

## BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

### NOTICE TO BIDDERS

The Butler County Educational Service Center Governing Board is requesting bids for Service Providers for the Audiology & Hearing Impaired Services Portal Application for the Butler County Educational Service Center, 400 N. Erie Blvd., Hamilton, Ohio 45011.

Sealed bids will be received for a single developer only.

Estimated value of the overall project is \$25,000 – \$50,000.

*The Owner of this Proposal is:*

*Butler County Educational Service Center  
400 North Erie Blvd., Suite A  
Hamilton, OH 45011*

The goal of this development is to establish a software development and support relationship with a vendor headquartered in the United States that uses internal, full-time staff for the development of SQL and .NET web-applications. Developers using offshore resources will not be considered for this project.

Bids must be on a stipulated sum basis.

Any pre-bid questions may be emailed to [ulmk@bcesc.org](mailto:ulmk@bcesc.org) on or before 8-7-2018. Answers to questions will be provided on or before 8-10-2018.

The owner will receive sealed bids until 1:00 PM local time, on August 17, 2018 at the office of the owner with the attention to Ken Ulm, Treasurer, when they will be opened and read.

The owner requires substantial completion of the work on or before November 30<sup>th</sup>, 2018.

Bids are required to be submitted under a condition of irrevocability for a period of 60 days after submittal.

Bidders may print the bid documents off of the Butler County Educational Service Center website at [www.bcesc.org](http://www.bcesc.org) by clicking on the "NOTICE TO BIDDERS" button.



# **Request for Proposal**

Butler County Educational Service Center (BCESC)  
Audiology & Hearing Impaired Services Portal Application  
June 28, 2018

Butler County Educational Service Center  
400 N. Erie Blvd  
Suite A  
Hamilton, Ohio 45011

## **INTRODUCTION**

This RFP document is an invitation to software development companies to submit proposals for the construction of a custom software application.

The intent is to obtain proposals and vet vendors for the selection of one service provider to participate in this project. Through this process, BCESC seeks to establish a software development and support relationship with a vendor headquartered in the United States that uses internal, full-time staff for the development of SQL and .NET web-applications. Developers using offshore resources will not be considered for this project.

All questions and inquiries regarding this request for proposal should be directed to:

Ken Ulm  
Treasurer  
400 N Erie Blvd Suite A  
Hamilton, OH 45011  
kulm@bcesc.org

## **SCHEDULE OF EVENTS**

Request for proposal released	July 31, 2018
Deadline for questions	August 7, 2018
Answers to questions provided	August 10, 2018
Deadline to submit proposals	August 17, 2018
Bid Opening	August 17, 2018 at 1:00 p.m.

## **GENERAL INFORMATION**

---

### **Purpose of this Request**

The selected vendor will produce a .NET and SQL web application hosted by BCESC to allow administrators to collaborate with Audiologist and Hearing Impaired Teachers in order to manage and provide services to School Districts. The application will significantly reduce the manual labor required to manage the provision of services currently administered using Google Forms and Google Sheets.

### **Contract Term**

The term of the contract that will be awarded at the end of this request process will commence upon BCESC execution of the contract and will extend no longer than the duration of the project required to complete the designated deliverables, or a termination date which will be specified in the contract itself. Upon the acceptance of the final deliverable, the contract will be deemed satisfied.

BCESC makes no commitment to additional work following this process. Subsequent contract grants will be at BCESC's discretion and based upon the quality of the work performed on this project.

### **Pre-Proposal Q&A Process**

All questions regarding this RFP can be submitted in writing, or via email to Ken Ulm in accordance to the schedule of events and at the address listed in the introduction section of the RFP.

## FUNCTIONAL OVERVIEW

---

The web application must include functionality to support the following features and user stories.

### FEATURES

- Manage users accounts
- Manage list of school districts and locations
- Manage list of students
- Create and manage contracts & addendums
- Manage list of Accessories
- Manage list of Equipment
- Manage list of Audiology and HI services
- Manage ledgers
- Manage invoices
- View spend down reports

### USER STORIES

<b>Project Configuration</b>
Setup the development, staging and production environments
Develop the entity hierarchy and configure the SQL database
Import data from spreadsheets
<b>Security</b>
Active Directory integration
<b>UX Design and Programming</b>
Develop a design for the screens
Program the mobile responsive template
<b>Manage Districts</b>
As an Admin I need see a list of Districts so that I can select one to manage
As an Admin I need to add or edit a District to keep the data current
<b>Manage Students</b>
As an Admin, an Audiologist or HI Teacher, I need to manage students so that I can add them to contracts
As an Admin, an Audiologist or HI Teacher, I need to edit a student record so that data is accurate
<b>Manage Accessories</b>
As an Admin I need to see a list of accessories so that I can edit the information and they can be used in contracts
<b>Manage Equipment</b>
As an Admin I need to view a list of our equipment so that I can manage inventory
As an Admin I need to view and edit details for a piece of equipment so the data is current
As an Audiologist or a HI Teacher I need to check in equipment

As an Audiologist or a Hearing Impaired Teacher I need to check out equipment
<b>Manage Services</b>
As an Admin I need to manage a list of Audiology and HI services so that they can be added to contracts
As an Admin I need to edit a service so that it is accurate when added to contracts
<b>Manage Contracts and Addendums</b>
As an Admin I need to view a list of contracts so that I can add and edit information
As an Admin I need to create a contract so that I can add students, services, accessories and equipment
As an Admin I need to add students, services, accessories and equipment to a contract so that I can present it for approval
As an Admin I need to present the contract detail screen so that the Special Education Director can approve it
As an Admin I need to create an addendum for a contract so that we can get approval for changes
Audiologists need to create a contract and an addendum into the database with limited editing access
<b>Reports</b>
As an Admin I need to view a list of spend down reports so that I can select one to view the details
As an Admin I need to view the details of a spend down report so that I can export a PDF it to share with others
<b>Manage Ledgers</b>
As an Audiologist or a Hearing Impaired Teacher I need to view a list of my ledgers so that I can see the status
As an Audiologist or a Hearing Impaired Teacher I need to create and submit a ledger so that the Admin can bill the District
As an Admin I need to view a list of ledgers so that I can review and approve them for billing
As an Admin I need to view the details of a ledger so that I can edit and approve it for billing

## TECHNICAL SPECIFICATIONS

---

### Resources to Be Provided by BCESC

BCESC will provide the service provider with the following resources to help them complete the project:

- Subject Matter Experts will be available for requirements clarification throughout the project.
- A Project Coordinator will be provided by the BCESC to work in close collaboration with the vendors project manager. This Project Coordinator will interface with BCESC staff to make resources available and to assist with requirement clarification.
- BCESC is responsible for ensuring that suitable development, staging and production environments are available for the deployment of the software application. This environment includes servers, firewalls and network infrastructure. This includes all hardware devices, necessary software licenses (including all applicable operating system licenses), and middleware to be used as part of the final software solution.
- BCESC will provide data that can be used to test new software application.

- BCESC will provide a trainee for the system. This trainee could be the Project Coordinator. Service provider will train a trainer in proper use of the software application. The BCESC trainer will in turn create training documentation, or other training materials to be used to educate the final set of end users.

### **Resources to Be Provided by the Vendor**

Software development service provider will provide the following resources. All other technical resources required to complete development and final deployment are the responsibility of BCESC. The vendor will be expected to provide the following resources:

- Development tools for each developer including Visual Studio, or comparable code editor.
- Team Foundation Server for team development and source code control. This includes proper licensing for all tools used as part of the software development process.
- Developer workstations and all associated hardware required for local software development. Local software development is defined as all of the code and technical components required by a developer to construct and test software on his or her personal computer. Upon successful completion of testing, software will be published to the final production environment.

### **Deliverable Overview and Specifications**

All technical deliverables will be expected to conform to a standard format. The following deliverables from the vendor will be required:

- The Vendor will follow an agile methodology for software development, demonstrating functional code every 2 weeks for users and Subject Matter Experts to review and compare to specifications in this RFP.
- Documentation will include user story with descriptions and acceptance criteria approved by BCESC..
- Additional documentation, including database schemas will be provided.
- Final application will be deployed to both pre-production and production environments by the vendor.
- The final application is must use the Microsoft family of technologies including .NET, IIS, SQL, and Active Directory.

### **Warranty**

The vendor will address any bugs in their code at no additional cost to BCESC for a period of 90 days following the completion of the entire project. QA testing and debugging that occurs during the project lifecycle are exempt from the warranty and are expected to be provided during the project lifecycle under the estimated fees. This warranty does not apply to any issues caused by third party service providers.

## **VENDOR PROPOSAL**

---

The vendors proposal must address the full scope of work identified in this RFP. The following sections outline the mandatory elements of the proposal. The vendor may include additional elements which are not specifically called out in this request, if they believe that such data is necessary for BCESC to properly understand and evaluate the offering.

### **Project Approach**

The vendor will describe their development methodology and how they arrived at the estimated cost for development.

### **User Story Estimates**

The vendor will include a functional description and estimate for each user story referenced in this RFP.

### **Third Party Fees**

The vendor will also include costs for any third party licenses they deem necessary for the project that BCESC may need to acquire.

**Project Timeline**

The vendor will provide a timeline for development.

**Client References**

The vendor will provide a minimum of five client references that BCESC may contact to discuss the vendors performance on projects of similar scale and complexity.

**Proposal Assumptions**

The vendor will list any assumptions regarding how they will execute the project or regarding the activities of BCESC in executing this project.

**Master Service Agreement**

The vendor will provide a Master Service Agreement to accompany the proposal. This master service agreement will then be in place to streamline the contracting efforts specific to future scopes of work in the event BCESC chooses to engage the vendor in additional work.

**METHOD OF EVALUATIONS AND AWARD**

---

All proposals received will be logged and accepted into the process. Only those proposals conforming to the required standards will be considered for evaluation. All non-conforming proposals will be indicated as "Disqualified".

**Discussions and Best and Final Offers**

BCESC may, at its sole option, either accept a vendor's initial proposal by award of a contract or enter into discussions with vendors whose proposals are deemed reasonable. After discussions are concluded, vendors may be allowed to submit a "Best and Final Offer" for consideration.