



17111 G Drive North, Marshall, MI 49068 / P 269.781.5141 / F 269.781.7071 / www.calhounisd.org

Monday, November 26, 2007

Calhoun Intermediate School District will accept formal bid proposals for:

Data 4 SS – Database Architect/Administrator Services

complying with the requirements contained in this document. A required conference call will occur on Wednesday, November 28th at 10:30AM ET for the purposes of clarification of this RFP document and answering potential bidder questions. Bids must be received by 4:00PM Monday, December 3, 2007. The review committee will use the following week for communicating with respondents for the purposes of clarifying proposals submitted. No late bids will be accepted. All bids must be in sealed envelopes with the wording "Data 4 SS – Database Architect/Administrator Services" No oral, emailed, or faxed proposals will be accepted.

The Board of Education reserves the right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informality therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders.

Please send all bids to:

Calhoun Intermediate School District
17111 G Drive North
Marshall, MI 49068
"Data 4 SS – Database Architect/Administrator Services"
For question regarding this RFP, please contact Mike Oswald at 269-789-2439

BID PROPOSAL FORM

The undersigned certifies that the bid contained herein meets or exceeds the attached specification. Prices bid will remain firm for at least (60) sixty days from the date of opening.

Vendor confirms that none of its employees are related to the Calhoun or, Barry, Branch ISD, Shiawassee RESD or, Macomb, Jackson, Gratiot-Isabella, Eastern UP ISD superintendents or members of their current boards of education.

Signature: _____

Printed Name: _____

Company Contact Information: _____



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Data 4 SS – Database Architect/Administrator Services

Scope Statement

Project Overview

The purpose of this Request for Proposal is to secure staff augmentation services of an individual or individuals to design and build the database “back-end” of the web-based Data for Student Success (Data 4 SS) Dynamic Inquiry tool. *It is not a request for project planning or project management services.*

The web-based Data for Student Success (Data 4 SS) Dynamic Inquiry tool currently exists as a functioning application with well-defined business rules and a complete set of data required for the project. The purpose of the application rewrite is to bring the application into compliance with State of Michigan technology standards. Technical requirements for the new application and database are currently under development by the grant’s project manager.

This grant was awarded to an eligible partnership that included Calhoun Intermediate School District acting as the fiscal agent and the Center for Educational Performance and Information (CEPI) as a state partner. The contracted services provider will have access to Subject Matter Experts at all of the partner ISDs, as well as various State of Michigan agencies from which the data for this project originates, including CEPI, the Michigan Departments of Education (MDE) and Information Technology (MDIT).

The Dynamic Inquiries that currently exist are as follows:

1. MEAP Proficiency
2. Students Near Proficiency
3. Cohort Proficiency
4. Student History (Electronic CA60)
5. Administrative Data Quality
6. Comparative Item Analysis

These inquiries can be viewed in their entirety at the following web address:

<http://normessasweb.uark.edu/mi2/>

Username: ISDT

Password: t3mp



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Resource Description

Service **Database Architect/Administration**

Reports to Data for Student Success Project Manager

Responsibility Summary

The Data for Student Success project requires database architect/administrator services to develop the database supporting a web-based education data reporting system. The resource(s) will work with the project from initiation and planning through deployment of the application.

Service Deliverables

- Develop and deliver data architecture and standards in conjunction with business requirements established by Senior PM.
- Create and maintain the logical data model based on the business rules captured from the business requirement gathering sessions.
- Map data sources, data movement, interfaces, and analytics, with the goal of ensuring data quality.
- Develop data management methodologies and standards.
- Establish methods and procedures for tracking data quality, completeness, redundancy, and improvement.
- Ensure documentation for data architecture and environment is current.
- Ensure that data strategies and architectures are in regulatory compliance with FERPA, HIPAA, State of Michigan and other applicable privacy policies.
- Configure hardware and software with the system administrator for optimal database performance.
- Implement security architecture that supports current model with auditing and checking for security problems.
- Analyze stored data and implement appropriate strategies to optimize performance and efficiency.
- Data modeling and optimization to take the most advantage of the I/O subsystem.
- Identification and resolution of project issues.

Experience/Education Requirements

The individual(s) assigned to this project must meet these experience/education requirements:



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- 8-10 years work experience, 3+ years data architecture experience.
- College diploma or university degree in computer science, information systems, or computer engineering.
- Hands-on experience with data architecture, large-scale data modeling,
- Experience with Microsoft SQL Server 2005, Analysis services, Reporting services and Microsoft Integration services.
- Experience with State of Michigan and MDIT standards and procedures.
- Experience working closely with business users to understand requirements.
- Developing and maintaining data architecture, data management standards and conventions, data dictionaries, data element naming standards and data dictionary metadata standards.
- Hands-on knowledge of enterprise repository tools, data modeling tools, data mapping tools, and data profiling tools.
- Experience with understanding and developing XML standards, promoting consistent data sharing techniques across enterprise systems
- Experience with data processing flowcharting techniques.
- Direct experience in implementing enterprise data management processes, with a focus on business intelligence systems.

Timeline and Estimated Effort

December 15, 2007 through June 15, 2008 – 480 hours.

The following items need to be considered when delivering a proposal:

Vendor must agree or disagree with explanation to the following:

1. All contracts must be created so that the Calhoun Intermediate School district has the ability to discontinue the contract at any time at no penalty.
2. The review committee that will be recommending the winning vendor to the Calhoun ISD Board of Education includes the Executive Committee of the grant with representatives from Shiawassee, Calhoun and Macomb county ISDs.



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INSTRUCTIONS TO BIDDERS

Please confirm your attendance at the required bid clarification conference call on November 28, 2007 at 10:30AM ET to Mike Oswalt at oswaltm@calhounisd.org.

By the deadline of 4 p.m. December 3, 2007:

Please submit a short proposal in which you outline your company's qualifications and approach to this staff augmentation project. Include in your proposal up to three resumes of individuals to meet the RFP objectives that includes the following sections:

A) Cover Sheet

B) Proposed Individual's(s) Resume(s)

Please provide a resume of each individual who meets the conditions described in this RFP. The resume(s) should provide enough detail to confirm that the individual(s) does indeed meet the requirements of this RFP. Additionally, please provide three customers for references for each individual that can be contacted via phone and email.

C) Budget

The contract awarded amount as a result of this RFP will be all inclusive and will cover time, lodging and travel, and will be invoiced monthly. Please provide the daily rate for the resource proposed.

Submit three (3) copies of all bid responses.

The Calhoun ISD Board of Education reserves the right to:

1. reject any or all bids without assigning any reason therefore;
2. be the sole judge of equivalency;
3. waive any bid requirement in accepting or rejecting bids.

All bids are subject to the below Standard terms and Conditions

1. **Acceptance and Rejection:** The school district reserves the right to accept or reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid.
2. **Modifications:** The school district reserves the right to modify conditions and specifications by mutual agreement with the selected bidder, both at the time of acceptance of this bid as so modified and subsequent thereto.
3. **References:** References must be provided as a part of the bid. Failure to honor this request will cause the bidder to be subject to rejection.