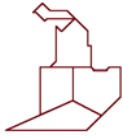




REQUEST FOR PROPOSAL (RFP)

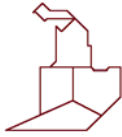
The Central States Alliance, the Alliance for Community Media Central States Region, is soliciting proposals for an online product to maintain its membership list and for the purpose of sales of products and merchandise.

- I. **Overview of Project** - The Central States Alliance seeks a vendor to provide an Online Database Product with the following requirements.
- A. The product shall:
 - 1. Track the following information:
 - a. Name.
 - b. Organization.
 - c. Address.
 - d. Phone Number.
 - e. Fax Number.
 - f. Cell Phone Number.
 - g. E-mail Address.
 - h. Website.
 - i. Membership Status.
 - j. Class (Individual or Organizational).
 - k. Public Access (Y/N).
 - l. Education Access (Y/N).
 - m. Government Access (Y/N).
 - n. Other (Y/N).
 - o. Last Updated On (Date).
 - 2. Provide for online sales of goods and services including:
 - a. Tracking of sales by individual including sales history.
 - b. Ability to take credit card payments.
 - c. Ability to take check payments.
 - d. Ability to generate reports on sales by person and goods/services.
 - B. The product may:
 - 1. Provide the opportunity for individual member services such as:
 - a. ID/Password authentication.
 - b. Ability to update one's own member information.
 - c. Ability to E-mail the database manager.
 - d. Ability to receive e-mail.
 - e. Ability to maintain a document archive.
- II. **Scope of Work** – In the course of the project the contractor will perform the tasks outlined below.
- A. Provide a turnkey database system which meets all elements proscribed in the Project Overview.
 - B. Provide a plan and costs of ongoing maintenance and updates for the product.
- III. **Company Background & References** – Vendors must provide a company profile. Information provide shall include:
- A. Company ownership. If incorporated the state in which the company is incorporated and the date of incorporation.
 - 1. Is the company minority or woman owned/operated.
 - B. Location of the company headquarters and of the office that will service this project.
 - C. Name, Address & Phone number of the vendor's point of contact for a contract resulting from this RFP.
 - D. Company background/history and why vendor is qualified to provide the services described in the RFP.



-
- E. Resumes for key staff responsible for performance of any contract resulting from this RFP.
 - F. References from a minimum of three (3) similar projects performed by the vendor, with information to be provided including but not limited to:
 - 1. Client name.
 - 2. Project description.
 - 3. Project start and end dates.
 - 4. Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware, etc.)
 - 5. Staff assigned to reference engagement that will be designated for work per this RFP.
 - 6. Client project manager name, telephone number, fax number & e-mail address.
 - G. Does the company supply products considered “green” or recycled.
- IV. **Cost** – Cost information will be itemized for both required items under the section I.A. (the product shall) of this RFP and section I.B. (the product may) of this RFP. Package discounts will be itemized as well. Vendors will use one of the below methods for presenting costs.
- A. Vendors must provide detailed fixed prices for all costs associated with responsibilities and related services. Clearly specify the nature of all expenses anticipated.
 - B. Vendors must submit a number of hours of service to be provided for each year of the contract, an hourly cost and a total fixed-price for the project budget.
- V. **Payment** - Payment for the contracted service will occur within thirty (30) days of the invoice and approval of work prescribed in the invoice. Invoicing will occur using one of the methods below.
- A. Payment tied to specific milestones or deliverables. Invoices are to be submitted upon completion of contract milestone; approval of work will be upon satisfactory completion as determined by the Central States Alliance Chair.
 - B. Payment tied to an hourly rate or an “as needed basis.” Central States Alliance will pay within 30 (thirty) days of the invoice and approval of work prescribed in the invoice. Invoices should be submitted at a frequency no greater than one (1) per month.
- VI. **Submittal Instructions** - Vendors will use the following methods in responding to this RFP.
- A. Questions and/or comments may be directed to the Chair of the Central States Alliance via phone, mail, fax or e-mail to any of the following:

Harry Haasch
Chair – Central States Alliance
425 South Main Street
Ann Arbor, MI 48104
Phone: 734-994-1833
Fax: 734-994-8731
E-Mail: hhaasch@ci.ann-arbor.mi.us



- B. RFP Timeline.
1. Deadline for submitting questions will be November 30, 2004.
 2. Answers to all questions submitted will be available on or about December 10, 2004.
 3. Deadline for submission of proposals will be 5:00pm EST, December 31, 2004.
 4. Evaluation period will be January 1, 2005 – January 30, 2005.
 - a. During this period select vendors may be asked to submit further information.
 5. Selection of vendor will be on or about January 30, 2005.

NOTE: These dates represent a tentative schedule of events. Central States Alliance reserves the right to modify these dates at any time, with appropriate notice to prospective vendors.

- C. Vendors shall submit one (1) copy of the proposal via one of the following methods:
1. Mail or courier to:

**The Central States Alliance
Database RFP Response
425 South Main Street
Ann Arbor, MI 48104**

2. E-Mail to: **hhaasch@ci.ann-arbor.mi.us**
- D. Proposals must be received no later than 5:00pm EST, December 31, 2004. Vendors may submit their proposal any time prior to the above stated deadline.
- E. Proposals may be modified prior to the above stated deadline.
- F. For ease of evaluation the proposal should be presented in a format that corresponds to and references sections outlined within this RFP and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process.
- G. If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the proposal and specific references made to the tab, page, section and/or paragraph where the supplemental information can be found.
- H. The proposal must be signed by an individual(s) legally authorized to bind the vendor.
- I. For ease of responding to the RFP vendors are encouraged, but not required, to request an electronic copy of the RFP. Electronic copies of the RFP are available on the Central States Alliance website at www.csregionacm.org/rfp.
- J. Vendors utilizing an electronic copy of the RFP in order to prepare their proposals should place their written response in an easily distinguishable font immediately following the applicable question.

VII. Proposal Evaluation – Proposals shall be evaluated by the Central States Alliance based upon the following criteria:

- A. Demonstrated competence.
- B. Experience in performance of comparable engagements.
- C. Reasonableness of cost.
- D. Expertise and availability of key personnel
- E. Conformance with the terms of the RFP.
- F. The Central States Alliance shall strive to solicit bids from and do business with socially responsible businesses so long as the cost is no more than 10% higher than for goods or services that do not meet the “socially responsible” criteria. In this context, “socially responsible” shall include but is not limited to firms predominantly owned by women or minorities, or to those that supply recycled or green products. The RFP will solicit information from potential vendors regarding their socially responsible activities and practices. These answers may be taken into consideration in the final decision. The final decision shall be based on which vendor will provide the best services or goods to the organization, including the cost, good references and experience of the vendor.