

**REQUEST FOR PROPOSALS FOR WEB
PROGRAMMING/MAINTENANCE SERVICES**

**Lessard-Sams Outdoor Heritage Council,
MINNESOTA STATE LEGISLATURE**

February 13, 2017

**REQUEST FOR PROPOSALS
WEB PROGRAMMING/MAINTENANCE SERVICES
Lessard-Sams Outdoor Heritage Council,
MINNESOTA STATE LEGISLATURE**

Solicitor:

Lesard-Sams Outdoor Heritage Council (LSOHC)

**Deadline for Receipt of
Proposals**

Proposals must be received by the LSOHC by **4:00 pm, Friday,
March 3, 2017**. Late applications may not be accepted.

Proposal method:

Proposals may be submitted in writing, by fax or electronically
by email. Submission by email is preferred.

Deliver Proposals to:

Attn: Web Services RFP
95 State Office Building
100 Rev Dr. Martin Luther King Jr. Blvd
Saint Paul, Minnesota 55155
Fax: (651) 297-3697
Email: sandy.smith@lsohc.leg.mn

Contact Person:

sandy.smith@lsohc.leg.mn
Lessard-Sams Outdoor Heritage Council
95 State Office Building
Saint Paul, Minnesota 55155
(651) 297-7141 (voice)
Email: sandy.smith@lsohc.leg.mn

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BACKGROUND / SUMMARY

The Lessard-Sams Outdoor Heritage Council (“LSOHC”) is requesting proposals for web development programming, maintenance services and GIS mapping enhancement web vendor services for a custom-web based project management tracking site.

In 2011, the LSOHC contracted with a vendor to design and develop a custom web based software system that tracks requests proposed to and managed by the Council. The software tracks accomplishment plans through the approval, amendment and reporting stages of a project. The system serves to manage the revisions and amendments of each project and accomplishment plan as a permanent record. The system also processes approval correspondence and makes data available to be exported in custom reports and to an existing Legacy site API¹. Finally the system must track land parcels that are protected, enhanced or restored for each accomplishment plan using a web-based Geographic Information System (GIS) application.

The website currently provides information on approximately 360 projects and 3700 parcels of land completed to date (reflects funding for approximately 3 years).

Additional work is required to further develop the website and mapping component. We anticipate assigning various database and web-programming tasks to the consultant, who will be expected to provide technical support to LSOHC staff.

1 The Legacy API (Application Programming Interface) was created to allow a client to add and update projects on the Legacy website using information from independent database servers. Its purpose was to allow agencies to programmatically add and update project information rather than manually entering the information.

Specific tasks include, but are not limited to:

- Ongoing website maintenance.
- General website and database upgrades.
- New query / data pull development

This work will be carried out beginning with the execution of the contract (anticipated date of July 1, 2017), and completing work by June 30, 2019. The contract may be extended until June 30, 2021 if agreeable in writing to all parties. Possible extension is subject to legislation, performance, client satisfaction, and available funding.

Upon receipt and evaluation of qualified proposals, the LSOHC will negotiate the specific terms of the contract with the selected consultant. The services are to be performed in accordance with the enclosed specifications and general conditions.

TECHNOLOGY AND BROWSER REQUIREMENTS

The software requirements for this project follow other applications that have been developed for the LSOHC. LSOHC would require the successful vendor to follow these same requirements. The successful vendor shall not use any software code or a dependency that requires a commercial

license or re-occurring maintenance fees. The requirements for development of the custom web based software system include:

- Operating System – Red Hat Linux Server
- Web Server - Apache
- Web Application Code – HTML, CSS, JavaScript (JQuery or Dojo frameworks preferred) and PHP
- Database – PostgreSQL with PostGIS spatial extension
- GIS Web Mapping Software – GeoMOOSE, OpenLayers, Leaflet, and/or MapServer or other open source stack

The vendor shall provide a recommendation of the version of each piece of software they plan to use before programming commences.

The custom web based software solution should be supported and compatible on all modern web browsers such as Internet Explorer 7+ and Fire Fox 3.6+. The web application will be available to internal staff and external partners.

LICENSING AND RIGHTS TO SOFTWARE CODE

LSOHC requires that all source programming code developed for this custom web application be delivered as part of the deliverables. LSOHC shall retain all rights to modify and redistribute the source code as they determine. The vendor will be required to comply with this in the contract terms. LSOHC recognizes other open source software code will be used to develop the software system and each open source software licenses will prevail on the licensing of that software code.

CONTENTS OF PROPOSAL

The proposal must:

- a. Describe the consultant's experience in JavaScript and PHP programming;
- b. Include the contractor's hourly rates;
- c. Describe the consultant's availability to accept tasks and projects to provide intermittent consulting services to the LSOHC over the course of the contract;
- d. Provide estimated costs for these contract elements:
 1. Technical support for the maintenance of the database and website;
 2. Creation of infographics;
 3. New query / data pull development;
- e. Address all other matters required by the specifications to be in the proposal.
- f. Provide a minimum of three professional references which the submitter has provided similar services in the space provided on the application form. The LSOHC may contact the references to verify the extent and quality of the services provided.
- g. The proposal may include additional services or enhancements that the contractor may deem necessary or desirable.

QUESTIONS REGARDING THE PROPOSAL

All questions regarding the proposal are to be submitted in writing by **4:00 pm on Monday, February 20, 2017**. Phone call questions will not be accepted. A compiled list of questions received and responses to inquires will be posted to <http://www.lsohc.leg.mn/> no later than **4:00**

pm Thursday, February 23, 2017. Questions are to be submitted to: sandy.smith@lsohc.leg.mn

VIEWING OF THE SYSTEM

Interested parties may “view only” the on-line system by logging in at: <http://www.lsohcprojectmgmt.leg.mn/>

Username: lsohc_rfp

Password: lsohc2017

CONSIDERATION OF PROPOSALS

The LSOHC reserves the right to reject any or all proposals, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals or with any other party. The LSOHC will not necessarily select the proposal that offers the lowest price; the LSOHC reserves the right to consider price, quality, reliability, convenience, and any other factors that the LSOHC deems relevant. General terms and conditions specified in this Request for Proposals beginning on page 5 must be included in contract. Proposals/applications will be retained by the LSOHC and are not returnable. Because the website development will build upon the established website, existing contractors may be given preference.

PROPOSALS DUE

Proposals must be received by the LSOHC by **Friday, March 3, 2017 at 4:00 p.m.** Faxed proposals may be submitted to 651-297-3697. Electronic proposals are encouraged and may be e-mailed to the address below. Proposals are to be submitted to:

Sandy Smith
Legislative Coordinating Commission
Room 95 State Office Building
St. Paul, MN 55155
(651) 297-7141 (voice)
Sandy.smith@LSOHC.leg.mn

Late applications may not be accepted. All expenses incurred in responding to this request for proposals shall be borne by the responder.

BACKGROUND ON CURRENT SOFTWARE SPECIFICATIONS

I. User Interface Design

LSOHC's web-based application has a modern and easy to use user interface design. The data base uses a wire frame design process and is programmed with Web 2.0 concepts. The interface is easy to navigate with tabs, wizard or a menu system. The application is used by the general public to submit requests for funding, update accomplishment plans and provide status updates. The application is also used by LSOHC staff and State agency personnel to manage and administer the LSOHC program. The user interface is intuitive and provides help tips for data entry.

II. Authentication

The software system allows for managers to register and create an account users can change account information, reset their password and view a dashboard of all requests, accomplishment plans, status updates and parcel lists. The system handles two authentication roles which include an admin role and a view only role. The admin user can create new users, conduct searches, create reports and have access to edit all data.

IV. Data Entry Forms

Data entry forms are programmed to allow the adding, editing or deleting of any piece of information needed to manage the information. The data entry forms should use coded drop downs, check boxes, date pickers and other common form fields where appropriate to reduce the chance of data entry errors. The application uses calculated fields and display them on the data entry form. The system currently tracks the transaction of edits made to each plan and project. The transactions should include an edit by and timestamp.

III. Logical Checks / Quality Assurance / Email Triggers

The software system has logical checks programmed into some of the data entry fields. Known logical checks include number of acres in parcel list matches acreage in summary matrixes.

IV. Searching

Users are able to search for projects by a number of different fields. They include but are not limited to Appropriation ID, Title, Organization, Manager, Ecosystem section, Year, and Type. The software system includes a search box that returns a list of candidates that matches the search criteria.

V. Reporting

The software system currently generates a number of pre-programmed reports. These reports include the documents showing revisions, parcel lists, bi-annual program accomplishment plan status summary reports and project listing by fiscal year for the public website. Some additional report programming will be necessary that will pull data from multiple accomplishment plans and projects database tables. The reports need to be exportable to Microsoft Word, CSV and PDF document and have the ability to group and sort by county, planning region and appropriation. LSOHC will require the vendor to work with them on programming up to 15 additional custom reports for internal uses.

VI. *Legacy site API Imports*

The software system currently exports the contents of a draft accomplishment plan into an existing Drupal database application. The vendor will need to work with the IT department to develop a query to extract the information to the Drupal database as changes are needed via an API.

VII. *GIS Interactive Mapping Applications*

The LSOHC currently has an existing interactive mapping application (<http://www.lsohcprojectmgmt.leg.mn/map/>) that displays point locations of projects by type to the public.

LSOHC expects the vendor to enhance this application by using the latest versions and a combination of GeoMOOSE, OpenLayers and/or MapServer or other open source software. The basemap layers will be provided by the LSOHC GIS staff. The application will be available to the public and will not require a login to view the location of projects. The purpose of this application is to display where Outdoor Heritage funds are being used. The mapping application shall contain all the current functionality that exists in the LSOHC current web mapping application. This should include map navigation, identify, searches and measure tools. This interactive mapping application will be considered the public application.

LSOHC has a second internal interactive map viewer that can be used to enter the spatial location of parcels. The purpose of this application is to manage the spatial location of each project/parcel within an accomplishment plan.

LSOHC expects the vendor to work with state agencies to try to utilize an existing county parcel data (PIN numbers) and easement GIS datasets that has been compiled by the Minnesota Department of Natural Resources. This existing datasets will require the vendor to work on the behalf of LSOHC to determine whether the dataset can be used within this application based on the existing licensing terms with the Minnesota Department of Natural Resources and each individual county. If the dataset can be used, then the mapping application should give a user an option to copy a parcel from the county parcel dataset into the LSOHC database to represent the project location.

General Terms and Conditions

A. “LSOHC” means the Lessard-Sams Outdoor Heritage Council. In matters arising out of this proposal or out of any resulting contract, the authorized agent for the LSOHC is the Chair of the Legislative Coordinating Commission or the Director of the Legislative Coordinating Commission.

B. LSOHC reserves the right to reject any and all consultant proposals received as a result of this Request for Proposals, or to negotiate separately with any consultant in any manner necessary.

C. Proposals will be received and considered in accordance with Minnesota Statutes 2013, Section 13.591, subdivision 3, Business as Vendor, paragraph (b) which provides as follows:

“(b) Data submitted by a business to a government entity in response to a request for proposal, as defined in section 16C.02, subdivision 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposal are private or nonpublic data until completion of the evaluation process. For purposes of this section, "completion of the evaluation process" means that the government entity has completed negotiating the contract with the selected vendor. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response.

If all responses to a request for proposal are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.”

D. The LSOHC reserves the right to require a consultant to make an oral presentation of its proposal to the LSOHC to permit a better understanding of the specifics of a consultant's proposal.

E. The LSOHC are not responsible for any cost incurred by the consultant in responding to this Request for Proposals.

F. Payment for any contract entered into as a result of the Request for Proposals will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minnesota Statutes 3.225, subdivision 6, paragraph (b), no more than 90 percent of the amount

due under the contract may be paid until the LSOHC's authorized agents have certified that the consultant has satisfactorily fulfilled the terms of the contract.

G. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances and legal requirements affecting the work in this state. The consultant must conform with and agree to the provisions of Minnesota Statutes, Section 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

- (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or Contractor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
- (2) That no contractor, material supplier, or Contractor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color
- (3) That a violation of this section is a misdemeanor; and
- (4) That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

H. In accordance with Minnesota Statutes, section 176.182, the consultant must provide to the LSOHC acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, section 176.181, subdivision 2.

I. If the amount of this contract exceeds \$100,000 and the consultant has employed more than 40 full-time employees in this state or in the state in which the consultant has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the consultant must comply with the affirmative action plan requirements of Minnesota Statutes, section 363A.36, as follows:

- (a) If the 40 full-time employees were employed in Minnesota, consultant must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the consultant an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the consultant must have the certificate of compliance.
- (b) If the consultant did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the consultant has its primary place of business, the consultant must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the consultant is in compliance with federal affirmative action requirements.

As required under Minnesota Rules, part 5000.3600, subpart 9: Minnesota Statutes, section 363A.36, and Minnesota Rules, parts 5000.3400 to 5000.3600, are hereby incorporated into this Request for Proposals and will be incorporated into any resulting contract, by reference. A copy of that statute and those rules are available to the consultant from the LSOHC upon request.

J. As required by Minnesota Statutes, section 270C.65 subdivision 3, a consultant must provide to the LSOHC either its federal taxpayer identification number, its Social Security number, or its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require consultant to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the consultant.

K. The consultant must agree to comply with the Government Data Practices Act, Minnesota Statutes, chapter 13, as it applies to all data provided by the MN-MRPC or the LSOHC in accordance with this agreement and as it applies to all data created, gathered, generated, or acquired in accordance with this agreement.

All work products and interim and final reports prepared by the consultant in the performance of its obligations under this agreement are the property of the MN-MRPC and the LSOHC and must be remitted to the MN-MRPC and the LSOHC upon completion or termination of this agreement. The consultant must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the MN-MRPC and the LSOHC.

L. Work must begin within the timeframe set in the signed contract between the MN-MRPC, LSOHC, and the consultant. The signed contract will terminate upon full performance by all parties of the contract agreement.

M. This contract may be terminated by the LSOHC as permitted under Minnesota Statutes 3.225, subdivision 6, in whole or in part, whenever the LSOHC determines that termination is in the interest of the LSOHC. The LSOHC will pay all reasonable costs associated with this contract that the consultant has incurred up to the termination date of the contract and all reasonable costs associated with termination of the contract.