SUMMARY OF ODE POLICY FOR REQUESTS FOR QUOTE

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STATEMENT OF POLICY

The PMO utilizes outsourced resources for both fixed bid application development projects and staff augmentation engagements. Unless otherwise exempted due to sole source or extension circumstances, the State of Ohio Office of Information Technology (OIT) requires each engagement to be competitively bid.

Depending on the project size and complexity, this is most often accomplished utilizing State Term Schedule (STS) vendors and a Request for Quote (RFQ). A list of interested STS vendors is maintained internally and is used to distribute RFQs. All RFQs will also be posted on ODE's Notices for Information Technology Vendors web page.

Note: To locate this page, go to the ODE internet site at **http://www.ode.state.oh.us**. Enter the keyword "**vendors"** in the Search field, and click the Search button.

The ODE Project Manager will distribute the RFQ, along with a Statement of Work (SOW) to solicit responses.

A SOW defines the work effort required to be completed by the vendor to satisfy the contract. There are two SOW types:

- The Staff Augmentation SOW identifies a specific contracted resource needed for a project. One of the goals of the Staff Augmentation SOW is to provide a standard method of describing the scope of the project and deliverables to be completed during the length of the contract. It also details the minimum skills and experience required for any candidate submitted by a Vendor.
- The Project SOW describes what the project will deliver and outlines at a high level all work required to complete the project. At a minimum, the Project SOW contains the scope of work, deliverables, roles and responsibilities, management approach, and communication approach of the proposed project. If applicable, the Project SOW can include descriptions of the software development problem, as well as the users and the user environment.

Vendor proposals will be evaluated against predetermined criteria which include cost, quality of response, and schedule.

Based on the size and duration of the engagement, services may be procured utilizing a Request for Proposal (RFP) arrangement with OIT. RFPs are made available to STS vendors and non-STS vendors utilizing DAS procedures.