Request For Quotation (RFQ)

Part Time Web Developer

October 2019

Incorporated Research Institutions for Seismology
1200 New York Ave. NW, Suite 400
Washington, DC 20005

1   INTRODUCTION

The Incorporated Research Institutions for Seismology (IRIS) is a consortium of over 125 universities dedicated to the operation of science facilities for the acquisition, management, and distribution of seismological data. IRIS facilitates investigations of seismic sources and Earth properties using seismic and other geophysical methods. It promotes the exchange of seismic and other geophysical data and knowledge through pursuing policies of free and unrestricted data access, and fosters cooperation among IRIS members, affiliates, and other organizations in order to advance seismological research and education, expand the diversity of the geoscience workforce, and improve Earth science literacy in the general public.

2   PROJECT DESCRIPTION

The IRIS website (www.iris.edu) is managed from the IRIS headquarter office located in Washington, DC, and runs on a RackSpace Red Hat Enterprise Linux 6.5 (PVHVM) virtual machine. There are several subdomains on the main server, all being managed by separate instances of ExpressionEngine v2 that is running on PHP 5.5.38 and mysql 14.14.

IRIS desires to engage a part-time web developer to migrate existing ExpressionEngine websites and add-ons to current software versions, maintain websites, and develop new applications as requested.

3   SCOPE OF WORK

- Migrate the existing ExpressionEngine website and its add-ons from version 2 to the most current software versions. Several add-ons were built in-house; therefore, code re-writes will be necessary for compatibility with the current version of ExpressionEngine.
- Design, implement, and maintain various IRIS websites. Tasks include analyzing requirements, designing, coding, debugging and testing new features.
- Create, customize, and maintain interactive web applications as requested
- Provide miscellaneous support including basic troubleshooting, interfacing with the outside System Administrator, and interacting with the lead staff Web Developer
- Provide support for an estimated 20-25 hours per week in initial phases, reducing to ongoing maintenance support of 5-10 hours per week, plus occasional projects as needed
- Contractor located in the Washington, DC Metropolitan region is preferred

4   REQUIREMENTS
Working knowledge (3+ years of experience) in:

- PHP v5 to v7, CodeIgniter, ExpressionEngine (including Templating and Add-on development), v 2 and 5
- MySQL

- JavaScript, jQuery
- HTML, CSS (including Bootstrap v3)
- Ability to work at the UNIX command line level
- Git version control

5   SUBMISSION REQUIREMENTS

Technical Submission <u>must</u> include the following:

- Overview of Capabilities/Skills
- Statement of Experience
- Examples of Work Product (e.g. code repository example)
- Two Professional References
- Date of availability to begin work

Financial Submission <u>must</u> include the following:

- Hourly Rate

Please provide an hourly rate and any special pricing arrangements.

Interested vendors should submit responses via email to spo@iris.edu. Vendor responses are due no later than **5:00 p.m. ET** on **Friday, November 1, 2019**.

All questions should be directed to the IRIS Sponsored Projects Office via email at spo@iris.edu. All vendor questions and answers will be made available to all potential bidders.

The responses must be submitted to the proper email address and by the submission deadline to be considered for an award.

Excluded Parties
Individuals or organizations who have assisted IRIS, directly or indirectly, in the preparation or evaluation of the RFQ leading to an Agreement; shall not submit a response, assist any other vendor in the preparation of a response, or perform under the Agreement in any capacity. Individuals or organizations who are presently debarred, suspended, proposed for debarment, or declared ineligible for an award or contract by any Federal agency are not eligible to submit a response.

Rights of Retention
Following submission of quotes and final evaluation, IRIS will have the right to retain the responses, maintaining them in confidence. All documents submitted in response to this RFQ shall become the property of IRIS.

6   EVALUATION CRITERIA

Responses will be evaluated based on both the technical and financial submissions.

Criteria	Ranking: 0 = unacceptable 1 = below expectations 2 = average 3 = acceptable 4 = exceeds expectations 5 = exceptional	Points (A)	Possible Points (B)	Total = (A) x (B)
TECHNICAL SUBMISSION				
Abilities & Experience				
Expression Engine			**5 pts.**	
PHP			**5 pts.**	
MySQL			**5 pts.**	
JavaScript, jQuery			**5 pts.**	
HTML, CSS			**5 pts.**	
UNIX			**5 pts.**	
Git version control			**5 pts.**	
Example of prior work product (e.g. GitHub)			**5 pts.**	
References			**5 pts.**	
Ability to provide 20-25 hr/week, then 5-10 hr/week			**5 pts.**	
TOTAL FOR TECHNICAL SUBMISSION			**250 pts.**	

FINANCIAL SUBMISSION				
Hourly Rate			**25 pts.**	
TOTAL FOR FINANCIAL SUBMISSION			**125 pts.**	
GRAND TOTAL (Technical + Financial Submission)			**375 pts.**	