

**Agency for State Technology State Data Center (Customer)**  
**Bureau of Central Services, IBM DB2**  
**Job Title: Database Administrator, Job #: 1440, Scope Variant: Advanced**

**Request for Quote #20151110**

**State Term Contract (STC) #973-561-10-1**  
**Information Technology (IT) Consulting Services**  
**Project Area 4 Staff Augmentation – Fiscal Year 2015-2016**

**Submission of Quotes:** Please submit your best consultant(s) in accordance 1. – 16. on Appendix A, that meet the criteria in the Scope of Work section **3. Knowledge, Skills and Abilities.**

1. The contract period for this Request for Quote is anticipated to take place between December 1, 2015 and June 30, 2016.
2. Contractor submissions must be received no later than to 12:00 pm EST, November 20, 2015.
3. The Contractor shall submit resumes for their best consultant that at a minimum meet the required KSA's in section 3. below.
4. The Contractor shall provide the Customer with the hourly rate for each consultant, the STC job number, position title, the STC hourly rate.
5. The Contractor must supply a matrix of candidate skills highlighting required skills to indicate, for each candidate submitted, details regarding the number of years the required skills have been used, the last time the skill was used, and in what context/for what project.
6. Contractor is required to submit pre-screening reference checks on all candidates submitted.
7. Contractor must submit all candidate resumes at same time in a single email with attachments on company letterhead.
8. Contractor quotes must be effective for at least 60 days.
9. The Customer will not contract with a Contractor that restricts employment of its employees or contractors after conclusion or termination of an agency purchase order. By responding to the purchase order, Contractor specifically agrees to this provision.
10. Contractor quotes will be evaluated for compliance with the scope of work.
11. It is the Contractor's responsibility to submit only resumes of staff members who meet US Department of Labor employment eligibility requirements, **and eligibility requirements (Form I-9) of the Department of Homeland Security, U. S. Citizenship and Immigration Services.**
12. Submissions received after this deadline will be considered non-responsive and will not be evaluated.
13. The Customer assumes no responsibility for missing or delayed proposals.
14. The Customer requires the selected candidate to comply with all Customer policies and procedures.
15. Contractor response must provide a statement that the Contractor selected is responsible for performing the work required in the Customer's SOW.
16. All work products produced by the employee during contracted hours are considered property of the Customer.

Quotes will only be accepted via email to: Mark Hernandez, Procurement Manager at [Mark.Hernandez@ast.myflorida.com](mailto:Mark.Hernandez@ast.myflorida.com)

Subject line must include: "RFQ #20151110 IBM DB2 DBA". If you have questions, please contact Mark Hernandez by phone at (850) 412-6023, or by email at the address above.

# Anticipated Scope of Work

## 1. Background

The Agency for State Technology (Customer) is a newly established agency for information technology for the state of Florida, with two data centers, one formerly known as the Northwood Shared Resource Center which was established in 2009 as one of the State of Florida's Primary Data Centers (PDCs), providing utility computing services to state agencies and other governmental entities. Services contemplated under any resulting purchase from this request for quotes is anticipated to occur at the Southwood location.

The Customer maintains a 24 hour, 7 days a week, 365 days a year, Tier II data center operation with redundant power, back-up generators, redundant network connections and managed services for a variety of state agencies. The Customer also provides offsite disaster recovery services for a number of our customer agencies.

The mission of the Customer is to provide agency customers with consistent and secure computing power, expert support, creative, innovative solutions and continuity of service.

## 2. PURPOSE

The Customer is in need of a Contractor to provide an advanced level Database Administrator per Information Technology (IT) Consulting Services State Term Contract # 973-561-10-1, Project Area 4 Staff Augmentation to handle IT projects requiring expertise in the use of IBM DB2 for LUW RDBMS (Relational Database Management System). These services are contemplated to be about 40 hours per week, over the remainder of the fiscal year, December 1, 2015 through June 30, 2016.

Services include, support for all existing and future IBM DB2 RDBMS databases and other services as require. The selected Contractor shall possess and maintain strong IBM DB2 for LUW RDBMS expertise as required for the maintenance and development of an enterprise database architecture in a UNIX / Windows environment. Contractor shall also have strong analytical skills and have experience working with technical and business area experts

## 3. Knowledge, Skills and Abilities

### 3.1 Required:

- 3.1.1 Expert experience with IBM DB2 for LUW Database Editions 9.x and 10.x to include 6+ years of DB2 for LUW DBA experience
- 3.1.2 Strong experience in UNIX/Linux and Windows OS Knowledge of Solaris and Linux
- 3.1.3 UNIX/Linux shell scripting (.ksh,.bash) experience
- 3.1.4 IBM DB2 for LUW backup and restore processes to include disk to disk/tape experience Strong experience troubleshooting and supporting DB2 for LUW database instances, customers, clients and related technologies
- 3.1.5 Data Extract, Transformation and Load experience
- 3.1.6 Ability and willingness to mentor junior and journeymen Database Administrators
- 3.1.7 Knowledge of DB2 for LUW performance tuning

### **3.2 Preferred:**

- 3.2.1 Excellent verbal and written communication skills
- 3.2.2 Ability to communicate effectively with technical and non-technical customers and staff
- 3.2.3 Ability to maintain professional working relationships with customers and staff
- 3.2.4 Knowledge of DB2 for LUW high availability and DR solutions
- 3.2.5 Knowledge of SQL performance tuning
- 3.2.6 Experience with DB2 for LUW enterprise monitoring solutions and their administration
- 3.2.7 Database design and development concepts for OLTP and DSS skills
- 3.2.8 Knowledge of IBM DB2 licensing restrictions
- 3.2.9 Knowledge of project and process management concepts
- 3.2.10 Government project experience

### **4. Task List.**

The Contractor shall provide all or a combination of the following service tasks over the course of the contract period:

- 4.1 Provide support, on-going maintenance, and required modifications to database applications already in production.
- 4.2 Work with AST customers to develop and implement a process to receive data and disperse it to the appropriate internal applications, adhering to all AST security guidelines.
- 4.3 Assist in designing the Database Architecture and Strategic plan for AST customers.
- 4.4 Provide research and analytical services for new projects as they emerge.
- 4.5 Develop protocol for implementing existing and newly developed Database applications within the existing environment.
- 4.6 Provide on-call support of all AST DB2 for LUW services.
- 4.7 Create technical documentation associated with project.
- 4.8 Conduct Pilot projects and research new technologies to support current or new processes as needed.
- 4.9 Create complete and accurate project documentation.
- 4.10 Develop timelines as requested.
- 4.11 Evaluate and recommend improvements to systems and/or processes as requested.
- 4.12 Evaluate system tools and determine their usefulness to the AST and its customer's environment.
- 4.13 Maintain accurate and detailed accounting of hours worked and tasks completed for each project.
- 4.14 Mentor junior and journeymen Database Administrators.
- 4.15 Work within the constraints of the AST policies on security, privacy, and procedures.
- 4.16 Support and comply with all AST policies and procedures.
- 4.17 Other tasks as directed by the Platform Manager or Team Lead.
- 4.18 Reporting for emergency duty is required as part of this position. Emergencies may occur at any time and create varying degrees of damage, human suffering, injury, death, and property damage or destruction. AST, along with many other local and state agencies, has responsibilities before, during, and/or after emergencies. AST Consultants are an important part of

our emergency responsibilities. In the event of an emergency, unless Consultant is granted a temporary exemption from emergency duty, Consultant may be required to work before, during, and/or beyond normal work hours or days to perform emergency duties including, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural

**5. Deliverables.**

The Billable Hours Tracking Log shall document Services Tasks 4.1 - 4.18, indicating the date, ticket number, nature of work, pre-approved or work request status, the amount of billable hours, and the agency customer to be billed. This deliverable shall be done by the 5<sup>th</sup> day of each month detailing the previous calendar's month's activity.

**6. Performance Measures.**

Exceptional means, a score higher than a 3. on Appendix B., the work performance is substantially higher than the standard and that results in added value to the Customer.

Acceptable means a 3. on Appendix B, the standard of work performed with no errors or only a few minor errors that can be easily corrected.

Unacceptable means, a score less than a 3. on Appendix B., the performance is substantially below standard due to a major error or extensive minor errors and a financial consequence must be applied.

**7. Financial Consequences.**

If any deliverable in section 5. is determined to be unacceptable to the Customer, the Customer must apply a financial consequence reducing by 2.5% the amount due for the underperforming deliverable.

The inclusion of specific financial consequences does not prevent the Customer from exercising other remedies available under law.

**8. METHOD OF PAYMENT.** This is a Time and Materials RFQ expected not to exceed 1,240 hours at \$\_\_\_\_.00 per hour for an Advanced Database Administrator, Project Area 4, position number #1440.

Hours will be paid upon submission of a properly completed invoice; according to the terms and conditions of the SOW. The Contractor shall record the number of service units in quarter units, .25, .50, and .75 rounded to the nearest quarter unit. The Contractor shall request payment, monthly, within 30 days following Agency notification of a satisfactorily completed deliverable.

**Appendix A: Quote Form**

**IBM DB2 Advance Database Administrator**

**Job Title: Database Administrator**

**Job number: 1440**

**Scope Variant: Advanced**

**Consultant's Name: \_\_\_\_\_**

**The Total Hourly rate for proposed Consultant shall be detailed in Cost Table 1 below. Hourly rates proposed may not exceed STC rates and must also not exceed AST's budgetary cap of \$79.00 per hour.**

**Cost Table 1: Detailed Budget**

<b>Name of Contractor</b>	
<b>STC Position Title</b>	Advanced Database Administrator
<b>STC Position Number</b>	1440
<b>Hourly Rate Proposed</b> (must be equal to or less than STC Hourly Rate)	
<b>STC Hourly Rate</b>	



**The following time report is to be completed by the Consultant and AST Contract Manager.  
The time report is required to be submitted with each invoice.**

**Purchase Order #:** \_\_\_\_\_ **Service Period:** \_\_\_\_\_ to \_\_\_\_\_  
(mm/dd/yy) (mm/dd/yy)

**Vendor Name:** \_\_\_\_\_ **Consultant Name:** \_\_\_\_\_

**Tasks Worked In Service Period:**

*Work described below should correlate to the Consultant's specific task assignments. Use reverse side of form as needed.*

Day of Task	Description of Task(s) Worked	Service Area	Cost Pool	Hours Worked
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				



### Instructions for use

This form is to be used by Contract staff to record time spent on AST activities. It should be printed in duplex.  
 Time that is billable to AST customers should be logged separately against an incident or task within AST's Chewell ticketing system.  
 This form must be filled out completely each month and signed by both the Contractor and the AST Platform Manager.  
 Contractor will submit signed form to Vendor for invoicing purposes.

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<i>Work detail (continued)</i>				
Day of Task	Description of Task(s) Worked	Service Area	Cost Pool	Hours Worked
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
<b>TOTAL CONSULTANT HOURS WORKED:</b>				0

**Overall Performance Rating:**

On a scale of 0 to 5, with 0 = poorest, 3 = average, and 5 = best, please rate the Consultant on the following:

**Certification Signatures**

Rating	Question
	<i>Did the Consultant adhere to the accepted schedule/work assignment hours?</i>
	<i>Did the Consultant perform in a timely manner?</i>
	<i>Did the services delivered satisfactorily meet the intended objectives?</i>
	<i>Did the Consultant communicate effectively during this time period?</i>
	<i>Were the deliverables of acceptable quality?</i>
	<i>Was the Consultant's work thorough?</i>

I certify that the work described above has been satisfactorily completed and that payment for specified hours above may be rendered.

**Consultant:**
**Date:**
**AST Platform Manager:**
**Date:**