

Iowa Workforce Development Request for Proposal

March 16, 2009

309IWDNIT09270

Oracle Database Architect

The Iowa Workforce Development (IWD), Information Technology Bureau, located at the Iowa Workforce Development Building in Des Moines, Iowa, is seeking staff augmentation for one (1) IWD Information Technology database architect for Oracle 10g in the IWD Information Technology Division. This position will be under the direction of IWD IT Bureau management staff.

Primary responsibilities of these positions include: Oracle Database Architect

Must have:

- Data analysis and modeling skills using Oracle 10g
- Experience with dimensional modeling
- Experience with data warehousing
- Ability to work with development team members to define database table modifications
- Experience in resolving database related design issues
- Ability to respond to business and development team questions
- Excellent communication skills to interact with development team, business and project representatives

Additional Desirables include:

- Database Administration experience

The following chart explains the Service Provider (SP) proposals sought, the job description for the available position and the required skills needed. Interested SP may submit bids for this position. **Bids will only be accepted from qualified ITQ Service Providers. To be considered, proposals must include a signed RFP I3 form, resume, work references and the hourly rate proposed for each applicant by the SP for the position sought. An original and three copies of the proposals must be received by the individual identified below in a SEALED ENVELOPE by Noon, Central Time, Monday, March 23rd. The SEALED ENVELOPE must be marked with the Proposal # and Due Date.**

Submit to:

Rita Carroll, Executive Officer
Information Technology Bureau
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319

IMPORTANT!: In addition to meeting all requirements contained in this RFP and the June 8, 2001 ITQ referenced below, to be considered the SP must certify in writing that:

- The SP does not employ non-compete clauses in their contracts with any person they would present for consideration for this RFP; or
- 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 IWD want to apply for any IWD position.

Explanation: IWD in the past has occasionally had SP staff wish to apply for IWD 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 IWD positions. IWD always

wants to be able to consider the largest number of qualified applicants for any state or contracted position and prefers that SP are notified prior to contract issuance of this expectation.

Any questions regarding this RFP are to be sent to Rita Carroll, via email at rita.carroll@iwd.iowa.gov. All questions and IWD responses will be added to the posting on the Iowa Department of Administrative Services – General Services Enterprise website (<http://bidopportunities.iowa.gov/index.php?pgname=viewall>) as they come in.

This position represents staff augmentation for mission critical systems. The contract will start as soon as possible and will have renewal options. IWD shall have the sole discretion to exercise each renewal option. 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 Services – General Services Enterprise Invitation to Qualify (ITQ) issued June 8, 2001 and any amendments thereto.

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

- Adhere to the IWD and other written established work rules. Copies will be provided to any SP awarded a contract and will be available for viewing during the bid process by contacting Rita Carroll, via email at rita.carroll@iwd.iowa.gov. These rules consist of commonly accepted, professional business conduct.
- Follow established written Bureau technical support standards and procedures. Copies will be provided to any SP awarded a contract and will be available during the bid process by contacting Rita Carroll, via email at rita.carroll@iwd.iowa.gov. These standards consist of commonly accepted diagnostic and problem handling 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.
- Maintain a positive working relationship with coworkers, supervisors and customers and contribute to a positive team environment and customer focus.

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

Scoring criteria for bids will consist of the following:

A. Written Materials Submitted (30%) (maximum 30 pts)

Work History in Required and Desirable Skill Sets (30%) (maximum 30 pts)

Required Skills: 26 points

Data analysis and modeling skills using Oracle 10g
Experience with dimensional modeling
Experience with data warehousing
Ability to work with development team members to define database table modifications
Experience in resolving database related design issues
Ability to respond to business and development team questions
Excellent communication skills to interact with development team, business and project representatives

Additional Desirables include: 4 Points

Database Administration experience

B. Interview (40%) (maximum 40 pts)

Scoring is based on the SP's applicant's response to the list of predetermined questions and whether the responses are deemed, superior, satisfactory or unacceptable.

C. Cost (30%) (maximum 30 pts)

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

Only fully qualified candidates should be submitted. Interviews are required and need to be in person.

IWD intends to have all bids reviewed, awards made, and contracts signed no later than April 6, 2009. 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 IWD.

TIME PERIOD WITHIN WHICH TO FILE AN APPEAL

Any vendor whose bid has been timely filed and who is aggrieved by the decision of the state may appeal the decision by filing a written Notice of Appeal in accordance with 11-105.20 Iowa Administrative Code. Appeals are to be made in writing to the Director of Iowa Workforce Development within five days from the date of the issuance of the Intent to Award, exclusive of Saturdays, Sundays, and legal state holidays. A written notice may be filed by fax transmission. The notice of appeal must fully identify all issues being contested by reference to the page, section and line number(s) of the Bid. A Notice of Appeal may not stay negotiations with the apparent successful vendor.

**Categories:
Application Development**

Qty	ITQ Category/Service Description	Platform	Technical Skills Required	Additional Required Skills
1 position	IWD is seeking an Oracle database architect within the IWD UI Information Technology Division	Oracle 10g Database with Linux OS	Database analysis and modeling skills Data warehousing experience Dimensional modeling experience	Good verbal & written communication. Ability to work with development team members to define database table modifications. Ability to resolve database related design issues. Ability to respond to business and development team questions.

The position will report to the IT Management staff in the Information Technology Bureau. Normal hours are 40 hours per week, M-F, with some flexibility regarding start time, at the discretion of the IT Management staff. Depending on project timelines, hours may exceed 40 hours per week and would be compensated at the normal rate of pay.