



## **Request for ~~Quote~~ Proposal**

### **Contract Management Power Apps Development Project**

This is an addendum to the RFQ updating to an Request for Proposal (RFP). To obtain vendor proposals and cost. All areas in this document referring RFP is now RFP.

The Addendum will include responses to all vendor questions on Friday, February 7, 2025 by 5:00pm EST and the vendor submission date extended to Monday, February 24, 2025, by 5:00pm EST, indicated on page two.

The Boston Public Health Commission (BPHC) is seeking proposals from qualified vendors to develop a Contract Management application using Microsoft Power Apps. This model-driven application will be developed in collaboration with BPHCs internal Power Apps team to ensure knowledge transfer and cost optimization.

#### **Scope of Work**

The selected vendor will be responsible for:

- Conducting initial architecture and design planning
- Developing the core framework of the application
- Creating a task allocation plan that identifies components suitable for BPHC team development
- Providing technical mentorship and support to BPHC team members
- Ensuring the final solution meets all specified requirements
- Current data and files must be imported into the new system
- All data needs to be stored in the system for 7 years prior to archiving

#### **Requirements**

Review the documentation detailing the technical and functional requirements. ~~Quote~~ Proposal should include:

- Detailed cost breakdown of the project
- Proposed timeline
- Resource allocation plan
- Strategy for knowledge transfer to BPHC team
- Support model during development

#### **Project Overview**

The vendor will be responsible to:

1. Lead the design and planning phase
2. Build the initial framework of the application

3. Identify opportunities for BPHC Power Apps team participation
4. Provide technical guidance and support to our internal team throughout the development process
5. Provide Post implementation support

**Accompany with this RFP the following supporting documents are attached:**

1. Use Case, Approval and Business Process Documentation (8 pages)
2. Excel Document of the Contract Repository System Requirement (CRS) Data Dictionary (4 Tabs - CRS Request Form-Out, CRS Request Form-In, Amendment Form, Authorized Approvers)

#### **Submission Instructions**

For questions, email [RFR@bphc.org](mailto:RFR@bphc.org) by Friday, January 31, 2025, by 5:00pm EST.

Questions and answers posted on Friday, February 7, 2025 by 5:00pm EST.

~~All quotes must be received Friday, February 7, 2025 by 5:00pm EST via email to~~  
~~[RFR@bphc.org](mailto:RFR@bphc.org)~~

Proposals must be received Monday, February 24, 2025 by 5:00pm EST via email to  
[RFR@bphc.org](mailto:RFR@bphc.org)