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**Cancer Research and Prevention Foundation -
Research Grants Database Solution RFP**

March 28, 2007

Dear Vendor,

The Cancer Research and Prevention Foundation (CRPF) is releasing this Request for Proposals (RFP) to create a Research Grants Database Application Solution. The attached RFP contains all instructions, requirements, and relevant dates for submitting a proposal.

Please advise CRPF by e-mail if you will be submitting a proposal. If you submit a proposal, the proposal assessment team may request an in-person meeting, teleconference or web cast in order to demonstrate the features and design of your proposed database application solution. This is explained in the RFP.

Proposals are due: **April 16th, 2007, 12:00 pm EST.**

Please refer to **Research Grants Database Solution** in all correspondence. Proposals are to be returned to:

Jessica Abeita
Senior Manager, Research Administration and Community Outreach
Cancer Research and Prevention Foundation
1600 Duke Street, Suite 500
Alexandria, VA 22314
Jessica.Abeita@preventcancer.org

Thank you very much for your consideration.

Sincerely,

Jessica Abeita, MPH

Encl:

CRPF Research Grants Database Solution RFP
CRPF Database Schema



Request for Proposals

Research Grants Database Solution

Released: March 28th, 2007

Due: April 16th, 2007, 12:00 pm EST.

Section 1. Administrative Information and Requirements

1.1 Introduction

CRPF is soliciting proposals from Vendors for a Research Grants Database Solution. This Request for Proposal (RFP) describes in detail the specific services, requirements, instructions and proposal evaluation methodology to Vendors. Vendors are encouraged to read this RFP carefully and follow all instructions set forth herein when submitting their proposal to ensure proper consideration. Proposals that are not in accordance with these instructions may be eliminated from further review.

1.2 Instructions to Vendors

1.2.1 RFP Schedule

The following is a list of the activities relevant to the RFP process. CRPF reserves the right to change these dates and will notify Vendors of any changes.

Action	Date
RFP Released	March 28 th
RFP Questions Answered via E-mail	March 28 th – April 13 th
Proposals Due	April 16 th
Candidate Notification	April 19 th
Demonstration	April 23 rd – April 27 th
Assessment Team Decision	April 30 th
Target Project Start Date	May 1 st , 2007
Final Project Delivery Date	June 15th, 2007

Schedule of Payments

Payment Milestones

Payment 1	Start of Project – 60% of approved budget
Payment 2 – Final Payment	Delivery of Final Project including acceptance testing on or before deadline – remaining 40% of budget

1.2.2 Contact Information

Please use the following name and address for all correspondence with CRPF concerning this RFP. E-mail is the preferred means of correspondence. The following address can be used for both U.S. postal mail and for package services such as UPS and FedEx.

Jessica Abeita, MPH
Jessica.Abeita@preventcancer.org
Senior Manager, Research Administration and Community Outreach
Cancer Research and Prevention Foundation
1600 Duke Street, Suite 500
Alexandria, VA 22314

1.3 Principal Vendor

CRPF is interested in working with a principal Vendor who can demonstrate a solid understanding of nonprofit organizations and can recommend best practices for the design of a database application that will contain researcher information, project details, contact information, and financial information for serving the cancer prevention community. For this reason, CRPF requires that the principal Vendor have demonstrated experience leading design/architecture/coding of at least 3 enterprise-level database applications, preferably in the nonprofit sector.

CRPF expects to sign a contract with the principal Vendor responsible for rendering services. If the principal Vendor expects to use sub-contractors for any portion of this project, those sub-contractors must be named. See Section 3, paragraph 3.19.

1.4 Submission of Proposals

Proposals are due April 16th, 2007. Proposals may be delivered via e-mail to be followed by one hard copy. Additional proposal materials such as books, CDs, or other materials should be mailed with hard-copy proposals.

Vendors shall submit one electronic and one hard copy of the proposal. A person authorized to sign a contract for the Vendor company must sign the proposal hardcopy. The electronic copy must be in Microsoft Word version 2000 or higher.

Electronic submissions must be submitted to the following email address:
Jessica.Abeita@preventcancer.org

Email subject heading:
CRPF Research Grants Database Solution RFP

Hardcopy of proposals must be submitted to the following address:
Jessica Abeita, MPH
Senior Manager, Research Administration and Community Outreach
Cancer Research and Prevention Foundation
1600 Duke Street, Suite 500
Alexandria, VA 22314

Proposals must be entitled:
Cancer Research and Prevention Foundation
Research Grants Database Solution RFP

1.5 Questions Concerning this RFP

Vendors may submit questions by e-mail. No question by telephone will be considered.

Vendors should refer to the specific RFP paragraph number and page and should quote the passage being questioned. CRPF will be prompt in responding to questions between the dates of **March 28th – April 13th**. Refer to the RFP schedule for the deadline date. Questions should be addressed to [Jessica Abeita](#) using the contact information above in paragraph 1.2.2.

1.6 Demonstration

CRPF will require a demonstration of the product from finalist Vendor candidates. Vendors shall use the same software products in the demonstration that are being proposed. Vendors will be provided with advance notice of the demonstration date and are responsible for their own demonstration equipment. CRPF will provide a demonstration script that will outline the key areas to be covered. Internet access can be made available for the demonstration if applicable.

1.7 References

Vendors shall provide three references CRPF can contact. All references should be current and references that are nonprofit organizations are preferred. Reference format and response information can be found in Section 3, paragraph 3.18.

1.8 Proposal Costs

CRPF is not responsible for any costs incurred by Vendors in the preparation or demonstration of the proposal.

1.9 Proposal Assessment

CRPF is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration. The successful Vendor will be selected based on the technical and management solution proposed.

Primary assessment factors will include:

1. Vendor responses to the design, technical, functional and management requirements
2. Vendor ability to manage the project effectively
3. Vendor knowledge, experience, and background
4. Database Application flexibility and ease of operation
5. The overall system capability
6. Cost
7. **Ability to complete by June 15, 2007**

1.10 Confidential and Proprietary Information

All responses to this Request for Proposal (RFP) become the exclusive property of CRPF. At such time as Assessment Team recommends selection of a Vendor to the CRPF approving authority, and that such recommendation, together with any recommended contract, receives approval, all proposals become CRPF property, with the exception of those elements of proposals which are clearly identified by the Vendor as business or trade secrets, and are plainly and prominently marked "Trade Secret," "Confidential" or "Proprietary." Each page of any proposal or attachment that a Vendor desires to be considered not CRPF property must be plainly and prominently marked as set forth above. General statements or markings (e.g., entire documents or sections thereof) are insufficient to provide adequate notice of confidentiality, and shall not be binding to CRPF. CRPF shall not in any way be liable or responsible for the disclosure of any records or parts thereof if the requested disclosure is appropriate or is otherwise required by law.

1.11 RFP Proposal Preparation and Format

All proposals submitted shall conform to the following format requirements. Deviation from these requirements may disqualify a Vendor from proposal submission.

Transmittal Letter: This letter provides the Vendor's acceptance of the requirements in this RFP and Vendor contact information. The person signing the letter must be authorized to commit the Vendor company to the work and pricing submitted.

Section 1 – Executive Summary: This should be a brief overview of the proposal highlighting any unusual features or awards for the product or company and may include any potential issues the Vendor may have with this RFP and the Vendors proposed solution.

Section 2 – Design, Technical and Functional Requirements: This section should follow RFP Section 2 and the CRPF functional requirements. Each requirement should be followed in the order presented.

Section 3 – Management Requirements: This section should follow RFP Section 3.

Section 4 – Pricing Requirements: This section should follow RFP Section 4. Any financial information, including proposed budget should be included in this section.

Appendices: If the Vendor would like to add supplementary information, the Vendor may include it as an appendix.

Section 2. Design, Technical and Functional Requirements

2.1 Introduction

The Cancer Research and Prevention Foundation (CRPF) is a national, nonprofit health foundation whose mission is the prevention and early detection of cancer through research, education and community outreach.

Since 1985, the Cancer Research and Prevention Foundation has provided more than \$88 million in support of cancer prevention research, education and community outreach programs nationwide. Since its inception, the Foundation has played a pivotal role in developing a body of knowledge that is the basis for important cancer prevention and early detection strategies and in educating Americans about how to live healthier lives.

2.2 Scope and Project Overview

The purpose of the CRPF Research Grants Database is to create a customized user-friendly application to share the most up-to-date and accurate CRPF researcher applicant and awardee information and to meet the multiple information needs of CRPF staff across divisions. All users will be CRPF staff.

CRPF has used three applications for a researcher database, none of which met the overall office needs. Once the database application is constructed, tested and fully functional, CRPF will have ownership of the application unless the application is proprietary to the Vendor or other Third Party. CRPF staff will provide administration of the application and maintenance of all the data.

The primary users of the CRPF Research Grants Database will be the Grant Administrator and other staff involved with maintaining the grant and fellowship program. Additional users will be individuals in the Development division for purposes of fundraising, the Finance division for tracking and accounting awarded researchers, and the External Affairs division for purposes of bringing public awareness to research and researchers we have funded.

The primary objectives of the Research Grants Database are to:

- Have use of intuitive design and navigation structures, comprehensive features and search functions, and an effective data repository system.
- Unify about 500 existing and all future records of every research or community grants project CRPF has funded over the years and be able to examine and update data.
- Expand with growth of funding opportunities offered by CRPF.
- Utilization of the Research Grant Database solution as an effective tool to communicate matters of cancer prevention more effectively.

CRPF currently does not maintain complete active electronic records of the grants and fellowships awarded since 1985. This researcher information is needed for the day-to-day operations of the Programs Division and is vital to the growth of CRPF. Upon completion of the database, CRPF will assume ownership and responsibility of the administration of the application and maintenance of all the data.

2.3 Number of Research Grants Database Application Users

CRPF estimates that the number of users for the Research Grants Database Solution System will be 15 general users, and 3 Administrative users at the Foundation.

2.4 Design Requirements

CRPF requires an intuitive database application that utilizes best practices in the health and research industries in order to provide timely and accurate information and services to researchers and their institutions, CRPF staff and management, and diverse public audiences.

CRPF anticipates that the design process will take place once the Vendor has been selected. In order for CRPF to assess the Vendor's technical design abilities, the Vendor will provide either of the following:

- a) A minimum of two anticipated directions for the database application and supply a minimum of 2 sample screenshot designs

OR

- b) A current professional portfolio with at least one sample of a relevant project and design

2.5 Technical Requirements

The Research Grants database application interface must be intuitive and easy to use. There is a strong preference for a database software solution that has an open architecture and a flexible user interface and that uses a relational Microsoft SQL Server database; however other technology recommendations may be suggested. CRPF is open to alternative solutions but Vendor must explain the benefits of that solution.

2.5.1 Third-Party Integration

The Vendor shall describe any relevant knowledge of and experience with integrating with the following third-party applications (if applicable):

- Grants software packages (EC Grants)
- RAMS Company proposalCentral software
- FileMaker Pro
- Various financial software packages

2.5.2 Upgrade Requirements

If application upgrades will be required, the Vendor shall describe its approach to keeping its software current with Microsoft and industry standards and the methods used to allow for tailoring the application without prohibiting seamless upgrades of newer releases. These requirements should be discussed:

- Frequency of minor releases to cover application fixes and enhancements.
- Ability of application to recognize and handle changes in the forms and data that differ from the initial release.

2.6 Functional Requirements

Explain how the system meets each of the following requirements. Please see 2.6.1 – 2.6.5 below.

2.6.1 Administration

- The Research Grants Database supports multiple users with distinct security rights
 - Administrator
 - General User
- The Research Grants Database supports group security
- The Research Grants Database supports workflow and/or an approval process for submission of new records
- Check-in/Check-out: Database users will not be able to edit fields or documents in use by other users

2.6.2 General

- Research Grants Database supports the ability to display content based on start dates and end
- CRPF staff can add notes for each researcher
- Printing capability

2.6.3 Logging/Searching

- Research Grants Database can report the number of distinct visits by region
- Research Grants Database can report the number of distinct visits by content
- Research Grants Database can report the number of distinct projects by time period
- Search results include date of content
- Research Grants Database includes extensive reporting of visitor activity (Google Analytics or other free service if application is web-based)
- Search categories include (Reference Application Design Search Page):
 - Keywords
 - By Cancer Site (i.e. Lung, Colon, Skin, etc.)
 - By institution
 - By location of medical center
 - By date of funding
 - By current or completed research
 - By name of researcher (First and Last name)
 - Source of funding (CRPF Research, Hope Street Kids, or Partnership)
 - By type of funding opportunity (Fellowship, Grant, or Community Grant)
 - By research type (List will be provided: i.e. Behavioral, Genetic, Chemoprevention, etc.)

2.6.4 Documents and Attachment Manipulation

- Different file types: word documents, jpeg, pdf, gif, excel and zip

- Import and export capabilities of the following file types: word documents, jpeg, pdf, gif and excel

2.6.5 Reporting

- Generate reports into excel, word, or pdf documents
- Report by:
 - All search categories listed above
 - Award Status
 - Submitted documents (Refer to Grants Checklist Document)
 - Delinquent documents (Refer to Grants Checklist Document)
 - Willingness to be media contact
 - Location (State, Institution)
 - Cross reporting of various search categories

Section 3. Management Requirements

3.1 Project Implementation Services

This section contains the requirements for managing the project. CRPF intends to be an active partner in the project planning and development process and to participate in identifying potential staffing requirements.

3.2 Implementation

The Vendor shall lay out its best approach for design and implementation to meet the requirements set forth by CRPF and answers the question:

1. How does this approach best serve CRPF's needs and interests?

3.3 Project Plan

This project will require effective planning and management to ensure its success. CRPF reserves the right to name the actual start date. CRPF and the Vendor shall attend regular status meetings at least monthly and Vendor shall provide weekly status reports based on completed activities, activities to be completed and outstanding issues. Vendor must keep CRPF aware of progress toward the June 15th, 2007 delivery deadline and of any signs of possible delays in delivery or the completed project, suggesting solutions to any variance. CRPF reserves the right to approve all changes to the project plans. Vendors shall supply a high-level project plan for implementing the project with their proposal and identify the resources needed from CRPF.

3.4 Project Staffing

3.4.1 Vendor Personnel

The Vendor shall provide CRPF with and maintain a complete list of the Vendor's project staff involved in this project. Vendor shall provide a Vendor Project Manager (VPM) for this project. Key staff changes will only be made with prior written notification, and by mutual agreement between the Vendor and CRPF.

3.4.2 Vendor Project Staff Resumes

The Vendor's proposal shall include resumes of the Project Manager, senior analyst(s) and/or senior technical staff that will be assigned to this project.

3.5 Reporting

The Project Manager shall provide weekly status reports and optional reports as may be requested by CRPF. Vendor shall provide a sample of a weekly report. Refer to Section 3.4 for additional information on reporting requirements.

3.6 Implementation Services

The Vendor shall provide the implementation services necessary to successfully configure, install and test the system. Vendor shall describe the implementation services and the process to be used.

3.7 Knowledge Transfer

When the implementation of the new system is completed, CRPF should have a complete understanding of how to manage the application and any necessary changes. The Vendor shall describe how they assure knowledge transfer from Vendor staff to CRPF staff during implementation.

3.8 Training

CRPF requires that the Vendor provide comprehensive training for all selected functional and operational staff. All training shall include step-by-step detail that will enable staff unfamiliar with the system to perform their activities. There are 2 types of training required:

1. General User
2. System administrators

Vendor shall describe the approach to training staff during implementation of the fully functional application.

3.9 Documentation

Documentation is required for general users and system administrators. The Vendor will provide documentation to include a User's Guide for general users and an Operations Guide for system administrators. Vendor shall describe the user and operations documentation.

3.10 Acceptance Testing

There shall be an acceptance test of the system implementation. This test will confirm basic system operations and ensure that the system meets all of the functional, performance and quality requirements specified herein. Discrepancies will be documented and reviewed with the Vendor. Discrepancies that are fixed will be retested. Prior to moving each step of the project into production, CRPF requires that a full test of the system be performed. Acceptance testing shall include at least the following:

1. Technical training of two CRPF staff to navigate the system for the purpose of Acceptance Testing.
2. Technical and functional support during the implementation cycle through final acceptance and productive use of all system modules. This may also include an on-site technician to assist during Acceptance Testing and on-call technical support.

The Vendor shall describe performance of acceptance tests and the expected amount of time it will take. The Vendor shall describe the methodology used to verify that the system functions as specified in the requirements. Acceptance testing must be done prior to the release of the final 40% payment.

3.11 Software Releases and Upgrades

If software releases or upgrades will be required, the Vendor shall describe implementation of new software releases and upgrades and answer the questions:

1. How are new releases acceptance tested?
2. How often are updates done?

3.12 Work Quality

Questions regarding the quality of and direction of work performance will normally be handled between the PM and the VPM. In the event the PM evidences that important work matters are not being properly handled by the VPM and that previous efforts by the PM have failed to achieve desired results, CRPF will seek remedies under the Contract.

3.13 System Maintenance and Support

The Vendor is responsible for providing maintenance and support for all Vendor-provided software for the term of the agreement.

Describe the approach to providing Technical Support and answer these questions:

1. What are the basic levels and what is included in each?
2. How does the Vendor handle bug reports and system enhancement requests?

3.14 System Availability

CRPF considers this system to be critical, and therefore the Vendor agrees to the provision of a high level of system availability. The system will be available 24 hours a day, seven days a week and the required uptime is 99%.

3.15 Escrow of Source Code

Source code will be held in escrow and released to CRPF in the event of a business failure by the Vendor.

3.16 Company Location and Staff

Vendor shall provide the location of Vendor company headquarters. If there is a local office in the Washington DC Metro area, describe what services are provided from that office. While close proximity to Washington DC Metro area is not a requirement, it is a preference of CRPF to have ease of access to the Vendor.

3.17 Company History and Qualifications

Vendors shall supply CRPF with a brief history of their company, a description of their primary business objectives, and information about physical location, number of employees, and other pertinent information. Vendors must provide the full legal name of the company. If the Vendor is a division or subsidiary of a larger company, please provide that information.

Vendors shall also disclose the type of business they are (corporation, partnership, sole proprietor, etc.), location of legally established business and at least three years of financial information. Vendors shall also state whether the Vendor company has any future or current litigation in which an adverse decision might result in a material change in the company's financial position, current operation, future operations, which may impact this project.

3.18 References

Vendors shall provide at least three references for their work. CRPF will contact these references for Vendors on the shortlist. Vendors shall not withhold references until notified about making the shortlist, as a review of references will be part of the assessment.

References shall be of a like and similar application if available. CRPF prefers to have references from other nonprofit organizations of a similar size.

References should include the following information:

1. Name of company or government agency
2. Company contact information
 - a. Name and Title
 - b. Telephone
 - c. E-mail
 - d. Physical address

3. Brief description of the project
4. Description of any problems/issues and how they were resolved

3.19 Disclosures

Vendors shall respond to the following two items:

1. Vendors shall disclose any and all affiliations with CRPF or CRPF staff.
2. Vendors shall disclose all subcontractors that will participate on this contract; CRPF has the right to approve any subcontractors in advance of their use and has the right to remove any subcontractor for any reason.

3.20 Work Guarantee

Vendor shall guarantee quality of work for 6 months following completion of the CRPF Research Grants Database. Should any problems with the database arise within the six months after completion, Vendor shall provide technical support and troubleshoot to correct the problem as part of the terms of the contract.

Section 4. Pricing Requirements

4.1 Introduction

Vendors are expected to provide their best and final pricing with their proposal. This project is price sensitive, and a preliminary budget has been established. The budget figure will not be disclosed. CRPF shall retain 40% of accrued billing until all work is completed on a satisfactory basis, see the Payment Schedule under Section 1.2.1. Upon acceptance of the final converted documents, and all other terms and conditions being met, the Vendor may invoice for the remaining accrued billing.

Vendors are responsible for understanding and anticipating all cost items for this work and providing them in the price proposal. CRPF will not be responsible for any tasks, functions, or prices that have not been included in the proposal.

Proposals and pricing shall be valid for a period of 90 days from the date proposals are due. Prices associated with project management, implementation, customization, and adaptation of software shall be separately identified and presented in this section.

4.2 Software Pricing

Software pricing shall be broken out into three separate areas:

1. Price to customize, configure, or program the application to meet CRPF's requirements. This shall include any process re-engineering.
2. Application software that is part of the unique solution set. This will include the hosting fees for the number of people who will use the software. Please explain if hosting is by concurrent use, dedicated seat license, or some other method.
3. Any other unique pricing that is not reflected in the above two items.

4.3 Hardware

If additional hardware is needed beyond what is currently available at CRPF, Vendors shall specify each piece of hardware and recommended configuration. Prices for all proposed hardware shall be clearly identified as separate line items. CRPF may decide to acquire hardware components independently. In this case, the selected Vendor will provide minimum technical standards for each hardware component.

4.4 Training

The Vendor shall clearly identify prices for all training, with prices per class as line items.

4.5 Documentation

All prices, if any, for documentation shall be separately identified.

4.6 Maintenance

4.6.1 Maintenance Agreement

A maintenance agreement will be discussed after the Assessment Team makes their selection. Please include general information about annual maintenance costs, including a description of what would be covered in the maintenance agreement. Identify any relevant costs of upgrades and new releases pertaining to the CRPF Research Grants Database if applicable.

4.6.2 Technical Support

Any technical support will be outlined in the maintenance agreement. CRPF anticipates relying on the Vendor to provide technical support when needed. Vendors shall describe the type of on-site or off-site support that can be provided and the price of contracted technical services after completion of the initial contract terms.

4.7 Other Pricing

Vendors are to itemize any other products and services that have not been specifically requested. Any product or service listed should be related to a specific task or product in the proposal. CRPF will not be responsible for any hardware or software that has not been listed and priced. Any hardware or software additions must be reviewed and approved by CRPF.

4.8 Contracts

Vendors shall provide CRPF with their proposal a signed copy of their “Offer” Letter. CRPF will review this documentation. Once approved, the successful candidate will execute the Purchase Order that incorporates the terms and conditions of this RFP, and these documents will serve as the Contract between CRPF and the successful Vendor.

4.9 Pricing Format

Vendors shall submit pricing with each solution component identified and priced separately. Lump sum pricing will not be considered. Vendors should make an effort to break pricing into components for each item.

Attachments

Attachment B – CRPF Database Schema

CRPF Database Schema is for reference only and does not reflect actual design of database.