



Request for Proposals

Data Entry Tools and Online Database for Monitoring Data for the

Integration of Volunteer and other Nontraditional Monitoring Data into the Chesapeake Bay Program Network

Description of Work

The Alliance for the Chesapeake Bay is soliciting sealed proposals to develop an online database and web-based data entry tools for easy input of water quality monitoring data by volunteer and non-traditional monitoring groups across the Chesapeake Bay watershed. Non-traditional monitoring groups are defined as those that collect routine environmental data and are not currently part of the Chesapeake Bay Program partnership's existing monitoring network. Examples include local governments, conservation districts, community based monitoring efforts, and academia. This database will need to work seamlessly with the Chesapeake Bay Program's CEDR: Chesapeake Environmental Data Repository. The contractor will be expected to work with project partners and the Chesapeake Bay Program Data Center staff to ensure that the user-interface and backend meet project priorities and needs. The contractor will also be expected to work with database users in a participatory process to ensure that it meets the needs of database users.

Project Background

The Alliance for the Chesapeake Bay (the Alliance) is a regional nonprofit organization whose mission is to lead, support, and inspire local action to restore and protect the land and waters of the Chesapeake Bay watershed. The Alliance brings together the skills and passion of citizens, watershed groups, businesses, and governments to build collaborative solutions and creative programs and build a strong commitment to stewardship that benefits the land, waters, and residents of the Chesapeake Bay watershed.

The Alliance for the Chesapeake Bay, Inc. (Alliance) in partnership with the Izaak Walton League of America (League), the Alliance for Aquatic Resource Monitoring (ALLARM) at Dickinson College, and the University of Maryland Center for Environmental Science's Integration and Application Network (UMCES IAN) is providing technical, logistical, and outreach support for the integration of volunteer and non-traditional monitoring networks into the Chesapeake Bay Program partnership. The goal is to strategically increase the amount of water quality monitoring data available over space and in time that supports enhanced analyses, syntheses and development of decision-support communication products. The results of this effort will help target effective management actions and improve tracking of progress with Chesapeake Bay restoration efforts. A tiered data use framework, CBP approved protocols for data collection and management, training materials, and a data interpretation methods document are a few of the resources and tools that will be developed during the 6-year project period. These tools and the online database, along with the support of project partners and input from the Chesapeake Bay Program will

help ensure successful integration of these monitoring programs into the Chesapeake Bay Program's monitoring networks.

Time Frame

It is expected that work will start in fall of 2016 and conclude by April 31, 2021. The bulk of the work for the contractor will take place from fall 2016 to June 2017, with a goal of having the database and web-based data entry tools launched by June 2017. The contractor will then provide technical assistance, refinements, and maintenance during the rest of the grant period.

Scope of Work

The scope of services shall be determined by the contractor in order to best obtain the objectives set forth in this RFP. Specific tasks shall include but not be limited to the following items:

- Develop the necessary database structure, objects, entities and attributes to effectively capture and manage water quality data from a variety of partners with varying degree of technical sophistication.
- Develop web-based tools for partners to submit data that are user-friendly and integrated with the existing CBP monitoring network.
- Work with project partners, including the Chesapeake Bay Data Center, as well as with volunteers and other non-traditional groups, to solicit input on database and tool development.
- Develop data exchange protocols and services to extract relevant data, transform the data to CBP's standardized schema, and deliver the data to CBP through automated services.
- Provide technical assistance, refinements, and maintenance for the database and data entry tools. The contractor hired to develop the database and data entry tools will make refinements based on feedback from watershed groups and the CBP, and provide technical assistance to data entry tool users as needed.

Budget

The Alliance expects a budget of \$400,000 to \$439,000 for this project for the 6-year period, with a larger amount of the funds being distributed in the first two years of the project.

Qualifications

The contractor should be trained and have experience in development of relational databases; development of user-friendly, web-based forms for data submission; data transformation routines and protocols, and service-based architectures, including the development of RESTful services.

Familiarity and experience with the goals, objectives and outputs of the Chesapeake Bay Program partnerships monitoring networks is preferred. Demonstrated successful implementation of online databases for monitoring data, especially for volunteer groups, is essential. Ability to provide services within our budget and meeting deadlines of the timeframe of the grant are vital to the success of this program.

Submissions

Potential contractors should submit sealed proposals, including all necessary documents, by 5pm on **October 30, 2015** to Anna Mathis at amathis@allianceforthebay.org.

Please include the following:

- A cover letter and summary providing the highlights and basic information included in the proposal.

- A detailed description of services, showing your firm's approach to the project, identifying concepts, techniques or tools that may be used to accomplish the tasks set forth in the RFP, as well as any potentially beneficial services beyond those requested in this document.
- A cost estimate of professional fees to complete the description of services. The cost estimate should include labor costs, any mark-up for reimbursable items, overhead, profit, and other direct expenses such as transportation, housing, printing and per diem. A breakdown of labor costs, including position, hours, hourly rates of pay, and cost should also be provided.
- Proof of woman-owned business status and/or minority-owned business status if applicable.
- Consultant must provide a Certificate of Insurance showing coverage of Worker's Compensation, and both general and any professional liability if held.

A contractor will be selected based on a combination of qualifications and price.

Questions should be addressed to Anna Mathis at amathis@allianceforthebay.org or 804-775-0951 ext 103.