

simon fraser student society

canadian federation of students local 23

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BENEFITS DATABASE RFP

August 14, 2007

Statement of Purpose

Our organization offers extended health coverage to its members. We are required to keep track of records about such inclusion ourselves. We request proposals for creation of a database to track and report on such information.

Background Information

The Simon Fraser Student Society is a non-profit organization providing services to students and advocating for students' rights. Our membership is the students of Simon Fraser University in British Columbia, and our offices are located on the Burnaby, BC campus of that university. We offer extended health and dental coverage to all graduate students at SFU, who make up approximately a fifth of our membership of 26,000.

Deliverables

The contractor will be responsible for developing and debugging a secure Microsoft Access database, for training staff in its use, for providing documentation on the use and maintenance of the database, including maintenance by future developers.

The database must support the following specific functionality:

- Generate Family/Couple Coverage Renewal Notices
- Generate Family/Couple Renewal Reports
- Generate Family/Couple Opt In Receipts
- Generate Family/Couple Add on Receipts
- Generate Family/Couple annual statistics report
- Generate annual statistics report for all
- General report to be exported into the format required by the carrier
- Ability to import/export spreadsheet lists into format required by carrier
- The database must be able to maintain data, import new data without replacing the previous data which is regularly updated.
- The database must be able to automatically generate termination dates based on semester import list

Timeline

The database needs to be complete as soon as possible -- preferably by September 1, 2007. Proposals are due *Monday, August 20, 2007*. We will allow more time for testing, to be negotiated, but we hope to have the project complete in one month.

Contact

For details about the requirements of the project, please contact

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Please forward your proposal by email or fax to

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