[USMS History & Archives Committee](#)

The Minimal H&A RFP

The RFP with active links can be viewed at www.usms.org/swimgold/committee/minimalrfp.htm

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The Consultancy

The purpose of this consultancy is to export all of the core databases and tables maintained by the USMS History & Archives Committee to an SQL database, to create maintenance procedures using SQL wherever feasible or practical, and to create a user interface to facilitate maintenance of the data. Any maintenance procedures which cannot be simplified or easily converted and implemented using the SQL database program and which are complex and difficult to convert will initially be preserved using the current apl programs in which they were written and which work. It is anticipated that maintenance of permanent SwimmerID, maintenance of many of the hyperlinks which currently number about 300,000 and especially those hyperlinks buried in text, and compilation of the html pages by which the H&A on-line Archives are displayed will likely be handled for the time being using the current apl programs. The minimal user interface is necessary so that other members of the H&A Committee can share in the technical maintenance job. At present, technical maintenance is achieved by means of command line processing. Maintenance procedures, which are not easily handled by the SQL database, should be included in a user interface which is expected to be a Windows MDI form. Debugging or improvement of these maintenance procedures is not within the scope of this consultancy.

For purposes of this RFP, the following terms are defined.

- "USMS" means United States Masters Swimming, Inc.
- "H&A" means the USMS History and Archives Committee.
- "Archives" means the Archives of USMS which H&A is creating, preserving and presenting.
- "Consultant" refers to whatever firm, individual, or consortium undertakes this work.
- "Client" refers to the Chairman of the USMS History and Archives Committee, Carl House, who created the systems as they are today.
- "User" refers to the Vice-Chair of the USMS History and Archives Committee, Barbara Dunbar (dunbarlaw@aol.com), and to others who will be Users of the system.
- "Executive Committee" refers to the USMS Executive Committee, for whom Sally Dillon is our liason.
- "DB Committee" refers to the USMS Database Committee, of which Jim Miller, USMS President, is Chair.
- "R&T" means the USMS Records and Tabulation Committee (Pieter Cath is Chairman, TopTen@usms.org). This committee is the source of a great deal of the information we archive.
- "Client Team" refers to the several USMS people who will oversee the work done in this consultancy.

This consultancy will have a maximum cost of $18,000 including all expenses required for assistance by the Client. It is anticipated that there will be considerable Client involvement in the consultancy since apl functions written by the Client are being revised and since future software maintenance, including the user interface, will be the responsibility of the Client.

A Request for Proposals (RFP)

This is a request for proposals for converting a database presently stored in apl .sf files to an SQL platform. The database is the source data for a very large website SwimGold.org which serves as the digital Archives of United States Masters Swimming, Inc. (USMS) (173 mb, 12,256 files, 209 folders according to the "properties" of the SwimGold folder under Windows 2000).

USMS is presently developing a strategy for enterprise database management. It is desireable that as few commitments as possible be made in this consultancy that might conflict with options in the enterprise database system. However, it is essential that the H&A core

data be exported to an SQL database at this time and that the Committee continue functioning with this SQL database while the enterprise database is developed.

The source files reside on a PC running Windows 2000 Professional and are processed with programs written in APL+Win version 4.0. It is our belief that knowledge of apl is essential to undertaking this consultancy.

The SQL database

Data to be exported is documented in Appendices A, B and C. The proposal should consider how we can be assured that the SQL version of the database includes all of the data items in the apl version. Control measures need to ensure that no data is lost and to verify that the total number and content of data items are identical in each version.

The SQL platform used for H&A should meet the following criteria. (see "Databases, USMS & anywhere")

- It should have an ADO/OLEDB interface.
- It should be capable of running on a standalone system (not requiring a server).
- We should be able to circulate information on a compact disks which will use the SQL database on a run time basis (no additional cost for each CD).

Modifying apl programs

Existing apl programs must be revised to work from and update the SQL database. The Client will work with the Consultant to achieve this. The Consultant should assume that these functions are working properly. If any bugs or inadequacies in pre-existing programs are discovered during this consultancy, it is the Client's job to fix them.

Critical Procedures

A list of the critical procedures and functions used in maintaining USMS Archives are included as Exhibit F. These procedures must be included in the user interface and in documentation. In general, it is the Client's job to assure that these work properly, though in a few cases the Consultant may be *requested to consider* solving certain problems. The user interface is expected to be a Windows MDI solution, the MDI form might have 7 child forms each of which will call 3 to 12 procedures. The child forms will have names like: e.g. File, Edit, View, Process, Review, Tools, Help. It is expected that the "Client" will modify the user interface as it evolves on the basis of the experiences of "Users".

The lines of apl functions which access the core tables are identified in Appendices G, H and I.

User interface

A user interface must be created which is designed to permit the User(s) to execute all functionality necessary to maintain the Archives databases and website. While most functionality already has working apl programs, there will be some functions that will require more work by the Client. However, any function that will be required by the User must be provided for in the user interface, though some might be added by the Client after this consultancy. It must be understood that not all functions provided for in the user interface will be used by all "User(s)". The distribution of work will be a matter for the H&A Committee to work out.

It should be understood that the user interface will not be as complete or as polished as a "product" would be. It is likely that the user interface will no longer be used when the enterprise database is complete. For example, "users" may be required to use instructions on paper rather than have available a conventional help system.

Deliverables

Deliverables are four in number and should be completed in the sequence shown below. Deliverables will be evaluated by designated USMS people within one week of delivery. The H&A Chairman and Vice-Chairman are committed that they will complete their evaluation within the one week time period.

- As soon as available, the SQL database including all core tables of Archives data should be delivered as 4 copies of a CD for review by the Client Team. At conclusion of the consultancy, ten copies will be delivered which include software and an installation procedure.

- The second deliverable will be functions revised in collaboration with the Client so that they work from and update the SQL database whenever they are used.
- The third deliverable will be a user interface which allows User(s) to do the work that heretofore has been done by the Client.
- The fourth deliverable will be whatever documentation of our systems are to be written by the Consultant. Further documentation will be written by the Client and by User(s). The documentation to be delivered should be spelled out in the proposal.

Some level of documentation will be needed to help in the use the SQL database. Proposals should describe the documentation that will be delivered. Our preference is that it be comprehensive, step by step and not overly wordy. H&A users will improve the documentation as they use the software.

It is expected that portions of the software will be used on the USMS server and that other portions of the software will be used in standalone computers that are not servers. Some software might operate on both.

The software should include an install procedure so that it can be used by anyone authorized by USMS to update the "Archive" the SQL database from the normal backups of History & Archives data maintained by the H&A Committee or by anyone with access to the main computer used by the H&A Committee Chairman. The software should include any required run time system(s). The software completed in this consultancy is expected to run on a PC running under Windows 98 second edition or later.

Compact disks are important to us for sharing work, for distributing information and for possibilities of promotional exhibits. When files are copied from a CD to a hard drive, they retain "read only" access. Software must include a routine for giving "read/write" access where this is needed.

Directions for Submissions of Proposals

Proposals should be delivered by September 6, 2002 to **Carl House, 5871 Bartram Street, Boca Raton, Florida 33433** by either U.S. mail or by e-mail to Carl House or Carl House. His telephone number is 561-368-7445. An e-mail receipt will be sent confirming receipt of each proposal, so include the appropriate e-mail address in the proposal package.

Appendices for the Minimal H&A RFP.