

Request for Bids

Development of the Computerized Version of the Impaired Driving Assessment

Issue Date: September 17, 2015
Bid Due Date: November 24, 2015



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I. Introduction

The American Probation and Parole Association (APPA) is a non-profit organization that is composed of members from the United States, Canada and other countries actively involved with and representing the pretrial, probation, parole and community-based corrections fields, in both adult and juvenile sectors and across all levels of government. To obtain more information about APPA, visit www.appa-net.org. APPA is an affiliate of The Council of State Governments (CSG).

II. Project Overview

With support from the National Highway Transportation Safety Administration (NHTSA) through a grant to CSG, APPA developed the Impaired Driving Assessment (IDA) tool for community corrections officers to estimate the risk for future impaired driving, provide preliminary guidelines for service needs, estimate the level of responsivity to supervision and services, and identify the degree to which traffic safety has been jeopardized among individuals convicted of an impaired-driving offense. Under a new cooperative agreement with NHTSA, APPA is overseeing the development of a computerized version of the IDA as a desktop application through a software program in order to expand the use of the IDA and make the administration and scoring process more convenient for users. The end date for the agreement between NHTSA and APPA is September 23, 2017.

III. Scope of Services

The successful bidder must be able to develop a custom downloadable desktop application that will allow end users to install it locally on their Windows-based computers. The core application is in the form of a two-part questionnaire; a scoring mechanism based on the input, all of which gets locally stored in a backend database; a summary page based on the submitted input provided for confirmation and printing; a reporting screen; a module that populates printable reports based on the all previous submissions input and filterable by a few parameters; and option to export/save data files to local computers. In addition, the bidder must be able to assist APPA in the development of troubleshooting guidelines for users when they encounter technical issues with the software, as well as a plan for rolling out the beta, production and maintenance release of the application.

IV. Bidder Qualifications

Contracting firms must be in the business of desktop software development for Windows-based computers and have a proven portfolio of work in order to be deemed qualified for this project. Independent contractors must support their ability to meet these requirements in strong references. Instructions for submitting references with the bid are provided in the Technical Section under Bid Format.

V. Legal Requirements

- Contractor will sign an agreement with the APPA and CSG for work that is to be developed. APPA is an affiliate of CSG whose legal staff will assist with contract development and execution.
- APPA reserves the right to determine which bidders have met the base requirements of the Request-For-Bids (RFB).
- APPA reserves the right to reject, in whole or in part, any and all bids; waive minor irregularities in bids; allow a Contractor to correct minor irregularities and/or negotiate with any Contractor in any matter deemed necessary to serve the best interest of APPA.
- APPA reserves the right to reject the bids of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, and to reject the bids of a bidder who is not in the sole opinion of APPA, able to perform the Scope of Services to the sole satisfaction of APPA.
- APPA reserves the right to waive any informalities and technicalities in the bidding.
- APPA reserves the right to award the contract in accordance with its best interest and will not be required to accept the lowest bid.
- The Contractor will act independently and not as an agent of APPA.
- The Contractor may not retain or use any material produced under this contract for self-promotion, except with the prior written permission of APPA.
- APPA will retain the rights, title, and interest, including copyright and trademark, in the work product.
- All content and raw materials developed or acquired during the course of the project will remain the property of APPA.
- All intellectual property rights will be owned by APPA. The Contractor shall have no intellectual property rights to any of the project materials.
- APPA will retain the right to use, modify and re-use the content created under the contract.
- Any information provided by APPA shall not be disclosed or used by the Contractor without express written permission by APPA.
- The Contractor agrees to abide by APPA/CSG standards, policies and procedures, including APPA Travel Policies, a copy of which is attached.

VI. Bidder Questions

Interested bidders may submit questions concerning this Request for Bids (RFB) by email to Nathan Lowe at nlowe@csg.org before the deadline.

VII. Period of Performance

The project shall commence on the date of the contract execution, with an anticipated start date of December 11, 2015, and conclude on or before June 30, 2017. Extensions of the performance period will be granted only if the NHTSA/APPA agreement is extended.

VIII. Submission of Bids

One electronic copy of the bid must be received by **5:00 PM (EST) on November 3, 2015**. The electronic file should be emailed to Nathan Lowe at nlowe@csg.org as a PDF. Bids received after the due date/time will not be evaluated.

IX. Bid Format

Bids shall be submitted in two parts:

- Bids must respond to each of the requirements in these sections, providing all requested information.
- Bids become the property of APPA upon submission.
- Bids must be organized in the same order as indicated, below.

A. Cover Letter

The cover letter must identify one contact person by name, title, address, e-mail, and telephone number. It should briefly describe the bidder's qualifications and why it is a good match for the project. The cover letter should state that the bid is good for a period of 90 days from the date of the bid, including all prices and terms. It should also confirm that the bidder would be available to begin the project immediately upon notification of contract award and will complete the project within the period of performance noted above in agreement between the two parties.

B. Technical Section

Bidders are encouraged to be as thorough as possible in their Technical Sections; however, all responses must be structured as described below. This section must not exceed 15 double-spaced pages in 12-point font with 1-inch margins.

Part 1: Bidder Background and Resources

Provide bidder background information, including when independent contract work began, location(s) where bidder has operated, key business areas, available resources (technology, partnerships, etc.) and financial ability to undertake a project of this size and duration.

This section must also include the following:

- Length of time the bidder has been performing similar work.
- Names of any nonprofit customers, if any.
- Financial, technological and other resources available to support this project for its duration.

Part 2: Technical Approach

Provide a description of the proposed methodology and approach for conducting the following activities described in the Scope of Services:

- Initial Planning Meeting
- Implementation Plan
- Project Management
- Work Plan

Part 3: References

Provide a minimum of three recent references. It is important that the references reflect the bidder's experience in work of the type and scope described in the RFB. Contacting the bidder's references will be part of the bid evaluation process.

For each reference, provide:

- Client name, contact person, address and telephone number
- Project start and end dates
- Size and type of enterprise for whom services were provided
- Total cost and length of the contract
- Description of the services provided by the bidder, including project scope and methodologies/technologies used.
- Past work performed for CSG/APPAA, if any.

Part 4: Appendices

The bidder may include additional miscellaneous documents as appendices, such as resumes, tables/graphs, publications, etc. This section is not counted against the 15-page limit for this section.

C. Price Quotation

Price quotations submitted by each bidder must include all costs associated with the development of the work as described in the RFB. There should be no hidden costs. The price quotation must state all of the assumptions on which the quoted prices are based. In addition, the bidder price quotation should indicate any specific payment requirements such as incremental payments for services. Bidders should note that APPA is a nonprofit organization.

X. Evaluation Criteria

All written bids submitted will be reviewed and rated by an APPA review group in consultation with NHTSA. The initial bid from each bidder should represent the bidder's best effort and most complete and favorable terms. Should the bids require additional clarification and/or supplementary information, Bidders should be prepared to submit such additional information in a timely manner, when requested to do so. APPA reserves the right to meet with qualified bidders, if necessary, as part of the selection process.

The evaluation criteria are as follows:

- Bidder's qualifications to meet APPA's requirements as detailed in this RFB.
- Reasonableness and feasibility of the bidder's proposed preliminary implementation plan and schedule to accomplish the Scope of Services.
- Bidder's understanding of and ability to address the RFB requirements.
- Soundness of the bidder's methodology and technical approach.
- Review of relevant work samples (provided via links).
- Experience, as demonstrated in the Technical Section, and evaluation of the bidder's references, with the types of services described in this RFB, as well as with organizations with needs similar to those of APPA.

- Ability to successfully accomplish all aspects of the project in accordance to the project timeline.
- Cost effectiveness of the bidder's proposed plan to accomplish the Scope of Services.

XI. Notification of Award

Notification of the successful bidder will be made by phone and in writing. Upon execution of the contract, the successful bidder should be prepared to start work on the project immediately. APPA anticipates the award notification to be made on or before November 30, 2015.