

Request for Qualifications

Programming Consulting Services

for

The Client

Deadline for Submittal:
Friday, February 11, 2011
No later than 2:00 p.m. MST (Mountain Standard Time)

Prepared by:

Planner315

January 28, 2011

1.0 BACKGROUND

We are a national consulting firm ("Client") focused on providing innovative and cost effective solutions for public and private entities around the globe. Due to confidentiality requirements, we are posting this Request for Qualifications anonymously. We will share our identity with those qualified candidates we select for interviews following qualifications package evaluation.

2.0 INTRODUCTION

The Client is issuing a Request for Qualifications ("RFQ") for consulting services ("Consultant(s)") to assist our effort in updating/maintaining a desktop software application ("Program") that supports the needs of one of our on-going and most important clients. Accordingly, the Client is inviting Consultant(s) to respond to this RFQ. Included in this RFQ is an estimated budget and timeline, objectives and goals, scope of required competencies, RFQ submittal and requested information, selection process, and ownership of submitted materials.

The software program is a desktop database decision support and reporting application that aids in planning decisions based upon population demographics and industry accepted benchmarks and parameters.

All questions pertaining to this RFQ shall be directed in writing (email) to the project planner at Planner315@hotmail.com. The due date and time for this RFQ is Friday, February 11, 2011 at 2:00 p.m. (MST).

If you plan to submit your qualifications by the deadline above, please send via e-mail an "intent to submit" by Friday, February 4, 2011 to project planner at Planner315@hotmail.com.

3.0 ESTIMATED BUDGET AND TIMELINE

The estimated budget for the completion of this project, and hence value to the Consultant(s), is projected to be under \$100,000, though The Client is not obligated to spend the entire amount on one selected Consultant. The actual amount paid to the Consultant(s) will vary depending on the final scope of each task assigned. The Client may choose to select more than one Consultant for the project.

The project will require Consultant(s) services from March 2011 to September 2011. The first deliverable is due July 15th and the final deliverable is due by September 16, 2011. The Consultant(s) could start prior to March if desired.

4.0 OBJECTIVES AND GOALS

The objective of this RFQ is to collect information to assist in the selection of qualified candidates for formal interview. The Client's primary goals in this selection process are to identify a firm/programmer that can provide the following services in support of our current project:

- (a) Maintain/Support our current program, written in Visual Fox Pro 9.0 and containing legacy code from versions 7.0 and earlier;
- (b) Organize source data to facilitate existing program efficiency;
- (c) Facilitate meeting all internal project deadlines related to this program;
and
- (d) Forge a productive and trusted working relationship capable of supporting future work efforts.

5.0 SCOPE OF REQUIRED COMPETENCIES

The Client is seeking qualified Consultant(s) to provide a variety of potential programming services. Listed below are required competencies. The list does not define the scope of work for the entire project – it simply identifies critical skills The Client will require of qualified Consultant(s). Specific tasks will be identified and contracted out on an as-needed basis.

- (a) Programming proficiency in Visual Fox Pro, Versions 7.0 to 9.0, with a knowledge of older versions of “legacy” code contained in our Program;
- (b) Proven ability in using Report Writer, Screen Writer and Data Writer in large scale applications;
- (c) Experience in the automation of Microsoft Word, Microsoft Excel and Adobe Acrobat (PDF) within Visual Fox Pro;
- (d) Ability to manipulate and manage database objects (rules, triggers, constraints, stored procedures, import of data, etc.); and
- (e) Capability to migrate our current Visual Fox Pro desktop application to a web based program in a future project should such be funded and the consultant satisfies current project requirements.

6.0 RFQ SUBMITTAL AND REQUESTED INFORMATION

Submittals should include:

- (a) Introduction: provide a brief letter of introduction on the consultant's letterhead transmitting all RFQ information;
 - Describe team and expertise of team
- (b) Experience: provide a profile of experiences the Consultant(s) has, including experience with similar projects for clients using Visual Fox Pro;
 - Outline an appropriate approach and process for updating a database application as described.
 - Provide sample(s) application/executable written in Visual Fox Pro.

- (c) Location: describe your ability to fully support this project remotely should your office not be located in close proximity to Tucson, Arizona, clarifying whether or not the actual programming work will be performed by one or more persons offshore;
- (d) References: provide references on projects identified above (b) most relevant to this RFQ;
- (e) Proposed Fees and Costs: provide hourly rates for members of the consulting team who would be involved in the project, including any support personnel;
- (f) Submission: submit one (1) electronic copy of your qualifications package to:

Project Planner
Planner315@hotmail.com

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The Client will evaluate the responses based on the consultant's qualifications, background, experience, and fee structure. The Client retains the right to negotiate the final proposed fee schedule, prior to awarding the contract.

7.0 SELECTION PROCESS

The Client will conduct a formal selection process to determine the consultant best qualified to support our Company's needs, as follows:

- (a) The Client shall call for a RFQ from all interested and qualified consultants;
- (b) The selection committee shall screen and rate all RFQ's submitted. Ratings shall be based on the following criteria (among others):
 - Professional qualifications of the consultant;
 - Experience on projects of large scale applications and scope;
 - Capability of the consultant to deliver timely and high quality services;
 - References on previous similar projects; and
 - Professional fee schedule.
- (c) The selection committee will select a limited number of qualified consultants for an interview;
- (d) The selection committee will evaluate the consultants interviewed in each category where professional services are desired and by criteria identified above (b); and
- (e) The highest rated consultant(s) will be notified and enter into contract negotiations with The Client. If such negotiations are not successful, then The Client will enter into negotiations with the next highest rated

consultant(s) until an agreement for services and fees acceptable to The Client are reached.

This RFQ does not commit The Client to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, traveling to and attending the interviews. The Client reserves the right to accept or reject this proposal in part, or in its entirety.

8.0 OWNERSHIP OF SUBMITTED MATERIALS

All proposals and related materials received by The Client become its property and may be returned only at the Company's option.

Please direct any requests for information or clarification in writing to:

Project Planner
E-mail: Planner315@hotmail.com