

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1	OF PAGES 5
1. REQUEST NO. W911XK-04-T-0016	2. DATE ISSUED 06-Jan-2004	3. REQUISITION/PURCHASE REQUEST NO. W56MES-3346-6205	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING		
5a. ISSUED BY CONTRACTING DIVISION DETROIT DISTRICT, USAED P.O. BOX 1027 DETROIT MI 48231-1027			6. DELIVER BY <i>(Date)</i> SEE SCHEDULE			
			7. DELIVERY [X] FOB DESTINATION [] OTHER <i>(See Schedule)</i>			
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> DEBORAH J MCCOLLA-BUTLER 313 226-6474						
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> IMO-SYSTEMS OPERATION BRANCH DETROIT DISTRICT, USAED P.O. BOX 1027 477 DETROIT MI 48231-1027 TEL: FAX:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 16-Jan-2004						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE <i>(Include applicable Federal, State, and local taxes)</i>						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations [] are [] are not attached.						
13. NAME AND ADDRESS OF QUOTER <i>(Street, City, County, State, and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		TELEPHONE NO. <i>(Include area code)</i>	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Develop and Launch Intranet WEB Site (See Scope of Work included)	1	Lump Sum	\$ _____	\$ _____

SOW

Scope of Work Detroit District Intranet Web Site

The scope of work requires that the contractor works on-site to provide non-personal, professional services for intranet web site development to the Detroit District, USACE. Services include, but are not limited to, consulting, designing, developing, and implementing an intranet web site for the Detroit District. Development work includes creating web-based applications used for viewing reports from information housed in databases such as MS SQL 2000.

Overall Intranet design will allow users to access reports on-line that contain dynamic data extracted from appropriate databases. The contractor shall analyze how data is currently stored and recommend the best way to retrieve and present the data. Viewing of reports will be done using standard web browsers such as Microsoft (MS) Internet Explorer and Netscape. New application development and database creation will be required. Applications will be developed using commercial off-the-shelf software (COTS) such as ASP.net and Visual Basic. Security issues will be addressed to insure that only authorized users of the system will view reports.

The scope of work to be completed by the contractor consists of taking an existing design template, reviewing functional specification(s), identifying modular tiered design parameters, assigning development staff, developing code, debugging code and developing unit test plans using product specifications.

Intranet will be designed and function as the Detroit District's most important tool for information exchange, becoming one location, available to everyone, from any place, at any time, to find:

- Staff Contact Information
- Organizational Contacts
- Scheduling/Coverage
- Command and other Organizational Alerts & News
- Office Forms
- Policies & Procedures
- Event Calendar(s)
- Discussion groups (staffing)
- Professional Articles/Newsletters
- Training Opportunities or Documents
- Help Desk trouble-shooting and "How-to" Tip Sheets
- Personnel Information
- Internal Employment Opportunities
- Employee Bulletin Board(s)
- Special Programs or Memberships available to staff and information related to those programs and/or opportunities (i.e. MREA and Unions)
- By-Laws, Command Policies and Handbooks

- Meeting Minutes & Agendas

The contractor will work on-site with District personnel on Intranet:

- Overall Strategy
- Functionality
- Download Time
- Ease of Navigation
- Usefulness and practical application approaches for Content
- Overall Graphic Presentation
- identifying report content and layout.

The types of support services that fall within the scope of this work are those which are usually referred to as traditional automated data processing (ADP) or information technology (IT) support services. The skills and knowledge within this area are foundational to specialized aspects of information processing, represented by the other principal Task Areas identified in the contract. The scope of work for the Information Systems Services principal Task Area includes all aspects of software, security, training, and quality assurance support services including, but is not limited to:

- System, Software and Database Design,
- Development Implementation and Customization
- Requirements Analysis, Web-Site Development and Optimization
- System Integration and Integration Support
- Software Engineering and Integration Support
- Object Oriented Methodology, Analysis, Design and Programming Support; and
- Security Planning and Analysis Support

Task 1: Analysis/Software Requirement: During the review and analysis phase, the contractor shall review existing intranet design template and existing layouts. The contractor shall also review all existing intranet web pages. After the review, contractor will draft preliminary software specifications. Following software specifications draft, the contractor will:

- review preliminary software specifications with IM web team.
- incorporate feedback on software specifications
- complete the design and publish the Initial Design Report (IDR) The Initial Design Report (IDR) documents the technical requirements for the site, the number and types of elements (i.e. interactive, graphical, or static) the site will contain, the functionality of any interactive elements, and the site's basic navigational structure. This document also sets forth a plan of implementation: the schedule of deliverables, the scope and type of labor to be allocated, a timeline for completion, and the final budget. The IDR is a reference point for the development process and a blueprint for the project's feature set. This document may go through a few revisions until mutual agreement is reached.
- obtain approval to proceed to Task 2

Task 2: Initial Design and Development: Based on approved Initial Design Report (IDR) Contractor will work on-site with District personnel to implement approved design. Group will implement the technical requirements for the site and the number and types of elements (i.e. interactive, graphical, or static, identified in the final IDR, assuring functionality of interactive elements, and of the site's basic navigational structure. Activities will be undertaken according to the plan for implementation, schedule of deliverables and within defined and agreed completion dates, and agreed budget. The approved IDR serves as a reference point for the development process and a blueprint for the Intranet's feature set. During this process the Contractor will:

- develop prototype based on functional specifications outlined in the IDR
- review function specifications.

- incorporate feedback into functional specifications.
- The contractor will complete design.
- obtain approval to proceed to Task 3.

Task 3: Prototype Demonstration: Contractor shall create a working prototype to demonstrate the features to the IM team, ensuring that the solution is not only effective but also useable. Following approval of prototype, Contractor will then move to Task 4.

Task 4: Production: The production phase is the heart of the on-site development process. Contractor, with USACE Team assistance, transfers old Intranet information as appropriate, adapts information when necessary, transfers and/or creates programming, graphics production, and integration of third-party elements. Contractor ensures that all members of the team understand their tasks, and that communication remains constant throughout the production phase. The Contractor will:

- review functional specifications.
- identify modular/tiered design parameters.
- assign development staff.
- develop code
- develop testing and primary debugging.
- complete development.

A review and revision period is built into the Production phase, during which time District members may wish to request modifications to the site's content, or compile and submit revisions before initial posting.

Task 5: Testing: Although testing occurs throughout the development process, the formal testing phase begins when production nears completion. Team scrutinizes the functionality of interactive elements and the appearance of pages on all target browsers and platforms. Database integration is verified, and custom code is validated. The Contractor will:

- develop unit test plans using product specifications
- develop integration test plans using product specifications

Task 6 Launch: The developed site is relocated from development servers to final production home. Additional testing is done to ensure a successful installation.

Task 7 Maintenance Training: Forms, information, processes, and policies must be kept up-to-date on the newly implemented Intranet by the in-house IT Team. Contractor shall provide guidance and process information required to effectively maintain the Detroit District corporate Intranet site regardless of the platform. Intranet training will be provided to USACE IT personnel to enable them to replace an old document with a new/revised document.

Deliverables:

- Initial Design Report (IDR)
- Site Diagram
- Specification on Database Design for Departmental Databases
- All Source Code
- All Supporting files
- Test plan
- Deployment plan
- Security & Permission Plan
- Training for staff in basic usage of chosen web design software and maintenance of new website
- System Documenting and end user documentation
- Functioning website that meets contracted requirements
- Uploading and testing of new website to live web server

Requirements:

Detroit District personnel requirements are as follows: Contractor must have some demonstrated experience in building ASP.Net applications and .Net assemblies and C+.

Contractor should have at least 3-5 years demonstrated work experience in developing three-tier web applications using DHTML, VBScript and/or JavaScript, ASP, VB, COM, DCOM and SQL Server (Stored procedures especially) with some IIS and Command scripts experience. The following are requirements for the contractor position:

- 3 plus years of HTML, SQL, VB or C/C++ is required.
- Contractor must also provide previous project completion of an ASP.NET application deployment, references will be checked. Reference can be web links to completed projects.
- Knowledge of Internet technologies including Windows 2000 and IIS is required.
- Experience with security implementation may be required.
- Demonstrated experience developing web sites using the latest technology, for example, Dynamic HTML and JavaScript required.
- Experience in graphics, layout and design required.
- Strong communication skills along with ability to meet deadlines in a fast paced environment required.
- Must have strong attention to detail and be able to work as a team player. Demonstrated experience with project planning and excellent project management skills required.