

Washington State Department of Early Learning (DEL) Letter to Request Informal Bid #09-111

Project Title: Early Childhood Education and Assistance Program Web-based Database System Maintenance

Completed bid packets are due by Tuesday, Nov. 17, 2009 at 4:00 p.m. to:

Bid Coordinator	Heike Syben
E-mail address	Heike.syben@del.wa.gov
Mailing Address	PO Box 40970
City, State, Zip Code	Olympia, WA 98504-0970
Courier Address	649 Woodland Square Loop SE
City, State, Zip Code	Lacey, WA 98503

Selection Process and Timeline

Bid Due	11/17/2009
DEL Finalizes Evaluation	11/31/2009
DEL Completes Negotiation of Contract	12/14/2009
DEL Announces Successful Contractor	12/15/2009
Contract Work Period	1/1/2010 – 6/30/2010

Bidder Information (Please type or print neatly.)

Legal Business Name (as legally registered with the IRS)	
Doing Business as (DBA)	
Federal ID Number	
Washington Uniform Business Identifier (UBI)	
Contact Person	
Mailing Address	
City, State, Zip Code	
Phone	
Fax	
E-mail	

As the authorized representative of the bidding organization, I certify that I have the authority to submit this bid proposal. I further certify that the information contained in this proposal is true and accurate. I understand that my organization will not receive reimbursement for any costs incurred in preparing this proposal. Should my organization be awarded funding, I understand that our submitted project proposal will be incorporated into the final contract.

Printed Name and Title	
Signature	
Date	

Project Proposal: ECEAP Management System upgrade and maintenance.

PROJECT BACKGROUND

ECEAP is Washington’s pre-kindergarten program serving low-income and at-risk three- and four-year-olds and their families. It was created by the state Legislature in 1985, to expand the benefits of the federal Head Start program to more children. ECEAP focuses on preparing children for success in school and life through three interactive components – preschool education, health services coordination, and intensive family support and parent involvement.

The Department of Early Learning provides ECEAP through 40 contractors, who are educational service districts, school districts, community colleges, local governments, and non-profits. They provide ECEAP services in 38 of 39 Washington counties, at approximately 270 sites. In 2009, ECEAP has 8,053 slots for children.

The ECEAP Management System (EMS) is a database application created 10 years ago using Borland Delphi. It is used to gather statewide data on child enrollments and program information. Approximately 250 users log into the program each month to enter and update data, which is used for program monitoring and requested by researchers, OFM, and legislators.

DEL is seeking a contractor to write, edit, and correct code to update reports and data entry screens, upon request from the DEL EMS administrator. Work requests will occur irregularly. DEL needs confirmation of the request and a plan for completion within 24 hours of each request. There are approximately 100 hours of work each year, depending on the complexity of the work requests. The majority of the work is completed from March to June, when the ECEAP program is preparing for the next school year. Occasional work orders are requested throughout the year for general maintenance and troubleshooting.

PROJECT SCOPE OF WORK AND KNOWLEDGE TRANSFER

The successful respondent will have knowledge and abilities in Delphi with skill at reading, editing, and correcting code of other Delphi programmers and programming web enabled database applications using client-server architecture and secured automated software updating features. The successful respondent has the capacity to respond to work requests within 24 hours and complete each work order within a reasonable and mutually-agreed timeframe.

Bids will be evaluated by DEL based on the response to the information requested in the project description later in this bid. DEL may request an interview following bid evaluation. All Bidder Response items must be addressed for the bid to be considered responsive. The deadline for submission to response is local time in Lacey, Washington. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

Bidders assume the risk for the method of delivery chosen. DEL assumes no responsibility for delays caused by any delivery service. E-mailed responses to the bid coordinator are an acceptable means of delivery.

DEL reserves the right at its sole discretion to reject any or all bids for any reason whatsoever prior to the execution of a contract. This Letter to Request Bids does not obligate DEL to contract for the services specified herein. The final selection, if any, will be the bid, which in the opinion of DEL best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the state of Washington. DEL is not obligated to select the lowest priced bid. DEL shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids.

This is an informal bid process and there are no protests allowed and no formal de-briefings. Requested informal de-briefings may be honored by DEL.

In submitting a bid in response to this Letter to Request bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids. The selected bidder will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the bidder to submit its own standard contract terms and conditions in response to this Letter to Request Bids.

Any request for information about this project, are to be directed to the Bid Coordinator named above.

**Bidder Response:
Project Description**

1. Describe knowledge and experience working in Delphi, including skills at reading, editing, and correcting code of other Delphi programmers. (20 points)
2. Describe knowledge and experience programming web-enabled database applications using client-server architecture and secured automated software updating feature. (20 points)
3. Describe ability to respond to requests within 24 hours and complete work orders with short turn-around periods. (20 points)
4. List similar projects worked on, including scope of work and client contact information. (20 points)
5. Attach qualifications, resumes, references and itemized hourly rates for person(s) proposed to work on this contract. (20 points)