1. Introduction

Civil Justice, Inc. is requesting proposals from qualified contractors with expertise in database structure evaluation and normalization. We are seeking a contractor to assess and improve an Airtable database to follow best data management practices, thereby enabling more meaningful analysis and reporting for our programs.

Please note that this project is constrained by grant funding within FY26. Key dates include:

- November 14th – RFPs due
- November 18th – November 21st – Finalists contacted for interviews
- November 18th – December 12th - Interviews conducted, and references checked
- December 16th – Awardee decision announced
- January 5th – January 9th – Kickoff meeting for contracted work.
- June 30th – All contracted work must be complete, and services invoiced

2. Project Scope

The selected contractor will be responsible for the tasks below:

- **Data Normalization:**
  - Apply separation of concerns to the data structure, e.g. transforming one multipurpose table into separate client and cases tables
  - Implement improved tracking capabilities of certain snapshots of data, such as communications sent to clients
  - Clean and standardize the data to ensure consistency, accuracy, and improved analysis capabilities
  - Address data quality issues, including missing values, inconsistencies, and duplicates
- **Collaborative Data Modeling:**
  - Work with technical and program staff to refine the data model to best capture the needs of the multiple programs that use this database.
- **Documentation:**
  - Document any data quality issues encountered and the solutions implemented
  - Produce a data dictionary that captures the design of the new structure
- **Export and Import**
  - Export data from the current Airtable base, which will continue to be in use throughout this normalization process
  - Importing and transforming the exported data to align with the normalized structure in the new database

3. Required Skills and Experience

Proposals must demonstrate the following skills and experience:

- Proven expertise with relational databases, with a strong preference for Airtable specific knowledge
- Strong understanding of normalized relational data structure and best practices
- Experience handling large datasets of complex data relationships and transformations
- Excellent problem-solving, analytical, collaboration, and documentation skills
- High degree of integrity and confidentiality in working with sensitive data
- Alignment with Civil Justice, Inc.'s mission

4. Proposal Requirements

Proposals must include the following information:

- **Company Profile:**
  - Company name, address, and contact information
  - Overview of the company's experience and qualifications
  - Relevant project experience, including examples of similar projects preferably with Airtable
- **Technical Approach:**
  - Description of proposed methodology for data evaluation and transformation, including mention of any tools/technologies to be used.
  - Description of data validation and quality assurance procedures
- **Cost Proposal:**
  - Detailed breakdown of project costs, including hourly rates and any other applicable fees
- **References:**
  - Contact information for at least three professional references

5. Deliverables

- Cleaned, normalized, and data populated Airtable base that reflects the programmatic and technical needs outlined
- Data dictionary that documents the new structure

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical qualifications, experience, and references
- Proposed methodology and approach
- Cost proposal
- Commitment to confidentiality and Civil Justice, Inc.'s values

7. Submissions

Please compile the Proposal Requirements into a PDF and submit them to tech@civiljusticeinc.org, with the subject "Proposal - Data Normalization Services" by November 14th.

All information provided in response to this RFP will be treated as confidential.

Request for Proposals (RFP): Data Normalization Services

Civil Justice, Inc. reserves the right to reject a proposal.

Please direct any questions to tech@civiljusticeinc.org.