



**PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM
REQUEST FOR PROPOSALS**

SUBJECT: P17-025: Web Site and Database Update, Development,
Hosting and Maintenance
REQUEST DATE: November 15, 2017
CLOSING DATE: December 22, 2017
POINT OF CONTACT: Justin Brei
Headwaters Corporation
4111 4th Ave, Suite 6
Kearney, NE 68845
breij@headwaterscorp.com

I. OVERVIEW

The Platte River Recovery Implementation Program (**Program**) was initiated on January 1, 2007 between Nebraska, Wyoming, and Colorado and the Department of the Interior to address endangered species issues in the central and lower Platte River basin. The species considered in the Program, referred to as “target species”, are the whooping crane, piping plover, interior least tern, and pallid sturgeon.

A Governance Committee (**GC**) has been established that reviews, directs, and provides oversight for activities undertaken during the Program. The GC is comprised of one representative from each of the three states, three water user representatives, two representatives from environmental groups, and two members representing federal agencies. The GC has named Dr. Jerry Kenny to serve as the Program Executive Director (**ED**). Dr. Kenny established Headwaters Corporation as the staffing mechanism for the Program. Program Staff are located in Nebraska and Colorado and are responsible for carrying out the various Program-related activities.

The Program’s existing database and web site system was developed in 2010 and is in need of complete redesign (www.platteriverprogram.org). The GC submits this Request for Proposals (**RFP**) to solicit proposals from contractors to design, implement, and maintain a new custom database and web site for the Program.

II. PROJECT DESCRIPTION

The web site and database system (**System**) provides a centralized, secure, long-term storage warehouse of Program data and reports, facilitates organizational collaboration (intranet), and provides a public-facing web site. The System currently supports a robust species database repository and reporting functionality. Given that the existing System has become outdated, the Program has determined that it is necessary to develop a new System that will facilitate Program data management and collaboration needs into the future. The System will be developed and managed by an independent information technology company (**Consultant**) for the Program. The Consultant will work with the Governance Committee, Program staff, and several Program



45 Advisory Committees to develop the System. Program staff will periodically evaluate the System
46 to ensure it is performing to expectations and operating within budget. Periodic evaluations will
47 also allow the Consultant to further develop and enhance the System to keep it efficient, “user-
48 friendly” and up-to-date with the current technology (i.e. hardware and software enhancements).

49

50 Current System Description

51 The current System is located at www.platteriverprogram.org. The website is built upon
52 Microsoft SharePoint 2010 Server, Service Pack 1. The database is Microsoft SQL Database
53 Server 2008R2, Service Pack 2. The System is an integrated public informational portal with a
54 robust intranet portal that comprises a document management system, species database
55 repository and reporting, calendaring, and user management. Although the current site uses
56 Microsoft SharePoint, it is **not required** to use SharePoint in the new system. Consultants are
57 encouraged to consider and propose alternative solutions, recommendations, and improvements.
58 Below is a list of some of the specific features of the current System that should be included in a
59 new solution. This is a list of important features, but does not necessarily represent the best
60 solution for implementation.

61

62 **Public Website**

- 63 a. Public Program information and graphics
- 64 b. Document repository – managed by staff
- 65 c. Contact form
- 66 d. Bid postings and notifications
- 67 e. Calendar
- 68 f. Search – search sitewide and obey login permissions
- 69 g. Dynamic mapping compatible with ESRI standard shapefiles
- 70 h. River flow data viewer – tool which skims publicly available flow data from USGS and
71 Nebraska DNR sources, stores it in local database, and allows custom display/download
72 of data.

73

74 **Intranet**

- 75 a. Committee and project subsites primarily used for document distribution with document
76 libraries, but also including calendars and committee membership lists.
- 77 b. Managed permissions throughout – not all intranet users should have access to all intranet
78 content.
- 79 c. Database, reporting, and management tools for species monitoring data. Data is currently
80 ingested using Microsoft InfoPath. Current intranet functionality allows standard and
81 custom data reporting and download, QA/QC and editing.

82

83 **III. SCOPE OF WORK**

84 The selected Consultant will be responsible for building, managing, and hosting the System for
85 the Program. The Consultant will work with Program participants, the Executive Director, and
86 ED Office staff during all phases of System development and management to ensure project
87 specifications are met and the System is functional.

88



89 System Development Phase

90 The System Development phase will include all aspects of developing a new complete and
91 functional system. Tasks will include:

- 92
- 93 a. Exploration and understanding of the current System and business processes.
- 94 b. Meet with Program staff and committee membership as needed for evaluation of needs.
- 95 c. Development of the new Program web site.
- 96 d. Migration of existing information and documents. Much of the existing text and
97 information can be re-used.
- 98 e. Integration of existing or development of new database structure and supporting system
99 architecture.
- 100 f. Develop an appropriate solution and acquire necessary hardware and software for long-
101 term hosting and administration, whether it be cloud-based or hosted locally.
- 102 g. Acquisition of necessary licensing for proprietary software if needed.
- 103 h. Complete and detailed site documentation, including all custom-built functionality.
104 Documentation should be detailed enough that an equally qualified professional can
105 easily understand, recreate, and maintain the entire System if necessary.

106

107 System Management Phase

108 The System Management phase will include all aspects of ongoing daily support and
109 maintenance activities to keep the site operational on an annual basis. This RFP will include
110 support for all of 2018, with estimates for 2019. Contract amendments for 2019 and future years
111 will be considered in September of each year. Tasks will include:

- 112
- 113 a. Full backup plan and implementation. Ensure that regular backups are completed
114 successfully and stored for a reasonable time and available for recovery from failure.
- 115 b. Intrusion detection & prevention. Adequately monitor the site for and protect from
116 DDOS or other types of attacks.
- 117 c. Proactive support for hardware and software updates. Patches and service packs should
118 be installed as they are released from providers. Hardware should be monitored and
119 upgraded or replaced as needed.
- 120 d. Working with Program staff as needed to update web site content.
- 121 e. Monthly reporting. Consultant will provide monthly reports detailing their support and
122 maintenance activities, as well as site use statistics.
- 123 f. On-call support with same-day or better response times for client issues, website content
124 updates, etc. Availability during United States central time zone business hours (8 a.m.
125 to 5 p.m.)
- 126 g. 24/7 365 emergency support.

127
128
129
130
131
132



133 List of Features

134 Below is a list of features that the proposed solution should be able to incorporate. This list is
135 not exhaustive, and any items not listed that would provide benefit to the Program will be
136 considered.

- 137
- | | | | |
|-----|---------------------------------------|-----|---|
| 138 | a. Updated “look and feel”, | 155 | l. Existing or similarly functioning |
| 139 | graphically and organizationally. | 156 | river flow data viewer. |
| 140 | Function is the highest priority. | 157 | m. Existing or similarly functioning |
| 141 | b. Document hosting. | 158 | species database repository and |
| 142 | c. Calendars. | 159 | reporting. |
| 143 | d. Robust search functionality. | 160 | n. Lasting technology |
| 144 | e. Web contact forms. | 161 | (maintainability, proven |
| 145 | f. Photo gallery. | 162 | technology). |
| 146 | g. Dynamic map compatible with | 163 | o. Website use statistics and reporting |
| 147 | ESRI standard shapefiles. | 164 | – visits, unique visits, page |
| 148 | h. Compatibility with common | 165 | popularity, browser usage, IP |
| 149 | hardware/software (ex. Edge, IE, | 166 | location, other relevant info. |
| 150 | Chrome, Firefox). | 167 | p. Intranet site collection for |
| 151 | i. Content management by authorized | 168 | organization and document |
| 152 | non-technical personnel. | 169 | distribution for committee meetings |
| 153 | j. Bid posting and notification site. | 170 | and projects. |
| 154 | k. Search engine optimization. | | |

171

172

173 **IV. PROJECT BUDGET**

174 An estimated project budget should be submitted with the proposal. Proposals will not be
175 evaluated solely on cost, but it will be considered in the selection process. Consultants are
176 encouraged to be as detailed as possible when presenting the proposed budget. Please include
177 labor rates and hour estimates as these rates will be the basis for development of the final scope
178 and budget. Include detailed costs for any suggested hardware, software, licensing, hosting, or
179 other non-labor costs for the proposed solution.

180

181

182 **V. CONTRACT TERMS**

183 The selected consultant will be retained by:

184

185 Nebraska Community Foundation

186 PO Box 83107

187 Lincoln, NE 68501

188

189 **The selected firm will negotiate with the ED Office to establish a fair and equitable**
190 **contract. If an agreement cannot be reached, a second firm will be invited to negotiate and**
191 **so on, until an agreement is reached. The initial term of the contract will be for a two-year**
192 **period beginning in January of 2018 and terminating in December of 2019 with an option**



193 **to renew at the sole discretion of the GC. Contracted services will be performed on a time**
194 **and material not to exceed basis. Under the final contract, annual written Notice to Proceed**
195 **from the Executive Director will be required before works begins. All work will be**
196 **contingent on availability of Program funding.**

197
198
199

200 **VI. SUBMISSION REQUIREMENTS**

201 All interested information technology companies having experience providing the services listed
202 in this RFP are requested to submit a proposal.

203

204 **Instructions for Submitting Proposals**

205 *One electronic copy of your proposal must be submitted in PDF format to Justin Brei at*
206 breij@headwaterscorp.com *no later than 5:00 p.m. Central Time on December 22, 2017. A*
207 *proposal is late if received any time after 5:00 p.m. Central Time and will not be eligible for*
208 *consideration.*

209

210 **Questions regarding the information contained in this RFP should be submitted by e-mail**
211 **only to Justin Brei (breij@headwaterscorp.com). A list of compiled Consultant questions**
212 **and responses will be maintained on the Program web site**
213 **(<https://www.platteriverprogram.org/Contractors/>) in the same location as this RFP**
214 **solicitation.**

215

216 **Proposal Content**

217 Proposals should include, at a minimum, the following information:

218

- 219 1. Title page with firm name, address, phone number, principal contact, email address.
- 220 2. Technical approach and proposed project work plan
 - 221 a. Work plan should describe tasks, methods, and personnel assigned to the project.
222 Please be as comprehensive as possible.
 - 223 b. Work plan should demonstrate the Consultant’s understanding of the Program’s
224 System needs and functionality and outline tasks necessary to accomplish the
225 scope of work.
 - 226 c. Work plan should include phase completion dates and key project milestone
227 completion dates.
 - 228 d. Work plan should describe the approach to redesigning the current System,
229 including proposed hardware, software, and hosting.
- 230 3. Key Personnel
 - 231 a. Include resumes for all key personnel involved with this project, which provide an
232 overview of their technical experience and their responsibilities in this project.
 - 233 b. Firm must not be debarred, suspended, or disqualified by United States Federal
234 Agencies. Provide Dun & Bradstreet Number (DUNS).
 - 235 c. Include full resumes and firm information for any subcontractors, and describe
236 their role in the project.



- 237 4. References
- 238 a. Include project descriptions and links to similar relevant projects. Describe the
- 239 scope, budget, services, and timelines, and provide contact information for
- 240 references. At least three reference contacts are required.
- 241 5. Costs
- 242 a. Include an estimated project budget with the proposal.
- 243 b. Be as detailed as possible, including estimates of hours and rates for the project
- 244 team.
- 245 c. Include estimated costs for hardware and software needs, including licensing and
- 246 hosting.
- 247 d. Estimated budget for the design phase and the annual support phase should be
- 248 separate.
- 249 e. **Proposals will not be evaluated solely on cost, but cost will be a**
- 250 **consideration.**
- 251 6. Conflict of Interest Statement
- 252 a. Address whether or not any potential conflict of interest exists between this
- 253 project and other past or on-going projects, including any projects currently being
- 254 conducted for the Program.
- 255 7. Description of Insurance
- 256 a. Proof of insurance will be required before a contract is issued. Minimum
- 257 insurance requirements will include \$1,000,000 general liability per occurrence.
- 258

259 **Criteria for Evaluating Proposals**

260 The Governance Committee will appoint a Proposal Selection Panel that will evaluate all
261 proposals and select a Consultant based on the following principal considerations:

- 262
- 263 1. The prospective Consultant’s understanding of the overall objective(s) of the project as
- 264 demonstrated by their management and technical approaches.
- 265
- 266 2. Consultant’s relevant project experience and references for similar projects. References will
- 267 be contacted – please provide current information.
- 268
- 269 3. The clarity and content of the Consultant’s proposed tasks and timeline.
- 270
- 271 4. The budget for the proposed solution will be a consideration, but the lowest cost proposal
- 272 does not necessarily represent the best value to the Program.
- 273

274 **Award Notice**

275 After completing the evaluation of all proposals and, if deemed necessary, interviews, the
276 Proposal Selection Panel will select a Consultant. That firm will negotiate with the ED Office to
277 establish a fair and equitable contract. If an agreement cannot be reached, a second firm will be
278 invited to negotiate and so on. If the Program is unable to negotiate a mutually satisfactory
279 contract with a Consultant, it may, at its sole discretion, cancel and reissue a new RFP.

280



281 **Program Perspective**

282 The Governance Committee of the Program has the sole discretion and reserves the right to
283 reject any and all proposals received in response to this RFP and to cancel this solicitation if it is
284 deemed in the best interest of the Program to do so. Issuance of this RFP in no way constitutes a
285 commitment by the Program to award a contract, or to pay Consultant’s costs incurred either in
286 the preparation of a response to his RFP or during negotiations, if any, of a contract for services.
287 The Program also reserves the right to make amendments to this RFP by giving written notice to
288 Consultants, and to request clarification, supplements, and additions to the information provided
289 by a Consultant.

290
291 By submitting a proposal in response to his solicitation, Consultants understand and agree that
292 any selection of a Consultant or any decision to reject any or all responses or to establish no
293 contracts shall be at the sole discretion of the Program. To the extent authorized by law, the
294 Consultant shall indemnify, save, and hold harmless the Nebraska Community Foundation, the
295 states of Colorado, Wyoming, and Nebraska, the Department of the Interior, members of the
296 Governance Committee, and the Executive Director’s Office, their employees, employers, and
297 agents, against any and all claims, damages, liability, and court awards including costs, expenses,
298 and attorney fees incurred as a result of any act or omission by the Consultant or its employees,
299 agents, subcontractors, or assignees pursuant to the terms of this project. Additionally, by
300 submitting a proposal, Consultants agree that they waive any claim for the recovery of any costs
301 or expenses incurred in preparing and submitting a proposal.