

## **REQUEST FOR PROPOSAL**

### **Application Development and Managed Hosting Services**

Deadline for submission: November 18, 2011

Key Contacts:

RFP Coordinator  
Paul Giacherio  
Web Coordinator, GreenBlue  
[paul.giacherio@greenblue.org](mailto:paul.giacherio@greenblue.org)

Technical Manager  
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Project Manager, GreenBlue – Sustainable Packaging Coalition  
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# REQUEST FOR PROPOSAL for Application Development and Managed Hosting Services for COMPASS® (Comparative Packaging Assessment)

## 1. OVERVIEW

GreenBlue® is a nonprofit that equips business with the science and resources to make products more sustainable. We're building a world where businesses are leaders for environmental stewardship and products are designed from the start with sustainability in mind.

GreenBlue currently works in three program areas: chemicals, packaging, and forest products, as well as working one-on-one with companies through GreenBlue Advisory Services. Our team of scientists, engineers, designers, and business strategists translate complex scientific concepts into concrete business strategies. (<http://www.greenblue.org>)

The largest program area at GreenBlue is the Sustainable Packaging Coalition® (SPC). The SPC is an industry working group dedicated to a more robust environmental vision for packaging. Through strong member support, an informed and science-based approach, supply chain collaborations and continuous outreach, we endeavor to build packaging systems that encourage economic prosperity and a sustainable flow of materials. (<http://www.sustainablepackaging.org>)

## 2. PURPOSE

The purpose of this document is to solicit proposals for software development and managed hosting services for an existing web-based application called COMPASS® (Comparative Packaging Assessment). COMPASS was developed by the Sustainable Packaging Coalition to help packaging companies incorporate environmental assessment into business decisions. COMPASS is a life cycle based web application that allows packaging designers and engineers evaluate packaging alternatives based on environmental parameters.

This RFP solicits two primary services. First, take over the management of the existing production environment. Second, engage in further application development priorities identified by GreenBlue. These activities may range from basic code cleanup and updating of libraries to designing additional functionality and user interface (UI) from start to finish to seamlessly integrate with existing code.

Details about history and current functionality of COMPASS can be explored at: <https://www.design-compass.org>.

The tool utilizes a variety of coding languages to implement a simple UI while accessing life cycle data from a database containing multiple data sets.

All services will be performed under an agreement with the selected contractor (the “**Services**”). Such agreement will be in the form of a master agreement (the “**Master Agreement**”) describing the general terms under which unspecified statements of work and services will be individually defined. The actual amount of work and services executed under the Master Agreement may range from no authorized work in a given year up to the dollar limit in terms of deliverables. The contractor will be expected to provide managed post-production support, or provide a suitable alternative.

#### Time Period

The initial term of the contract will be for a one-year period beginning December 19, 2011 and terminating on December 18, 2012 with an option to renew for an additional period, at the sole discretion of GreenBlue.

#### Contract Amount

Services will be performed on a time and material basis at hourly rates or on agreed upon project costs, as authorized. The total contract is from December 19, 2011 through December 18, 2012.

#### Important Dates

Proposal Delivery Deadline: November 18, 2011

Master Agreement signing: December 12, 2011

Master Agreement commencement date: December 19, 2011

Master Agreement termination date: December 18, 2012

### **3. SUBMISSION REQUIREMENTS**

All interested parties with experience providing the items listed in this RFP are requested to submit a proposal containing evidence that they can meet the expectations previously described.

The questionnaire noted as Attachment II must be completed. Multi-page responses will be accepted as answers to the questionnaire, however, no more than ten (10) pages total should be sent in response. Additional information necessary for GreenBlue to fairly and comprehensively evaluate proposals may be enclosed and should be limited to information that clarifies and substantiates written responses. All proposals will become the property of GreenBlue and will not be returned.

#### Instructions for Submitting Proposals

***Only digital copies of proposal submitted via email will be considered. Each proposal must be submitted to Minal Mistry at [minal@greenblue.org](mailto:minal@greenblue.org) by 5:00 p.m., November 18, 2011.***

Proposal will be considered late if received at any time after 5:00 p.m., November 18, 2011. Late proposals will not be considered.

#### Questions

Clarifying questions regarding the information contained in this RFP must be submitted by email only no later than 5:00 p.m. (Eastern Time), November 16, 2011 to:

**RPF Coordinator**

**Paul Giacherio**

**Web Coordinator, GreenBlue**

**[paul.giacherio@greenblue.org](mailto:paul.giacherio@greenblue.org)**

***No facsimile (FAX) transmitted proposals will be accepted. Submit proposal via email only.***

**Proposals must be organized as follows:**

- I. Cover letter
- II. Completed Attachment I: Bidder Questionnaire

- III. Completed Attachment II: Bidder Experience Questionnaire
- IV. A brief description of the most relevant experience. Include your experience in product development and delivery, and include the names of the specific individuals who will be assigned to this contract.

Please list references by name, address and telephone, for each engagement described, as well as the type of engagement. List only the engagements that are pertinent to the staff that will be assigned to this contract. Relevant documents may also be attached; for example, logic statements. Your references should attest to your past history in meeting schedules, timelines, budgets, cooperation with the contracting agency, and the performance of quality work.

- V. Proposals may include promotional material for consideration by the review committee, if desired. GreenBlue reserves the right to seek clarification of each proposal and the right to negotiate a final contract in its best interest, considering cost effectiveness and the level of time and effort required for the services.

By submitting a proposal, contractors agree that they waive any claim against GreenBlue, and their respective agents, affiliates, officers, and employees for recovery of any costs or expenses incurred in or associated with preparing and submitting a proposal.

#### Contractor Reporting

The contractor will be expected to meet on a periodic basis with GreenBlue's lead staff person to report on progress toward completing any specific projects under the Master Agreement.

#### Method and Schedule of Contract Payment

Individual projects or work assignments under the Master Agreement will be billed either on an hourly basis or a completed project basis. The basis for payment will be agreed upon prior to commencement of a project. The contractor will be paid at the completion of a specific project and in installments for larger projects. Any other services will be billed per an agreed upon services plan.

#### Criteria for Evaluating Proposals

GreenBlue's staff will evaluate all proposals/bids and accept the one that it believes to be in the best interest of GreenBlue. Price will not be the sole determining factor in the selection of a proposal/bid. GreenBlue shall not be obligated to award a contract pursuant to this Request for Proposal/Bid and may reject any or all proposals/bids.

Principal considerations will be:

1. The qualifications and relevant experience of the individual personnel assigned to the Master Agreement.
2. The number of programmers on staff who are qualified in development, programming, and maintenance skills set forth in Attachment II. Successful completion of other web-based applications.

3. Capacity to respond to requests for project proposed Statements of Work within fifteen (15) days during Master Agreement Term.
4. The experience and background of staff actually assigned to the project and their previous successful experience with similar contracts will be important considerations.

#### Award Notice

After completing the evaluation of all proposals and, if deemed necessary, interviews, the selection committee will tentatively select the company that will provide the services. An announcement of tentative award is expected to be made December 12, 2011. A final award, however, will be contingent upon successful negotiation of a final Master Agreement. The effective date of the Master Agreement will be December 19, 2011.

If GreenBlue is unable to negotiate a mutually satisfactory Master Agreement with its first choice, it may, in its sole discretion, negotiate with its secondary choices or cancel and reissue a new RFP.

#### GreenBlue Support for the Contractor

Identified members of GreenBlue staff will assist in coordinating the work of the contractor with GreenBlue staff and other persons as required for the completion of the Master Agreement. The staff will work with the contractor to complete the work in a timely manner as required by the Master Agreement. The contractor is expected to provide their own computer equipment and any other materials necessary to complete the projects under the Master Agreement.

#### **Contact Person**

Clarifying questions related to this Request for Proposal should be directed to Paul Giacherio at paul.giacherio@greenblue.org.

### **4. DESIRED SKILLS**

#### Description

COMPASS is built using various programming technologies and hosted on an EC2 cloud environment. Responding vendors should be comfortable working with Agile methodologies and demonstrated savvy to envision a long term view with respect to technology solutions, along with the ability to integrate the existing code base into new functionality development.

COMPASS is a standard Java/GRAILS (1.2.0) application with a MySQL backing database. The site is run on Tomcat 6.0.20, behind nginx, with nginx handling https. The application generates transactional emails by connecting to localhost. Some grinder scripts are included for load testing. The application runs on a single Amazon c1.medium instance.

Ideally, the Contractor would have a team with demonstrated skills set in the following:

#### Programming Experience

- Java
- MySQL
- Javascript/AJAX
- Groovy
- Grails
- Soap or other API development and integration skill set

- User interface (UI) development skills

#### Managed Hosting

Experience with Amazon EC2 and S3 environments

QA and technical support such as bug fixes and proactive monitoring troubleshooting

#### Website and Graphics Design

Ability to work collaboratively with GreenBlue's technical project manager, web coordinator and graphics designer.

### **5. MASTER AGREEMENT AND GENERAL TERMS AND CONDITIONS**

The successful contractor will be expected to enter into the Master Agreement generated by GreenBlue in accordance with guidelines provided by the State of Virginia, including its general terms and conditions (as set forth in Attachment III hereto), and other standard provisions customary to such services agreements. In no event is the contractor to submit its own standard terms and conditions in response to this procurement. The contractor may submit exceptions to the general terms and conditions. GreenBlue will review requested exceptions and accept or reject the same at its sole discretion.

#### Insurance Coverage

The selected contractor is to furnish the Agency with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. The contractor shall, at its own expense, obtain and keep in force insurance coverage that shall be maintained in full force and effect during the term of the Master Agreement. The contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to GreenBlue within fifteen (15) days of the Master Agreement effective date.

#### Liability Insurance

1) Commercial General Liability Insurance: Contractor shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence.

#### Proprietary Information

All proposals will become the property of GreenBlue and will not be returned to the proposer.

### **6. SELECTION PROCESS**

#### **Oral Interviews May be Required**

Written submittals and oral interviews, if considered necessary, will be utilized in selecting the winning proposal. GreenBlue, at its sole discretion, may elect to select the top scoring finalists from the written evaluation for an oral presentation. The oral presentation will determine the apparently successful proposer. Commitments made by a contractor at the oral interview, if any, will be considered binding.

#### **GreenBlue Perspective**

GreenBlue has the sole discretion and reserves the right to reject any and all proposals received in response to this RFP and to cancel this solicitation if it is deemed in the best interest of GreenBlue to do so. Issuance of this RFP in no way constitutes a commitment by GreenBlue to award a Master Agreement, or to pay contractor's costs incurred either in the preparation of a response to this RFP or during negotiations, if any, of a Master Agreement for services. GreenBlue also reserves the right to make amendments to this RFP by giving written notice to

contractors, and to request clarification, supplements and additions to the information provided by a contractor.

By submitting a proposal in response to this solicitation, contractors understand and agree that any selection of a contractor or any decision to reject any or all responses or to establish no Master Agreement shall be at the sole discretion of GreenBlue. Additionally, by submitting a proposal, contractors agree that they waive any claim against GreenBlue, and their respective officers, employees, and agents for the recovery of any costs or expenses incurred in preparing and submitting a proposal. No negotiations by GreenBlue, or any officer, employee, or agent thereof, shall constitute an offer or counteroffer by GreenBlue. GreenBlue shall not be bound to any Master Agreement until and unless its authorized representative has executed a written Master Agreement with a contractor.

GreenBlue shall not be required to accept any proposal solely on the basis that it contains the lowest price for completion of the work contemplated by this RFP and GreenBlue reserves the right to negotiate the final Master Agreement price.

#### **Attachment I – BIDDER QUESTIONNAIRE**

**Please answer the following questions.**

1. Name of the legal entity with which the Master Agreement is to be entered.
2. Names of the legal entities that may be used as subcontractors.
3. Name, address, and telephone number of the principal officer of the contractor and subcontractor (if applicable).
4. The legal status of the organization (contractor and subcontractors).
5. Employer identification number.
6. What warranties will you provide?
7. What assurances will you provide to ensure you or your agents will keep all data and information collected confidential?
8. The location of the facility from which the contractor and subcontractors would operate.

#### **Attachment II – BIDDER EXPERIENCE QUESTIONNAIRE**

**Please briefly describe your experience with the following:**

Developing software solutions using Java, AJAX, Groovy, Rails, Soap and MySQL database.  
Managed software support on Amazon EC2 and S3 environments.

Provide example(s) of web-based tools developed by your company.

#### **Attachment III – SELECTED STANDARD TERMS AND CONDITIONS**

By submitting a response to this Request for Proposal, the contractor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation and standard for master Agreement.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the Master Contract without the express written consent of GreenBlue.

**FACSIMILE RESPONSES:** Facsimile responses will not be accepted for responses to this Request for Proposal.

**MASTER AGREEMENT:** The successful contractor will be expected to enter into a Master Agreement generated by GreenBlue.

**TERM OF MASTER AGREEMENT:** The initial term of the Master Agreement will be for one year beginning December 19, 2011 and terminating on December 18, 2012 with an option to renew at the sole discretion of GreenBlue.

**TERMINATION OF MASTER AGREEMENT:** Unless otherwise stated, GreenBlue may, by written notice to the contractor, terminate the Master Agreement in whole or in part at any time the contractor materially fails to perform the Master Agreement.