

PROJECT REQUEST FOR QUOTE

| PROJECT IDENTIFICATION | | |
|---|--------------|---------------|
| Project Name | Date Posted | |
| ODE Local Report Card Variable Data Publishing | June 1, 2011 | |
| RFQ NUMBER | Version | Project Class |
| EDUD201113700 | 1.0 | B |
| COMMENTS | | |
| <p>The following is the Statement of Work (SOW) for the Local Report Card (LRC) Variable Data Publishing project detailing the scope, deliverables, responsibilities, skills, and experience required for the project. Additional attachments for your reference include a sample blank LRC template, a completed template, a template with the variable fields highlighted, and two sample LRC data files.</p> <p>Please note that in past years, ODE has spent under \$5,000 – \$8,500 to have approximately 4,400-8,800 Local Report Card .PDF files created and printed. Printing is not part of the scope this year. These are past estimates. All bids will be considered.</p> <p>Please provide a vendor proposal on company letterhead that includes the per .PDF file cost, total contract cost, company qualifications, resource resumes and your company’s development and project management approach. The proposal should demonstrate your understanding of the project. Also, please include your State Term Schedule (STS), MBE, and/or EDGE numbers, if you have them.</p> <p>Note: All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.</p> <p>Send the proposal to me via email toni.marshall@ode.state.oh.us and CC: Amadu Sankoh, Agency Procurement Officer, at amadu.sankoh@ode.state.oh.us by Wednesday, June 15, 2011 at 5:00 PM.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • Work will begin on or after July 5, 2011 when the Purchase Order becomes available. • No travel costs or delays to start will be compensated by ODE. • Final selection will be based upon either lowest cost or highest score evaluation. • The winning company and employees involved in the project are required to sign non-disclosure agreements. <p>The Department will not be taking phone calls regarding this opportunity. Please post all questions online on the procurement portal, no later than June 10, 2011. Responses will also be posted on the portal for all to review.</p> | | |

LOCAL REPORT CARD VARIABLE DATA PUBLISHING STATEMENT OF WORK

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PROJECT INFORMATION

| PROJECT REQUEST |
|---|
| <p>The purpose of this Request for Quotes is to obtain a contractor to provide 2010-2011 Local Report Card .PDFs. The Ohio Department of Education (ODE) has Local Report Card templates that will need to be populated with ODE-provided data and provided back to ODE in .PDF format.</p> <p>The need for this service will be assessed at the end of each fiscal year and may be extended for up to 3 years.</p> |
| Background |
| <p>Each year, ODE is required by law to produce Local Report Cards detailing performance at district, building, community school, and non-proficiency levels. Working with a variable data publishing vendor, ODE produces the Local Report Card each year at the end of August. The LRC is an important product of the agency. The report cards inform the district and buildings of their annual performance; with considerable public interest in the information provided.</p> <p>Ohio has approximately 615 school districts, with 3,275 public school buildings, 290 community schools, and 185 non-proficiency public school buildings.</p> <p>Last year, the district, building, and community school templates were eight pages in length, and the non-proficiency template was two pages in length. The templates for this year are very similar.</p> |
| Quantity |
| <p>Quantities are as follows:</p> <ul style="list-style-type: none"> • Approximately 4,400-8,800 separate two-color .PDFs need to be created using four templates which ODE will supply to the vendor. • There are approximately 1,000 data fields on most of the report cards. |

Specifications

- The 2010-2011 Local Report Card .PDF files shall be used for the creation of approximately 4,400-8,800 two-color .PDF files.
- All .PDF files shall be formatted for 8.5 x 11 display. Output shall have the pages in the correct order.
- All .PDF files shall be created using a naming convention specified by ODE and shall be delivered to the Department as PDFs to the FTP site on or before **August 18, 2011**, unless mutually agreed upon by the vendor and ODE.

Supplied to Vendor

On July 15, 2011, ODE will provide prototypes for all deliverables and sample data files to test produce the .PDF files. The variable data will be provided to the contractor as comma- or tab-delimited text files. There will be two files for those report cards with school improvement information. All information provided to the contractor is to be treated as confidential information. The contractor shall not allow the release of any of the information beyond ODE.

No later than August 12, 2011, ODE will provide the contractor with final data files for producing all deliverables in .PDF format.

Samples

Sample .PDF files from previous years and sample data will be made available to the winning contractor. A file named Local_Report_Card_samples.zip can be downloaded from the ODE FTP site using the url, username and password listed below:

URL: ftp://ftp.ode.state.oh.us/Communications/
Login: ode_comm_vendor
Password: vendor

The variable data will be provided to the contractor as comma- or tab-delimited text files.

Additional Requirements

The vendor shall be responsible for mapping various data fields to correct places on the template. Data presented in tables and graphs will vary depending on the grade levels served by the school. For example, a grade K-4 school would have tables or graphs for the 3rd and 4th grades, while a grade 6-12 school would have tables for 6th and 10th grade results.

Skills and Experience

The contractor must have variable data publishing experience on **at least three projects of similar size**. Descriptions of these projects should be included with the contractor's bid for the work, as well as related client contract information.

WORK APPROACH

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| PROJECT MANAGEMENT |
| The project will be managed by the ODE Project Manager, with input and assistance from ODE Media Services and the Local Report Card Steering Committee director. Standard project management methods will be used to manage the work. |
| Risk Assessment |
| Risk |
| High |
| The ODE Local Report Card is one of ODE's main deliverables to districts, schools, and the public. Report cards must be accurate and produced on time. |
| Status Reporting |
| Frequent verbal status updates and a written weekly status report will be required. |
| Schedule |
| The Local Report Card .PDF files must be delivered to ODE by August 18, 2011, unless mutually agreed upon by the vendor and ODE. |
| Participation in Meetings |
| Conference calls and meetings at ODE will be held as needed. The contractor is expected to participate in these meeting. |
| Vendor Personnel |
| The vendor company is responsible for replacing, in a timely manner, any personnel whose skills are needed to produce the Local Report Card .PDF deliverables. |
| Acceptance Criteria |
| Accurate placement of data on each of the approximately 4,400-8,800 Local Report Cards. |
| Non-Disclosure Agreement |
| Selected vendor will be required to sign non-disclosure agreements that prevent disclosure of any data obtained while on the engagement. |

DELIVERABLES

| LIST OF KEY DELIVERABLES |
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| Deliverable 01 |
| Approximately 4,400-8,800 separate two-color .PDFs files need to be created by August 18, 2011, unless mutually agreed upon by the vendor and ODE. |
| Scope Exclusions |
| Printing the completed Local Report Cards is out of scope on this project. |

ROLES AND RESPONSIBILITIES

| FUNCTIONAL AREA | REQUIRED ROLE | RESPONSIBILITIES | STAFF |
|-------------------------------------|--------------------|---|---------------------------------------|
| Office of Policy and Accountability | Executive Sponsor | Represents business interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> • Provides commitment to the project • Provides guidance on policy • Signs off on deliverables • Reviews and signs off on project deliverables | Director of Policy and Accountability |
| Operations | Technology Sponsor | Represents technology interests of the project. Fulfills the following responsibilities: <ul style="list-style-type: none"> • Provides guidance for technological issues • Provides guidance on policy issues • Reviews and approves deliverables, if needed • Attends all status meetings during which technological issues will be discussed. | ODE CIO |

| FUNCTIONAL AREA | REQUIRED ROLE | RESPONSIBILITIES | STAFF |
|-----------------|-----------------|---|--------------------------------|
| PMO | Project Manager | <p>Represents ODE Project Management Office interests of the project. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> • Provides resource(s) for project management duties • Creates the SOW • Selects the contractor • 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 | ODE (Assigned Project Manager) |

| FUNCTIONAL AREA | REQUIRED ROLE | RESPONSIBILITIES | STAFF |
|-----------------|---------------|--|-------|
| Data Services | Data Manager | <p>Is involved throughout the application development lifecycle. Ensures that the data needs of the customer are being met and that data standards are being followed. Fulfills the following responsibilities:</p> <ul style="list-style-type: none"> • Makes business process recommendations to their assigned area management regarding data collection • Is involved in the gathering of requirements • Reviews and assists in the development of project documentation • Conducts reviews of the data model to support the application • Assists in report development • Understands and identifies data that exists in other systems/data stores • Is involved in the population of the data dictionary • Attends all status meetings during which data, data models, reports, Extraction Transformation Loads (ETLs), and data exchanges will be discussed | ODE |

SCHEDULE

| SCHEDULE AND BUDGET |
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| <p>The project schedule is not to exceed 08/18/11 (unless mutually agreed upon by the vendor and ODE) and the budget is not to exceed that established by the fixed bidding process. Note: In past years, ODE has spent between \$5,000 and \$8,500 to have approximately 4,400-8,800 Local Report Card .PDF files created and printed. The vendor may only bill for the number of .PDFs actually created, and ODE will only pay for the actual work done.</p> |

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

Standard Affirmation and Disclosure Form (Required)

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)

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)
