

Request for Proposal

Vocational Support Services Project

Organization Overview

Prince George's Community College PGCC is the number one choice of Prince George's County residents for an undergraduate education and the leading institution in training and preparing employees for the county's workforce. Among Prince George's County high school graduates who go on to college, 50 percent choose to attend Prince George's Community College. Since 1958, the college has provided students, the county, and region with high quality and affordable education, cutting-edge workforce and development training and the opportunity to achieve their dreams and aspirations. Prince George's Community College serves a diverse population of more than 40,000 students who represent 103 countries throughout the world. The college offers more than 200 academic and workforce development and continuing education programs of study, and transfer and scholarship opportunities to four-year colleges and universities. Students can earn associate degrees, certificates, letters of recognition, and licensures.

The Vocational Support Services (VSS) is a campus resource for students who are seeking to earn an associated of Associate of Applied Science, A.A.S. degree or a certificate within Career and Technical Education (CTE) programs. Such programs are designed to equip students with the theoretical knowledge needed to transition to their career field of study upon completion of the A.A.S. degree or certificate. VSS would like to improve students' ability to manage their time. They believe improved time management skills will help the students with their academic, vocational and personal life goals. VSS would like to develop mobile application, based on research, to help student improve their time management skills.

The mobile app should be attractive, informative, mobile friendly and incorporate multimedia. The mobile app you develop should be able to be run on at least one major phone platform (2 preferred). We are not looking for a mobile responsive website. We are looking for a native application or a hybrid application. It must be able to be displayed in multiple languages, offer secure exchange of information and compliant with the Americans with Disabilities Act (ADA). It should include but not be limited to: an explanation of VSS, area announcing current VSS workshops, a way to implement time management skills into student and personal life. A detailed user's guide will need to be developed so that the application can be updated and maintained each semester by the user. The site must also incorporate but not be limited to the following:

- Department description and contact information
- Link to VSS workshops
- Multi-media (voice, photos, videos, links, presentations, etc.)
- Time management tool areas – These resources include but are not limited to research-based time management skills like delegating, prioritizing, creating a schedule, etc.
- Links to external resources
- User help area about site
- Additional details provided during fact finding

User contact information:

101 Lanham Hall, Suites P and Q
Largo, MD 20774; (301) 546-0263
vss@pgcc.edu VSS@pgcc.edu

Proposal Requirements:

The formal response to this proposal should include:

- Introduction
- Background on the problem, opportunity, or situation
- Benefits and feasibility of the proposed project
- Description of the proposed work (results of the project)
- Method, procedure, theory
- Schedule
- Costs, resources required
- Conclusions
- Special project-specific sections

Submitted in an electronic binder be created using Microsoft Office. The response should be in one Word file. Special section files may be separate. These could be Excel files, etc. Use a zipped folder if necessary comprehensively covering the following:

- 1) Official Information
 - a) Request for proposal – copy of document
 - b) Justification for proposal – narrative of why this proposal meets the request
- 2) Contractor Personnel Information
 - a) Titles, assigned duties of proposal team members and high-level explanation of each role including but not limited to:
 - (1) Project Manager (collects all deliverables and tracks group progress)
 - (2) Designer (determines design and experience)
 - (3) Content Specialist(s) (writes content, training materials and maintenance plan for the system/application)
 - (4) Developer(s) (Programs the system/application and determine code that will be used for the project)
 - (5) Quality Assurance Specialist (quality checks all project deliverables and tests the product against test criteria, usability and accessibility standards)
 - (6) Security Specialist (constantly address security)
 - b) Organization chart
 - c) Salary structure (list sources with internal citations and in Works Cited page)
 - d) Resumes – (Should be in consistent formats, and skill set should match assigned role in the project.)
- 3) Technical Proposal

- a) Initiation Phase:
 - i) Preliminary analysis - should include but is not limited to a narrative addressing:
 - (1) Understanding the problem or opportunity
 - (2) Define the project scope and constraints
 - (3) Perform fact finding with user
 - (a) Document interviews, surveys, research, etc.
 - (4) Evaluate feasibility – technical, economic, schedule, operational, legal, etc.
 - ii) Systems Analysis - Objectives and Criteria for System Evaluation
 - (1) For this section, come up with and document key requirements in the areas of outputs, inputs, processes, performance, and controls for the system.
 - (a) Output
 - (b) Input
 - (c) Process
 - (d) Performance
 - (e) Control
- b) Planning Phase
 - i) Systems Design - Develop Logic Model
 - (1) Develop and document a logic model associated with all processes/requirements in the system.
 - (2) Analysis of Alternatives
 - (a) Document alternative strategies in weighted matrix spreadsheet with research supported results
 - (b) Determining whether to make an in-house, buy an off-the-shelf product, or rent (subscribe).
 - (c) Cost-benefit analysis checklist based on research
 - (d) Selection of Alternative
 - (i) Narrative of justification
 - (ii) Hardware proposed (including hardware schematic(s) and costs)
 - (iii) Software proposed
 - (iv) Connectivity
 - (v) Security considerations
 - (vi) User considerations
 - (3) Development Phase Management Plan – schedule of physical design
 - (a) Graphical representation of project - Gantt, PERT/CPM charts you provide for this RFP project must include the following: task, start date, end date, and resource—the resource is the first and last name of who the task is assigned to. The plan should show work for the entire life of the project, not just the development phase.
 - (i) Gantt Chart(s)
 - (ii) PERT/CPM chart(s)
- c) Implementation Phase
 - i) Development –
 - (1) Document method, costs, resources required

- (2) Working prototype
- ii) Testing – unit, integration and system
 - (1) Test plan
 - (2) Test day script/scenario
 - (3) Test results
 - (4) Implementation failure contingency procedures
- iii) Implementation
 - (1) Conversion plan
 - (2) Prototype System Specifications
 - (a) System narrative for each function built into the application
 - (b) Computer listings – program code (any language used, including databases)
 - (c) Sample outputs from system
 - (3) User/operator training plan and Users' Manual
 - (a) Provide instructions for the user
 - (b) Provide timeline for system cycle
 - (c) Maintenance tasks defined if applicable.
 - (4) Prototype System Demonstration
- d) Expended Effort
 - i) Listing and description of all team meetings
 - ii) Hours expended by each individual on a weekly basis with monthly totals and grand totals for each person and the whole team
 - iii) Work Cited page
 - iv) Budget
 - (1) Detailed budget with narrative and citations
 - v) Reports & Other Documentation
 - (1) Copies of all reports/documentation submitted to the Technical Monitor (instructor) during the course of the proposal development period
 - (2) Employee Manual
 - (3) Peer Evaluation Forms – copy in binder, completed forms submitted into Blackboard assignment link after formal presentation

The review of proposals will be a two-part process:

For the first part, applications will be submitted to a link in Canvas by November 29, 2022, 5:00 PM; and reviewed by the Technical Monitor. The Technical Monitor is your INT 2840 instructor. Projects will be scored by the Technical Monitor based upon:

- Response to RFP – based on the project requirements above and requirements discovered during preliminary analysis
- Effectiveness of oral presentation
- Degree in which prototype addresses the problem
- Budget

For the second part, applicants are scheduled for an oral team presentation on December 6, 2022. Team project managers should confirm time slots for that day with the Technical Monitor. A review committee established by the Technical Monitor will evaluate the applications. The committee will be composed of representatives from outside agencies, PGCC faculty, staff and administration. Reviewers will comment upon the proposals and ask questions during the oral presentations.