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**Request for Proposals #20-015  
for  
Oracle Database  
and  
Oracle Application Express (APEX)  
Development Services**

**Prepared by : Casey Bowden/Technology**

**DUE: Thursday March 26th, 2020  
2:00 PM Mountain Time**

**Those wishing to bid must submit 5 hard copies and 1 electronic copy on a USB drive (you may also submit 1 redacted copy electronically) of the Proposal. It must be received by The Ogden School District Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Thursday March 26th, 2020 and must be labeled RFP #20-015 on the outside of the package.**

**Ogden City School District**

**Purchasing Department Room #210  
1950 Monroe Blvd.**

## Ogden, Utah 84401

1950 Monroe Blvd., Ogden, UT, 84401-0619  
801-737-7300, www.ogdensd.org

Affirmative Action · Equal Opportunity · ADA Employer

## General Information

### A. Purpose

Ogden School District (the “District” or “OSD”) is accepting proposals from qualified, reputable firms to provide computer software development and maintenance for OSD’s inhouse platform called Ovation. The Ovation Platform is based on Oracle Technology utilizing Oracle Database Enterprise Edition features, SQL, PL/SQL, Oracle Apex, Oracle BI Publisher, Oracle SQL Developer and other Oracle tools. Ovation has both OLTP and OLAP features to support OSD reporting needs. The Ovation platform currently exists within the Oracle Cloud with both Oracle Database Extreme Edition as a service and Infrastructure as a service being provided. Bids will be evaluated and each requirement will be scored. A higher emphasis will be placed on costs and experience provided.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

### B. Background

Ogden City School District has a student enrollment of approximately 12,000 students. The District currently operates thirteen (13) elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices and support facilities are located at 1950 Monroe Blvd, Ogden, Utah.

### C. General Requirements & Information: (Experience Oracle Database Design (10 points) and Oracle Apex Development (20 points) )

Vendor will have a Utah presence, on State Contract or will have previously done business with Ogden School District for bid to be considered.

#### Eligibility Requirements

In order to be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

1. Licensed. The proposing firm must be properly licensed to conduct business in the State of Utah.

2. Non-Discrimination. The proposer must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules, and regulations. Any violations of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination or suspension.
3. Firms will not use any “off-shore” development resources for application development.
4. Firms and their agents will be required to enter into a Memorandum of Understanding on data privacy with OSD.
5. Firms and their agents will be required to sign OSD’s Non-disclosure agreement and agree to Acceptable use Policy.

### **Written Agreement**

The selected firm or firms must enter into a written contract with the Ogden School District to provide all services required by this RFP.

### **Contract Period**

This agreement shall commence on the date of RFP acceptance by the Ogden School Board of Education and continue for five years.

### **Termination Rights**

The contract shall provide that the Ogden School District has the right to cancel without cause at any time by written notice within thirty (30) days of its intent to terminate the contract.

### **Right of Rejection**

The Ogden School District Board of Education reserves the right to reject any and all proposals or to waive any non-statutory informality. The Board of Education further reserves the right to make the contract award deemed by the School District to be in the best interest of the District. The Board's decision to accept or reject the contract shall be final. Ogden School District can cancel, not award this RFP at any time due to budget concerns, and the proposed costs of the services requested.

### **Indemnification**

The selected firm shall defend, indemnify, hold harmless, and protect Ogden City School District, and its employees, representatives, agents, and volunteers, from and against any and all liability, loss, damage, expense, cost (including without limitation to costs and fees of litigation and attorneys’ fees) of every nature arising out of or in connection with the firm’s, or any of its employees, representatives, agents, consultants, subcontractors, or sub-consultants performance of the professional services to be provided hereunder or failure to comply with any of its obligations contained in the Agreement, except as to such loss or damage which was caused by the sole negligence or willful misconduct of Ogden City School District.

All questions regarding this RFP must be submitted through SciQuest

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>. If any person, submitting a bid is in doubt as to the true meaning of any part of the bid specifications, the vendor may submit a written request

electronically through the SciQuest website. Questions and responses will be posted on the SciQuest website. **Questions must be submitted by Friday March 20th, 2020 by 12:00pm.** No other Ogden School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP, during the selection process. Failure to comply with this requirement may result in disqualification.

## **Scope of Work and Standards**

### **Summary**

The contractor shall supply all personnel, equipment and training needed to complete assigned applications. The contractor will provide monthly service summary with weekly status reports on the progress of any current applications. The contractor must be able to meet during normal business hours with IT staff and department representative(s) to assist in gathering requirements. The contractor will also provide consulting services, advise and/or feedback on how to properly implement each requirements. The contractor will only use Oracle software and features in which OSD is licensed for. The contractor providing the bid must perform the work and can not be subcontracted. The contractor must sign all forms before access is granted, such as non-disclosure and acceptable use agreements. The web tier that supports Oracle Apex and Oracle BI Publisher operating system is Microsoft Windows.

This RFP is to establish pricing for services of work that needs to be completed to advance the Ovation platform. Services will be purchased in set predefined amounts and quantities. An hourly rate in conjunction with each application development is required for services outside of this RFP. Developed applications must include time reserved for minor revisions and bug fixes. Each application must be accompanied by a minimum of 3 revisions before another services purchase will be offered.

This is a technical evaluation do not include pricing

### **Ovation Applications - OLTP**

1. The contractor must be able to interpret department requests into both the data model.
2. The contractor will assist in creating and maintaining programming standards for the Ovation Platform.
3. Extensive understanding of Oracle Database Enterprise features.
4. The contractor will correct any reported errors in functionality and reporting within 14 business days.
5. Extensive understanding standard Oracle Apex functionality
6. The contractor will not modify the underlying Oracle Apex template or code.
7. The contractor will use graphs and charts as appropriate.
8. The contractor will custom downloadable files as appropriate.
9. The use of third party Oracle Apex plugins must be approved.
10. The use of custom javascript must be approved.
11. The contractor will be responsible to deploy code between development, testing and production environments.

### **Ovation Data Warehouse - OLAP**

1. Extensive understanding of an ETL tool that will be implemented.
2. Extensive understanding to schedule data imports and exports from other data sources

- a. Examples such as Microsoft Access, CSV and/or flat files.
3. Extensive understanding to create and maintain a data warehouse,
  - a. Examples such as Kimball and/or Inmon
4. Understanding of index types, compression and partitioning data.
5. Understanding of analytical functions provided by the Oracle Database

### **Ovation Reporting - Oracle Apex and Oracle BI Publisher**

1. Contractor to create forms for data entry, including validation, processes, and lists of values.
2. Contractor to embedded report regions and actions as appropriate.
3. Contractor to create pixel perfect reports using Oracle BI Publisher.
4. Contractor to integrate Oracle BI publisher with Oracle Apex.
5. Contractor will maintain, upgrade and patch any Oracle BI Publisher environments.
6. Contractor will work with the OSD IT department on any security changes.
7. Must be able to load custom fonts, including Barcode and QRCode fonts.
8. Must be able to create and embed graphs and charts.

### **Standards**

1. Data models will use indexing as appropriate to ensure applications responsiveness.
2. The contractor will maintain, upgrade and patch the web tier that supports Oracle Apex, specifically, Apache, Apache Tomcat, Oracle ORDS and any custom web application files (ie .war) files that have images or files specific to Ovation.
3. Must be able to create and maintain, Transparent Gateways configurations.

## **D. Proposal Considerations: (Perception of Firms Ability to Accomplish Scope of Work 10 points)**

Respondents should give consideration to the following in putting together their proposal:

1. **Demonstrated ability:** The responder will have demonstrated ability providing software using the technology specified requested in this RFP. Responder shall list at least 3 previous examples of satisfying an order of this size or larger. Evidence of this can be sample attached code or application. Please include name and contact information.
2. **Timeline of delivery:** The responder will provide an approximate delivery time table for complete order to arrive at the District once purchase is finalized.
3. In order to be considered, respondents must have local (Utah-based) sales and support resources or have previous relations with the Ogden School District.

This will be evaluated on the summation of a portfolio of applications, code and other information that will demonstrate the firm's ability to complete the work listed above and that the firm can provide a persons with the skills and experience to complete the applications. These evaluation artifacts can be screen shots, code snippets, database diagrams and other technical artifacts. Customer references will also be provided for evaluation of past work.

## **E. Proposal Response: (Overall Qualifications, experience 10 points)**

Each respondent should set forth its most compelling case for being selected to provide services requested in this RFP. All proposals must be organized and tabbed with the following sections in this order:

1. Transmittal Letter & Executive Summary (2 pages Maximum)

The letter of transmittal should include: a) an introduction of the firm, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your firm and product apart from other potential respondents.

2. Detailed Discussion

This section constitutes the major portion of the proposal and must address items delineated in Section C above and also include responses to listed items in section D above.

3. Protected / Proprietary Information

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

*The following records are protected if properly classified by a government entity:*

*(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);(2) commercial information or non-individual financial information obtained from a person if:(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;*

*\* \* \* \* \**

*And*

*(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.*

**Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.**

**Process for Requesting Non-Disclosure:** Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

**An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.**

**Redacted Copy:** If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one electronic redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

## **F. Fee Proposal and Fee Schedule: (Fee proposal 50 points)**

**1 copy (Separately Sealed) If bid is not separately sealed, it will be deemed non-responsive.** The fee proposal should include a clearly delineated cost breakdown of hourly rates and any volume purchasing of time. Any variable costs and options should be included in the fee proposal and designated appropriately.

## **G. Evaluation Criteria**

The proposal will be analyzed and respondents may be requested to respond to a committee of District officials for any clarifying questions regarding the RFP or proposed equipment. The District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

## **Evaluation Rubric**

General Requirement	30 points
Perception of Firms Ability to Accomplish Scope of Work	10 points
Hardware compatibility with current system	10 points
Fee Proposal and Fee Schedule	50 points

Award shall be made to the respondent deemed most capable of providing the system and support deemed to most effectively meet District needs taking into account the proposals and evaluation factors here outlined.

## **H. Terms of Agreement:**

All recommendations from the selection committee are subject to board approval. Once the Board has approved the recommendation, the district may then enter into a contractual agreement with the selected vendor. The Board of Education of Ogden City School District reserves the right to reject any or all bids or to waive any information or technicality in any bid in the interest of the Board of Education of Ogden City School District.

## **I. Standard Contract Terms and Conditions**

Any contract resulting from this RFP will include, but not be limited to, Ogden School District's Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

## **J. Due Date**

To qualify as a responsive proposal, five (5) hard copies of the proposal and one (1) electronic copy on a USB drive of the proposal must be received by the office of Ken Crawford, Director of Purchasing, (1950 Monroe Blvd., Building 1 Room 210, Ogden, Utah 84401) no later than 2:00 PM Thursday March 26th, 2020. Please reference RFP #20-015 and Vendor Name on the outside package label.