



**REQUEST FOR QUOTE**  
**Senior Database Administrator**  
**Friday, February 5, 2021**

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IMPACT Community Action is requesting quotes for a **Senior Database Administrator (or equivalent)**, as a contract service provider.

RFQ Submission Guidelines

Length of Contract: Six Months, with an optional Six-Month Renewal  
Anticipated Contract Schedule: Monday, February 22, 2021 – Monday, August 23, 2021

**Bids for this RFQ will be accepted via email until noon on Friday, February 12, 2021.**  
Please email quotes to:

Kenneth L. Wright, Director of Research and Planning  
IMPACT Community Action  
[kwright@impactca.org](mailto:kwright@impactca.org)  
614.453.1624

RFQ Submissions must include:

1. Your name
2. Your company name
3. Telephone number
4. Contact person's email address
5. Three (3) professional references
  - a. Each reference must include: 1) name, 2) relationship, 3) phone number, and 4) email

If you have a website and would like to showcase your business, please include a link.

All solicitors/businesses with whom IMPACT contracts must, after acceptance of the quote, meet the following criteria:

1. The entity must be registered/licensed to do business in the State of Ohio and in Good Standing.
2. The entity must be able to provide proof of Liability Insurance and a current W9 Tax Form
3. No bid or quotation may be accepted from any individual or company on the State of Ohio's debarment list.



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RFQ submissions will be scored on: 1) Experience, 2) Price, and 3) Availability

RFQ Timeline

- Friday, February 5, 2021 - RFQ distributed
- Friday, February 12, 2021 at noon - RFQ submission deadline
- Tuesday, February 16, 2021 - RFQ responses will be reviewed
- Wednesday, February 17, 2021 - Senior Database Administrator contract will be awarded
- Monday, February 22, 2021 - Monday, August 23, 2021 – Anticipated Contract Period

Scope of Contract Work

The **Senior Database Administrator** (Sr.DBA) will work with the database vendor(s), and IMPACT's internal Database Administrators and Project Team, to develop an understanding of data and information needs, identify solutions and improve the quality of service while providing support through the logical and physical design of databases. The Sr. DBA will be responsible for maintaining the integrity and performance of the agency databases and guarantee the data is stored securely and efficiently. The Sr. DBA will also provide strategic guidance and implementation of the agency data warehouse and the corresponding data feeds.

Essential Duties and Responsibilities (and framework of contract)

1. Oversee and coordinate installation, design and maintenance of database system software and implement database security
2. Oversee, coordinate and manage data migration from other database systems, where applicable
3. Create and manage data migration tools, where applicable
4. Monitor and analyze database performance and ensure effective and efficient utilization of database systems/processes
5. Maintain database dictionaries and support tools; develop and maintain accurate system documentation
6. Participate in the development and maintenance of strategic, architectural and tactical plans for the database and data warehouse environments; be conversant



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with, and cognizant of, the future direction of systems, how that direction impacts the agency and how future and current database systems can be exploited for the agency's benefit

7. Provide technical leadership on database systems and solutions. Provide individual mentoring and training on databases and tools. Recommend, test, and evaluate new technologies, software tools, and required skill sets; recommend and implement improvements
8. Implement a Business Continuity solution for the database environment, including the installation and configuration of database software and replication processes
9. Set and maintain database standards
10. Identify data to be collected; Build and Configure Logic Models to Capture Inter-Relationships between Inputs, Activities, Outputs, and between Data Sets; and Create Conditions and Rules that captures, assembles, and organizes data for specific outcomes and activities
11. Establish and maintain Data Storage procedures and location
12. Establish Security protocols with input from internal IT coordinator (or IT Database Administrator)
13. Ensure all hardware and software are updated
14. Coordinate Data Authentication Procedures
15. Monitor the performance of system hardware and software
16. Oversee configuration of servers and databases, where applicable
17. Coordinates with Fiscal Department/representative(s) and applicable program personnel to ensure there is alignment with payments and outcomes
18. Complete other duties as assigned

**Minimum Education and Experience**

- BS degree in Information Technology/Computer Science or equivalent combination of education and experience
- Five or more years of Structured Query Language (SQL) server database experience as Database Administrator (DBA), including experience installing, configuring, designing, patching, archiving, and monitoring to include performance tuning databases with indexing



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- Experience utilizing various high availability (HA) and disaster recovery (DR) options for MS SQL Server
- Experience with backup/recovery best practices
- Extensive experience with query tuning and troubleshooting
- Working knowledge of data encryption techniques and database querying and management tools
- Microsoft certifications (preferred)
- Experience running and creating SQL Server health assessments reports/SQL Server Reporting Services (SSRS) report development/experience writing complex SQL Queries
- Data warehouse design using star-schema and/or snowflake methodologies
- PowerShell and Power BI development. (preferred)

Competencies

- Adaptable to change and able to work independently and as part of a team
- Strong interpersonal, communication, and writing skills
- Capable of managing multiple projects concurrently while maintaining a high level of attention to detail on each project
- Manage and prioritize work effectively with minimal supervision
- Ability to learn new technologies as needed to provide the best solutions to our customers
- Strong problem analysis skills to include the use of mathematical concepts to validate results
- Strong analytical skills with the ability to collect, organize, disseminate, and present significant amounts of information with an attention to detail and accuracy
- Proficient with Microsoft Office Professional



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Agency Background

IMPACT Community Action is a private non-profit human services agency that has a forty-year history of providing a wide range of diverse and comprehensive services that address the needs of low-income residents. The mission of IMPACT is to fight poverty by providing hope-inspiring help and real opportunities for self-sufficiency. The United States has 1,100 Community Action Agencies that provide services to 96% of the nation's counties. Ohio is home to 48 Community Action Agencies that provide services to all 88 counties, including Franklin County. IMPACT is part of a state and national network committed to:

- Empowering low-income individuals and families in their effort to become self-sufficient
- Advocating for a poverty-free community
- Stimulating expansion of economic opportunity for low-income people and the community through economic development, programs and services

Statement of Need

IMPACT receives public and private funding from multiple private and public sources to help us accomplish our mission. Each funding source requires the use of a separate and different database. Additionally, some programs also have different eligibility and intake requirements, different program tracking and reporting components and separate recordkeeping requirements within in their databases. IMPACT Community Action has historically collected and reported data according to multiple funding sources. Additionally, none of the separate database systems are integrated. Consequently, service and customer information and critical data are fragmented.

To track and measure our data-driven goals, we require a services of a **Senior Database Administrator** to oversee our Centralized Integrated Database Management System (CIDMS); and to work with, train and develop, our existing database management personnel with using that comprehensive database solution for analytics, and tracking and customizing reporting.