



## **Request for Quotes: 2018-001 Database Transition**

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified individuals or companies who have experience in IT project management as it relates to data system transitions.

### Background

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests \$17 million in public, private and philanthropic funds for both youth and adults annually.

### Project Scope and Specifications

EmployIndy currently uses a database system through @Work Solutions to track client enrollments, demographics, payments and other various activities to support an employment program. In order to have continuity across the ecosystem, EmployIndy is seeking to transition this database to the Efforts to Outcomes (ETO) system. We are seeking services for the following items associated with implementation:

- Provide project management as it relates to the coordination and tracking of program partners in the transition from the current data collection system to the ETO data collection system as well as changes regarding data structure and reporting of data in ETO to EmployIndy and United Way of Central Indiana.
- Provide guidance on alignment of contracts of partners to ensure continuity of data collection in ETO. This including bringing partners together to solidify a standard reporting structure for elements in ETO.
- Guidance on customization of the ETO platform and data variables to be collected across partner entities.
- Coordination of determining items to be displayed in dashboards and reports in ETO.
- Technical support and training to EmployIndy staff and partners in the ETO system.

### Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above stated required functionalities.
2. Proposals must include a clear description of the applicant's plan to complete all the components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).
3. It is expected that the point of contact of the selected vendor will provide the agency with ongoing guidance and technical support.

### Application Process & Procedures

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 15 single-sided pages.

The following information should be included in the quote:

1. Company Overview:
  - a. Provide a brief organizational history, including year organized.
  - b. Experience working with federal/state funded nonprofit entities.
  - c. Examples of other projects and organizations for which you have provided these services.
  - d. Additional on-going services provided after execution of contract.
  - e. Any other unique qualifications.
2. Personnel:
  - a. Describe the organization's top executive and management structure.
  - b. Describe how your projects are prioritized to meet deadlines and deliverables. Do you have dedicated staff? Are there representatives located in Indiana?
  - c. Provide an organizational chart and resumes describing the experience of key staff.
3. Fee Schedule:
  - a. Demonstrate fees based on providing these services.
  - b. Include a timeline and any additional fees.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All quotes should be submitted no later than 4:00 p.m. EST, Thursday, May 17, 2018 to Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org).

Any questions should be submitted by 12:00 p.m. EST Friday, May 11, 2018 to Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org). Answers to submitted questions will be made available on the EmployIndy website by close of business May 14, 2018.