## Attachment A – DEMS RFI Response Questionnaire

**Instructions:** Please provide your succinct answers using this MS Word document. The requirements represented in the questions below represent the range of priorities for NFWF, and we understand that not every solution will meet all of our requests, some of which are ‘nice-to-haves.’ Please answer each question as fully as possible, and clearly indicate whether and how your solution meets any given stated requirement or can improve our current approach.

**Contact Information**

Organization Name:

Organization Address:

Primary Contact Name:

Primary Contact Title:

Primary Contact Email Address:

Primary Contact Phone Number:

Additional Contact Information and/or Notes:

**DEMS Organization, Product and Process Information**

**DEMS Organization Information**

1. Please provide a brief description of your organization, including how long you’ve been in business, and key strengths.
2. How many employees does your firm have, what are their roles, and where are they located geographically?
3. Is your firm currently involved in any dispute or litigation?
4. Does your firm have any federal government clients? If yes, please provide examples.
5. Does your firm have any clients that fund conservation projects? If yes, please provide examples.
6. Does your firm have any clients that support animal sighting or health tracking projects? If yes, please provide examples.
7. Provide two recent client references, similar in size and scale to NFWF’s needs where you have implemented your solution.

**DEMS Platform, Process, and Pricing Information**

1. Do you provide a Software-as-a-Service (SAAS) or cloud solution, or is it an on-premise solution? Please indicate the required hardware platform, operating system, and database system, and if the hosted source code is provided/escrowed.
2. Describe your approach to product and service enhancements, maintenance, release updates, and patch management of your DEMS solution.
3. What third party products, if any, do you require or recommend to operate with your solution? What functionality do they provide?
4. Implementation Approach: Indicate the steps necessary to complete this project and a typical project timetable.
5. Price: At this stage, NFWF is interested in the following cost information: general product licensing fees/structure; typical service levels and associated hourly rates; any other standard costs associated with implementing your DEMS solution. NFWF is not looking for a full project cost quote at this time.

**DEMS Product Information**

1. **Limited Entry/Login:** NFWF requires tiered data access by account/role. Please describe how your DEMS supports this authorized user requirement and describe any user specific home page, dashboard and/or data management tools your system provides (e.g. task/record features for pending, due, closed, review routing, validation, communication tools, etc.).
2. **Data Security:** Please describe the security model and features of your DEMS. Specifically: 1) describe how the overall system data and web-based transactions are secured; and 2) describe the user-level security model that will enable NFWF to have different user types with access to different system features (e.g., public user access, read-only user access, network user access, query user access, administrative user access).
3. **Data Entry:** NFWF requires approved MMSN members to have the ability to input data into the DEMS directly with guided entry that aligns with/streamlines workflow. Data may be submitted in multiple stages before the ‘entry’ of the record is closed (i.e. may record an event and then come back to register samples and then come back to register results – they may need to ‘release’ one set of data before indicating that the ‘record’ is completed with no further data entry expected). Data will require QAQC/audit needs (both system automated/validated and in review processes). Please describe how your DEMS supports this need.
4. **Relational Data:** NFWF requires records to be based on the individual animal but also allow for multiple events per individual, ‘link’ to larger events of multiple animals and allow for multiple health fields that may be required based on the circumstances of the animal encountered (live stranding vs. dead animal, level of decomposition, samples taken, etc.). Please describe how your DEMS supports this need and any QAQC or wizard logic that may be available to help ensure records are completed based on the type of encounter.
5. **App/Document Integration**: NFWF is looking for a solution that can incorporate GPS/location information, field-based data collection, photo, and document storage/management. Please explain how your DEMS solution supports this requirement.
6. **Data Query and Report Builder:** NFWF requires the DEMS to support on-going and intermittent report generation for common management requests and needs that require both preset queries and the ability to build custom queries that search across the database. At times data source identification and notification is also required for data report downloads. Please explain how your DEMS solution meets this need.
7. **Data-Reporting Requirements:** NFWF requires real-time access to all system data (collected and transactional) as well as real-time connectivity to related systems (national database) for reporting. Please explain how your DEMS supports this need (e.g., APIs?), and what, if any, data dictionary, ERD, and training on system admin aspects of the DEMS database are provided.
8. **Data Migration:** Please explain your detailed, proven process for mapping and migrating Source and target data elements, including documents of many types, BLOBs, and other non-standard db elements from our MS Access system. If you do not recommend data migration, please explain your recommended approach.
9. **System Administration/Maintenance:** NFWF is looking for a tool that will support a network of organizations that may need to add or remove users and field options over time. Can non-technical staff configure new users and modify user access roles? Edit/add to predetermined value lists, make terms active/inactive? What, if any, technical support is required to create new users, change the user access of an existing user or modify fields?
10. **Public Access:** there may be interest in a public facing dashboard to visualize publicly released data or to provide toggle/picklist options for data buckets to present simple graphing/tables. Please describe how your DEMS supports this open requirement, and what, if any, licensing considerations need to be addressed for public access.

**Conflict of Interest Disclosure**

The organization submitting this response (the “Respondent") certifies that it (including its employees) does not have or know of any conflict of interest (i) associated with the Respondent’s preparation of this questionnaire, Respondent’s submission of the questionnaire to NFWF, or NFWF’s consideration of the questionnaire, or (ii) that would arise from the Respondent’s performance of the of the work described herein. For purposes of the foregoing, a conflict of interest includes any interest, activity, position, or role of the Respondent (including its employees) that may be directly or indirectly adverse to the interests of NFWF, NOAA or the work described herein.