

REQUEST FOR PROPOSAL (RFP)
Competitive Proposal

The Columbia River Inter-Tribal Fish Commission



**Professional Services: Inter-Tribal Monitoring
Data (ITMD) Centralized Data Management
System Updates and Maintenance**

Contractors Invited: All licensed and qualified Contractors

Primary RFP Contact: Sara K. Pennington at rfq@critfc.org

Project Team Member: Sheryn Olson at solson@critfc.org, Inter-Tribal Monitoring Data (ITMD) Project Coordinator

Critical Dates:

Proposal Submission Deadline: September 09, 2022

Tentative Award Selection: 15 business days after submission deadline.

Project Initiation: Commences upon completion of signed contracts by all involved parties.

PART I-BACKGROUND

The Columbia River Inter-Tribal Fish Commission (CRITFC), established in 1977, is composed of four sovereign tribal governments: The Confederated Tribes of the Umatilla Indian Reservation (CTUIR, Pendleton, OR), the Confederated Tribes of the Warm Springs Reservation of Oregon (CTWSRO, Warm Springs, OR), Nez Perce Tribe (NPT, Lapwai, ID), and the Confederated Tribes and Bands of the Yakama Indian Nation (YN, Toppenish, WA). The CRITFC mission is to ensure a unified voice in the overall management of the fishery resources, and as managers, to protect reserved treaty rights through the exercise of the inherent sovereign powers of the tribes. The organization conducts business through a single decision-making body known as the “Commission”, which is comprised of Fish and Wildlife representatives from each member-tribe. The Commission operates and establishes policy through a consensus of those elected representatives, with each member-tribe having a single vote. The tribes’ authority for action includes, but is not limited to, reserved treaty rights in the Columbia Basin, the Pacific Salmon Treaty, statutes, case law, and other legal precedent. Additional information on the CRITFC can be located on the website www.critfc.org.

The **Centralized Data Management System** (CDMS) was developed by the CTUIR in 2013, which they distributed in 2018 as an open-source software application to two other tribes: the NPT and the CTWSRO, and to CRITFC to collect, store, and manage aquatic scientific Research, Management and Evaluation (RM&E) data. The system comprises a local server or web-based application and many datastores for RM&E and fish management projects. The CTUIR developed the CDMS application using an ASP.NET framework and MSSQL server back-end with an AngularJS front-end. Application versioning is managed with Git and synchronized across the four different builds through GitHub. The YN developed a different solution, the Information Management System/Status and Trends Reporting System (IMS/STAR).

The CRITFC is soliciting proposals from Contractors who can provide upgrade solutions and ongoing technical support to improve functionality, UI/UX, security, automate updates/alpha testing of code updates, and who can propose a solution and architecture to centralize the CDMS application.

PART II-PROJECT OVERVIEW

The custom-built CDMS is a web-based information management system built as a Single Page Application (SPA) using the ASP.Net WebAPI with AngularJS and is integrated with ArcGIS Enterprise. CDMS uses SQL server for the storage of tabular and geographic data. The system is in production and used at CTUIR for managing RM&E Fisheries data, Tribal Planning Office permits and applications and at NPT, CTWSRO and CRITFC for RM&E fisheries and other aquatic data, as well as for Fisheries Management projects. It is a versatile system used for a variety of purposes which provides secure long-term repositories of authoritative data and reporting capabilities.

There are four complete and functioning CDMS applications; one each housed at CTUIR, at the CRITFC, the NPT, and at the CTWSRO. Currently, the CTUIR version 2.0 has more functionality for a wider variety of uses, and a more current Angular version than the other CDMSs. The CTUIR deployed [jenkins to provide a Continuous Integration/Continuous Delivery \(CI/CD\)](#)

[environment](#) that can automate some building, testing and deployment of the application. We are not yet using Jenkins for the other three CDMS builds (CRITFC, CTWSRO, and NPT).

Current Centralized Data Management System (CDMS) Features

The CDMS houses datasets, called “datastores” in a centralized data repository for long-term authoritative RM&E data for aquatic systems. For example, there are datastores for Deschutes River water temperature data and Chinook Salmon spawning ground data collected from the Hood River of Oregon. Features include:

- Data input is enabled with a web-based data entry interface for manual data input, via importing data from an Excel or CSV file, or by using automated data migration routines to extract, transform, and load data from electronic data collection devices in the field, with such applications as Esri’s Survey123, to the CDMS SQL back-end database.
- CDMS currently only provides access to individual projects’ datasets using the application’s query tool for data exporting.
- Extracting data directly from CDMS (i.e., project data sets) is generally accomplished by export to CSV files via querying individual project data sets. SQL Server Reporting Services (SSRS) can also be accessed from within CDMS for custom query products to include data from entire data stores.
- Multi-project data from data stores can also be extracted from the back-end SQL database via queries by data management staff, scheduled SQL Server Integration Services (SSIS) script tasks to generate predefined outputs, or by utilizing an API with 3rd party applications (e.g., R, Python, Tableau, etc.).
- Data migration and exchange: Legacy datasets can be directly imported from CSV or Excel files or uploaded with SSIS data migration routines using SQL scripts. CDMS utilizes API’s, with proof of concept was completed, for data flow between CDMS and StreamNet’s Coordinated Assessments eXchange data system; from the CDMS to EPA’s Exchange Network nodes; and between CDMS and PTAGIS PIT tag database. Some of these data pipelines are currently in production for some of the datastores at some of the tribes.

PART III-SCOPE OF SERVICES

The CRITFC is requesting proposals from qualified Contractors for web and integration of native application support for the CDMS and to provide minor support as requested for the YN IMS system. Our goals are to, in order of importance: 1. synchronize the 4 applications by creating an up-to-date “main” Tribal CDMS branch which integrates CTUIR’s recent features and bug fixes, with updated versions of Angular and other supporting applications; 2. coordinate with data stewards from each member tribe to integrate the updated main Tribal CDMS branch into each Tribe’s independent branch; 3. develop and document the workflow and steps necessary to keep each branch up to date with new features, bug fixes, and software updates originally derived from CTUIR or other developers; 4. As time/monies allow, implement UI/UX improvements and application functionality as prioritized..

The scope of services will include, but is not limited to a variety of technical issues including:

- Developing priority features and functional improvements in the custom data management web application (CDMS): one simple example is to update the AG grid to allow autosizing of text boxes.
- UI/UX application design improvements, including mobile/responsive design.

- Employ or develop an automated testing solution for front-end and back-end QA/QC after new code commit installations.
- Developing JavaScript build automation, security upgrades and CI/CD tooling.

The successful contractor will complete the following specific tasks:

- Incorporate back-end and front-end commits from CTUIR's CDMS GIT branches into the corresponding Tribal CDMS branches.
- Manage and maintain the Tribal CDMS branch to include any additional updates from CTUIR in addition to improvements made under this agreement.
- Address priorities requested to improve the user interface design of the CDMS.

Given time and resources, ideally:

- Assist with planning implementation of a CI/CD pipeline to develop workflow for improvements during use of the application.
- Development or deployment of existing integration test framework so that we can run a suite of tests against CDMS that would go through major use cases, before major upgrade releases.
- Development of front-end build automation (similar to WebPack) to improve performance.

Proposals should be able to recommend a solution which meets these guidelines for CRITFC:

- Prioritizes CRITFC-ITMD identified tasks within the first 1 month of the contract
- Identifies a clear process for communicating with the Development Team
- Identifies a workflow solution for managing requests, ideally an application for development of software
- Ensures security of all web sites and supports the best interests of CRITFC
- Clearly defines the process for development, testing and implementation of solutions.

DELIVERABLES

- Incorporate CTUIR CDMS's 2.0 updates into the current Tribal CDMS branch (v2.3)
- Update from AngularJS to most recent Angular, or ideally switch to React, or Vue or similar.
- Improve location handling: we require the ability to lookup projects by location.
- Improve Date/time fields for better functionality.
- All programming improvements will be integrated into the Tribal CDMS branch which the Contractor will use to commit and integrate new code. The Contractor will manage and maintain the Tribal CDMS branch to include all production-ready fixes and updates
- Extensive documentation for GitHub changes, branches, code commits is required.
- Bugs, defects, and features will be tracked in GitHub and Contractor will participate in our workflow to address and repair introduced bugs as needed.
- Initial technical support will be required to introduce new features to end-users and address introduced bugs.
- Documentation of introduced code and features is required.
- Improvements will be tested by Tribal staff and rolled out to production after acceptance.

Service Period

The CRITFC intends to engage with the contractor for a period not to exceed one (1) year (2022 through 2023 coverage years). The proposal must quote firm pricing for deliverables. Annual contract renewals will be dependent upon satisfactory service evaluations.

PART IV-REQUIREMENTS

Contractors must have experience creating and maintaining web applications with the following technology stack: C#, ASP.Net, WebAPI, and AngularJS. Contractors must also have experience creating a JavaScript build process and implementing front-end integration testing in support of a Continuous Integration/Continuous (CI/CD) Deployment environment. Contractors must be familiar with the use of GitHub for source control.

Ideally CRITFC would prefer to work with a company who can provide two staff with developed skill sets in the following: JavaScript/CSS expertise for help with front-end tasks and C#/ASP.Net WebAPI/SQL expertise for back-end tasks.

This is a telework contract and all work will be done remotely. Identified staff will be required to pass a security background evaluation and sign Non-Disclosure agreements.

PART V-STATEMENT OF QUALIFICATIONS

Interested Contractors must submit a statement of their qualifications. This submission must be responsive to the following items and may include supplemental material which further supports the Contractor ability to provide the services and requirements outlined. To simplify evaluation and to assure each submission receives the same orderly consideration; all proposals are to follow the format described in this section.

Contractors interested in responding to this request must include the following information in their response.

Title Page

Firm name; proposal title; address, website address, telephone number; primary contact person and an email address.

Cover Letter

Signed by the person or persons authorized to sign on behalf of the firm.

Team Experience and Other Qualifications

- A description of the firm's overall capabilities and specific experience in support of completing the tasks listed in the scope of services; specifically with custom web programming solutions for integration of SQL and c#/ASP.net.
- A description of the firm's process for development, testing and deploying of updated programming, including communication.
- A description of the firm's previous success developing automated testing routines for custom web based information management systems.
- Timeline for addressing tasks and deliverables identified in the Scope of Services.
- Indicate the location of the office, the number of staff (by level), and who will perform the services. The Contractor should also include the lines of communication and decision-making hierarchy, as well as any subsidiary consultants
- A summary resume of professional qualifications and experience of the individuals the firm would assign to the project.

- Identify any proposed sub-contractors and the portion of the engagement for which they will be utilized.
- Describe, in sufficient detail, any professional experience with tribal organizations the Agency may have, including years of each engagement.
- Any other supplemental items (proprietary offerings, value-added services, cost saving measures, enhancements, Contractor specific offerings, etc.) that you feel should be brought to our attention and consideration in evaluating your qualifications. Please feel free to elaborate on examples that substantiate your ability to provide the expected specifications and requirements of this RFP.

Previous Client References

- A minimum of three references must be provided.
- Include contact names, business addresses, telephone numbers and email addresses of clients for which the firm implemented programs of a similar type and size within the last five years, including the cost and scope of work completed.

Cost Proposal

The estimated cost of performing the CRITFC required scope of service and requirements must be detailed in a cost proposal. The total maximum estimated price is to contain all direct and indirect costs including all out-of-pocket expenses required to deliver the solution. Identify and describe any additional anticipated cost-based information. All costs must be listed separately, clearly identified, and un-bundled. Respondents should propose an hourly rate pricing scheme with a total not to exceed cost for the contract. GSA pricing rates would be appropriate as CRITFC is a federally recognized Tribal Government. Final pricing will be negotiated.

PART VI-EVALUATION AND SELECTION CRITERIA

Proposals will be evaluated through a criteria-based selection process conducted by a review team. The following selection criteria will be used to evaluate the content of the written proposals based on a weighted scoring method totaling 100 points:

- Ability to meet the goals of the project as identified in the Scope of Services and Deliverables, as evidenced by previous similar work. (25 points)
- Experience and qualification of the firm, as evidenced by the Statement of Qualifications (20 points)
- Description of the process for development, testing and implementation of updated programming, including communication. (15 points)
- Experience and qualifications of the staff assigned to the effort. (10 points)
- Timeline for addressing tasks identified in the Scope of Work. (10 points)
- Cost Proposal/Price (10 points)
- Indian-owned, other minority, or woman enterprises. (10 points)

Total evaluation points: 100

Tribal Preference: Indian Preference Act of 1934 (Title 25, USC, Section 47). To the greatest extent feasible, preference shall be given to Indians, Indian Organizations, or Indian owned economic enterprises in the award of all contracts and subcontracts. Must meet these factors to secure Indian Preference status: Membership in a federally recognized tribe; Indian Ownership of 51% or more; Indian Control; and Indian Management.

PART VII-ADDITIONAL PROPOSAL INFORMATION

Closing Date for Submissions

The closing date for submissions will be on September 09, 2022 (PT). Proposals received after the specified time will not be considered. Contractors must submit a digital copy (via email) of their proposal to Sara K. Pennington at rfq@critfc.org

Necessary Information

Proposals must contain all information requested in the RFP. The CRITFC will not consider additional information submitted after the closing date and may reject incomplete proposals.

Cost of Proposals

The CRITFC shall not be liable for any expenses incurred by Contractors in either preparing or submitting proposals, evaluation/selection, or contract negotiation process, if any.

Note: Contractor will agree that Contractor is independent with respect to the CRITFC, and Contractor shall not be entitled to any fringe benefits (health, life or accident insurance benefits, paid vacation, or any other employee benefit); Federal Social Security; Worker's Compensation; or Unemployment Insurance benefits. Contractor is responsible for paying any tax due as a result of this RFP.

Request for Clarification

Contractor may submit **requests for clarification** via email by August 31, 2022 (PT). The CRITFC will not consider any requests submitted after the date specified above. Questions regarding the RFP or request for clarification shall be sent, via email, at rfq@critfc.org.

Insurance

Prior to commencement of any contract work, the Contractor shall provide CRITFC with a certificate of insurance for General/Professional Liability insurance showing the CRITFC as "also insured (additional or co-insured) in the amount of not less than \$1,000,000 for the term of the contract.

Confidential Information

By submitting a proposal, the Contractor agrees to keep confidential all information provided in connection with the RFP.

Requests for Further Clarification of Proposals

The CRITFC may request additional clarification from Contractors on any portion of the proposal.

Cancellation of RFP

The CRITFC may cancel this RFP at any time upon finding that it is in the CRITFC's best interest to do so.

Rejection of Proposals

The CRITFC may reject a specific proposal, or all proposals, upon finding that it is in the CRITFC's best interest to do so.

Award and Contract

We will notify all Contractors, whether they are disqualified, rejected, or unsuccessful although responsive. All final specifications shall be negotiated and finalized by purchase order or contract. This RFP gives rise to no contractual obligations, implied or otherwise.

Protest of Tentative Award Selection

An email notification of tentative award to the Contractor whose proposal is deemed to be most advantageous and of best value towards meeting the project objectives will be sent. A separate 'no award' email will be sent to all other Contractors that submitted a proposal in response to this RFP. Any Contractor who claims to be adversely affected by the selection of a competing Contractor shall have seven (7) calendar days after receiving the notice of selection to submit a protest, via email, to rfq@critfc.org

References

The CRITFC reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees. The CRITFC reserves the right to reject any proposal at any time prior to the execution of any resulting contract. Please submit DUNS numbers for your company to facilitate our credential evaluation.