



Request For Proposal - RFP
Developer Consultant for Biosafety Database System

Administration and Finance
Information & Technology Service

November 25, 2019

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I. Introduction

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC is seeking a qualified consultant to conceptualize, design, test, implement, document, and administer a secure electronic platform for the Biosafety Permitting Database System using SharePoint Online. The regulated laboratories conduct research using recombinant DNA materials at biosafety levels 2, 3 and 4, and biological agents at biosafety levels 3 and 4.

The Biosafety Permitting Database will enable the regulated biological research laboratories in the City of Boston to securely submit and manage permit applications, annual reports, and incident reports. The database will also enable BPHC staff to manage laboratory inspections and inspection records. This system will replace an existing obsolete on-site system and must remain an on-site system maintained by BPHC staff. Pertinent details of the record types and system requirements are provided in the Scope of Work.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

II. RFP Timeline

Sunday, November 24, 2019	RFP Legal Notice publication in The Boston Globe
Monday, November 25, 2019	RFP available online at www.bphc.org/RFP by 10:00AM
Friday, November 29th, 2019	<p>Questions due in writing by 5:00 PM to:</p> <p>Nelson Pidgeon at email npidgeon@bphc.org</p> <p>Subject – Developer Consultant RFP</p>
Wednesday, December 4, 2019	Responses to questions available for viewing on www.bphc.org/RFP by 4:00 PM
Friday, December 13, 2019	<p>RFP due by 3:00 PM – Submit five (5) original proposals signed in blue ink and include a PDF file of proposal on a labeled USB flash drive in a sealed envelope or box addressed to:</p> <p style="text-align: center;">Boston Public Health Commission Attention: Information & Technology Services 1010 Massachusetts Avenue, Floor 2 Boston, MA 02118</p> <p>Clearly mark Envelope or Box:</p> <ol style="list-style-type: none"> 1) Company Name and Address 2) <i>“RFP For Developer Consultant for Biosafety Database”</i> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p>
Friday, December 20, 2019	<p>Notification of Decision:</p> <p>Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.</p>

III. Provisions

1.1. Proposal Documents

The submission of a proposal represents and certifies that the Proposer:

- a. Has carefully read and fully understand the information that was provided by the BPHC to serve as the basis for submission of this proposal.
- b. Has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c. Affirms that all information contained in the proposal is true and correct.
- d. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- e. Acknowledge that the BPHC has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the BPHC permission to make these inquiries, and to provide any and all related documentation in a timely manner.
- f. Collusion: Warrants that its proposal is genuine and not spurious or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.
- g. Non-Conforming Proposal: A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for nonacceptance of the proposal, at the sole discretion of the Boston Public Health Commission.
- h. Gratuities: No person shall offer, give or agree to give any BPHC employee any gratuity, discount or offer of employment in connection with the award of contract by the BPHC. No BPHC employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a BPHC contract.

1.2. Attachments

The attachments below are included with this Request for Proposals (RFP) for review and submittal (see asterisk):

Attachment A – Proposer’s Information Form*
Attachment B – Scope of Work
Attachment C – Qualifications of Firm Relative to BPHC’s Needs
Attachment D – Cost Proposal Format
Attachment E – Insurance Requirement

**Attachment A shall be filled out, signed by the appropriate representative of the company/proposer/consultant and returned with submittal.*

1.3. Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and submitted to Nelson Pidgeon at npidgeon@bphc.org no later than 5:00 PM on November 29, 2019. Responses from

the Boston Public Health Commission will be communicated in writing to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form. The Boston Public Health Commission shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the Boston Public Health Commission or its representatives.

1.4. Submission of Proposals

All proposals shall be submitted to:

Boston Public Health Commission
Attention: Nelson Pidgeon
1010 Massachusetts Avenue, Floor 2
Boston, MA 02118

Proposals are due by 3:00 PM on December 13, 2019. Submit five (5) original proposals signed in blue ink and include a PDF file of proposal on a labeled USB flash drive in a sealed envelope or box.

Clearly mark each envelope or box: 1) Company Name and Address; 2) "RFP For Developer Consultant for Biosafety Database System".

1.5. Proposal Withdrawal

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the Proposer.

1.6. Award and Contract

This RFP does not commit the Boston Public Health Commission to enter into a contract, nor does it obligate the Boston Public Health Commission to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Boston Public Health Commission reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of Sub-Contractors;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the Boston Public Health Commission.

-An agreement shall not be binding or valid with the Boston Public Health Commission unless and until it is executed by authorized representatives of the Boston Public Health Commission and of the Proposer.

IV. Disqualifications & Ineligibility

- 1.7. Disqualification: Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:
- a. Evidence of collusion, directly or indirectly, among Proposers regarding the amount, terms or conditions of this proposal;
 - b. Any attempt to improperly influence any member of the evaluation team;
 - c. Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the Boston Public Health Commission;
 - d. Evidence of incorrect information submitted as part of the proposal;
 - e. Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
 - f. Proposer's default under any previous agreement with the Boston Public Health Commission, which results in termination of the Agreement.
- 1.8. Ineligibility: To avoid any conflict of interest or perception of a conflict of interest, Proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:
- a. Any Proposer(s) who works on procurement / solicitation of this RFP will be precluded from submitting proposals or proposals as a prime contractor or subcontractor in the ultimate procurement.

V. Qualifications

Proposers must possess the following qualifications for each role and assignment as indicated:

- a. Possess an established successful track record developing in Microsoft SharePoint Online.
- b. Possess effective communication and project management skills to keep tasks moving forward in the most expedient manner possible, while at the same time being able to clearly explain issues, solutions and best practices to BPHC ITS staff
- c. Have strong data skills with technical skills spanning areas of expertise from a Database Administrator to Developer to Enterprise Application Administrator and Business Analyst.

VI. Evaluation

BPHC staff will evaluate the proposals provided based on the following criteria:

- a. Quality and completeness of Proposal and matches to the scope of work
- b. Quality, performance and effectiveness of the solution, or services to be provided
- c. Proposer's experience, including the experience of staff performing work of a similar nature
- d. Proposed cost(s)

- e. Ability to demonstrate performance of the work within the time specified
- f. Compliance with applicable requirements

The selection committee will make a recommendation to the awarding authority. The acceptance of the proposal will be evidenced by written Notice of Award from the Boston Public Health Commission.

VII. Interview

Proposers may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee.

Proposers may only ask questions that are intended to clarify the questions that they are being asked to respond. Each Proposer's allotted time for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If representatives of the Boston Public Health Commission experience difficulty on the part of any Proposer in scheduling a time for the oral interview, it may result in disqualification from further consideration.

VII. Period of Performance

The effective date of providing the required product and services shall be from date of contract execution through June 30, 2020.

If BPHC desires to extend the contract, BPHC shall send a notice in writing to the vendor. All awards and extensions are subject to annual appropriation of funds. The provisions as indicted within this RFP with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the Boston Public Health Commission.

VIII. Proposal Requirements

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the Boston Public Health Commission's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 8 in the proposal document.

1.9. Section 1 – Proposal Summary

This Section shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Section to a total of four (4) or fewer pages including the

separate sheet.

1.10. Section 2 – Business Profile

This Section shall include a brief description of the Prime Proposer’s firm size as well as the proposed local organization structure. Include a discussion of the Prime Proposer firm’s financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

1.11. Section 3 – Qualifications

This Section shall include a brief description of the Proposer’s and sub-Proposer’s qualifications and previous experience on similar or related projects. Provide in a table format (see Sample Table, Attachment D) descriptions of pertinent project experience with other public municipalities and private sector entities that includes a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm’s adherence to the schedule and budget for the project. This Section shall include information regarding any relationships with firms and/or individuals who may submit proposals in response to the RFPs being developed.

1.12. Section 4 – Work Plan

This Section shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the BPHC’s objectives and work requirements and Proposer’s ability to satisfy those objective and requirements. Succinctly describe the proposed approach for addressing the require services and the firm’s ability to meet the BPHC’s schedule, outlining the approach that would be undertaken in providing the requested services.

1.13. Section 5 - Proposed Innovations (Optional)

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the Boston Public Health Commission with better service delivery. In this Section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the Boston Public Health Commission.

1.14. Section 6 – Project Staffing

This Section shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project. An organizational chart for the project team and resumes for key Proposer personnel shall be included. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

1.15. Section 7 – Costs and Rates

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the BPHC in determining the firm understands the project, and provides staff with tools to negotiate the cost, provide in a table (See Table, Attachment E).

Consultant shall provide the following information

- Direct labor rates for proposed staff;
- Overhead rate and breakdown of overhead elements;
- Subconsultant billing rates and mark-up percentage for ODC's (other direct costs);
- and identify all reimbursable expenses.
- Most recent complete financial instrument that would establish Proposer's ability to complete the obligations of the contract resulting from this solicitation. (optional)

This Section shall include the proposed costs to provide the services desired. Include any other cost and price information, plus an annual not-to-exceed amount, that would be contained in a potential agreement with the Boston Public Health Commission. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work.

NOTE: BPHC does not pay for goods or services prior to receiving. BPHC will not adhere to stipulations in Proposals which request upfront payments or deposits prior to services being provided.

1.16. Section 8 - Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment F. All policies, endorsements, certificates and/or binders shall be subject to the approval of the Boston Public Health Commission as to form and content. The selected Proposer agrees to provide the BPHC with a copy of said policies, certificates and/or endorsement upon award of contract.

APPENDICES

ATTACHMENT A

A.1 PROPOSER'S INFORMATION

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Taxpayer Identification #: _____

Contact

Name: _____

Title: _____

Telephone: _____

Email: _____

A.2 AUTHORIZATION

No proposal shall be accepted which has not been signed in blue ink in the appropriate space below. By signing, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is INDIVIDUAL, print or type and sign here:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____

2. If Proposer is PARTNERSHIP or JOINT VENTURE; at least two (2) Partners shall print or type sign here:

Partnership or Joint Venture Name:	_____	Date:	_____
Member of Partnership or Joint Venture Signature	_____	Date:	_____
Member of the Partnership or Joint Venture signature	_____	Date:	_____

3. If Proposer is a CORPORATION, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name:	_____		
Authorized Officer Name:	_____	Title:	_____
Signature:	_____	Date:	_____

A.3 ADDENDA

To assure that all Proposers have reviewed each potential addendum, check the appropriate box below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal. Please check the number of addendum issued by BPHC and reviewed:

One ____

Four ____

Two ____

Five ____

Three ____

Six ____

No Addendum/Addenda Issued ____

ATTACHMENT B

B.1 SCOPE OF WORK

1 PROJECT OVERVIEW

The Boston Public Health Commission seeks a qualified consultant to conceptualize, design, test, implement, document, and administer a secure electronic platform for the Biosafety Permitting Database System using SharePoint Online and any required associated Microsoft products/apps/plugin-ins (i.e. PowerApps, MSFlow, Nintex, etc.); hereafter referred to simply as “SharePoint Online”. The Biosafety Permitting Database will enable the regulated biological research laboratories in the City of Boston to securely submit and manage permit applications, annual reports, and incident reports and allow BPHC staff to manage site inspections and inspection documentation. The regulated laboratories conduct research using recombinant DNA materials at biosafety levels 2, 3 and 4, and biological agents at biosafety levels 3 and 4.

The proposed Biosafety Permitting Database System will be used to securely submit biosafety permit application forms and required documents such as annual reports and policy document, and other correspondence. The two-way portal will be accessible by both BPHC staff and authorized users in the regulated community outside of the BPHC system. The system will increase efficiency by improving information exchange between the BPHC and the permitted entities including update the entity permit application and renewal processes, enabling mobile data capture systems, and providing internal and external users’ dashboarding capabilities to allow reporting on the status of the permitted biological laboratories.

The Biosafety Permit Database System will enable BPHC to take advantage of the current cloud-based Microsoft SharePoint Online model. The Microsoft SharePoint Online platform should be configured and operated using common infrastructure or software and core services.

The Biosafety Program is seeking ways to update the current Biosafety Permit Database and improve user functionality by:

1. Replacing the current obsolete database system and migrating exiting data into the new system.
2. Improving information sharing by integrating electronic document review and approvals for Biological Laboratory Permits.
3. Allowing the regulated community to submit information electronically and view application status using the approved permit application forms via a single web portal.
4. Reducing paper-burden present in their permitting workflow and moving towards an electronic or paperless system.
5. Maintaining electronic data management to secure critical records and sensitive data.

2 PROJECT OBJECTIVES

The new Biosafety Permit Database System electronic platform will help BPHC staff and members of the regulated community to increase productivity. The consultant will provide consulting services to conceptualize, design, test, implement, document, and administer a secure electronic platform for the Biosafety Permit Database System using SharePoint Online with an interface for data entry and regulatory compliance reporting. The system should be accessible to BPHC staff (in office and remotely) and

authorized members of the regulated community outside of BPHC. It will offer a current, integrated suite of tools to perform work and increase accessibility to information.

3 HIGH-LEVEL REQUIREMENTS

- a) Using the current Biosafety Permit Database System as a model for the new system, conceptualize a new database system to meet the functional needs and security requirements specified in this Scope of Work.
- b) Using Microsoft SharePoint Online, create an electronic infrastructure to manage:
 - a. Biosafety Permit Application processes - registration, submission, review, approval, annual renewal, and amendment
 - b. Laboratory Incident Reporting - notification, incident reports, After-Action Report, resolution status
 - c. Laboratory Inspections - scheduling, inspection checklists, inspection reports and results.
- c) The developed system must:
 - a. Have a user-friendly interface for data entry, document upload, and the review/approval process using a secure two-way communication model.
 - b. Maintain versioning of records and required permit documents.
 - c. Maintain and archive records and documents using digital retention policies specified in the planning phase.
 - d. Provide a means for easy and intuitive searching for information (data, documents, application status, etc.) by BPHC staff and registered users (who may only see/access their own information)
 - e. Provide enhanced reporting features to track user activity and improve the regulatory oversight and compliance decision-making processes including status reports, activity dashboards, summaries of permitted entities, etc.
 - f. Allow for electronic data entry (applications, renewals, incident reports, inspection data) and document upload on mobile devices (smartphone, iPad).
- d) After review and approval by BPHC team, implement the designed system and migrate existing data to the new system.
- e) Conduct comprehensive testing of the implemented system to validate all functionality and security requirements have been met.
- f) Compile, edit, and provide all final documentation as specified in is Scope of Work.

4 SYSTEM REQUIREMENTS

All system requirements shall comply with BPHC infrastructure specifications and requirements and Microsoft specifications for current version of Microsoft SharePoint Online.

4.1 System Environment

The new Biosafety Permit Database System will reside in BPHC's current SharePoint Online tenant following SharePoint Online guidelines and best practices for site set up, configuration and user access.

5 FUNCTIONAL REQUIREMENTS

- a) The user interface for data entry/submission and editing, review, approval, searching, etc. must be simple and intuitive to non-technical users. This should also include a context-specific help function and/or tool tips throughout the application to explain pages/fields.
- b) Allow registered users and responsible officials to submit and update permit application forms and required documents and laboratory incident notifications and reports:
 - a. 4 facility types for new, revision, and renewal applications
 - b. 4 facility inspection types
 - c. 6 incident report types
 - d. Multiple document uploads and data forms required for each application, inspection, and incident report type
- c) Allow for secure 2-way communication between internal and external users.
- d) Create a mobile interface to allow BPHC inspectors to capture while in the field on a mobile device (smartphone, iPad, etc.). Please specify in response to this scope if work will include one or both of:
 - a. Live access to the system for direct entry
 - b. Local storage of data on the device for synchronization upon return to the BPHC.
- e) Manage workflows for Biosafety Permit Forms lifecycles and create alerts and tasking with notifications from the system.
- f) Provide extensive reporting capabilities to gain insight into the Biosafety permitting, incident reporting and laboratory inspection processes including status reports, entity summaries, dashboards, etc.
- g) The system must provide user activity/audit reports.
- h) Enable the system to maintain versioning of records and required documents on the application tier.
- i) Enable the system to maintain and archive documents and records according to the digital retention policies specified in the planning phase.
- j) Enable generation of a permit certificate document in PDF form from submitted data upon approval by BPHC Approver staff.

6 SECURITY & ACCESS REQUIREMENTS

6.1 Security Requirements

The successful contractor will ensure the security protocols will meet or exceed the following specifications:

- a) Two-factor authentication with single sign-on (BPHC currently uses RSA Authentication Agent and will work with the selected bidder to implement this or other identified solution);
- b) Permission and role-based access to data, information, and modules;
- c) Segregation of entity specific data and information; and
- d) Adheres to NIST guidelines.

The contractor will be required to use the BPHC's Information & Technology Services security system standard to enable secure connections and interactions between the new Biosafety Permitting Database platform and external users.

6.2 System Access Requirements

The contractor will provide consultation services for a system which allows external users (members of the regulated community) access from multiple locations throughout the USA. External access must include the ability to access the system, to create applications, complete required forms, retrieve and review their specific data or forms, revise documents, update the data, and send questions and notifications.

To access the system, all users will be required to create a secure account, to protect the security of the data and information. Users will be required to enter a user ID and password, and other secure credentials (two-factor authentication), before accessing the system. External Entity Users with secure accounts will only have access to their own entity's permit data and information while BPHC Approval users will have access to all records.

6.3 Application Domain

The current Biological Permit Application is accessed at a secure domain which is managed by BPHC's Information & Technology Services team. This same domain will also be used for the new permitting application.

6.4 System Users and Roles

The following user types and roles will be required to access the new Biosafety Permit System:

USER TYPE	USER ROLE
Entity Viewer	<ul style="list-style-type: none"> • "READ ONLY" access to uploaded documents and approved permit applications and annual reports for their agency
Entity User	<ul style="list-style-type: none"> • Create, edit, view permit applications (new, annual renewal, amendment) • Upload IBC Annual reports and other permit documents • Upload Lab Incident Reports • Upload Community Benefits Program proposal • Upload Community Benefits Program annual report (BSL4) • View status of applications submitted
Entity Responsible Official	<ul style="list-style-type: none"> • All activities of the Entity User type • Approve entity's permit application/renewal/amendment • Submit permit application to BPHC • Update entity/user profile
BPHC Approver	<ul style="list-style-type: none"> • Create, manage, and update entity/user profiles • Review entity's permit application (new, annual renewal, amendment) • Approve entity permit application (new, annual renewal, amendment) • Approve IBC community member (BSL-3/BSL-4 labs) • Review/approve Community Benefits Program proposal and annual report (BSL4/ABSL-4) • Review/approve Laboratory Incident Reports • Delete records (incomplete/invalid permit applications) • Archive documents and records

BPHC ITS System Admin	<ul style="list-style-type: none"> • Create, view, and edit entities/users • Update entity/user profile • All permissions of all other user types • Support, maintain, and update the permitting system
BPHC User	<ul style="list-style-type: none"> • “READ ONLY” access to approved permit applications and annual reports • Update entity/user profile

7 SYSTEM DOCUMENTATION REQUIREMENTS

The following documentation will be required upon completion of the project.

7.1 User Manual/Guide

The consultant must provide a User Manual or Guide for the new Biosafety Permit Database System to BPHC. The Manual or Guide will be used to instruct BPHC staff and outside users in the daily use of the system. The document must include both a written guide and associated images (such as screenshots or clear, simplified diagrams). The guide should avoid using technical terms and jargon wherever possible and include a glossary of clear definitions clearly explaining those technical terms that cannot be avoided.

7.2 Technical Documentation

A technical reference document for the system suitable to allow BPHC ITS staff to effectively maintain and modify the system including database design schematic, data dictionary of fields, encryption keys, admin passwords and documentation of any scripting or automation, etc.

8 Other Deliverables

The consultant shall provide brief weekly status reports to the BPHC Biosafety Database Team. The status reports shall be due by Friday at 5:00 PM in a format determined by BPHC and the consultant during project implementation.

ATTACHMENT C

C.1 Qualifications of Proposer

	Project Name	Client	Description of Work Performed	Total Project Cost	Percentage of Work Firm Is Responsible For	Period of Completion	Client Contact*
1.							
	Did your firm meet the project schedule (Circle one): Yes or No Give a brief statement of the firm's adherence to the schedule and budget for the project:						
2.							
	Did your firm meet the project schedule (Circle one): Yes No Give a brief statement of the firm's adherence to the schedule and budget for the project:						

--	--

**Include Name, Title and Telephone Number*

C.2 Qualifications of Proposer

	Project Name	Client	Description of Work Performed	Total Project Cost	Percentage of Work Firm Is Responsible For	Period of Completion	Client Contact*
3.							
	<p>Did your firm meet the project schedule (Circle one): Yes or No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
4.							

Did your firm meet the project schedule (Circle one): Yes or No

Give a brief statement of the firm's adherence to the schedule and budget for the project:

**Include Name, Title and Telephone Number.*

ATTACHMENT D

D.1 Cost Proposal

(Complete the following Cost Proposal form as provided in Attachment D. Content should match cost for scope of services required)

Scope	Labor Categories (e.g., Consultant, Sr. Consultant, etc.)	Estimated Hours	Hourly Rate	Extended Rate
Task 1			\$	\$
			\$	\$
			\$	\$
Task 1: Total <i>(Not to Exceed)</i>			\$	\$
Task 2			\$	\$
			\$	\$
			\$	\$
Task 2: Total <i>(Not to Exceed)</i>			\$	\$
Task 3			\$	\$
			\$	\$
			\$	\$
Task 3: Total <i>(Not to Exceed)</i>			\$	\$
Task 1 - 3: Total <i>(Not to Exceed)</i>			\$	\$

ATTACHMENT E

E.1 Insurance Requirements

Contractors to the Boston Public Health Commission, at their sole expense, shall for the term of the contract obtain and maintain insurance in the amounts for the coverage specified below, **afforded by companies with A.M. Best’s key rating of A- or higher in class VII, licensed or authorized to transact insurance business in the state of Massachusetts**

Award is contingent on compliance with BPHC’s insurance requirements as specified below:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
Yes Yes	Worker’s Compensation Employer’s Liability	Statutory Statutory		
Yes	General Liability, Including Personal Injury, Broad Form Property Damage Blanket Contractual, And Fire Legal Liability	Bodily Injury	\$1,000,000	\$1,000,000
		Property Damage	\$1,000,000	\$1,000,000
		Bodily Injury & Property Damage Combined.	\$1,000,000	\$1,000,000
Yes	Automobile Liability, Including All Owned, Hired, Non-Owned	Bodily Injury	\$1,000,000	\$1,000,000
		- Each Person	\$1,000,000	\$1,000,000
		- Each Occurrence	\$1,000,000	\$1,000,000
		Property Damage	\$1,000,000	\$1,000,000
		Bodily Injury And Property Damage, Combined.	\$1,000,000	\$1,000,000
Yes	Professional Liability, Including, Errors And Omissions, Malpractice (When Applicable), And Negligent Performance	All Damages	\$1,000,000	
YES	THE BOSTON PUBLIC HEALTH COMMISSION IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS’ COMPENSATION, EMPLOYER’S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSURED BPHC, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

- 1) Insurance Coverage must include:
 - a. A provision for a written thirty-day advance notice to BPHC of change in coverage or of coverage cancellation
 - b. A contractual liability endorsement providing insurance coverage for contractor’s agreement to indemnify BPHC
 - c. Deductible amounts in excess of \$5,000 require BPHC’s prior approval
- 2) Contactor must submit certificate(s) of insurance evidencing required coverage.

- 3) Endorsement provisions, with respect to the insurance afforded to “additional insureds”
 - a. Primary coverage: with respect to claims arising out of the operations of the named insured, insurance as afforded by this policy is primary and is not additional to or contributing with any other insurance carried by or for the benefit of the additional insureds.
 - b. Cross liability