



Request for Proposal
Development of SSRS Reports for Database

The non-profit Idaho Office for Refugees (IOR), a program of Jannus, Inc., is searching for a Programmer (Web Application Developer) to develop reports using SSRS in the Statewide Refugee Information System (SRIS) to meet federal reporting requirements. This database is utilized by IOR and its sub-grantee partners across Idaho to gather, store, analyze, and report on all necessary data for federally funded refugee resettlement programs.

Who We Are:

The Idaho Office for Refugees, a program of Jannus (a 501(c)(3) organization), awards contracts to organizations and individuals for the provision of services that promote the economic self-sufficiency and social integration of refugees residing in the State of Idaho. The Idaho Office for Refugees supports our nation's founding belief of offering refuge and safety to people forced to leave their homes due to persecution of their religious beliefs, political opinions, or ethnic heritage. We create opportunities for refugees and the larger community to come together over their shared values of hard work, family, faith, and freedom.

Scope of Work:

The principal tasks required of the Programmer are specified in the following scope of work:

- Develop reports in SQL Server Reporting Services (SSRS) specific to federal reporting requirements for ORR-6 Schedules B, C and D (<https://www.acf.hhs.gov/orr/form/report-forms>).
- Create widely usable SSRS report templates meeting ORR reporting requirements.
- Produce backend SSRS reports tailored to specific and unique IOR needs.
- Collaborate with existing programming consultant on database enhancements.

Timing:

Work commences August 1, 2024, or sooner, and will be completed by September 30, 2024, with potential contract renewal for Fiscal Year 2025. Proposals are due by July 19, 2024. Proposals will be considered as they are received.

Selection Criteria:

Considerations for selection:

- SQL Server Reporting Services
- SQL Server Table Values and Aggregate Functions
- Business Intelligence Development Studio

- Microsoft Report Builder
- Commitment to collaboration.

Note: Selected candidate must pass a criminal background check.

Proposal Submission:

Award of the contract resulting from this Request for Proposals will be made to the responsive organization or individual whose proposal best matches the requirements and expectations of the Idaho Office for Refugees in terms of meeting program requirements, efficiency, professionalism, and capacity.

The Idaho Office for Refugees reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential contracting organization or individual.

Please submit proposals electronically to dmorris@idahorefugees.org by July 19, 2024. The proposal should include:

1. A brief cover letter introducing the understanding of the project and suitability for the role.
2. The contractor's estimate for completion of the project.
3. Details of qualifications and experience in SSRS, SQL Server Table Values and Aggregate Functions, Business Intelligence Development Studio, and Microsoft Report Builder.
4. A summary of any relevant certifications or industry accreditations held by the contractor or their team members.
5. Brief description of the process used when engaging with clients.
6. A comprehensive outline of the measures and protocols proposed to ensure data security throughout the duration of the contract period.
7. A statement confirming the willingness to comply with all requirements.
8. Contact information for three professional references.

NOTE: All information provided in the detailed response will be held in strict confidence.

Evaluation and Award

Proposals will be evaluated based on the criteria outlined in the RFP. The Idaho Office for Refugees reserves the right to request further information and negotiate terms with the selected vendor.

For more information, please look to www.idahorefugees.org and contact Dave Morris, Idaho Office for Refugees, Resettlement Services Manager 208-947-4278; dmorris@idahorefugees.org.

Thank you for your interest and consideration of working with our organization and staff.