



Department of Job and Family Services

**Ohio Department of Job and Family Services
Request for Letterhead Bids (RLB)
RLB#: JFS-IS-10-03**

I. Purpose

The Ohio Department of Job & Family Services (JFS) through the Office of Information Systems (IS) is soliciting proposals from vendors with approved Office of Information Technology (OIT) State Term Schedules (STS), or listed as an authorized dealer on an approved STS, that are authorized to provide **Independent Validation and Verification** related services under their STS to support JFS/IS.

Background

States report to the U.S. Department of Labor (DOL) on a monthly and quarterly basis under the Unemployment Insurance Required Reports (UIRR) system. A comprehensive data validation program is necessary to ensure the accuracy of the UIRR data. UIRR data are used for economic statistics, to allocate UI administrative funding based on state workload, to measure state claimant eligibility criteria and performance in providing benefits, and to account for fund utilization. It is therefore essential that states report UIRR data accurately and uniformly.

The Contractor must complete the Services and produce the Deliverables described in Section VI. The contract will be deliverables-based and must be completed by September 30, 2009.

II. Time and Date of Submission

Organizations, companies, firms, or individuals who are interested in submitting letterhead bids must make their submission not later than **3:00 p.m. Eastern Standard Time on August 10, 2009**. Faxes will not be accepted. Proposals must be addressed to:

**Office of Management Information Systems
Ohio Department of Job and Family Services
Attn: OMIS Business Services
4200 E. Fifth Ave.
Columbus, Ohio 43219**

For hand delivery on the due date all proposals will be accepted at the Guard Desk at 4200 E. Fifth Ave., Columbus, Ohio 43219. **DAS/OIT WILL NOT ACCEPT PROPOSALS FOR THIS RLB.** JFS is not responsible for any proposals delivered to any address other than the address provided above.

All submissions, whether by mail or hand delivery, must be received complete by the above date and time. Materials received after the submission deadline date, or partial submissions received regardless of the date, will not be added to previous submissions, nor be considered. No confirmations of mailed proposals received can be provided.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RLB, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between JFS and the vendor selected.

III. Anticipated Procurement and Project Timetable

07/30/2009	JFS Releases RLB to Potential Vendors. Q & A Period Opens - Vendors may submit inquiries for RLB clarification.
08/06/2009	Vendor Q & A Period closes, 8 a.m. for inquiries for RLB clarification - No further inquiries for RLB clarification will be accepted.
08/10/2009	Deadline for Vendors to Submit Proposals (3:00 P.M., Eastern time).
08/21/2009	JFS Issues Award Notification Letter (estimated).
08/21/2009	Purchase Order approval – work may not begin until a state Purchase Order has been fully approved by OBM. (ESTIMATED DATE).
08/24/2009	Work begins with Vendor team onsite at location to be determined.
09/30/2009	All project work must be completed.

JFS reserves the right to revise this schedule if in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

* According to requirements of ORC 126.07, JFS contracts are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, which is indicated by the approval of the Purchase Order (P.O.) The selected vendor may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the JFS Contract Manager's providing notice that the requirements of section 126.07 of the Ohio Revised Code have been met.

IV. Question & Answer Period; RLB Clarification Opportunity

Potential vendors may ask clarifying questions regarding this RLB via the **email address:** MIS_RLB_QA@jfs.ohio.gov during the Question and Answer Period as outlined in Section III. The email subject should be RLB# **JFS-IS-10-03**.

Questions about this RLB must reference the relevant part of this RLB, the heading for the provision under question, and the page number (if applicable) and/or section of the RLB where the provision can be found. The potential vendor must also include the name of a representative of the potential vendor, the company name and business phone number. JFS may, at its option, disregard any questions which do not appropriately reference an RLB provision or location, or which do not include an identification for the originator of the question. JFS will not respond to any questions submitted after 08:00 a.m. EDT on the date that the Question and Answer period closes.

V. Qualifications

Vendors' proposals must address all the following minimum qualifications as well as organizational and staff experience and capabilities:

A. **Required Vendor Qualifications**

In order to be considered for the purchase order expected to result from this RLB, JFS requires that interested vendors **must** be a Office of Information Technology (OIT) State Term Schedule (STS) authorized vendor. Vendors are required to submit a copy of their current STS cover page as part of their proposals. Proposals submitted from any other entity or individuals will be rejected.

B. **Organizational Experience and Capabilities**

In order to be considered for the purchase order expected to result from this RLB, JFS requires that interested vendors provide the following:

1. Background information on the vendor, including subcontractors, if appropriate, indicating sufficient organizational experience and staffing to perform the required work. In the event that the vendor proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment are required as well;
2. Descriptions of at least two (2) projects completed in the past three (3) years that demonstrate expertise in the type of training defined in Section VI, Scope of Work; and
3. Names and contact information from at least two (2) entities for which the vendor has performed similar scale projects in the past five (5) years.

C. **Staff Experience and Capabilities**

The vendor must demonstrate significant expertise by assigning qualified individuals for this project. For each of the individuals a vendor is offering to JFS to perform the work, the vendor must, at minimum:

1. Identify the individual to be assigned for the duration of this activity and key to the activity's success;
2. Include a resume or curriculum vitae for the assigned positions expected to work on the project;

In addition, Vendors may be required to carry a pager and/or cellular phone (to be provided and maintained at the vendor's expense). There are no additional reimbursable expenses, such as meals, travel, uniforms, etc.

VI. Scope of Work

The Vendor must complete the following Services by September 30, 2009.

The independent validation and verification vendor (vendor) will compare five (5) reports provided to the U.S. DOL for one month of 2009, with files extracted from the Ohio Department of Job and Family Services Unemployment Compensation Review Commission data base. The vendor will then prepare

a report that will detail all findings of the validation exercise. Copies of the report will be provided to the Ohio Department of Job and Family Services and submitted to the United States Department of Labor BY THE VENDOR no later than 4:00 pm EST on September 30, 2009.

Note that the reports and data extracts will be provided to the vendor by the Ohio Department of Job and Family Services. The vendor is not required to perform tasks related to data extract for the validation exercise.

The six data fields (populations) the vendor must validate are:

- Population 6 – Appeals Filed, Lower Authority

Data that has been extracted for lower authority appeals filed during the reporting month. Include intrastate/interstate UI, UCFE and UCX appeals. Episodic claims, which include Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances, are not considered measurable data and will be excluded. Data extracted for this population includes the following:

Claimant's SSN
Docket number
Type of appeal
Number of claimants
Date Filed

The source data for this data resides in a DB2 database which resides on an IBM AS400.

- Population 7 – Appeals Filed, Higher Authority

Data that has been extracted for higher authority appeals filed during the reporting month. Include intrastate/interstate UI, UCFE and UCX appeals. Episodic claims, which include Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances, are not considered measurable data and will be excluded. Data extracted for this population includes the following:

Claimant's SSN
Docket number
Type of appeal
Number of claimants
Date Filed

The source data for this data resides in a DB2 database which resides on an IBM AS400.

- Population 8 – Appeals Decisions, Lower Authority

Data that has been extracted for lower authority appeals decisions issued during the reporting month. Include intrastate/interstate UI, UCFE and UCX appeals. Episodic claims, which include Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances, are not considered measurable data and will be excluded. Data extracted for this population includes the following:

Claimant's SSN
Docket number
Program type
Intrastate/Interstate
Type of appeal
Number of claimants
Appellant
In favor of appellant
Filed date
Decision date
Issue code

The source data for this data resides in a DB2 database which resides on an IBM AS400.

- Population 9 – Appeals Decisions, Higher Authority

Data that has been extracted for higher authority appeals decisions issued during the reporting month. Include intrastate/interstate UI, UCFE and UCX appeals. Episodic claims, which include Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances, are not considered measurable data and will be excluded. Data extracted for this population includes the following:

Claimant's SSN
Docket number
Program type
Intrastate/Interstate
Type of appeal
Number of claimants
Appellant
In favor of appellant
Filed date
Decision date
Issue code

The source data for this data resides in a DB2 database which resides on an IBM AS400.

- Population 10 – Pending Appeals, Lower Authority

Data that has been extracted for lower authority appeals pending at the completion of the reporting month. Include intrastate/interstate UI, UCFE and UCX appeals. Episodic claims, which include Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances, are not considered measurable data and will be excluded. Data extracted for this population includes the following:

Claimant's SSN
Docket number
Filed date

The source data for this data resides in a DB2 database which resides on an IBM AS400.

- Population 11 – Pending Appeals, Higher Authority

Data that has been extracted for higher authority appeals pending at the completion of the reporting month. Include intrastate/interstate UI, UCFE and UCX appeals. Episodic claims, which include Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances, are not considered measurable data and will be excluded. Data extracted for this population includes the following:

Claimant's SSN
Docket number
Filed date

The source data for this data resides in a DB2 database which resides on an IBM AS400.

For quality validation of lower and higher authority appeals, the UCRC will draw from a randomized file. The vendor will compare this order with the way the file was ordered prior to the randomization to ensure that the file was indeed randomly ordered. The sample size for Ohio will be 20 decisions randomly pulled per quarter since the total number of dispositions issued per year is less than 40,000. The vendor will compare the total count with the count reported on the ETA 5130 report for the quarter.

VII. Format of Submission

Vendors interested in submitting letterhead bids must submit two (2) copies of their response in hard copy and two (2) copies of their response on compact disc (CD) in Microsoft Word, Microsoft Excel, or Adobe Portable Document Format (PDF).

The **Technical Proposal** must contain all the information as specified and requested for each of the components listed below. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. The following outline for the preparation of the Proposal in response to this RLB is intended to assist in the development of effectiveness and clarity.

The vendor's technical proposal must contain the following components (organized in six primary tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RLB section number/letter such as charts, tables, timelines, excerpts of past related projects, etc., must be provided as an appendix to the proposal and so marked as an additional tab. However, the proposal will be scored based on the relevancy to the stated responsibilities as well as the conciseness, clarity, flow, and professionalism of the information presented. Vendors may add information not called for in the RLB, but JFS reserves the right to review or not review any non-required materials. All pages shall be sequentially numbered.

Tab A – Cover Letter

Tab B – Vendor Profile

Tab C – Vendor Qualifications – Organizational and Staff Experience

Tab D – Request for Taxpayer ID Form W-9

Tab E – Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization (DMA) form

Tab F – Workers Compensation & Insurance Verification

Tab G – Cost Summary: Indicate your company's quote for this project.

Tab A – Cover Letter: The cover letter must provide the following and be signed by an individual authorized to legally bind the vendor.

- A. A statement regarding the vendor's legal structure, federal tax identification number, and principle place of business;
- B. The name, address, phone number, and fax number of a contact person who has authority to answer questions regarding the proposal; and
- C. Vendors are required to submit a copy of their STS cover page as part of their proposals which includes their valid State Term Schedule (STS) number and expiration date.

Tab B – Vendor Profile: The vendor profile must include the type of organization (corporation, partnership, etc.), the type of ownership (corporate officers, partners), number of employees, number of employees engaged in tasks directly related to the work in this request, and any other information that will help the evaluators gauge the ability of the vendor to fulfill the obligations of a subsequent contract.

Vendors should describe how they are qualified to conduct the work described above. Vendors must submit at least two (2) references for work done which is substantially similar to the scope of work described above. Other documents supporting vendor qualifications may also be submitted.

Tab C – Vendor Qualifications: In this section the vendor must describe their organizational experience and capabilities as found in V., B. and the Staff Experience and Capabilities as outlined in Section V.,C.

Tab D – Request for Taxpayer ID Form W-9: Vendors must complete, sign in Blue ink, and return with their proposal as part of Tab D of vendor proposal.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Tab E – Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization (DMA) Form:

All bidders are required to complete and attach the signed Ohio Homeland Security form, “Government Business and Funding Contracts”. A copy is attached for your convenience or a copy can be obtained at the website below.

http://www.homelandsecurity.ohio.gov/dma/dma_forms.asp

Click on: [DMA for funding and business contracts](#)

Bidders should check the current list of US State Department Terrorist Exclusion list at the Ohio Homeland Security website:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

Failure to complete, sign, and return the Government Business and Funding Contracts form and return it with your bid, may result in your bid being rejected as being non-responsive.

Tab F – Workers Compensation & Insurance Verification:

Bidding Vendor must provide proof (copy of current certificate) that the Vendor is covered by Worker’s Compensation Insurance. The Bidding Vendor must also provide proof of Employers Liability or Contractor’s Insurance. **All** Bidding Vendors are subject to this requirement.

Tab G – Cost Summary: Indicate your company’s quote for this project as indicated under Section VI.

VIII. Evaluation and Basis for Selection

In the proposal evaluation phase, a review committee will rate the proposals submitted in response to this RLB based on the Scope of Work sections of the response.

The proposed vendor that provides the best value to ODJFS/OIS will be selected. Best value will be determined by reviewing the proposed vendor and staff’s qualifications and experience; the proposed vendor and proposed staff’s previous work performance; the proposed plan for completing the work; and the cost.

The work identified in the RLB must comply with the stated deliverables as described in Section VI., Scope of Work. The final product (report) must be completed and delivered to the United States Department of Labor, BY THE VENDOR, no later than 4:00 pm EST on September 30, 2009.

IX. Contractual Requirements

Any purchase order resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the OIT State Term Schedule, which is available upon request. Potential vendors are strongly encouraged to download and read a copy of the Schedule to be fully aware of OIT Schedule requirements.

A. Ethical and Conflict of Interest Requirements

1. No Vendor or individual, company or organization seeking a contract shall promise or give to any JFS employee of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No Vendor or individual, company or organization seeking a contract shall solicit any JFS employee to violate any of the conduct requirements for employees.
3. Any Vendor acting on behalf of JFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any Vendor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by JFS to enter into a contract.
4. JFS employees and Vendors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.
5. In submitting a bid in response to this solicitation the vendor certifies that it has reviewed, knows, and understands the State of Ohio's ethics and conflict of interest laws and the Governor's Executive Order 2007-01S pertaining to ethics. The vendor further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned executive order.

X. Other Requirements

JFS is under no obligation to purchase any services as a result of this solicitation if, in the opinion of JFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. JFS reserves the right to not select any vendor should JFS decide not to proceed with the project.

Costs incurred in the preparation of this proposal are to be borne by the bidder, and JFS will not contribute in any way to the costs of the preparation.

All agreements will require that the Vendor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

Public release of any evaluation or monitoring reports funded under this agreement will be made only by JFS. Prior to public release of such reports, JFS must have at least a 30-day period for review and comment.

XI. Communications Prohibited

From the issuance date of this RLB until the contract award has been formally announced by the JFS Director, there may be no communications concerning the RLB between any vendor which expects to submit a proposal and any employee of JFS in the issuing office, or any other JFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RLB or the selection of the Vendor(s).

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section IV, Internet Question and Answer Period;
2. As necessary in any pre-existing or on-going business relationship between JFS and any vendor which could submit a proposal in response to this RLB;
3. As part of an interview or proposal clarification process initiated by JFS as necessary to make a final vendor selection;
4. If it becomes necessary to revise any part of this RLB, JFS will post those revisions, amendments, etc., to the website dedicated to this RLB;* and
5. Any Public Records Request (PRR) made through the JFS Office of Legal Services.

* **Important Note:** Amendments to the RLB or to any documents related to it will be accessible to interested vendors through the original web page established for the RLB. All interested vendors must refer to that web page regularly for amendments or other announcements. JFS will not specifically notify any vendor of changes or announcements related to this RLB except through the website posting. It is the affirmative responsibility of interested vendors to be aware of and to fully respond to all updated information posted on this web page.

JFS is not responsible for the accuracy of any information regarding this RLB that was obtained or gathered through a source other than the Question and Answer process described in this RLB. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

XII. Protests

Any potential, or actual, vendor objecting to the award of a contract resulting from the issuance of this solicitation may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual bidder objecting to the award of a purchase order resulting from this solicitation. The protest shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The name and number of the solicitation being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by JFS;
 - e. A statement as to the form of relief requested from JFS; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A timely protest shall be considered by JFS, if it is received by JFS' Office of Legal Services, within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RLB or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. of the closing date for receipt of proposals as specified in Section II., Time and Date of Submission.

- b. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the eighth (8th) calendar day after the issuance of the Letter of Intent to Award the contract.
3. An untimely protest may be considered by JFS if JFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by JFS' Office of Legal Services after the time periods set forth in Item #2 of this section.
4. All protests must be filed at the following location:

Chief Legal Counsel, Office of Legal Services
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of JFS determines that a delay will severely disadvantage the Department. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
6. JFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

XIII. ATTACHMENTS

- A. **Request for Taxpayer Identification Form W-9 (*Vendors are to complete, sign in BLUE ink, & return with their proposal as part of TAB D of Vendor Proposal*)**
- B. **Declaration Regarding Material Assistance/Non-assistance To A Terrorist Organization (DMA) Form (*Vendors are to complete, sign, & return with their proposal as part of TAB E of Vendor Proposal*)**

Thank you for your interest in this project.