

REQUEST FOR QUOTATIONS FOR CONTRACTOR TO PROVIDE INFORMATICS SERVICES

Background

The Cuyahoga County Board of Health (CCBH) seeks qualified contractor(s) to provide technical services to assist with informatics based activities such as providing: 1) troubleshooting services to fix existing "bugs" in current applications; 2) programming services for requested enhancements to existing applications; and/or 3) developing new applications.

CCBH currently has one informatician and intends to post for 1-2 more informatician positions in late summer to early fall. The contractor would be expected to continue assisting CCBH with informatics based needs until the newly hired informatician(s) is successfully oriented to their roles and responsibilities.

Additionally, the contractor may also be asked to assist CCBH with informatics based needs after orientation period based on volume of work.

It is expected that the contractor work closely with the CCBH infomatician(s).

Many of the custom applications used by the agency have been established through relational database structures (e.g. Microsoft SQL Server), development languages and tools (e.g. ASP.NET, C#, Python, VB.net, Visual Studio, JavaScript, JQuery, PHP, entity and identity framework). Thus the contractor should be experienced with these structures, languages, and tools. Additionally, the contractor should have experience working with a Distributed Version Control System (e.g. Git).

Duration of Services

The Cuyahoga County Board of Health is seeking services commencing upon successful execution of the contract with consultant (anticipated to occur in June of 2018) and continuing for a twelve month period. The Board will have the option to renew for up to an additional 12 months contingent on availability of funding and business need.

Scope of Work

The contractor will be expected to:

1. provide troubleshooting services to fix existing "bugs" in current applications
2. provide programming services for requested enhancements to existing applications
3. develop new applications or solutions to business needs

The contractor's proposal to complete the scope of work should contain distinct costs broken down as an hourly rate (in U.S. dollars) for each type of service provided to meet the scope of work.

Additional Information

- The contractor will be required to use the attached “Scope of Project/Services Form” for all work completed for CCBH.
- Any needed changes to the agreed upon scope of project/service will require approval from authorized CCBH staff.

Deliverables

- Successful completion of work as indicated in each “Scope of Project/Services Form”
- Pre-authorization prior to generating expenditures
- Monthly invoices for work performed

Information Requested

The following items listed below must be included with quotes, for quotes to be considered.

1. Business establishment date and years of experience performing work of this nature
2. Three references (CCBH form attached)
3. Identify how deliverables will be met
4. List skills and qualifications
5. Pricing document

Information on the Selection of the Contractor

Proposals will be reviewed by members of the CCBH informatics staff to determine if the proposal adequately addresses the elements of the RFQ. Based on this review, prospective contractors may be asked to engage a subset of the informatics staff as part of the selection process.

Insurance Requirements

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined herein. Where applicable, to be determined by the Board’s Administrative Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against:

- 1) general auto liability claims;
- 2) professional liability claims;
- 3) personal injury claims;
- 4) accidental death claims;
- 5) property damage claims;
- 6) economic loss claims;
- 7) general liability claims;

and such other types of claims including but not limited to D&O, employee dishonesty, workers compensation claims which may arise from operations under the contractual agreement whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

An exact copy of such insurance policy or policies and any declarations pages shall be made available to the contracting authority for review at or before the time of execution of the contract. Such insurance shall include coverages for general liability, professional liability (where deemed necessary), workers compensation, D&O coverage and employee dishonesty (if deemed applicable) in such reasonable and adequate amounts as shall be determined by the Administrative Counsel at the time of negotiation of the contract.

Submission of Quotes

Quotation documents are due by Wednesday, May 30, 2018 at 4:30 pm.

Documents may be mailed or emailed to the following:

Cuyahoga County Board of Health
Attention: Chris Kippes
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext.1600
ckippes@ccbh.net

SCOPE OF SERVICE FORM

All terms and conditions set forth in the Agreement between the parties that was entered into on [insert date of original contract execution], 2018 [Resolution 2018-_____] shall remain in effect.

This SCOPE OF SERVICES TO BE PERFORMED shall be incorporated in and made part of the aforementioned Agreement.

It is estimated that it will take _____ hours from [insert name of contractor] to complete the [insert name of the project]. This project shall be billed on an hourly basis and must be completed to the Board's satisfaction before payment will be issued.

The above estimate includes the initial design, development and testing for bugs. The identified items [bugs] will be addresses and the testing process will be repeated a second time.

Any large scale changes would require additional discussion about scope change and the adjustment of hours.

The code, web pages, table structure and stored procedures necessary to complete the tasks identified below are the deliverables necessary to complete this project. Specific details regarding the deliverables were discussed during the initial scope definition meeting held on _____ attended by a member of the CCBH informatics staff and the contractor.

Description of the services requested by CCBH and provided the Agency include:

- [insert text as applicable]
- [insert text as applicable]
- [insert text as applicable]
- [insert text as applicable]
- [insert text as applicable]
- Anticipated delivery date of _____

Christopher M. Kippes
Cuyahoga County Board of Health

[Insert Name of Contractor]
[Name of Company]

Date: _____

Date: _____

CONTRACTOR REFERENCE SHEET

INSTRUCTIONS:

List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.

ORGANIZATION'S NAME:**CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:**