

REQUEST FOR PROPOSAL WEB-BASED MIS DEVELOPMENT

June 1, 2010

The Providence Plan is accepting proposals to design and develop a web-based Managed Information System (MIS) for the Building Futures' Initiative, specifically for our pre-apprenticeship program. The purpose of this RFP is to provide a fair and open process for all candidates and to provide candidates with the evaluation criteria by which they will be judged.

I. BACKGROUND

The Providence Plan is a private 501(c)3 nonprofit corporation with a mission to improve the economic and social well-being of our city and its neighborhoods. ProvPlan was created in 1992 as a joint effort of the City of Providence and the State of Rhode Island to promote better collaboration between government, the private sector, and the academic community. Over the past 17 years, we have grown to a staff of 50 and an annual budget of over \$6 million.

The work of the Providence Plan has a dual focus. A major portion of our activity is dedicated to providing policy makers and community organizations with access to reliable, timely data, information, and analysis. The other half is engaged in developing and implementing programs designed to fulfil unmet needs in our community.

The Providence Plan supports five distinct, yet often overlapping, initiatives: *the Information Group*, *New Roots*, *Building Futures*, *YouthBuild*, and *Ready to Learn Providence*. Building Futures is the newest of The Providence Plan's initiatives. Since 2007, Building Futures has served as a state-designated industry partnership with a mission to help the construction industry meet its present and future needs for skilled labor, while creating career opportunities for low-income residents through placement into registered apprenticeships. With an engaged coalition of industry employers, labor organizations, professional associations, state agencies, and community groups, Building Futures has created the first pre-apprenticeship model in the state to be certified by the Rhode Island Apprenticeship Council, enhanced access to construction careers for urban residents, and implemented policy shifts that increase entry-level positions on local worksites.

II. PURPOSE OF PROPOSAL

Building Futures currently has an MIS in operation that contains all participant data for approximately 400 individuals. The MIS was developed in house and is on a Microsoft Access platform, hosted on our server. Through this RFP, Building Futures seeks a vendor to develop a web-based version of the current database with additional functionality to be hosted on the Providence Plan server. Upon completion of the development of the MIS, Providence Plan/Building Futures will assume full responsibility for content, maintenance and administration of the database.

III. CONTRACT TERMS

Funding for this project is from federal grant funds, specifically the ARRA High Growth and Emerging Industries (HGEI) Energy Training Partnership (ETP) grant program, administered by the US Dept. of Labor. This contract is subject to all requirements as set forth by the American Recovery and Reinvestment Act of 2009.

All contracts are subject to review by legal counsel for The Providence Plan.

The project will be awarded upon signing of a contract which outlines terms, scope, timeline, budget and other necessary items.

IV. PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive bid.

Proposals must be submitted electronically to BFMIS@provplan.org and received by 4:00 EST, Tuesday, June 22, 2010. Proposals received after 4:00 EST, June 22, 2010 will not be considered.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The price submitted will be considered fixed and should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, FEI and DUNS numbers of the sub-contractor.

V. RFP PROCESS TIME LINE

o RFP Issued	June 1
o Proposal Deadline	June 22
o Proposals evaluated	July 6
o Vendor Selected	July 9
o Contract negotiations	July 12 -19
o Unsuccessful vendors notified	July 21
o Project Completion deadline	Aug 31

VI. TECHNICAL PROPOSAL CONTENT

1. Company Profile

Provide a brief company profile, including how many years your company has been in business and your company's organizational capacity to produce the proposed web-based MIS.

Please detail the appropriate experience of staff that will be assigned to this project.

Describe your past performance/experience developing similar web-based databases as described in this proposal.

Provide three client references with contact information.

2. Detailed Solution

Provide a detailed solution, including a development timeline, given the site specifications and data elements below.

MIS Site Specifications

Application should conform to the following:

- a) Web-based data collection using php application framework.
- b) Data storage in MySQL or PostgreSQL.
- c) Data structured in accepted normalized method.
- d) All code and data structures documented.
- e) The application should require no add-ons unless such are well-established, likely to be available for the known future, have no special maintenance requirements, and no ongoing licensing costs.
- f) Application will require a typical log-in infrastructure, including the following:
 - i. Initial email sent to user, with hyperlink for activation.
 - ii. Hyperlink leads to registration form. Passwords required to be strong.
 - iii. Acknowledgement email sent after successful registration.
 - iv. Form available for lost passwords.
- g) Application should have a user management system to add, delete or edit users and their permissions as well as manage passwords by one single administrator
- h) Application should be "email-ready". That is, they should have the entire infrastructure in place to send out data-triggered email alerts, although none are needed at present.
- i) The application will be required to store Social Security numbers. Although this data does not need to be encrypted, all user interfaces and reports should display only the last four digits.

Application hosting, including DNS, web server, php and database hosting will be provided by Providence Plan.

The following are not needed by either application:

- a) Animated interfaces such as Flash.
- b) Graphical design elements – a straightforward, attractive look and feel is sufficient.
- c) Any EDI (electronic data interface)

Application: Participant Management System Elements

Description - This application will be used to store data concerning participants in the Building Futures pre-apprenticeship program. Each participant will be affiliated with up to one cycle (applicants may be entered without cycle affiliation, but all active participants will be members of exactly one cycle).

Each cycle will contain Benchmarks, and the date on which each participant achieves a benchmark will be recorded. Benchmarks will change from cycle to cycle, so there must be a user interface for entering benchmarks.

Following graduation from the program, graduates will be tracked for up to five years.

Data - Table structure will be along the following lines. In each case, additional field requirements may be added as needed.

- 1) Participants
 - a) Unique ID
 - b) Contact information
 - c) Demographic information
 - i) Gender
 - ii) Ethnicity/Race
 - iii) Education Level (specified menu of options)
 - iv) DOB
 - v) Veteran
 - vi) US Citizen (yes/no)
 - vii) Native Language
 - d) Employment status
 - i) Employed (multiple choice: Part Time, Full Time, Unemployed)
 - ii) Dislocated Worker
 - iii) Incumbent Worker
 - iv) Impacted by National Energy and Environmental Policy
 - v) Disadvantaged Worker in Area of High Poverty
 - e) Cycle affiliation
 - f) Append-only, date- and user-stamped narratives. These will contain text narratives that provide extra information as needed concerning location, phone number, employment, etc.
 - g) Criminal Record (yes/no)
 - h) Incarcerated (yes/no), dates
 - i) On probation (yes/no)
 - j) On parole (yes/no)
 - k) Driver's license (yes/no) (state, expiration date)
 - l) License Suspended (yes/no) date stamp
 - m) Referred by (text)

- 2) Employment History (single to multiple employers)
 - a) Unique ID
 - b) Related participant
 - c) Employer
 - d) Job title (text)
 - e) Start Date
 - f) End Date
 - g) Current (y/n)
 - h) Hourly Rate (\$)
 - i) Part time/full time
 - j) Reason for leaving
- 3) Cycles
 - a) Unique ID
 - b) Descriptive information
 - c) Important dates (start, end, etc)
- 4) Benchmarks
 - a) Unique ID
 - b) Cycle affiliation
 - c) Title
 - d) Description
 - e) Data type: checkbox, text, text multiple choice, numeric, or three field combination: Date Entered, Date Completed, Score.
- 5) Benchmark Achievement
 - a) Unique ID
 - b) Related Participant
 - c) Related Benchmark
 - d) Date Achieved
 - e) Comments
 - f) Fields specified in corresponding Benchmark
- 6) Placement (one or possibly more placements, but multiple follow-ups per participant)
 - a) Related Participant
 - b) Placement Trade
 - c) Placement Company
 - d) Placement Date
- 7) Follow-ups (many per each placement)
 - a) Time Period (placement, 6 month, 12 month, 24 month)
 - b) Date Stamp
 - c) Hourly Rate (\$)
 - d) Comments
- 8) Service Provision
 - a) Related Participant
 - b) Type of Services (including "Other", which the user will specify)
 - i) Car purchase
 - ii) Car insurance

- iii) Car registration
- iv) Driver's License
- v) ESL
- vi) Math tutoring
- vii) Housing
- viii) Child Care
- ix) Services for children
- x) Public assistance
- xi) Financial counseling
- xii) Employment resources
- xiii) Emergency assistance
- xiv) Mental health counseling referral
- xv) Substance abuse counseling referral
- xvi) Health care referral
- xvii) Legal services referral
- xviii) Anger management referral
- xix) Domestic violence referral
- xx) (space for other if/when it comes up)
- c) Date Stamp (automatic)

The following fields are stored in the current Access database, but will not be in the new application:

- a) "Scores" for Transportation, English, Citizenship, etc, rolling up into a total application score.
- b) GED information (unless it is created as a cycle Benchmark)
- c) Coursework grades and dates (unless created as cycle Benchmarks)

User Interface (UI) - . UI will include a standard dashboard with options such as the following:

- 1) Add new participant, including employment history
- 2) Edit existing participant
- 3) Enter placement and follow-up information
- 4) Add new Cycle, including Benchmarks
- 5) Edit existing Cycle, including Benchmarks
- 6) Reports
- 7) Edit user permissions and information (password changes)

Reports:

As a non-profit corporation, we have a wide range of funders that require a variety of data reports which change from year to year as funding streams change. Current reports include, but are not limited to, those provided as attachments to this set of specifications. The reports do not need to have the exact look of those attached, but must include the same data. The MIS solution must also provide the ability to design custom reports for future needs.

VII. BUDGET

Please provide an itemized cost proposal, including professional hourly rates, as well as a narrative justification to accomplish the scope discussed in the technical proposal.

VIII. EVALUATION CRITERIA

The following criteria will form the basis upon which the Providence Plan/Building Futures will evaluate proposals.

1. Meets mandatory requirements: Proposal must be received no later than 4:00 EST, June 22, 2010. Proposal must include a technical proposal and cost proposal or budget.
2. Suitability of Proposal: The proposed solution meets the needs and criteria set forth in the RFP. **[25 points]**
3. Vendor Experience: The vendor has successfully completed similar projects and has the qualifications and experienced staff necessary to undertake the project. **[30 points]**
4. Appropriate Staffing: The vendor has the appropriate staff and proposes a realistic timeline to develop the site in the time frame needed. **[20 points]**
5. Pricing Structure: The price is commensurate with the value offered by the proposer, taking into consideration the non-profit status of the Providence Plan. **[25 points]**

IX. FORMAT FOR PROPOSAL

Length and Font Size: Please use fonts no small than 11 point. Maximum proposal length including title page, cover letter, Technical Proposal and budget should not exceed 25 pages.

Proposal should include the following components in the order listed:

1. Title Page
Include: "The Providence Plan/Building Futures Web-Based MIS Proposal"; your company name, address, web site address, telephone number, fax number, DUNS number; primary contact person and his/her email address.
2. Cover Letter, signed by person(s) authorized to sign on behalf of the company.
3. Technical Proposal
 - a) Company Profile
 - b) Detailed Solution
 - c) Timeline
4. Cost Proposal
5. Appendices (optional)

X. PROPOSAL SUBMISSION

Complete proposals must be submitted electronically to BFMIS@provplan.org and received by 4:00 PM, EST, June 22, 2010. Proposals received after June 22 at 4:00PM will not be considered.