

**Iowa Department of Public Health
Request for Proposal #58810035
IT Staff Augmentation – Data Warehouse**

The Iowa Department of Public Health (IDPH), located at 321 E. 12th Street in Des Moines, Iowa, is seeking staff augmentation for its data warehouse design and development work with the IDPH Data Warehouse project. The scope of work involves system design and development under the direction of Public Health IT staff.

The total number of Service Providers (henceforth known as SP) sought; the job description for available positions and the required skills needed is included within this document. Interested Service Providers may submit bids for any or all of these positions.

One candidate is being sought. The IDPH shall have the sole discretion to exercise a renewal option for ongoing modifications. Continuation will be based upon availability of funds, future workload and the SP's performance. Terms and conditions unless otherwise specified in this RFP will follow those of the Iowa Department of Administrative Service's (DAS) Invitation to Qualify (ITQ) issued June 8, 2001 and any amendments thereto. See http://das.gse.iowa.gov/contracts/CT2861/ITQ_V1.doc

I. Eligibility Requirements

IMPORTANT!: In addition to meeting all requirements contained in this RFP and have obtained pre-qualification approval through the January 24, 2005 ITQ referenced below, to be considered the SP must certify in writing that:

- a) The SP does not employ non-compete clauses in their contracts with any person they would present for consideration for this RFP; or
- b) If the SP does commonly employ non-compete clauses, the non-compete clause will not be enforced for any person presented for consideration in this RFP should that person during the life of the SP's contract with the State want to apply for any State position.

Explanation: The State in the past has occasionally had SP staff wish to apply for state positions but have been unable to do so because of non-compete clauses in their contracts with the SP. These situations have been amicably resolved and the SP staff has been permitted by their companies to apply for State positions. The State always wants to be able to consider the largest number of qualified applicants for any state or contracted position and prefers that SPs are notified prior to contract issuance of this expectation.

For a copy of the ITQ, see http://das.gse.iowa.gov/contracts/ITQ_contract_links.html

II. Available Funds

Funding is made available by a grant from a private grant and state funding. Bidders may apply for up to \$100,000.

III. Dates

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

RFP Issued	May 14, 2010
Written Questions Due	May 20, 2010
IDPH Responses to Written Questions Issued	May 25, 2010
Letters of Intent Due	June 1, 2010
Proposals Due	June 9, 2010
Issue Notice of Award	June 25, 2010
Anticipated Contract Implementation	July 1, 2010

A. Written Questions and Responses: Any questions regarding this RFP are to be sent to John McMullen, via e-mail at jmcmulle@idph.state.ia.us by 4:00 p.m. (local time) on May 20, 2010. All pertinent and properly submitted questions and Dept's responses will be posted on the Department web site under Grants, Bids and Proposals: www.idph.state.ia.us on May 25, 2010. IDPH's written responses will be considered part of the RFP.

B. Letter of Intent: An indication of the SP's intent to compete for the funds must be received, in writing, by John McMullen at the address below on or before 4:00 pm, local time on June 1, 2010. This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency. The letter of intent must be delivered via mail, delivery service, hand delivery, e-mail or fax to:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building – 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319
E-mail: jmcmulle@idph.state.ia.us
Fax: (515) 281-3789

Applicants who choose to mail a letter of intent must allow ample mail delivery time to ensure timely receipt of the letter of intent by IDPH. Postmarking by the due date will not substitute for actual receipt of the letter of intent by IDPH. It is the applicant's responsibility to ensure that the letter of intent is date and time stamped as received by IDPH prior to the deadline.

Failure to submit a letter of intent by the deadline specified will result in the rejection of the applicant's proposal.

C. Bids Due: All bids must be submitted in writing and must be received by John McMullen at the address below by 4:00pm, local time on June 9, 2010: This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency.

One (1) original signed with non-black ink and three copies of the bid shall be submitted to:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building – 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319-0075

Electronic mail and faxed copies of the bid **will not** be accepted. SPs who choose to mail bids must allow ample mail delivery time to ensure timely receipt of their bids by IDPH. Postmarking by the due date will not substitute for actual receipt of the bid by IDPH. It is the applicant's responsibility to ensure that the bid is date and time stamped as received by IDPH prior to the deadline.

Any information submitted separately from the bid will not be considered in the review process.

To be considered, bids must include a resume for each applicant, work references and the hourly rate proposed by the SP for each position sought.

D. Notice of award: The Notice of Award will be mailed to successful and unsuccessful applicants on June 25, 2010 using email with delivery and read confirmation.

E. Anticipated Contract Implementation: IDPH anticipates the initial contract period to be a six (6) month term from July 1, 2010 to December 31, 2010. IDPH shall have the option to renew the contract for up to two (2) additional one (1) month terms subject to the needs of IDPH, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

The full execution of a written contract shall constitute the making of a contract for services and no SP shall acquire any legal or equitable right relative to the contract services until the contract has been fully executed by the apparent successful SP and the IDPH.

IV. Scope of Work

Only fully qualified candidates should be submitted. This position will work at the Iowa Department of Public Health with consultation and coordination with the Public Health IT Bureau. This position will report to the Information Management Bureau Chief or their designee. Normal hours are 40 per week, M-F, with some flexibility regarding start time, at the discretion of the Information Management Bureau Chief or their designee.

In addition to meeting the requisite skills and performing the services described in the chart below, the SP shall:

- Adhere to the State and other written established work rules. Copies will be provided to any SP(s) awarded a contract and will be available for viewing during the bid process by contacting Don Petsche via e-mail at Dpetsche@idph.state.ia.us. These rules consist of commonly accepted, professional business conduct.
- Follow established written Bureau application development standards. Copies will be provided to any SP(s) awarded a contract and will be available during the bid process by contacting Don Petsche via e-mail at Dpetsche@idph.state.ia.us. These standards consist of commonly accepted analysis, coding, testing and migration guidelines.
- Complete assignments timely and submit weekly status reports indicating progress on assigned tasks, performance against assigned project due dates, and identification and suggested resolution for any issues having a potentially adverse impact on performance.
- Sign a confidentiality form.
- Maintain a positive working relationship with coworkers, supervisors and customers and contribute to a positive team environment and customer focus.

ITQ Category 3 & 4. Design & Planning/Developing				
Qty	ITQ Category/Service Description	Platform	Technical Skills Required	Additional Required Skills
1 position	Design & Planning – Examine existing warehouse/data sets, design and plan architecture and ETL for existing data warehouse. Sr. Programmer – builds solution components based on technical specifications required by IDPH. Extensive experience required using SQL 2008 and stored procedures.	SQL Server 2008	SQL Server 2008, 2008 SQL Server Integration Services, 2008 SQL Server Analysis Services, SQL Stored Procedures, 2008 SQL Server Reporting Services, Multi-dimensional data modeling, ETL Minimum 5 years experience in SQL and IT Services.	Good verbal & written communication in English. Ability to logically analyze complex processes & programs. Ability to understand business processes & to be customer focused.

The position in the chart will work at the Iowa Department of Public Health with consultation and coordination with the Public Health IT Bureau. This person will work closely with other IT Bureau staff to provide data warehouse design and development services, specifically using the MS SQL 2008 platform including but not limited to, SQL Server Integration Services, SQL Server Analysis Services, SQL Server Reporting Services, and SQL server stored procedures.

This person will examine and build upon the existing data warehouse solution including designing, planning, and developing the data warehouse using MS SQL 2008 toolset and SQL stored procedures, incorporating them into the IDPH Data Warehouse solution. They will work directly with the IDPH Project Manager to accomplish these tasks in compliance with IDPH data standards. **Experience in designing, developing**

and implementing multi-dimensional data structures is required for this position. Additionally, experience using MS SQL 2008 tools including SQL Server Integration Services, SQL Server Analysis Services, SQL Server Reporting Services, and SQL Stored Procedures is required for this position.

SP shall maintain adequate records for complete financial and programmatic reviews. The following reports are required for all awarded applicants:

1. Bi-weekly the SP shall provide written progress reports to the department throughout the project period.

Expected Outcomes

During the first thirty (30) days, SP is expected to complete the following:

1. Enhancements to the existing Data Warehouse including but not limited to, incorporating population data into the existing Iteration 2 cubes, adding hospitalization rate measures, reloading translation tables and removing non-finalized reporting data from the warehouse.
2. Complete dimensional modeling/logical design of Iteration 3 data sources.

During month two (2) through six (6), SP is expected to complete the following:

1. Incorporate Iteration 3 data sets into the Data Warehouse solution per Department business requirements.
2. Build ETL processes, develop views and OLAP cube for Iteration 3 data sets.
3. Complete dimensional modeling/logical design and build of Iteration 4 data sources.
4. Incorporate Iteration 4 data sets into Data Warehouse solution per Department business requirements.
5. Build ETL processes, develop views and OLAP cube for Iteration 4 data sets.
6. Lead solution knowledge transfer activities with Department support staff.
7. Participate in requirements review and solution analysis processes.
8. Complete all solution documentation as requested by Department.

Failure to meet the requisite skills or to satisfactorily perform the contract services is grounds for the State to declare the SP in default of its obligations under the contract pursuant to Section 2.4 of the ITQ which states:

“The STATE may declare the SP in default of its obligations under the ITQ and related POs for any of the following reasons:

- a) Failure by the SP to meet the project completion deadlines as required.
- b) Failure by the SP to substantially and materially conform to the specifications in the requirements statement.
- c) A breach of any term of this ITQ or a related PO.

The STATE shall issue a written notice of default providing therein for fifteen (15) day period in which the SP shall have an opportunity to cure, provided that cure is

possible and feasible. Time allowed for cure of a default shall not diminish or eliminate the SP's liability for liquidated damages. If, after opportunity to cure, the default remains, the STATE may do one (1) or more of the following:

- a) Exercise any remedy provided by law;
- b) Terminate the ITQ and related POs and
- c) Obtain liquidated damages from the SP, as described herein."

V. Bid Evaluation

Each bid shall be evaluated in accordance with a point system. The written materials and cost information submitted for each bid will be evaluated using the following scoring criteria. Bids will then be ranked based on the total of the evaluation scores. IDPH reserves the right, at its sole discretion, to select individuals with the highest scoring bids for participation in an interview process.

Scoring criteria and associated maximum points for written material and cost information will consist of the following:

A. Written Materials Submitted (maximum 25 pts)

- 1. Work Experience in Required Skill Sets (maximum 15 pts)
 - a. MS SQL databases (max 3 pts)
 - b. Multi-dimensional data modeling (max 4 pts)
 - c. MS SQL Integration Services and Stored Procedures (max 4 pts)
 - d. MS SQL Analysis Services (max 4 pts)
- 2. Business Knowledge (maximum 5 pts)
 - a. Data Transmission over interstate communication networks experience (max 2 pts)
 - b. Other government experience (max 2 pts)
 - c. Large organization experience (max 1 pts)
- 3. Work History (maximum 5 pts)
 - a. Data Warehouse design, development and deployment (max 4 pts)
 - b. SQL Database development (max 1 pts)

B. Cost (maximum 30 pts)

All cost bids will be made on a per hour basis.

Cost score = (price of the lowest bid proposal for this position/cost of each specific higher bid proposal) X 30 pts

IDPH reserves the right, at its sole discretion, to select individuals with the highest scoring bids for participation in an interview process. Scoring for the interview is based on the applicant's response to the list of predetermined questions and whether the responses are deemed, superior, satisfactory or unacceptable. Maximum scoring points for the interview are 105 points.

Phone interviews will be permitted for initial screening upon mutual agreement between the IDPH and the SP, but final interviews will be required to be in person.

IDPH reserves the right not to award the contract to the applicant with the highest point average.

VI. Appeal of Decision

Applicants may appeal the award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code 176.8 (135). Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.