficient time to allow the Vendor to take appropriate legal steps to protect the confidential information from disclosure.
- Failure to adequately furnish information specifically required in this RFP could result in the disqualification of a proposal.
- Vendors must agree to honor the cost proposals for a period of three months from the date of submission.
- The Program will notify all unsuccessful Vendors regarding the Board’s selection of a Project Management Vendor.

This RFP and Project Management Vendor responses submitted in the selected proposal will become part of the resulting contract and binding through the contract term, except as amended by mutual agreement.
V. CONTRACT REQUIREMENTS

1. The Vendor shall be authorized to do business in the State of Ohio prior to the contract initiation day. The Vendor shall comply with all applicable laws, including licensing requirements of the state and federal government, and with applicable accreditation and other standards of quality generally accepted in the field of the Vendor’s activities.

2. The officers, employees, and agents of the Vendor will act in an independent capacity concerning the terms of the contract and will neither act nor be considered as employees of Ohio DC or of any political subdivision thereof.

3. The Vendor shall notify the Program in writing of its intent to replace any key personnel whose responsibilities include significant work or services under the contract. The Program reserves the right to reject any proposed personnel changes that the Program, in its sole discretion, finds unsatisfactory.

4. The Vendor agrees that it will abide by Ohio DC policies and practices regarding participant data security, and will immediately notify Ohio DC of any breach of such data.

5. All Vendor personnel participating in this project must be willing to abide by Ohio DC’s Code of Responsibility (see Attachment A). It is the Vendor’s responsibility to obtain a signed copy of the Code of Responsibility from each participating employee prior to any work performed by that individual and submit it to the Program’s IT Manager.

6. The Vendor shall agree that it will not use any information concerning individual Ohio DC participants, information collected under the contract, or other Ohio DC data for any purpose other than to fulfill its duties under the contract.

7. The Vendor shall agree to hold harmless and indemnify the State of Ohio, the Board, Ohio DC, the participants, the Board members, and its employees against all losses and liability and shall defend them against all claims and legal actions arising from the acts or omissions of the Vendor or any of its officers and employees in servicing Ohio DC, insofar as such acts or omissions were not specifically directed by the Board nor were necessarily implicit therein.

8. The Vendor must subscribe to the Ohio Ethics Laws regarding business conducted with a state Board.

9. Ohio DC may terminate the agreement without cause by providing 30 days written notice to the Vendor.

10. Any provision of any contract arising hereunder is severable if that provision is in violation of the laws of the State of Ohio or the United States, or becomes inoperative due to changes in state or federal law, or applicable state or federal regulations.

11. Neither the benefits nor the burden of the contract will be assigned or delegated by the Vendor either in whole or in part or in any other manner without the written consent of Ohio DC. Any assignment, pledge, sub-contract, or hypothecation of right or responsibility to any person, company, or corporation shall be fully explained and detailed in the proposal.

12. The contract shall be subject to and governed by the laws of the State of Ohio.
13. The Vendor agrees that the Vendor, subcontractor, and any person acting on behalf of the Vendor or subcontractor, will not discriminate, by reason of race, color, religion, gender, sexual orientation, age, handicap, national origin, or ancestry, against any citizen of this State in the employment of any person and available to perform the work under this Agreement. The Vendor further agrees that the Vendor or subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, creed, color, religion, gender, sexual orientation, age, handicap, national origin, or ancestry.

14. Any exceptions, modifications, or additions to the contract requirements shall only be effective upon mutual written agreement signed by both parties.

15. Background Check: The Vendor shall ensure that all staff and subcontractor staff performing work either on-site or remotely shall be subject to Ohio DC’s “Background Check Policy.”

16. Declaration of Material Assistance: Before a contract is executed, the Vendor must complete and deliver to Ohio DC a Declaration of Material Assistance Form, available at [http://scr.ohio.gov/Portals/0/PDFs/Material-assistance.pdf](http://scr.ohio.gov/Portals/0/PDFs/Material-assistance.pdf)

17. Contract will be effective through December 31, 2015, but should include the option to extend the engagement for up to three years (through March 31, 2018). Extension of the contract beyond December 31, 2015 is subject to Board funding approval.

VI. TECHNICAL PROPOSAL

For purposes of responding to this RFP, the Vendor should assume an exclusive contract will be awarded. The technical proposal for this RFP should consist of the vendor’s statement of work or related document and copies of the resume of the proposed Project Management Professional.

An Alternative Proposal can be submitted with the Technical Proposal but should be clearly marked as such.

VII. COST PROPOSAL

The cost proposal should include the Project Management Professional’s hourly rate for the resource proposed and any travel costs or other incidental charges. The cost proposal should include a fixed hourly rate for 2015 and a fixed hourly rate for each subsequent year through March 31, 2018, in the event that the option to extend the contract beyond December 31, 2015, is exercised. The cost proposal should include a not-to-exceed amount for 2015 based on the Vendor’s proposed fixed hourly rate times 10 hours per week for 46 weeks.

VIII. EVALUATION CRITERIA AND SELECTION PROCESS

Any proposal not adhering to the RFP format as specified may be considered nonresponsive and not subject to further evaluation.

Below are the key criteria for evaluating proposals and determining which Vendor is to be given further consideration. Other factors may be considered that are believed to be material for the final selection.
1. Quality of the Vendor’s proposal as an indicator of its probability for success.

2. Vendor’s qualifications and experience as indicated in its listing of current major clients, including established record of success with similar projects.

3. Professional qualifications and experience of principal employee who will work on this project.

4. The proposed fee structure and estimated costs.

5. Consideration may be given to other factors based on the content of the proposals that may have a material impact on the quality and effectiveness of the services to be provided.

IX. **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

The original proposal, two copies, and one electronic copy must be received by 4 p.m. ET on Monday, February 2, 2015, to be considered. Proposals received after this date and time will not be considered.

Please send the electronic copy to Doug Lepper at dlepper@OhioDC.org.
X. ATTACHMENT A – CODE OF RESPONSIBILITY

TO: Employees and All Other Authorized Users of the Ohio Deferred Compensation Data and Information Systems
FROM: R. Keith Overly, Executive Director
SUBJECT: Code of Responsibility for Security and Confidentiality of Participant Data and Safeguarding Program Assets

Security, confidentiality, and the safeguarding of Program assets is a matter of concern for employees of the Program and for all other persons who have access to the Program's facilities whether they are employees of vendors, employees of user agencies, or others. The Program is a repository of information in computerized data files for the public entities of the State of Ohio. Each person serving the Program holds a position of trust relative to this information and recognizes the responsibilities entrusted to him/her and to the Program in preserving the security and confidentiality of this information and safeguarding Program assets. The employee's conduct, either on or off the job, might threaten the security and confidentiality of this information. Therefore, an employee of the Program or a person authorized access to the Program information systems:

- is not to make or permit unauthorized use of any information in files maintained by the Program;
- is not to seek to benefit personally or permit others to benefit personally by any information that has come to him/her by virtue of his/her work assignment;
- is not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry;
- is not to remove or cause to be removed copies of any official record or report from any file from the office where it is kept except in the performance of his/her duties;
- is not to operate or request others to operate any of the Program's equipment for personal business;
- is not to make copies of software or literature in violation of copyright laws;
- is not to abuse or permit abuse of the Program's system communications capabilities (e.g., inappropriate/personal messages);
- is not to divert the Program's resources and Program property for personal gain;
- is not to aid, abet, or act in conspiracy with another to violate any part of this Code;
- is to report any violation of this Code by anyone to the supervisor immediately;
- is to adhere to the rules, policies, and procedures of the Program.

For employees, violation of the Code, either intentionally or due to negligence, will result in disciplinary action, such as a reprimand, suspension, or dismissal, consistent with Program rules and regulations.

For non-Program employees, violation of this Code, either intentionally or due to negligence, will result in denial of access to the Program information system and criminal charges as appropriate.

I have read and understand the Program’s Code of Responsibility for Security and Confidentiality of Participant Data and Safeguarding Program Assets. I also acknowledge and agree to comply with the Program’s Information Security Policy.

Signed: ___________________________        Signed: ___________________________
(employee)                                  (supervisor)

Date: ___________________________            Date: ___________________________
XI. ATTACHMENT B – HPES’S RESPONSE TO THE BUSINESS FUNCTIONAL
REQUIREMENTS OF THE MODERNIZATION RFP
A. Offeror Response to Project Scope

This section details the HPES response to Ohio DC for the modernization of the Recordkeeping system. Per the Ohio DC vendor Q&A clarification, this section is responding to the RFP Section C.

A.1 Response to Business Functional Requirements (RFP section C)

This part of the RFP defines in detail the scope of the effort. It addresses the business requirements to be satisfied, the project’s technical requirements (including standards to be observed, hardware and software to be provided, and interfaces to be accommodated), and other required services and deliverables, including project management services, data-related services, staffing, training, testing, disaster recovery planning, and warranty, maintenance, and support requirements. Options to be proposed are also identified.

HPES proposes to act as the sole contractor, providing the technical services and staffing required to modernize Ohio DC’s Recordkeeping system. Our objective is to re-architect the Program’s Recordkeeping application collaboratively from the AS400 and DB2 technologies to the modernized, object-oriented, and virtual Microsoft .Net and SQL Server environment in a private virtual Cloud. This modernization includes updating the user interface, partner file processing, application and data security, letter and report generation, image file retrieval, programming code and language, job schedules, and the database.

HPES will deliver on this objective by applying our proven Application Modernization Re-Architect approach and methodology. The Re-Architect approach allows a comprehensive migration of the existing application logic and data structures to another platform. It involves all necessary analysis, architecture, development, and quality assurance components of a program that are united under a common approach and delivery management process.

Under the Re-Architect methodology, and with consideration to the Ohio DC’s current and planned architecture, HPES will deliver tasks and activities required to modernize the Recordkeeping application with the following scope:

- Completion of the business rule mining of the current application.
- Completion of requirements development for the future application.
- Implementation of the new application based on the hardware and software stack in the RFP.
- Implementation of the new application based on the enhanced security requirements in the RFP.
- Development of the required software artifacts (code, database, scripts, screens, and configuration) in the Cloud.
- Replicating the application’s interfaces with external partner applications.
- Migration of the data, including conversions and validations as required to the Cloud. It is expected that HPES will identify data that must be cleansed as part of the initial data profiling activities and Ohio DC will be responsible for performing the actual data cleansing prior to starting the data migration process.
- Performing comprehensive functional, performance, security, recovery, and parallel testing.
- Development of the system technical and user documentation.
- Delivery of necessary knowledge transfer and collaborative application development to enable the Ohio DC’s personnel to further support and enhance the Recordkeeping application in the future.
- Development and delivery of end-user training.

HPES will support this approach with a broad range of organizational capabilities, including using highly qualified project leads, architects, and developers with extensive experience in modernization projects, business analysis, program management, security and performance engineering services, necessary infrastructure competencies, and testing. HPES also expects to work collaboratively with Ohio DC personnel to perform this modernization, acting as one team to complete this project.

The HPES Team proposes an approach to the overall solution with four main components that will be repeated in two distinct ‘Waves’ as per the RFP project plan.
The initial phase will be a final re-learn modernization assessment to complete the business rules and requirements developed in the original roadmap development project including incorporating any changes that may have been made to the Recordkeeping application since the original roadmap development project was completed. Business process models will also be developed at this time.

The second phase will be a re-architecture design and build for all objects, screens, interfaces, letters, reports, and so on in scope for each Wave in the Cloud. In this phase, the COBOL code will be re-architected to C# code while the database and data is converted from DB2 to MS SQL Server.

The third phase will be wide-scale testing of the application including system, performance, stress, letters, interfaces, and integration tests.

After testing is complete and all test criteria are met, the fourth and final phase will be user training and implementation of the production code.

Figure 1, which follows, depicts the four phases of the HPES Team’s proposed solution.

Figure 1. Re-Architecture Components by Phase

HPES experience in applications modernization will provide Ohio DC with a comprehensive low-risk transformation approach. HPES has every confidence that our expertise with application modernization, combined with our extensive organizational application delivery capabilities and a comprehensive re-architect methodology, will result in the following benefits for the Program:

A reliable, flexible, Cloud-based architecture that meets modern architectural principles, best practices, and security considerations to reduce long-term cost and risk of hardware, software, and the training of new resources over time.

An application built on an open standards platform and in accordance with the industry-adopted patterns to make sure that Ohio DC is not ‘capability limited’ at a later date due to proprietary platform constraints.

It provides a high quality, flexible solution for engineering, data management, and operational readiness so that regulatory changes are faster and less complex to apply and ad hoc reporting is available.

Highly performing, high-scalable solution capable of scaling up or down, that prepares the Program for later enhancements such as Roth 457 plans, 403b plans, or website capability.

An Ohio DC support Staff with the capability to support and enhance the application after project completion so that Ohio DC can continue to support their Participants in a self-imposed manner and not be dependent on other outside influences with potentially conflicting priorities.