REQUEST FOR PROPOSAL - DATABASE DESIGN FOR THE SPOKANE REGIONAL CLEAN AIR AGENCY

Spokane Regional Clean Air Agency (SRCAA) is seeking the services of a computer consultant for the purpose of assisting the current in-house Information Technology (IT) Specialist in the design of one integrated database system using the Caspio cloud based database system and SOAP/REST software packages.

Agency Background
SRCAA is a municipal corporation (local government entity) that administers local, state, and federal laws and regulations for managing air quality in Spokane County. The 1967 Clean Air Act of Washington (Chapter 70.94 RCW) enabled counties to activate local air pollution control agencies. There are seven local air agencies in the state. Counties that do not have a local air agency fall under the jurisdiction of the Washington State Department of Ecology.

Background of the Existing Databases
SRCAA utilizes multiple, independent database systems. The existing database systems (Notice of Violation, Source Registration, Asbestos, and Complaint) are built on the Delphi platform (the backbone of which is Pascal) that interfaces with current and legacy computer language tables (SQL server and Paradox).

Internal workgroups using the database include:

- Finance and Administrative Assistant staff
- Engineering staff
- Compliance and Enforcement Staff
- IT Specialist (responsibilities include information systems administration)

Project Description
SRCAA would like to create one integrated database system that possesses several enhanced capabilities when compared to the four existing database systems as identified in the key areas of focus.

The consultant will work closely with the agency’s Information Technology (IT) Specialist to fully utilize each person’s knowledge and expertise. The consultant shall develop a timeline for project completion with milestones and deliverables. This is a one-time project expected to last six months from the date of contract signing unless an extension is approved.

The consultant will be responsible for producing database and system design specifications so that the IT Specialist and other identified agency staff can build and add on to the new system. The consultant will set the
agenda for and facilitate weekly meetings with user groups to identify database components (eg. records, columns, fields, field containers like drop down menus, dependencies, etc), security issues, data flows, user interface, and reporting requirements. The consultant will produce meeting notes documenting decisions, action items, etc. The purpose of being part of the agency meetings is to involve users in the design process. Involving the users is an integral part in the design phase and will be an important part of the consultant’s responsibilities to help them take ownership in the database’s final product and complete an acceptable product. The consultant will devote four (4) hours per week for user group meetings.

Another part of the consultant’s responsibilities will be to work with the IT Specialist in the design of the database. This consultant will devote two (2) hours per week to work with the IT Specialist.

The consultant will provide written bi-weekly status reports which include a recap of the work accomplished and the work plan for the next bi-weekly period. The reports shall also address issues which may result in completion of deliverables beyond the phases and milestones identified in the schedule and budget.

The consultant will develop the database system specifications including a detailed database design (tables, columns, views, stored procedures, dependencies) and road map (design architecture and how to build it) in order to build the Caspio data pages (user interface) and database relationships necessary to serve the multiple user groups and business needs of the agency.

Once under contract, the consultant will be provided with copies of the documentation on the existing databases (e.g. data dictionaries, etc).

Key areas of focus for the design are outlined below:

a. Streamlining and modernizing the business practices of the agency to improve efficiency, agility, and flexibility are critical objectives of this project.

b. One fully integrated database and system will be designed for the Caspio environment and for upgraded functionality. Several of the languages currently utilized for the existing database systems are outdated resulting in limited ability to upgrade its functionality.

c. The database and system needs to be accessible regardless of type of device.

d. The database and system needs to address the different needs of the end users. The most likely approach to this will involve user specific data pages based on login.

e. Flexibility in creating reports and the redefinition of reports parameters is a critical component to the success of the database design including exporting data into MS Office products for data analysis and reporting.

f. The database design should enable select users to modify certain template information in the database without requiring the assistance of the IT Specialist. Such actions would include changes to data entry requirements of user groups such as modification of control table data (drop down menus) and configuration options.

g. The database should have enhanced ability for data collection and access. The database and system must be able to link to the SRCAA website from which data can be uploaded and accessed by users. The ability to import data from the website will enhance SRCAA’s ability to process and access data in a timely and efficient manner.

h. The database system should include data verification checks and reports.

i. The design and specifications should address the life cycle (creation through archiving) of the data and data elements.

j. Date/Time/Login information should be optionally tracked for key data elements/tables.
**Scope of Work**

The major components of the project as identified by SRCAA are detailed below. Applicants should be prepared and able to provide database and system specifications along with additional components necessary to construct, implement, and support the database system.

The scope of work for the database and system design specifications is outlined as follows:

a) Work closely with and provide the necessary tools and instruction for the agency’s IT Specialist to:
   a. conduct a detailed needs assessment and gap analysis for the business needs of the agency and provide the information to the consultant
   b. identify user interface specifications for each user group
b) Work with the IT Specialist and other agency staff identified by the Executive Director to identify any additional business and technical requirements to build and implement the new database system
c) Review the data the agency currently has, what needs to be carried into the new system, and what can be achieved with the data in the new system
d) Design the data entry interface of the database to be user friendly based on the needs of user groups
e) Design standard report templates and document the process to create ad-hoc reports
f) Respond to feedback from key members of staff during the design of the database system
g) Recommend, develop, and document a comprehensive backup and recovery strategy utilizing current and relevant backup methodologies
h) Adhere to industry/security standards, best practices, and current security policies.
i) Recommend, develop, and document all necessary maintenance plans, automated monitoring, and threshold notifications as well as instruct key staff on the maintenance of the system
j) Lead a complete walk-through of all mutually agreed-to deliverables and systems with the IT Specialist and other key staff to ensure smooth transition and ongoing supportability.
k) Create documentation to build the database system and end user documentation
l) Recommend, develop, and document a strategy for ongoing patching (application and security) of the database software

The consultant will provide written bi-weekly status reports which include a recap of the work accomplished and the work plan for the next bi-weekly period. The reports shall also address issues which may result in completion of deliverables beyond the phases and milestones identified in the schedule and budget. CONTRACTOR shall also address issues which may result in completion of deliverables beyond the phases and milestones identified in the schedule or budget.

Upon the completion of the database design, the contractor will be available for a minimum of 40 hours for assistance with implementing the design.

**Pre-Proposal Meeting**

A pre-proposal meeting will be held on Monday, March 20, 2017 at 1:00 pm at Spokane Regional Clean Air office, 3104 E. Augusta Ave, Spokane, WA 99207.

The pre-proposal meeting will include a demonstration of the existing systems and discussion of objectives and requirements of the replacement system.
Proposal Requirements
The proposal in response to this request should include the following information:

a) Indicate whether the consultant is a company or an individual
b) If the consultant is a company, provide current Company Profile information including the following: ownership, industries served, number of clients, size of company and hours of operation
c) Current resumes of key person or personnel
d) Past performance/experience in database design and development including list of known programming languages and other qualifications
e) Proposed Solution(s) and Technique(s) - based on description of services
f) Experience conducting business needs assessments, gap analysis, business and technical requirements analysis, database administration needs assessment
g) Experience with IT Project management practices and principles
h) Experience with the following: SQL server, Caspio, and SOAP/REST
i) Experience designing and developing logical and physical databases/schemas, construction plans, testing plans, and implementation plans
j) Experience migrating data from existing databases to new databases with an indication of how the IT Specialist may undertake the migration
k) References – Minimum three (3) from past professional clients
l) Timing or schedule for completion of the project including milestones and phased deliverables
m) Hourly rate, estimated number of hours to complete the project, other costs, and Estimate total cost

Proposal Submission
The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the consultant can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense. Please note that the cost of services and quality of submissions will be key determining factors in selecting a contractor.

Proposals must be submitted in sealed envelope and received before 2:00 pm on Thursday, April 6, 2017 at:

Spokane Regional Clean Air Agency
3104 E. Augusta Ave
Spokane, WA 99207

Proposals will be opened immediately thereafter at the SRCAA office, 3104 E. Augusta Ave, Spokane, WA 99207.

SRCAA is subject to the Washington State Public Records Act and may be required by law to disclose all proposals.

Contacts:  April Westby, Engineering and IT Section Manager: AWestby@spokanecleanair.org
Carl Gross, IT Specialist: CGross@spokanecleanair.org
Evaluation Criteria

SRCAA is looking for one company or individual to provide all of the services listed above. Following receipt and review of the proposals by SRCAA, the final candidates may be invited to an interview at SRCAA’s office and make on-site presentations of their proposed solution. The decision to interview the respondents will be solely at the discretion of SRCAA based on evaluation of each respondent’s proposal. SRCAA reserves the right to reject any and all responses, and to waive any irregularities of information in the evaluation process.

Although SRCAA may conduct interviews to select among the final candidates, it is not SRCAA’s intent to seek extensive clarification of the proposals received. Therefore, it is to the benefit of the respondent to provide an explicit, detailed, and complete discussion of the work in the proposal. The successful bidder will be engaged on an independent contractor basis, and will be required to provide proof of industrial insurance, liability insurance, unemployment insurance and a commitment to compliance with all federal, state and local laws prohibiting discrimination.

The successful consultant will be chosen through a qualitative review of these factors. The following criteria will be used to evaluate proposals received:

1. Individuals/companies should possess knowledge, expertise and experience in the planning, project management and execution of the services for which they are responding
2. Experience and past performance
3. Capability of proposed solution
4. Value of services
5. Cost of services provided

The final decision is the sole decision of SRCAA and subject to approval by the SRCAA Board of Directors. SRCAA reserves the right to reject all proposals received. SRCAA also reserves the right to select a consultant based on the factors above even if the cost of services provided isn’t the lowest of the proposals.