

REQUEST FOR PROPOSALS

Response required by November 22, 2004

"Database Management Upgrade Project"

New England Interstate Water Pollution Control Commission (NEIWPCC)

October 25, 2004

SUMMARY: The New England Interstate Water Pollution Control Commission (NEIWPCC) is seeking a contractor to evaluate the MA Department of Environmental Protection (DEP), Division of Water Management's (DWM) Watershed Planning Program data management systems, to develop a plan or strategy to upgrade those systems, and to assist in building any necessary applications including developing an interface with STORET. If resources permit, NEIWPCC would also request the contractor to migrate old data into the newly developed system.

GENERAL TASKS: (common to all Division of Watershed Management databases)

- 1) Identify data management needs and purpose as related to the DWM, Watershed Planning Program monitoring and assessment activities.
- 2) Evaluate the existing database systems to identify current and future uses and their ability to meet programmatic needs.
- 3) Meet with current and potential users to identify needs and planned uses of the databases.
- 4) Produce a plan/strategy for DWM approval to develop applications that will fulfill programmatic needs. The plan/strategy should consider overall design, appropriate software (Access, Oracle, etc.), conversion of data from existing databases, data input/output, data integrity/ security, documentation, training of DWM staff, external data system interfaces, and staff and other resources needed to implement and maintain the planned database systems once in place.
- 5) Work with the DEP, Information Technology Office (ITO), to implement/build the applications according to the plan/strategy.
- 6) Migrate data from existing individual database "warehouses" as feasible according to the plan/strategy.

DWM databases included in this project will be the monitoring database (MDB), the toxicity testing database (TOXTD), the Herbicide Licensing Database (HERB), and the Benthic Macroinvertebrate Database (MABEN). Specific tasks associated with these individual databases are described below.

SPECIFIC TASKS

Monitoring Database (MDB) – This database includes water quality survey data collected by the DWM and analytical results produced from the Wall Experiment Station (WES). It is ultimately intended to include data on fish tissue analyses, which are currently housed in a partially developed database (Fish Contaminant Monitoring or FCMS).

- The purpose of the database should be reviewed as to usefulness to the DWM, (Watershed Planning Program), other programs within DEP, and the Environmental Protection Agency's (EPA) STORET data management system.
- Evaluate the existing Access and dBase systems to identify usage and deficiencies with respect to meeting current and future programmatic needs.
- Evaluate the existing database structure against EPA's STORET data management system to determine what changes need to be made to ensure compatibility for future uploading of DWM data to STORET.

Toxicity Testing Database (TOXTD) – This database contains toxicity and associated chemistry data from Discharge Monitoring Reports submitted as part of the National Pollutant Discharge Elimination System (NPDES) Program. It is currently in a dBase III format with reports generated from R & R 5.0 or Access 2000.

- The purpose of the database should be reviewed as to usefulness to the DWM (Watershed Planning Program), the DWM (Watershed Permitting Program), and other programs within DEP.
- Evaluate the existing dBase system to identify usage and deficiencies with respect to meeting current and future programmatic needs.
- Evaluate what impact, if any, the eDEP efforts will have on this database.

Herbicide Licensing Database (HERB) – This database is used to track herbicide application licenses, generate form letters, and track actual amounts of herbicides applied to various sites. It is currently in a dBase III format with reports and letters generated from R & R 5.0.

- Purpose of the database should be review as to usefulness to the DWM (Watershed Planning Program), other programs within DEP, other agencies (e.g., Dept. Food and Agriculture), herbicide applicators, and the public.
- Evaluate the existing dBase system to identify usage and deficiencies with respect to meeting current and future programmatic needs.
- Evaluate how effective the eDEP efforts have been in meeting program needs for this database.

Benthic Macroinvertebrate Database (MABEN) – Houses the DWM (Watershed Planning Program) survey and analysis results from benthic macroinvertebrate studies. It also generates certain key metrics used to interpret these data. It is currently a modified version of EDAS 1.0 (in Access 2000).

- The purpose of the database should be reviewed as to usefulness to the DWM (Watershed Planning Program) and EPA's STORET data management system.
- Evaluate the existing EDAS implemented system to identify usage and deficiencies with respect to meeting current and future programmatic needs. If appropriate, convert to the newest version of EDAS and take advantage of the SIM/STORET pathway.
- Evaluate the existing database structure against EPA's STORET data management system to determine what changes need to be made to ensure compatibility for future uploading of DWM data to STORET.

QUALIFICATIONS: NEIWPCC anticipates that the successful candidate for this contract will have skills and experience consistent with the following.

- Demonstrated ability in database design and application development.
- Demonstrated abilities developing applications using Access, Oracle, ASP.net and ArcView/Info in a multi-user network environment.
- Ability to work with technical staff to determine programmatic needs and limitations.
- Ability to write clear, detailed data documentation.
- Understanding of the importance of data quality assurance/quality control.
- Ability to provide hands-on, procedural training to individuals or small groups.

COST ESTIMATE: Each proposal must include all costs associated with evaluation of existing data management systems, identification of current and future data management needs, development of a strategy for implementation of programmatic applications, and migration of data from existing individual databases. Costs should be broken down by task, as listed above, and, if subcontractors are required, their subcontract prices shall be included in the overall cost estimate.

PAYMENT SCHEDULE: Invoices shall be submitted monthly for hours worked and tasks completed. Final payment will be made upon approval of all deliverables, including reports and training materials, by NEIWPCC. Invoices shall be submitted to NEIWPCC for approval and payment.

WORK LOCATION: Contractor will work out of MA DEP's Central Regional Office in Worcester, MA with occasional trips to Boston, MA.

TIMEFRAME:

- | | |
|---|-------------------|
| 1. Submit Proposals | November 22, 2004 |
| 2. NEIWPCC and MA DEP Select Contractor | December 6, 2004 |
| 3. Contractors are Notified | December 13, 2004 |
| 4. Contract Begin Date | December 20, 2004 |

PROPOSAL REQUIREMENTS*: Each proposal submitted should be brief (no more than 10 pages in length) and include the following information:

1. Name, address, telephone and fax number and principal contact for the organization and all sub-contractors.
2. The organization's description, relevant history, and resources relevant to this project.
3. Names and description of services to be performed by the organization's staff and copies of their resumes.
4. Names and description of services and credentials of all sub-contractors.
5. A statement that indicates the respondent's understanding of the project and why they are interested in being involved.
6. A list of references, including names, addresses and phone numbers.
7. A proposal for the scope of services, methodologies and time schedule to be applied in completing the above tasks. This should include:
 - a. how the respondent will familiarize themselves with the background materials,
 - b. how the respondent normally works with the client, and
 - c. how it envisions working with the teams (DEP DWM Watershed Planning Program, DEP ITO, and NEIWPCC) on this project.
8. A description of each task, including the estimated costs, timing and staffing.
9. A description of the kind of reporting the respondent proposes. The organization that is awarded the contract will be expected to communicate frequently with the DEP ITO, DEP DWM (Watershed Planning Program) and NEIWPCC.

DEADLINES: Four (4) copies of all proposals, including schedule, itemization of costs by task, resumes and relevant experience must be received by the close of business on **Monday, November 22, 2004**. The proposals should be sent to:

Bethany A. Card
New England Interstate Water Pollution Control Commission (NEIWPCC)
Boott Mills South, Foot of John Street
Lowell, MA 01852
978/323-7929

Interviews (to take place in Boston) or follow-up questions with prospective contractors may be scheduled after receipt of all proposals by NEIWPCC. NEIWPCC will notify all bidders by Monday, December 13, 2004 about final contractor selection. Contractors will be selected based on past project experience, positive recommendations, the geographic location of the firm (for easier communication and travel), cost, and an ability to meet NEIWPCC grant conditions, including minority and women owned business requirements and experience or other demonstration that the work can be successfully undertaken at proposed costs.

*Recruiting Agencies and/or Staffing Firms Need Not Apply, Direct Employers Only Please.