

Request for Proposal

“Searchable Database Development”

CHIME Institute’s Schwarzenegger Community School seeks an independent contractor to develop on its behalf an online searchable database system which will contain initially a minimum of 400 categorized samples of K-8 school curriculum material. The taxonomy and material categorization scope of work for this project will be supported by CHIME and its employees.

The contractor must be able to work closely with the school based team throughout the development of this site and be able to respond in real time to changes and alterations of both content and database format as requested by CHIME. The final product must be scalable for future growth and use.

End-user passwords, content protection, data encryption, and potential end-user functionality must also be considered and accounted for in the response proposal from the contractor.

Work by the contractor will begin June 29th, 2017. CHIME’s expected date of substantial completion of the database platform for this project by the contractor is August 31, 2017.

Proposals will be due by June 26th, 2017 5:00 PM PST. Responding contractors will provide narrative response to the five question elements below. Respondents will be scored on their answers to the five elements and the highest scoring respondent will be awarded the contract. Low bid will not be the sole criteria for awarding the contract as no bid shall exceed the maximum award for this project of \$17,250. All proposal responses must be delivered to the following email address by the listed due date and time: erin.studer@chimeinsitutute.org

Requests for clarification of bid elements must be received by June 20, 2017 at 1:00 PM PST. Requests for clarification will be closed at that time. The responses to these requests will be posted on the website www.chimeinstitute.org by 5:00 PM PST on June 20, 2017. At that time all proposing contractors are hereby directed to view all requests for clarification and the responses on that website at that time. No individual email correspondence will take place prior to awarding the bid and all requests for clarification will be responded to publicly and provided to all potential contractors via the previously reference website posting.

Narrative Response Elements. A valid proposal contains responses to all five elements.

1. Describe your/your company's work history and project development background that would be relevant to this project (~Limit 750 words)
2. Describe the development approach you/your company would take in completing this project. (~Limit 750 words)
3. Describe the project schedule you would implement to ensure on time delivery of the project as specified in the RFP. (~Limit 500 words)
4. Describe how you would manage the project resources to ensure you/your company is able to complete the project within the maximum budget listed in the RFP. Provide any specific examples of cost efficiency measures you would employ or have employed on prior projects that would provide supporting evidence to the approaches you list in this response. (~Limit 350 words)
5. Describe what elements you would build into your database design to allow for maximum flexibility for later scale up of the database as well how you would approach desired project elements such as end-user password features, content protection, data encryption, and potential end-user functionality. (~Limit 750 words)