



OHIO HISTORIC PRESERVATION OFFICE

REQUEST FOR PROPOSALS

STATEMENT OF NEED

The Ohio Historic Preservation Office (OHPO) of the Ohio Historical Society seeks proposals from qualified Microsoft SQL Server database and .NET developers to conduct a feasibility study that will culminate in a report designed to advise OHPO how to proceed with centralizing our data and then utilize the new system as the foundation for development of web applications. These web applications would be designed to allow the submission of projects and cultural resource inventory information electronically to a secure website. The system should automate, expedite, and facilitate the exchange of documentation and correspondence required by applicants, staff, and other users or interested parties.

PROJECT OVERVIEW

The State Historic Preservation Office (SHPO) was created in 1966 under Section 101 of the National Historic Preservation Act (NHPA). The purposes of SHPO include surveying and recognizing historic properties, reviewing nominations for properties to be included in the National Register of Historic Places, reviewing undertakings for the impact on the properties, as well as supporting federal organizations, state and local governments, and private sector.

In support of this Act, OHPO has developed numerous databases to maintain our core programs areas. Today, most databases are developed in Microsoft Access 2000; while a few utilize MS Access 2000 for the front-end application and SQL Server 2000 for the back-end database. These isolated and de-centralized departmental databases were developed to record above ground (historic) and below ground (prehistoric) cultural resources and to track the projects and departmental interactions associated with them. Because of the isolated nature of the databases, often the same core cultural resource information is found within all program area databases.

OHIO HISTORICAL SOCIETY
Ohio Historic Preservation Office

1982 Velma Ave., Columbus, Ohio 43211-2497 ph: 614.298.2000 fx: 614.298.2037
www.ohiohistory.org

Cultural resources are identified and inventoried as the result of projects relating to Federal Section 106 review, Federal and State tax credit, National Register, and Certified

Local Government grant projects. All OHPO programs document cultural resource inventory; however, the primary catalyst are projects related to Federal Section 106 review program. For example, one Federal Section 106 review project can generate hundreds of cultural resource inventory documents, making the cultural resource inventories the largest dataset our office maintains.

Although our office hosts and maintains a client/server Internet database application that allows users to document the cultural resource inventory information related to these projects, we do not yet have an Internet database application for submission of the projects that generated the cultural resource inventory. (Client/server application layout provided upon request by interested bidders).

Currently, project information and related correspondence are submitted to OHPO via postal services, sorted by program area, and then entered into the specific program areas databases. Project statistics, once entered, is served to OHPO staff and the public via our in-house and online GIS systems. We also maintain and generate complete paper and PDF datasets of the inventory records and paper copies of cultural resource reports. Program-related projects and correspondence received by mail are only available as paper copies.

We envision the .NET application developed for electronic submission of Federal Section 106 Review projects would function in concept similar to our Internet cultural resource application (see Essential features of new .NET web applications listed below). Our desire is to integrate the two applications, where it makes sense to do so, to make the process more efficient for all involved (conceptual application layout provided upon request by interested bidders).

Results of the feasibility study would be to provide OHPO with enough detailed information to advise us on the best approach to:

- Centralize our isolated program databases to reduce or eliminate redundant information and streamline data entry
- Make centralized information available to all departments, regardless of program areas
- Redesign our existing client/server Internet cultural resource inventory application into a user-friendly .NET web application
- Develop new user-friendly .NET web application(s) to allow applicants to electronically submit Federal Section 106 project information via the Internet

Essential features of new .NET web applications

- o Current client/server application:
 - o Rewritten in .NET, but maintaining existing application functionality (current application layout provided upon request by interested bidders)
- o Thin client web applications - no permanent files installed on client machine
- o Compatible with Mozilla, Internet Explorer (& Safari -if possible) browsers
- o Flexibility to develop more robust interface for our internal users, while maintaining Web client for our external users
- o Import/export and store multiple Images/maps (similar to photo album software)
- o Batch print/ PDF functionality
- o Import/export data from/to Excel spread sheets
- o Generate custom reports with associated images.
- o Use centralized SQL Server database

User Demographics for .NET Web Applications (300+ users 24/7)

User demographics are based on current users of our client/server application. We anticipate the number of users to grow to 5,000+ once the current cultural resources inventory application is re-designed and the new Federal Section 106 .NET Web application is developed to accompany the cultural resources inventory .NET Web application. We expect external and internal user profiles listed below will be similar for both proposed .Net Web applications.

- *External User Profile*

Work for a variety of private firms, state and federal agencies, and provide cultural resource inventory information to us via our free client/server Internet database application. Primary user base is located in Ohio; although, we do have a smaller sub-set of users that extend from Montana to Delaware, Michigan to Texas.

 - Reside outside of our network
 - Do not all use same version of Windows OS
 - Travel frequently- can work temporarily in hotel or other 'hot spot' environments
 - May use different Internet browsers
 - Work for different companies or agencies, each with markedly different network securities and use heavily restricted company computers
 - May also be only occasional users of our applications
 - Skill sets differ, varying degrees of technical literacy
 - Most users will users have high-speed connections

- *Internal User Profile (OHPO Staff)*
Work within our network and review the information submitted by external users. Use a local, more robust client/server version of the application that allows them to see all data created within the application and provides some query capabilities. Once internal users review information for accuracy and completeness, inventory forms (reports) are printed on archival paper and exported to PDF files for storage.
 - Work (predominately) inside our network
 - Use same Windows OS, but different Internet browsers

DELIVERABLES

The firm selected to conduct the feasibility study would evaluate our existing data collection process and database architecture and recommend both the best approach to creating the centralized SQL Server database architecture and the best solution(s) for implementing the electronic submission Web applications using the latest Microsoft .NET technology. The end result would be the feasibility study report, detailing the evaluation criteria, study findings, detailed recommendations (to include hardware/software requirements), and the estimated costs for implementing the recommendations.

We envision this project to be divided into three phases:

- Phase I – address centralization of the departmental databases
- Phase II – address re-design of current client/server internet database application and new electronic submission web application to facilitate Federal Section 106 reviews
- Phase III – address implementation of new system and training staff on proper use.

Time Period

The anticipated project period for the study is 2-3 months. The anticipated start date is July, 12 2010.

SUBMISSION REQUIREMENTS

All interested parties having experience providing the items listed in this RFP are requested to submit a proposal containing evidence that they can meet the expectations described. The questionnaires noted as Attachment I and Attachment II must be completed. All proposals will become the property of OHPO and will not be returned.

Instructions for Submitting Proposals

Three copies of the proposal must be submitted to Nancy Parsons by 5:00 p.m., June 25, 2010 at the Ohio Historic Preservation Office, Ohio Historical Society, 1982 Velma Avenue, Columbus, Ohio, 43211-2497.

Late proposals will not be considered. Questions regarding the information contained in this RFP must be submitted by email to Nancy Parsons (nparsons@ohiohistory.org).

No facsimile (FAX) transmitted proposals will be accepted.

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 (approximately 1-2 pages for each project). Include your experience in database/application analysis, design, and delivery, and include the names of the specific individuals who will be assigned to this contract.
- V. Price, inclusive of all costs
- VI. References: Please list references by name, address and telephone, for each project described, as well as the type of project. List only the projects that are pertinent to the staff who will be assigned to this contract. Relevant documents may also be attached. Your references should attest to your past history in meeting schedules, timelines, budgets, cooperation with the contracting agency, and the performance of quality work.

OHPO 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.

Criteria for Evaluating Proposals

The OHPO will evaluate all proposals/bids and accept the one that it believes to be in the best interest of OHPO. Price will not be the sole determining factor in the selection of a proposal/bid. OHPO 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 total numbers of staff who are qualified to analyze, design, and implement proposed System.
2. The experience and background of staff actually assigned to the project and their previous successful experience with similar contracts will be important considerations.
3. Quality of responses to bidder questionnaire.
4. Cost

Award Notice

After completing the evaluation of all proposals and, if deemed necessary, interviews, OHPO will tentatively select the company that will provide the services. An announcement of tentative award is expected to be made on July 12, 2010. A final

award, however, will be contingent upon successful negotiation of a final contract. If OHPO is unable to negotiate a mutually satisfactory agreement with its first choice, it may, in its sole discretion, negotiate with its secondary choices or cancel and reissue a new RFP.

OHPO Support for the Contractor

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

Contact Person

All questions related to this Request for Proposal should be directed to:

Nancy Parsons (nparsons@ohiohistory.org)
Data Automation Coordinator
Ohio Historic Preservation Office
1982 Velma Avenue
Columbus, Ohio, 43211-2037.
Phone: (614) 298-2000
1(800)297-2470

Attachment I**BIDDER QUESTIONNAIRE**

Please answer the following questions.

1. Name of the legal entity with which the contract is to be entered.
2. Names and locations 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. Brief professional biography of individual(s) who will work on this Project. *Please Attach.*
7. What warranties will you provide?
8. What assurances will you provide to ensure you or your agents will keep all data and information collected confidential?
9. 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:

Microsoft Access, SQL Server, and the Microsoft .NET framework (servers and workstations)

Application Development Services, including:

- Detailed requirements definition
- Design and development of database applications in a multi-user (Internet/intranet) environment
- Detailed system design using Visio sketching tools
- Error handling in code
- Table relationships for databases which may contain several hundred related fields per record
- Methodologies to keep data in sync between the new and legacy systems during implementation
- Migrating SQL Server 2000 to SQL server 2008
- Application testing and performance tuning
- Deployment and installation support
- Web-based data exchange using Excel (import/export of data)
- Using the new data reporting tools in SQL 2008

Image Storage and Retrieval including:

- Working with FILESTREAM Storage to store images within SQL Server 2008

Development and Coordination with staff, including:

- Creation of user-friendly interfaces for staff data entry
- Code annotation for long term viability of application
- Method of application deployment, installation
- User training