

SIA Business Process

DAS Non-IT or Agency Released RFP Solicitation Process

The frequency of process activities listed is **AS NEEDED**

Preconditions

- Access to SIA Procurement Document Review Page
<https://ohiodas.sharepoint.com/sites/DSAIM/Lists/Procurement%20Document%20Review%20Page/AllItems.aspx>
- Access to the Decision Lens <https://ohocio-dlx.decisionlens.com>
- Analyst informed of RFP

The SIA team will assist DAS Non-IT, or an agency, procurement team with the necessary steps to perform OIT SME reviews for a Request for Proposal (RFP) with IT components.

- The Department of Administrative Services (DAS), Office of Procurement Services, Enterprise IT Contracting (EITC), may grant a waiver to an agency seeking to release their own IT related RFP.
- A Non-IT RFP, containing an IT component, may also need to be reviewed to ensure alignment with enterprise services.

Process Activity — Processing Non-IT or Agency Released RFP

Step 1: RFP Pre-Posting Review Process

- I. Update the SIA SharePoint Procurement Document Review Page with the RFP details.
- II. Review EPP portfolio in Decision Lens to ensure the proposed RFP is documented within an agency Portfolio.
 - a) Follow-up with the Agency Point of Contact (POC) to request updates be performed if investment is not present.
- III. Review the RFP solicitation and determine what OIT SME reviews are required based upon the content.
 - a) If there are no IT components as part of the RFP scope, Supplement A and S are not applicable
- IV. Engage the relevant OIT SME(s) via email to review the RFP solicitation.
 - a) Include an overview of the solution and any applicable background.
 - b) Provided bulleted highlights/reference points where specific details can be located for each service area.
 - c) All solicitations are mandatorily sent to OIT Security.
 - d) Hosting and IOP reviews are required as applicable.
- V. Once the SME reviews are finalized, consolidate all responses, and provide feedback to the Non-IT or agency procurement analyst.
 - a) Copy all SMEs along with the SIA team lead, SIA Strategist and agency BRM.

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Step 2: RFP Vendor Proposal/Supplement A Review Process

- I. Non-IT, or agency procurement, analyst will distribute the vendor response and Supplement A to the SIA team lead for review by the Investment Analyst and Strategist.
- II. Update the SIA SharePoint Procurement Document Review Page with the status.
- III. SIA Investment Analyst will review the proposal and document analysis derived from the vendor response.
- IV. Analysis consensus meeting with SIA team lead and Strategist will occur within 5 business days of receipt of proposal to discuss the analysis and determine which SMEs, if any, will be requested for reviews.
- V. SIA Investment Analyst will engage the relevant OIT SME(s) for a review via email to review the vendor response.
 - a) Include an overview of the solution and any applicable background.
 - b) Provide bulleted highlights/reference points where specific details can be located for each service area.
 - c) All solicitations are mandatorily sent to OIT Security.
- VI. If the ISD team is involved in the review (server, network, storage, cloud), schedule an assessment meeting with the necessary SMEs.
 - a) Include the SIA team lead, SIA Strategist, and agency BRM.
 - b) The meeting should include the below:
 - ✓ Solution Overview
 - ✓ When was the RFP posted to the street?
 - ✓ Who were the recommended SMEs for the pre-posting review?
 - ✓ What are the hosting options recommended by the vendor?
 - ✓ Is there a detailed HW configuration provided by the vendor?
 - ✓ What is the proposed timeline for implementation?
 - ✓ Cost proposal – Hosting costs
 - ✓ Next steps – action items
 - ✓ Schedule follow-up meeting if needed
- VII. Add the RFP to the agenda of the recurring bi-monthly Technology Review Round Table meeting if needed.
- VIII. Manage follow-ups and additional meetings as needed until the review process is complete.
- IX. Once the SME reviews are finalized, consolidate all responses, and provide feedback to the Non-IT or agency procurement analyst.
 - a) Copy all SMEs along with the SIA team lead, SIA Strategist and agency BRM.
- X. Ensure final documentation is posted in SIA SharePoint Procurement Document Review Page.
 - a) Original RFP/RFP Response
 - b) Supplement A & S
 - c) Consolidated SME response email feedback sent to Non-IT or agency procurement analyst (save as a pdf)

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Version Revisions:

Date Version	Description	Author	Version
01/22/20	Document Creation	Delania Hopper	v1
03/10/22	Process updates	Delania Hopper	v2