

**Request for Proposals****For More Information:** Charles Lent (530) 493-5376 Ext. 5200**Proposal Deadline:** Monday, February 13, 2012 by 5pm

The Karuk Community Development Corporation (KCDC) requests proposals to construct a small database system to enter, update, and retrieve client demographic and service usage information for a grant program as outlined on the included Solution Description.

**Task One**

Development of database system for multiple simultaneous users (2 presently) with expansion capability for future additional users.

**Task Two**

Development of two separate database systems including Personally Identifiable Information (PII) and Non Personally Identifiable Information allowing for future data point modifications and statistical report writing.

**Task Three**

Develop and plan layout with requestor and train operator(s) to facilitate mechanics of the system.

**Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached hourly and travel expense rate sheet.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, fax, or email delivered by Monday, February 13, 2012 at 5pm****to:**

Sara Spence, Human Resources Manager  
Karuk Tribe Administrative Office  
64236 Second Avenue, PO Box 1016  
Happy Camp, CA 96039

**Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.**

**If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).**

# **NAA VURA YEE SHIIP “CHAT” Grant Data System Solution**

## *Solution Description*

2012-01-24

### **Overview**

The Naa Vura Yee Ship is creating a system to track clients and services provided to the clients for the CHAT Program. The goals for the system are to provide accurate statistical information to the CHAT Program grantors, and to allow users of the Naa Vura Yee Ship data system to better serve its clients by recognizing the clients’ usage of services.

The systems must allow for future modifications of data points that can be entered as well as what statistical reports (and their criteria) can be run. The mechanism for modifying the systems in the future is to be defined by the implementer, but the mechanism must be described and be approved by Chuck Lent.

### **Data System Description**

The solution must allow for multiple simultaneous users:

- Approximately two users
- All users must have read/write access to the data
- Users may not be at the same physical location

The solution shall be composed of two separate data systems:

1. A data system for entering, updating and retrieving Personally Identifiable Information (PII System).
2. A data system for entering, updating and retrieving statistical information (Non-PII System).

Care must be taken by the system implementer to separate PII and Non-PII data types into their respective data systems in order to maintain security of PII.

#### **The PII System shall:**

- Assign a unique ID to the client that can be referenced in the Non-PII System.
- Shall use a combination of text entry fields and single- and multiple-selection controls for data entry.
- Allow for entry, updating and retrieval of approximately 50 client information fields, such as
  - Client name
  - Client address
  - Parent name

- Parent address
- Etc.

**The Non-PII System shall:**

- Allow entry/lookup of the unique ID assigned by the PII System.
- Shall use a combination of text entry fields and single- and multiple-selection controls (such as radio buttons and check boxes) for data entry.
- Allow for entry, updating and retrieval of approximately 100 client demographic data, such as
  - DOB – Month, Day Year
  - Where Born
    - City
    - State
    - Zip
  - Gender [Male/Female]
  - Parent’s marital status [Married, Separated, Divorced, Never Married]
  - Major medical issues [Yes/No]
  - Medical issues description
  - Etc.
- Allow for relating which services were provided to a client on a specified day.
  - Date fields shall allow system user to enter which date services were provided.
  - Services shall be listed and the system user shall be able to select which services were provided on that day.
  - Text boxes shall be provided for entering notes related to each service provided on the specified date.
- Allow for printing reports describing the number of clients served, based on various criteria (age, gender, etc.) within a selected timeframe.
- Allow for printing reports for the CHAT Program describing the number of clients served, based on various criteria (CHAT Program specific) within a selected timeframe.
  - Will use CHAT Program business logic for determining criteria for numbers, such as number of unique services provided to a client within the timeframe.