

State Term Schedule

INVITATION FOR PROPOSALS (IFP)

IFP NUMBER: STSOBM05001
DATE ISSUED: January 18, 2005

The State of Ohio, Office of Information Technology, Investment and Governance Division is requesting proposals on behalf of the Office of Budget and Management (OBM), the Department of Administrative Services (DAS) and the Office of Information Technology for:

OAKS Business Transformation Architecture

PROPOSAL DUE DATE AND TIME: February 8, 2005, 11:00 A.M., EST

SEND PROPOSALS TO: OAKS Program Management Office
274 East First Avenue, Suite 200
Columbus, OH 43201
Attn: David White

INQUIRY PERIOD BEGINS: January 18, 2005

INQUIRY PERIOD ENDS: February 1, 2005, 8:00 a.m.

ESTIMATED PROJECT START DATE: February 28, 2005

PART ONE: PURPOSE, RESTRICTIONS, EVALUATION AND SCOPE OF WORK

Purpose. The OAKS Program Management Office is soliciting proposals from offerors with approved State Term Schedules (STS) that are authorized to provide Administrative, Financial, Information Technology, or Managerial Services under their STS. The STS must be approved prior to the proposal due date and time.

This IFP is for services to provide a business transformation architecture encompassing the development of a strategic plan, enterprise change readiness assessment, and an enterprise impact statement for implementing a PeopleSoft Enterprise Resource Planning (ERP) System. The State of Ohio will configure and implement the PeopleSoft ERP through the services of a system integration contractor acquired through the State's Competitive Sealed Proposal Process. The purpose of this business transformation architecture is to provide the strategic foundation for setting objectives, performance management measures, and resolving key business, organizational, policy, and statutory issues as early as possible in the State's implementation schedule.

The contract will be valid from award until September 30, 2005.

Background. OAKS is the result of extensive research started in 2002 by the State of Ohio. It includes nearly 2,100 business requirements identified by officials from the Ohio Department of Administrative Services, Office of Budget and Management and representatives from 76 other state agencies, boards, commissions and universities. When operational, OAKS will transform critical state business functions and reduce red tape throughout state government. The OAKS integrated system will:

- Reduce the amount of time needed for the State to purchase and pay for products;
- Allow companies doing business with the State to track their bills online; and
- Streamline a variety of statewide human resource functions, such as allowing state employees to access and update their health plans on the Internet, through new electronic forms and automatic routing.

Overview. The State of Ohio has contracted with PeopleSoft to provide software for an ERP system that will reduce costs and improve service levels by replacing the State's outdated financial and human resource systems. The OAKS implementation will streamline and modernize basic administrative functions for state agencies, employees, and businesses across five functional areas of state government: capital improvement projects, financials, fixed assets, human resources and procurement. OAKS will allow the State to consolidate payments, streamline inventory control processes and eliminate redundancy of many independent administrative processes. Once OAKS is fully implemented, the State expects to save more than \$250 million over five years by increasing efficiency.

In 2005, the OAKS PMO will hire a system integrator to configure and implement the PeopleSoft system during state fiscal year 2007. The State is looking to develop a strategic plan and fast track the identification and resolution of important enterprise-level issues that could pose a risk to the State's implementation schedule through development of a business transformation architecture. The State is also looking to assess its readiness for change and prepare for the business transformation it is about to undertake.

Restriction: The Contractor selected through this IFP process will NOT be eligible to participate as a prime contractor or a subcontractor for the system integration of OAKS or any related independent validation and verification services.

Evaluation and Basis for Selection. In the proposal evaluation phase, the committee will rate the proposals submitted in response to this IFP based on the Scope of Work sections of the response.

The offeror that provides the best value to the State will be selected. Best value will be determined by reviewing the offeror and Staff's qualifications and experience, the offeror and proposed staff's previous work performance, the proposed plan for completing the work, and the cost.

Scope of Work. The Scope of Work requires the Contractor to draw upon its expertise and experience with successful ERP implementations to assist the State in developing a business transformation architecture for guiding successful implementation of the changes OAKS represents. At a minimum, the Contractor is expected to:

- Apply a collaborative and consensus-based approach in developing each of the project's deliverables;
- Facilitate the formulation of key planning strategies to guide the OAKS reengineering and integration efforts;
- Assess the State's preparedness and capacity to undergo the changes needed to effectively leverage PeopleSoft best practices;
- Identify the enterprise impacts the State should anticipate as it moves forward with the OAKS project; and
- Plan and conduct review sessions with OAKS system integrator resources to ensure a thorough understanding of all deliverables produced during the business transformation architecture project. At the State's option, the Contractor may be requested to provide one or more resources beyond the 150-day timeframe specified in the Deliverable Schedule of this IFP. Should the State elect to pursue this option, the Contractor will be asked to provide separate cost information.

Per the State's schedule, the Contractor will have up to thirty-two weeks to:

- Review results from the OAKS Business Needs Analysis Phase (<http://www.oaks.ohio.gov/oaks/Phase2.asp>);
- Gain an understanding of the State's current business environment; and
- Produce the four deliverables described below.

Throughout the project period, the Contractor will produce biweekly status reports and conduct onsite weekly status meetings. The biweekly status report must be provided at least 24 hours in advance of the onsite biweekly status meeting. The biweekly status report must include:

- The current week's objectives and progress to those objectives;
- The objectives for the following two weeks including any State resource needs;
- Hours worked by each of the project participants;
- Project issues and comments; and
- Incremental delivery of draft materials for the final report.

Deliverables: The Contractor will develop and submit for the State's approval four project deliverables as described below. Except where noted, all deliverables must be produced in Microsoft Word format.

1. **Project Plan** – The Contractor shall develop a Project Plan that includes:
 - The Contractor's proposed business transformation analysis approach, including how potentially high impact issues will be identified and resolved;
 - The Contractor's assessment of the critical path represented by the deliverables produced as a result of the business transformation architecture project and the milestones of the OAKS project as a whole;
 - A Work Breakdown Structure (WBS) and schedule in Microsoft Project format that identifies milestone activities, task ID, task names, start date, end date, dependencies and resources;
 - The content and results of any follow-up actions from the Kick-off Briefing described below;
 - A week-by-week schedule of planned activities and expected results;
 - All project assumptions and resources required from the State;
 - On-site schedules for all Contractor project participants;

- Each project participant's role and time commitment; and
- Detailed proposed Tables of Contents for project deliverables 2, 3, and 4.

As part of the Project Plan deliverable, the Contractor must conduct a Kick-off Briefing within the first two weeks of the project's start-date. The Contractor will submit a proposed outline and agenda for this briefing. The Kick-off Briefing must include a PowerPoint presentation provided by the Contractor's project principals which describes "best practices" for PeopleSoft implementations based upon the project principals' hands-on involvement with PeopleSoft ERP implementations. The best practices briefing must span lessons learned from the implementation of PeopleSoft human resources, financial, and procurement modules. The briefing must also describe the most significant risks associated with PeopleSoft implementation projects and specific mitigation strategies that can be accomplished within the project's thirty-two week duration. Following the Kick-off Briefing, the Contractor will submit a recap document that summarizes the content covered and outcomes.

2. **OAKS Strategic Plan** – The Contractor shall develop an OAKS Strategic Plan that includes each of the components described below.
 - Documented outcomes of a vision setting workshop with project leaders and other key stakeholders. This workshop must be designed to elicit consensus of and commitment towards a common, enterprise-level vision of OAKS;
 - Written descriptions of possible best business practices the State may leverage through implementation of OAKS using PeopleSoft. Descriptions should include the Contractor's assessment of the relative value each best practice offers in supporting the OAKS vision;
 - Documented outcomes of facilitated sessions conducted to explore and reach consensus regarding the State's financial, human resources and procurement services to-be business processes and delivery recommendations (distributed vs. centralized) for each. Each to-be process documented must include written descriptions of the key performance indicators (KPIs) the State should apply in measuring progress towards its vision;
 - Assessment of the strategic decisions and changes the State may need to make in order to attain the level of process improvement required to meet the project's vision. This deliverable component must reflect an examination of the impact potential process improvements will have on current Ohio Revised Code (ORC), Ohio Administrative Code (OAC) and the state's 11 collective bargaining agreements (<http://www.das.ohio.gov/ocb/index.htm>);
 - Written descriptions of the key performance indicators (KPIs). The descriptions must indicate how each KPI relates to the OAKS vision, how each can be measured and traced to the benefits cited in the OAKS business case, and a recommended process the State can apply to identify and capture each of the KPI elements to be measured; and
 - Descriptions of the highest impact business, organizational, policy, or statutory issues. Descriptions must include an explanation of the process used to evaluate these issues, recommendations for resolving each issue and any alternate solutions that were considered.
3. **Change Readiness Assessment** – The Contractor shall provide an assessment instrument the State can tailor to gauge the State's readiness for the changes OAKS represents. The Contractor shall train State resources to administer the assessment. The Contractor will analyze assessment data and prepare an assessment report that includes recommendations for enhancing the State's readiness for OAKS-related changes. Both the assessment instrument and the recommendations contained in the report must be structured to consider such change readiness factors as:
 - Communication
 - Leadership
 - Teamwork
 - Training
 - Motivation
 - Culture
 - Planning

4. **Enterprise Impact Statement** – The Contractor shall develop an enterprise impact statement (EIS) that assesses how OAKS-related changes will affect the State of Ohio. The impact statement shall describe the likely effects of process reengineering activities and OAKS implementation across the statewide enterprise. The EIS shall also document the effect of disrupting status quo operations with process reengineering activities.

Deliverable Schedule. Following are the deliverables that the State has identified for this project:

Deliverable	Due Date (business days after contract award)
1. Project Plan	10
2. Strategic Plan	70
3. Change Readiness Assessment	120
4. Enterprise Impact Statement	150

Deliverables 2, 3, and 4 must conform to the Tables of Contents submitted and approved in the Project Plan. Contents of these deliverables should be submitted for informal review by the State as individual sections of these deliverables are drafted in order to show incremental progress throughout the project period.

The PMO Staff will work with the Contractor on many tasks as described above, but the Contractor has final responsibility for the successful completion of the described deliverables. The following responsibility matrix defines Contractor responsibilities and State responsibilities.

Deliverable	Task	Primary	Support
Project Plan	Describe business transformation approach	Contractor	
	Assess critical path of project deliverables and OAKS milestones	Contractor	State
	Develop WBS	Contractor	
	Prepare week-by-week schedule of project activities	Contractor	
	Define project assumptions and State-required resources	Contractor	State
	Develop on-site schedule for all Contractor resources	Contractor	
	Describe role and time commitments of each project participant	Contractor	
	Review and accept week-by-week schedule, description of project assumptions, on-site schedule for Contractor resources, and descriptions of role and time commitments for each project participant	State	
	Develop Tables of Contents for deliverables 2, 3 and 4	Contractor	
	Review and accept Tables of Content for deliverables 2, 3 and 4	State	
	Develop Kick-off Meeting content outline and agenda	Contractor	State
	Review and accept Kick-off Meeting content outline and agenda	State	
	Conduct Kick-off Meeting	Contractor	State
	Summarize content and outcomes of the project's Kick-off Briefing	Contractor	
	Review and accept Kick-off Briefing summary	State	

Deliverable	Task	Primary	Support
Strategic Plan	Develop content outline and agenda for vision setting workshop	Contractor	State
	Review and accept content outline and agenda for vision setting workshop	Contractor	State
	Conduct vision setting workshop	Contractor	State
	Summarize content and results of vision setting workshop	Contractor	
	Review and accept vision setting workshop summary	State	
	Develop written descriptions of possible best business practices the State may leverage through implementing PeopleSoft	Contractor	
	Assess and document relative value each best practice offers in supporting the OAKS vision	Contractor	
	Review and accept best practice descriptions and value assessments	State	
	Develop discussion topics and agenda for sessions exploring to-be process identification and delivery recommendations	Contractor	
	Review and accept discussion topics and agenda for sessions exploring to-be process identification and delivery recommendations	State	
	Conduct facilitated sessions exploring to-be process identification and delivery recommendations	Contractor	State
	Summarize results of facilitated sessions exploring to-be process identification and delivery recommendations	Contractor	
	Review and accept summary documents	State	
	Assess and summarize potential strategic changes and impact to ORC, OAC and the State's collective bargaining agreements	Contractor	State
	Review and accept written assessment of strategic decisions and changes the state may need to consider	State	
	Develop written descriptions of key performance indicators	Contractor	
	Review and accept descriptions of key performance indicators	State	
	Develop written descriptions of the highest impact business, organizational, policy or statutory issues	Contractor	
	Review and accept written descriptions of the highest impact business, organizational, policy or statutory issues	State	
	Finalize and submit strategic plan	Contractor	State
Review and accept strategic plan	State		
Change Readiness Assessment	Provide (develop/tailor) readiness assessment instrument	Contractor	State
	Review and accept readiness assessment instrument	State	
	Administer readiness assessment	State	Contractor
	Analyze readiness assessment results	Contractor	
	Review and accept readiness assessment findings	State	
	Develop readiness assessment report and recommendations for enhancing readiness	Contractor	State
	Review and accept readiness assessment report	State	

Deliverable	Task	Primary	Support
Enterprise Impact Statement	Document the effects that reengineering activities and OAKS implementation will have on the State's status quo operations	Contractor	State
	Develop enterprise impact statement	Contractor	
	Review and accept enterprise impact statement	State	

Work Hours & Conditions. The OAKS Program Management Office at 274 East First Avenue, Suite 200, Columbus, Ohio is open 7:00 a.m. to 7:00 p.m. Monday through Friday, except for State holidays. Core working hours are 9:00 a.m. to 4:00 p.m. The Contractor shall ensure that appropriate Contractor resources are available to interact with State staff and perform the Work of this Project.

Reimbursable Expenses. None.

Contractor's Fee Structure. The Contract award will be for a not to exceed fixed price.

For all deliverables, the State will have five business days to review the fully completed draft and request changes and corrections. The Contractor will then have five business days to submit the final version of the deliverable. The State will have two business days to approve the final version of the deliverable.

When a deliverable is accepted and approved, the Contractor may submit an invoice for that Deliverable according to the payment schedule identified below.

Deliverable	Payment
1. Project Plan	10 percent
2. Strategic Plan	40 percent
3. Change Readiness Assessment	25 percent
4. Enterprise Impact Statement	25 percent

Bill to Address. The Contractor must submit invoices in quadruplicate (1 original and 3 copies) for approved deliverables. Contractor's federal tax identification number and purchase order number must appear on all statements and time sheets. The provisions of Ohio Revised Code, Section 126.30 will also apply to any contract between the parties.

PART TWO: IFP INQUIRIES, AMENDMENTS AND FORMAT

Inquiries and Amendments. Offerors may make inquiries regarding this IFP any time during the inquiry period listed on the IFP cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 48 hours, excluding weekends and holidays. The State will not respond to any inquiries received after 8:00 a.m. on the inquiry period end date. The State may extend the proposal due date or make changes to the IFP through an amendment on the state procurement web site. Amendments may be provided one business day prior to the proposal opening date.

If the State decides to revise this IFP before the proposal due date, amendments will be announced on the state procurement web site.

Offerors may view amendments using the following process:

- Access the State Procurement web site at <http://www.ohio.gov/procure>;
- From the Navigation Bar on the left, select "Find It Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the IFP Number found on Page 1 of the document;
- Click the "Find It Fast" button;
- On the document information page, click on the amendment number to display the amendment.

When an amendment to this IFP is necessary, the State may extend the proposal due date through an announcement on the state procurement web site. Amendment announcements may be provided any time before 5:00 p.m. on the day before the proposal is due. It is the responsibility of each prospective offeror to check for announcements and other current information regarding this IFP.

Internet Inquiries - Offerors may make inquiries regarding this IFP any time during the inquiry period listed on the IFP cover page. To make an inquiry, offerors must use the following process:

- Access the state Procurement web site at <http://www.ohio.gov/procure>;
- From the Navigation Bar on the left, select "Find it Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the IFP Number found on Page 1 of the document;
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
 - First and last name of the prospective offeror's representative who is responsible for the inquiry,
 - Name of the prospective offeror,
 - Representative's business phone number, and
 - Representative's e-mail address;
 - Type the inquiry in the space provided including:
 - A reference to the relevant part of this IFP,
 - The heading for the provision under question, and
 - The page number of the IFP where the provision can be found; and
 - Click the "Submit" button.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt. Offerors will not receive a personalized e-mail response to their question nor will they receive notification when the question has been answered.

Offerors may view questions and answers using the following process:

- Access the state Procurement web site at <http://www.ohio.gov/procure>;

- From the Navigation Bar on the left, select "Find it Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the IFP Number found on Page 1 of the document;
- Click the "Find It Fast" button;
- On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

The State is not responsible for the accuracy of any information regarding this IFP that was gathered through a source different from the inquiry process described above.

Proposal Format. Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal.

Cover Letter
Certification
Location of Services
Offeror Profile
Staffing Requirements
Work Plan
Quote

The State will not be liable for any costs incurred by any offeror in responding to this IFP, even if the State does not select a vendor through this process. The State reserves the right to accept a proposal in full or in part based upon the candidates and deliverable costs proposed. The State may decide not to select a vendor for the work. **The State may decide not to select a vendor for the work. It may also cancel this IFP and procure the work through some other process or by issuing another IFP.**

Cover Letter. The cover letter must provide the following and be signed by an individual authorized to legally bind the offeror.

- A statement regarding the offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business;
- The name, address, phone number, and fax number of a contact person who has authority to answer questions regarding the proposal.
- The offeror's valid State Term Schedule (STS) number, including inception date and expiration date; and
- A statement that the offeror is not now, and will not become subject to an "unresolved" finding for recovery under Revised Code Section 9.24, prior to the award of a Contract arising out of this IFP, without notifying OBM of such finding.

Certification. Each proposal must include the following certification on company letterhead signed by an individual authorized to legally bind the offeror.

(Insert Company name) affirms they are the prime Contractor [and the proposed Project Manager is an employee of (insert Company name)].

(Insert Company name) affirms it shall not and shall not allow others to perform work or take data outside the United States without express written authorization from the Agency Project Representative.

(Insert Company name) affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents.

(Insert Company name) affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

(Insert Company name) agrees that it is a separate and independent enterprise from the State of Ohio and the Office of Information Technology and the Department of Administrative Services and the Office of Budget and Management and (Insert Company name) has a full opportunity to find other business and has made an investment in its business. Moreover (insert Company name) will retain sole and absolute discretion in the judgment of the manner and means of carrying out its obligations and activities under the Contract. This Contract is not to be construed as creating any joint employment relationship between (insert Company name) or any of the personnel provided by (insert Company name) or the Departments of Administrative Services and (insert state of Ohio Agency name).

(Insert Company name) affirms that the individuals supplied under the Contract are either (1) employees of (insert Company name) with (insert Company name) withholding all appropriate taxes, deductions or contributions required under law or (2) independent contractors to (insert Company name).

(If the offerors personnel are independent contractors to the offeror, the certification must also contain the following sentence:)

(Insert Company name) affirms that it has obtained a written acknowledgement from its independent contractors that they are separate and independent enterprises from the State of Ohio and the Departments of Administrative Services and (Insert state of Ohio Agency name) for all purposes including the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contributions Act, the provisions of the Internal Revenue Code, Ohio tax law, worker's compensation law and unemployment insurance law.

Location of Services. As part of this Agreement, the offeror must disclose the following:

1. The location(s) where all services will be performed;
2. The location(s) where any state data applicable to the contract will be maintained or made available; and
3. The principal location of business for the Contractor and all subcontractors.

The Contractor shall not, during the performance of this Contract, change the location(s) of the country where the services are performed or change the location(s) of the country where the data is maintained or made available without prior written approval of the State.

Offeror Profile. Each Proposal must include a profile of the offeror's relevant experiences, with at least one experience illustrating work on a business transformation project involving implementation of a PeopleSoft ERP. The profile must also include the offeror's legal name, address, and telephone number; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks directly related to the Work; and any other background information that will help the evaluation committee gauge the ability of the offeror to fulfill the obligations of the Contract.

The offeror must include up to three (3) project references where it has demonstrated successful completion of a similar project with the following information:

- Name of the client organization;
- Project details; and
- Client contact/client Project Manager, including name, phone number and e-mail address.

Each reference must be willing to discuss the offeror's performance with the evaluation committee.

Staffing Requirements. The Contractor must produce a Staffing Plan indicating the details of all project team participants on the project including their resumes, roles, hours and dates of involvement. The Staffing Plan must clearly identify how the Contractor proposes to position resources for project work within each of the OAKS functional areas (capital improvement projects, financials, fixed assets, human resources and procurement) especially during the early stages of the project.

Candidate resumes should note any PeopleSoft certifications candidates have and must provide project references that clearly demonstrate experience in specific areas related to this project. Collectively, the offeror's proposed team must show experience in the requirements below although it is not necessary for any one candidate to meet all requirements.

- Project experience in vision-setting and strategic planning
- Project experience in assessing an organization's readiness for change
- Public sector experience at the state or local level
- Project experience on PeopleSoft implementations for large organizations (include information about specific modules)

For each project reference, the offeror's candidate must provide the following information:

- Name of the client organization;
- Project details; and
- Client contact/client Project Manager, including name, phone number and e-mail address.

Each reference must be willing to discuss the candidate's performance with the evaluation committee.

All candidates may be required to pass a background check.

Work Plan. Offeror must provide its work plan and project schedule (including a work breakdown structure, dates, resources and cost) for performing the scope of work outlined in the deliverables. The work plan must incorporate sufficient time for the Contractor's resources to plan and conduct deliverable review sessions with members of the system integration project team.

Quote. Offeror must provide its Not to Exceed Fixed Price on company letterhead. Offeror must provide the total cost estimate for completing the scope of work and deliverables described in the IFP. Costs must include the position description, hourly rate, number of hours and page number according to the State Term Schedule being utilized. An offeror's proposal may be removed from consideration if their quoted cost exceeds the costs stated in their State Term Schedule. See Part Four: Sample Quote.

PART THREE: PROPOSAL SUBMITTAL

Proposal Submittal. Each offeror must submit five complete, sealed, and signed copies of its proposal, and each proposal must be clearly marked “**OAKS Business Transformation Architecture Project**” on the outside of its envelope. Proposals must be received at the following address by the proposal due date and time listed on the first page of this IFP.

OAKS Program Management Office
274 East First Avenue, Suite 200
Columbus, OH 43201
ATTN: David White

Included in the sealed package, the offeror must also submit a copy of the proposal on CD-ROM in Microsoft Word 2000, Microsoft Excel 2000, Microsoft Project 2000, and PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal.

All proposals and other material submitted will become the property of the State and may be returned only at the State's option.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a Contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying OIT of such finding.

Rejection of Proposals The State may reject any proposal that is not in the required format, does not address all the requirements of this IFP, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. In addition, the State may cancel this IFP, reject all the proposals, and seek to do the work through a new IFP or other means.

The State may reject late proposals regardless of the cause for the delay.

The State may reject any Proposal that takes exception to the terms and conditions and/or pricing of the State Term Schedule.

PART FOUR: SAMPLE QUOTE

Quote. Offeror must provide its quote on company letterhead. Offeror must provide the total cost estimate for completing the scope of work [and deliverables] described in the IFP. Costs must include the part number, if applicable, position description, hourly rate, number of hours and page number according to the State Term Schedule being utilized. An offeror's proposal may be removed from consideration if their quoted cost exceeds the cost stated in their State Term Schedule.

Page #	Part Number / Position Description	Hourly Rate	# Hours	Total Cost