

THE YAP STATE HISTORIC PRESERVATION OFFICE (YSHPO), DEPARTMENT OF YOUTH AND CIVIC AFFAIRS HEREIN SOLICITS FOR PROPOSALS FROM QUALIFIED INDIVIDUALS, FIRMS OR ORGANIZATIONS ON A PROJECT ENTITLED “ **IMPROVEMENT OF THE CENTRAL DATABASE FOR YSHPO**”. THE PROJECT SHALL BEGIN WITH THE SELECTED BIDDER REVIEWING DATA AND INFORMATION IN EACH MINI-DATABASE USED BY THE DEFFERENT FUNCTIONS/ACTIVITIES OF THE OFFICE, REVIEW THE DATA AND INFORMATION IN THE CENTRAL DATABASE, DISCUSS WITH STAFF AND MANAGEMENT TYPES OF DATA AND INFORMATION NEEDED IN THE MINI AND CENTRAL DATABASE, AND OTHER DATA OR INFORMATION THE SELECTED BIDDER RECOMMENDS OR NEEDS TO IMPROVE THE DATABASES. IN THE DEVELOPMENT OF THE BIDDING PROPOSAL, YSHPO REQUESTS THE FOLLOWING FACTORS TO BE INCLUDED IN THE PROPOSAL; FULL LEGAL NAME OF THE BIDDER, BACKGROUND INFORMATION DEMONSTRATING THE EXPERIENCE AND ACADEMIC QUALIFICATIONS OF THE PRINCIPAL INVESTIGATOR AND OTHER MAJOR PROJECT’S WORKERS, SCOPE OF WORK, ACTIVITY TIMELINES, AND BUDGET. PRINCIPAL INVESTIGATOR MUST SPEND AT LEAST 2 WEEKS ON YAP TO CONDUCT THE ABOVE ACTIVITIES/TASKS AND CAN RETURN BACK TO THE ORIGIN TO REVIEW DATA AND INFORMATION, AND DRAFT THE REPORT. BIDDERS MUST DEMONSTRATE THE ABILITY TO USE OWN FUNDS TO INITIALLY IMPLEMENT THE PROJECT’S ACTIVITIES, HAS ACTIVE/VALID DUNS NUMBER, LICENSED FOR THIS TYPE OF ACTIVITY AND ANY OTHER INFORMATION DEEMED NECESSARY AND APPROPRIATE TO RENDER A FAVORABLE REVIEW AND SELECTION OF THE PROPOSAL SUBMITTED. PRINCIPAL INVESTIGATOR AND AUTHOR OF THE REPORT MUST MEET THE FOLLOWING REQUIREMENTS:

1. MUST AT LEAST HAVE A BACHELOR OF ARTS/SCIENCE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR OTHER RELATED FIELD; OR
2. MUST HAVE THE EXPERIENCE OR HAVE DONE SIMILAR PROJECTS IN THE PAST ESPECIALLY USING THE FILEMAKER PRO COMPUTER SOFTWARE DATABASE;
3. MUST BE ABLE TO ASSESS AND IMPROVE UPON THE EXISTING DATABASE AND/OR CREATE MINI DATABASES AS MAY BE REQUIRED BY YSHPO;
4. MUST BE ABLE TO TRAIN RELEVANT STAFF ON HOW TO ACCESS, ENTER, AND MAINTAIN THE DATABASE (S) ONCE THIS PROJECT IS COMPLETED;
5. MUST BE ABLE TO WRITE A NARRATIVE REPORT AFTER PROJECT COMPLETION ON THE ACCOMPLISHMENTS OF THE PROJECT;
6. MUST HAVE A BUSINESS LICENSE FOR THIS TYPE OF ACTIVITY AS MAY BE REQUIRED BY YAP FINANCE FOR COMPETITIVE PROCESS;

NOTE: YSHPO PREFERS TO SELECT A BIDDER LOCALLY BUT OFF-ISLAND POTENTIAL BIDDERS ARE ENCOURAGED TO BID IN CASE NO QUALIFIED LOCAL BIDDING PROPOSALS SUBMITTED.

THE YSHPO HAS THE RIGHT TO WAIVE ANY REQUIREMENT OR IRREGULARITY OR REJECT ANY OR ALL PROPOSALS SUBMITTED. THIS RFP DOES NOT CREATE ANY FINANCIAL OBLIGATION UPON YSHPO, DY&CA OR THE YAP STATE GOVERNMENT TO ANY OR ALL BIDDERS. DEADLINE TO COMPLETE THIS PROJECT’S ACTIVITIES/TASKS IS SEPTEMBER 30, 2020.

PROPOSALS CAN EITHER BE SENT BY DELIVERING, MAILING OR THROUGH E-MAIL BY MARCH 18, 2020
TO:

YAP STATE HISTORIC PRESERVATION OFFICE

P.O BOX 714

COLONIA, YAP 96943

E-MAIL ADDRESS: yaphpo@mail.fm or yapstatehpo@gmail.com

PROPOSALS WILL NOT BE ACCEPTED IF SUBMITTED THROUGH FACEBOOK OR OTHER SOCIAL MEDIA
OTHER THAN THOSE STATED ABOVE.

FOR MORE INFORMATION PLEASE CONTACT YSHPO AT THE ABOVE ADDRESSES OR CALL 691-350-4226
DURING NORMAL YAP STATE GOVERNMENT WORKING HOURS.