

REQUEST FOR SERVICES PROPOSAL
January 12, 2010

I. Responsibilities

The Iowa Department of Education (IDE) is seeking a one person staff augmentation for its information technology team, to design/develop/implement an ASP.Net web application to collect/edit/report data from pre-schools in the state of Iowa for objective reporting on the impact of Program-Wide Positive Behavior Support (PW-PBS) strategies. The information will allow for the assessment of the extent and level of implementation on project activities, program quality and child outcomes.

Interested Service Providers may submit sealed bids for this position. To be considered, the vendor must be a DAS ITQ approved vendor and bids must include a resume for each candidate, description of the candidate's qualifications for this assignment, work references, and the hourly rate proposed by the Service Provider. All bids must be submitted in writing and must be received in the office of the individual identified below by **3:00 p.m., Central Time, January 25, 2010:**

Jim Anderson, Chief
Information Technology Services Bureau
Grimes State Office Building
400 E 14th St
Iowa Department of Education
Des Moines, IA 50319-0146

II. Position Requirements

A. Responsibilities/Projects

Full Life Cycle .Net Developer for Early Childhood PW-PBS Data System

The Iowa Department of Education requires a capable and experienced person to create a VB.NET application. The position requires gathering/analyzing business requirements, recommending solutions for development, and developing the application.

The developer will be involved in the entire project life cycle from evaluation to development and installation. This includes working with IT staff and end users on requirements and reporting issues and assisting end users in troubleshooting problems.

Experience in VB.NET, ASP.NET and Microsoft SQL Server 2005 is essential. Skill in writing moderate to complex Structured Query Language (SQL) queries and stored procedures is necessary.

The ability to understand and interpret business requirements and to translate into concise rules for development is critical. The candidate must be able to successfully implement full life cycle

development with minimal supervision. The ability to work with end users of various levels of technical sophistication, to communicate in a polite, courteous, and cooperative manner, and to create effective end user documentation is necessary.

Experience in designing, coding, and testing systems that collect and report education data is helpful. Knowledge of and experience with education data, particularly for early childhood is beneficial, as is an understanding of programs that promote social-emotional competence for young children.

B. Requisite Knowledge

The individual selected will be expected to interact with customers in a professional manner, to understand the business requirements of the customer and to prepare clear concise statements of reporting requirements for the project.

The individual will be expected to develop and support an application that satisfies customer requirements. The individual selected must meet these requirements:

- a) Meet qualifications of Information Technology Specialist 4 per State guidelines.
- b) Demonstrated capability to execute full life cycle system development including requirements gathering and analysis, system design, writing program code, unit and system testing.
- c) Strong business writing and interpersonal skills necessary for customer contact.
- d) Proficient in ASP.NET, VB.NET, and VBScript.
- e) Proficient in using MS SQL 2005 and in writing relational database queries using SQL.
- f) Experienced in development of structured test plans/test scripts for use in executing unit and system testing.
- g) Capable of managing the project to complete programming, testing, and implementation in a timely manner.
- h) Available for work at the Iowa Department of Education, Grimes State Office Building, Des Moines upon acceptance of the Service Provider beginning February 1, 2010 on a full-time (40 hours a week) basis.

III. Vendor Responsibilities

- a) Perform periodic evaluations of performance of selected individual with Department of Education input.
- b) Support selected candidate through training and contract management services as requested.
- c) Agree to contract provisions which comply with terms of the Accountable Government Act.
- d) General Terms and Conditions for the Service Contracts/Solicitations may be found at http://das.gse.iowa.gov/terms_services.pdf
- e) The vendor for this contract must be a DAS ITQ approved vendor.

IV. Contract Period

February 1, 2010 to September 30, 2010. The state may terminate or extend the service for convenience with proper notice at any time as provided in the conditions of the Invitation to Qualify.

V. Process When Submitting Candidates

- a) Information must be received sealed and received either by mail or other means of delivery. Email is not appropriate for this request. Present resume and description of qualifications for the individuals, work references and the hourly rate as required. Submissions shall be received no later than **3:00 p.m., Central Standard Time, January 25, 2010.**
- b) Agree that candidates selected will not be presented under any terms and conditions which would preclude the individual from gaining full or part-time employment with the department or other entities of state or local government.
- c) Provide hourly rate for candidate for first year of engagement.
- d) Indicate acceptance when submitting candidates to the terms and conditions of the Department of Administrative Services - Information Technology Enterprise "Invitation to Qualify" for which you previously were accepted.

VI. Service Provider Selection Criteria

Scoring criteria for bids will consist of the following and will be conducted in two steps:

Step one:

- Written materials submitted including candidate's technical skills and candidate's prior experience.
- Costs will be considered after candidates and Service Provider credentials are considered.

Step two:

- Interviews
- Phone interviews may be utilized for initial screening upon mutual agreement between the Iowa Department of Education and Service Provider.

Attachment 1

Candidate Qualifications

Application Development and Customer Support

A. Provide a resume and specific qualifications that the candidate may have relevant to the potential work to be preformed.

B. Candidates shall indicate in appropriate column an assessment of their technical skills, knowledge or expertise with the following services.

	Unfamiliar	Knowledgeable	Experienced	Proficient
ASP.NET				
VB.NET				
VBScript				
Visual Studio				
MS SQL Server 2005				
SQL Queries against MS SQL				
SQL Stored Procedures				
Gathering/analyzing business requirements				
Designing/writing application specifications				
Developing/executing test plans/scripts				