

Request for Proposal (RFP)

Registration Records Migration to Excel

Hoop Education

Hoop Education (www.hoopeducation.com) is the Washington, DC Metro region's premier youth sports provider for 6-13 year olds who seek fun, safe and affordable opportunities to play, learn and lead. Hoop Education believes that children learn best by doing. Founded by Jonathan Scribner in 2007, Hoop Education has effectively served more than 12,000.

Project Description

Hoop Education has over uncategorized 10,000 participant records that date back to 2007, which are presently not integrated into the company's customer database. The records exist in Microsoft Outlook as individual e-mails which were automatically generated once the customer completed an online registration form on the Hoop Education website. In order for the company to accurately market and maintain relationships with its customers, the vendor selected for this project will be asked to work with Hoop Education to convert all of the participant records from .PST files to a single .XLS file. The contractor selected for this project will be expected to carry out the tasks necessary to prepare the above-stated tasks in a timely manner. At a minimum, the contractor will work with the Managing Director to produce the aforementioned files.

Estimated Project Duration

The project is to be commenced immediately in order to meet a deadline of **5PM ET, Monday, April 30, 2012**. Hoop Education reserves the right to modify the initial contract to include an extension beyond the original project timeframe pending availability of resources and performance of the contractor.

a. Project Cost

Bidders are advised to submit proposals that reflect their best and lowest cost. Bidders are also advised to provide a framework that allows for additional components to be contracted for at a later date. Bidders must submit a breakdown of costs associated with the scope of work to be performed.

The anticipated budget for all services to be rendered has a pre-defined ceiling of **\$1,500**. Bidders should provide cost information, such as hourly and/or daily rates and fees that would support implementation of services to be provided above and beyond the stated budget goal listed above.

Moreover, Bidders should provide a framework of how services will be charged listing hourly rates, fees for specific services or other methods of fee assessment including an a la carte fee structure,

which may be used as a basis for invoicing. A schedule of the delivery of the services should be included with the appropriate alignment of payments due. This should include prices for the following:

- a. File conversion from .PST to .XLS;
- b. Transmittal of information in a secure, encrypted manner via electronic mail and/or cloud server;
- c. Technical support during and after the file is uploaded into Hoop Education's customer database.

All project concepts and valuations, in the form of a proposal narrative, are to be submitted electronically to Mr. Douglas Homer, Managing Director, at the following e-mail address: hooped.dc@gmail.com.

Questions related to preparation of proposals and services to be provided must be submitted in writing to Mr. Homer, hooped.dc@gmail.com by April 25, 2012. Answers to questions received will be transmitted by email NLT April 26, 2012.

Assumptions and Agreements

The successful bidder performing project activities must demonstrate the following experience, skills or knowledge:

- Experience managing and completing projects involving multiple agencies and/or stakeholder groups;
- Experience with data file conversions and Microsoft software applications;
- Knowledge of the one-stop system operations a plus; and
- Ability to present technical information in a clear, concise format for varied audiences.

Basis for Award of Contract

Hoop Education will evaluate all proposals submitted that respond to the purpose and goals of this project according to the following rubric:

- a. Clarity of data services – 30 percent;
- b. Financial valuation of tasks to be performed – 30 percent;
- c. References & prior client experience – 20 percent;
- d. Ability to deliver on time – 10 percent; and
- e. Professionalism and customer service approach – 10 percent.

Anticipated Selection Schedule

Selection of the final bid will be made no later than **April 29, 2012**. All bidders will be notified electronically as to the company's decision regarding the winning bid.