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Request for Proposal Automated Data Processing Equipment and Software for the City of Gothenburg, Nebraska

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REQUEST FOR PROPOSAL

AUTOMATED DATA PROCESSING EQUIPMENT AND SOFTWARE

for
The City of Gothenburg, Nebraska



Center for Applied Urban Research
University of Nebraska at Omaha



June 4, 1984

NOTICE OF REQUEST FOR PROPOSAL
EDP SYSTEM FOR THE CITY OF GOTHENBURG, NEBRASKA

On June 4, 1984, the City of Gothenburg, Nebraska released a request for proposal (RFP) for an in-house, on-line, real time, multi-user or multiprogramming data processing system or comparable on-line, real time, multi-user or multiprogramming time sharing capability.

The RFP is available by contacting Ms. Connie Stull, City Clerk, City Hall, Gothenburg, Nebraska 68138, (308) 537-3677.

The RFP requests proposals to automate these activities in financial management, payroll, personnel, and utility billing.

THE DEADLINE FOR SUBMITTAL OF PROPOSALS, which under no circumstances will be changed, is 4:30, July 2, 1984. Sealed proposals must be delivered to Ms. Connie Stull, City Clerk, City of Gothenburg at the address above.

Additional inquiries regarding this RFP should be directed to Dr. Donald F. Norris, Center for Applied Urban Research, University of Nebraska at Omaha, 1313 Farnam-on-the-Mall, Omaha, NE 68182, (402) 554-2764. He is the technical adviser for Seward on this project.

NOTE: IF THE VENDOR SALES OFFICE RECEIVING THIS NOTICE OR RFP DOES NOT SERVE THE GOTHENBURG, NEBRASKA AREA, PLEASE FORWARD TO THE APPROPRIATE OFFICE IN YOUR COMPANY.

DRAFT ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSAL
FOR
ELECTRONIC DATA PROCESSING SYSTEM

Sealed proposals will be received by the City of Gothenburg, at the office of the City Clerk, City Hall, Gothenburg, Nebraska until 4:30 p.m., July 2, 1984, for a data processing system to automate several functions in the city offices. The system requested must have on-line, real time, multi-user capabilities, a minimum of three terminals or work stations, adequate printing and storage capabilities, and system backup. Vendors interested in receiving a copy of the RFP should contact Ms. Connie Stull, City Clerk, City Hall, Gothenburg, Nebraska 68434, (402) 537-3677.

The City of Gothenburg reserves the right to reject any and all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the city.

By order of the _____.

PUBLISH: _____

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1.0 Introduction

1.1 Purpose

This Request for Proposal (RFP) is submitted to solicit proposals from qualified vendors for computer hardware, software, and support for the City of Gothenburg, Nebraska. In order to receive consideration, a proposed system must meet the requirements of the City of Gothenburg, as herein described.

1.2 Proposal Submitted

Sealed proposals will be accepted by Ms. Connie Stull, City Clerk, City Hall, Gothenburg, Nebraska 69138 no later than 4:30 p.m., July 2, 1984. All proposals must be submitted in accordance with the conditions and instructions provided herein. The envelopes containing the proposals shall be marked as follows: "Automated Data Processing Equipment and Software Proposal."

A copy of each proposal must be mailed or delivered no later than 4:30 p.m., July 5, 1984 to the technical adviser on the project, Dr. Donald F. Norris, Center for Applied Urban Research, University of Nebraska at Omaha, 1313 Farnam-on-the-Mall, Omaha, NE 68182.

1.3 Schedule

	<u>Date</u>
RFP released	June 4, 1984
Closing date for proposal submitted (time)	July 2, 1984
Oral presentations and system demonstrations (if required)	Week of July 30, 1984
Evaluation completed and vendor selected	September 3, 1984

This schedule is intended as a guideline for the timing of various events in this effort. Management requirements and other factors may cause certain of these dates to be changed from those originally scheduled. In no event, however, shall the deadline for proposal submittal be changed.

2.0 General Conditions

2.1 Conformity with RFP

ALL PROPOSALS MUST CONFORM WITH THE REQUIREMENTS PRESENTED IN THIS RFP. THE CITY OF GOTHENBURG RESERVES THE RIGHT TO REJECT ANY PROPOSAL NOT IN CONFORMITY WITH THE REQUIREMENTS OF THE RFP. VENDORS SHOULD PAY PARTICULAR ATTENTION TO THIS REQUIREMENT.

2.2 Uniformity of Proposals

All proposals must be submitted in a uniform format as described in Section 4 of this RFP, and all proposals shall include completed data presentation forms which are found in the Appendix.

2.3 Additional Information/Further Contact

VENDORS ARE DIRECTED TO MAKE ALL INQUIRIES OR REQUESTS FOR INFORMATION RELATIVE TO THIS RFP TO DR. DONALD F. NORRIS, CENTER FOR APPLIED URBAN RESEARCH, UNIVERSITY OF NEBRASKA AT OMAHA, OMAHA, NE 68182, (402) 554-2764, WHO IS THE CONSULTANT SELECTED BY GOTHENBURG TO ASSIST IN THIS PROCUREMENT PROCESS. ANY DEVIATION FROM THIS REQUIREMENT, INCLUDING DIRECT CONTACTS FOR SUCH INFORMATION OR MARKETING CALLS TO GOTHENBURG, MAY RESULT IN DISQUALIFICATION OF A PROPOSAL. VENDORS SHOULD PAY PARTICULAR ATTENTION TO THIS REQUIREMENT.

2.4 Performance Bond

The selected vendor, at the city's option, shall furnish a performance bond as a guarantee of performance. All proposals must contain a statement of the vendor's willingness to furnish such security in the event the vendor is selected by the City of Gothenburg.

2.5 Procurement Contract

THE SELECTED VENDOR SHALL BE REQUIRED TO EXECUTE A PROCUREMENT CONTRACT WRITTEN FOR AND BY GOTHENBURG. THE CITY WILL NOT EXECUTE THE VENDOR'S STANDARD CONTRACT. All proposals must contain a statement indicating the vendor's willingness to accept a city written contract and to agree to the inclusion of this RFP, the vendor's proposal, and all subsequent written material relevant thereto in the contract. A copy of the city's proposed procurement contract is attached as Appendix B to this RFP.

2.6 Non-collusion

Each proposal shall contain a non-collusion affidavit, a copy of which is enclosed in Appendix A, as form 10.

2.7 Right to Reject Proposals

Gothenburg reserves the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the city.

2.8 Identification of Primary Vendor

Any proposal that includes reference to more than one vendor or supplier of goods or services shall contain adequate definition of said goods or services together with adequate identification of the proposed supplier of the same. FURTHERMORE, THE PROPOSAL SHALL CLEARLY IDENTIFY A SINGLE VENDOR WHO SHALL HAVE ULTIMATE RESPONSIBILITY FOR SYSTEM INSTALLATION AND IMPLEMENTATION AND WITH WHOM THE CITY'S CONTRACT WILL BE EXECUTED. The city will not execute multiple contracts or a contract with multiple parties and will execute only a single contract with a single primary supplier who shall be fully responsible for the contract.

2.9 Cash Discounts and Trade-ins

The city will consider any cash discounts or other price or purchase considerations proposed by a vendor and will consider the same in determining the lowest and best proposal. The city currently owns an NCR 499 ledger card accounting machine. All vendors shall indicate in their proposals the cash discount or trade-in offer, if any, that is applicable to this system.

2.10 Liability and Insurance

The selected vendor shall save and hold the city harmless from any and all legal liability arising out of the infringement of any patent or copyright in respect to the normal use of proposed or installed equipment or software.

The selected vendor shall purchase and maintain during the life of the contract such public liability and property damage insurance as shall protect him and any subcontractor performing work covered by the contract from claims for damages for personal injury, including accidental death, as well as from claims for property damage that may arise from operations under the contract, whether such operations be by himself or by any subcontractor, or by anyone directly or indirectly employed by either of them.

2.11 Price Protection

Prices quoted in the proposal shall be firm prices and not subject to increase during the term of the proposal or of any contractual agreement arising between the city and vendor as a result of the proposal. Vendors shall provide firm prices less any federal excise tax. Vendors shall stipulate the expiration date of the price quoted for their proposed systems.

Should a price on a hardware device or software element or other element of a proposal be reduced by the vendor or manufacturer during the term of the proposal, the same shall be made immediately available to the city, and the city and its consultant shall be notified in writing by the vendor within ten days of any such price reduction.

2.12 Funding Out Clause

Vendors must signify their willingness to accept a clause in the contract that provides that in the event the city's budget does not allow for funds to maintain an automated data processing system for any following year, a contract for lease or lease/purchase, if either of these options is selected, may be terminated and services discontinued without penalty to the city.

2.13 Right to Purchase from Any Source

The city reserves the right to purchase in part or in whole any desired equipment or services from any source or sources.

2.14 Delivery Date

Vendors shall specify in their proposals the delivery date of their equipment, services, and/or products (i.e., how long from the time of order to the delivery of hardware and/or software). The city will expect to receive the selected equipment, services, and/or products on the dates and times so specified, and the same will be duly entered into the contract with the selected vendor.

2.15 Vendor Commitment

Vendors must state their commitment to maintain, support, and upgrade the operating system and application software and hardware at their current or the public-released levels for at least the term of any lease or lease/purchase agreement and in the case of purchase for a minimum of five years.

Vendors shall not require the city to incorporate new features into the system. Furthermore, any changes incorporated shall have minimum impact on system use and operation.

2.16 Maintenance/Support

Vendors must supply the names and addresses of all service organizations that will provide maintenance of all equipment, the operating system, and application software proposed herein. Vendors must also specify the maximum response time for all service. The response time quoted shall be the maximum time to elapse between the time a call for service is made and a service representative responds on-site or other response is made (e.g., software support via telephone).

2.17 System Responsibility

THE CONTENTS OF THIS RFP NOTWITHSTANDING, THE VENDOR HAS THE RESPONSIBILITY TO VERIFY THE COMPLETENESS, ACCURACY, AND SUITABILITY OF HIS PROPOSAL TO MEET THE FUNCTIONAL REQUIREMENTS OF THE CITY AS STATED HEREIN.

ANY ADDITIONAL EQUIPMENT OR SOFTWARE REQUIRED AFTER INSTALLATION TO MEET THE THE CITY'S REQUIREMENTS AS STATED HEREIN SHALL BE PROVIDED BY THE VENDOR WITHOUT CLAIM FOR ADDITIONAL PAYMENT; THE UNDERSTANDING BEING THAT A COMPLETE SYSTEM THAT OPERATES EFFECTIVELY AND TO THE SATISFACTION OF THE CITY IS REQUIRED. THE SUCCESSFUL VENDOR WILL BE OBLIGATED TO PROVIDE A SYSTEM THAT MEETS ALL GUARANTEES IN HIS PROPOSAL FOR THE PRICE CONTAINED THEREIN.

2.18 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by vendors shall become the property of the City

of Gothenburg when received. Supporting technical manuals will be returned at the request of the vendor. The city retains the right to use any or all system ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

3.0 Selection Process

The selection of a computer system to meet its requirements by Gothenburg will involve both objective and subjective elements. The process to be used to make this selection is outlined below.

3.1 Request for Proposal (RFP)

This RFP is intended to provide interested vendors with uniform information concerning the city's requirements for an automated information processing system.

IN RESPONDING TO THIS RFP, VENDORS MUST ADHERE TO THE INCLUDED FORMAT AND USE THE INCLUDED STANDARD FORMS. DEVIATIONS FROM THIS REQUIREMENT MAY SUBJECT PROPOSALS TO REJECTION BY THE CITY.

3.2 Evaluation Committee

A committee of city officials has been appointed to review and evaluate all proposals. The consultant will provide an evaluation of all proposals and will serve as technical advisor to the committee and the city throughout the evaluation process.

3.3 Evaluation Criteria

The following elements will be considered by the committee in evaluation of all proposals: hardware, operating system, application software, training, hardware maintenance/support, software maintenance/support, vendor organization, and cost. The relative importance of each factor is a management judgment and will include both objective and subjective considerations.

3.4 Oral Presentations

Should oral presentations be desired by the city the same shall be arranged in advance by the city's consultant in order to accommodate the scheduling requirements of city officials and personnel most effectively. The following rules shall be closely adhered to during the oral presentations:

- Discussion of the equipment and operating system must be confined to the configuration and level of equipment contained in the proposal, including future capabilities for expansion of the system.
- Discussion of application software must be limited to currently available systems or to software being developed specifically for the configuration and level of equipment proposed.
- The oral presentation will not be a "negotiating session." Only material contained in a vendor's formal written proposal will be discussed during the oral presentation.

- Vendors should avoid superficial marketing language and materials and focus on the actual configuration and capabilities of proposed systems. This is especially important as time for oral presentations will be strictly limited and as city officials are interested in the specific capabilities of systems and vendor organizations, not in generalities or banalities.

3.5 Systems Demonstration

Should demonstrations of the proposed system be desired by the city the same will be arranged by the city's consultant at a time and place acceptable to the city in order to accommodate most effectively the scheduling requirements of city officials and personnel. To the maximum extent feasible, efforts will be made to combine the oral presentation with the system demonstration.

Demonstrations should not exceed two hours in length (three hours if combined with an oral presentation), and, unless alternate arrangements are approved by the city, vendors must demonstrate equipment and software as nearly identical as possible to that proposed for the city.

3.6 Selection

Following the evaluation process described above, the evaluation committee will present its recommendation to the city council. The city council will make the final decision to award a contract.

4.0 Proposal Format

Proposals should be written in a concise, straightforward, and forthright manner. Superficial marketing statements and materials should be avoided.

Proposals should be organized in the following manner, using all forms contained in Appendix A.

4.1 Application Software

- 4.1.1 Include narrative description (including principal functions and outputs) of each major application software element in each functional area. Example input and output formats, screens, and user manual level documentation should be included in all proposals.
- 4.1.2 Furnish cost by application (include license or other fees).
- 4.1.3 Identify computer language(s) in which applications will be written.
- 4.1.4 Identify and provide names and telephone numbers of contact persons in local governments in which said application software is installed, operating, and supported by vendor.
- 4.1.5 Furnish narrative description of proposed maintenance/support of application software including methods and associated costs.

- 4.1.6 Outline method of providing software, e.g., whether software will be developed and by whom, packaged programs, third party, public domain, etc. Specify which application software programs are yet to be developed and which are considered ready for installation. Vendors should not include public domain or third party software unless they include a firm price for custom modification of said software to meet the requirements of the city.
- 4.1.7 Discuss conditions of use, e.g., restrictions, proprietary rights, etc.
- 4.1.8 Calculate and include a cost summary in Figures 4 and 8.

For 4.1.2 and 4.1.8 above, firm costs for software must be provided. If software modification is proposed by a vendor, modification costs must be included in the quoted software price.

4.2 Hardware

The proposed hardware must be either a 16-bit or larger microcomputer based system, or a minicomputer. In all cases, systems proposed must be interactive, real time, and multi-user and/or multiprogramming.

- 4.2.1 Describe all hardware elements in the proposed configuration in a brief narrative format, and provide adequate technical information either in the narrative or in supplementary material included in the proposal.
- 4.2.2 Provide names and telephone numbers of contact persons in local governments in which identical or nearly identical systems are installed, operating, and supported by vendor.
- 4.2.3 Itemize purchase costs by equipment device, and provide monthly maintenance costs by equipment device.
- 4.2.4 Calculate and include a cost summary in Figures 3, 5, 7, and 8.
- 4.2.5 Vendors shall either include battery backup with their proposed systems (and describe the major characteristics and limitations of the battery backup and provide the cost of the battery backup in the hardware cost tables) or describe in adequate detail the system's restorative capacities, including typical losses of data and files, in the event of a power loss.
- 4.2.6 Vendors shall propose surge protectors for the CPU, disk drive, and all peripheral devices. Characteristics and limitations of the proposed surge protectors shall be described in the narrative portion of the proposal and their cost included in the hardware cost tables.

4.3 Operating System

Provide a narrative description and adequate supplementary material on the proposed operating system. Emphasis should be placed on the functional capabilities of the system, including utilities, programming aids, report generators, data managers, etc. Cost data should be provided in the narrative and in Figures 3, 5, and 8.

4.4 Training

List and briefly describe recommended training programs. Additional information should include: estimated cost of each program, duration, location, travel, and subsistence cost (if training is not provided in Gothenburg), name of training organization, city staff persons recommended for training (by job title), and frequency and availability of retraining. Cost and other data should be included in Figures 6 and 8.

4.5 Facility and Space Requirements

Discuss in the narrative all environmental considerations and requirements (space, heat, air conditioning, humidity control, electrical circuitry, noise, etc.) including changes required to the proposed facility in Gothenburg to accommodate the proposed system. Present estimated costs of facility preparation in Figure 8.

4.6 Data Management System (DMS)/Inquiry

Propose a DMS/Inquiry capability. This capability should be described in the narrative and costs presented therein and in Figures 4 and 8.

4.7 Miscellaneous Costs

Present estimated initial costs and number of file storage media, disks, diskettes, tapes, cassettes, etc., and one-time installation charges, if any, in a narrative and display in Figure 8.

4.8 Development/Testing of Software

Specify the maximum time required (in calendar days) to write or modify proposed application software to meet the city's requirements and to test same for acceptance by the city. Vendors will indicate whether said software is to be developed/written anew or modified from existing packaged, third party or public domain software.

THE CITY OF GOTHENBURG WILL ACCEPT AND PAY FOR THE SYSTEM (HARDWARE AND SOFTWARE) ACQUIRED FROM THE SELECTED VENDOR ONLY UPON THE SATISFACTORY PERFORMANCE OF THE APPLICATION SOFTWARE AS DEFINED IN THE CONTRACT.

4.9 Support

Indicate the number of qualified maintenance personnel located within a reasonable distance of Gothenburg, Nebraska, estimate the average time to make a service call, and indicate the average time to return equipment to normal operating conditions. This time shall be calculated from the time a request for service is made by city personnel.

Also indicate the manner in which application software support will be provided, the pricing arrangement for such support, and the number of qualified personnel and their locations available for such support. This information must be provided for each major application system.

State the preventive maintenance policy, including amount of maintenance recommended, the hours during which it will be provided, and the monthly costs.

If a vendor imposes a maintenance surcharge based on distance from the vendor's maintenance location, this surcharge must be identified in the proposal.

4.10 List of References

Provide a list of local governments currently using the same or similar hardware and application software as contained in the proposals. This list will include the organization name, address, the name and telephone number of the contact person in the organization, and the type of system in use (including both hardware and software). Include or attach this list to Figure 1.

4.11 Sample Contract

THE CITY OF GOTHENBURG WILL NOT EXECUTE A STANDARD VENDOR WRITTEN CONTRACT OR PROCUREMENT AGREEMENT.

A copy of the city's proposed procurement agreement is attached as Appendix B to this RFP. VENDORS MUST INDICATE IN THEIR PROPOSALS THEIR WILLINGNESS TO ACCEPT A CITY WRITTEN CONTRACT.

5.0 System Requirements

This section of the RFP provides instructions to vendors for structuring their proposals according to the requirements of the City of Gothenburg. Sufficient processing power, mass storage, and peripheral devices must be available to service all concurrent activities efficiently and economically. SHOULD THE SYSTEM THAT IS SELECTED BY THE CITY FAIL TO PERFORM ACCORDING TO THE CITY'S REQUIREMENTS AS STATED HEREIN, AND SHOULD SAID FAILURE BE DETERMINED TO BE THE FAULT OF THE VENDOR, THE VENDOR WILL BE REQUIRED TO PROVIDE AT NO COST TO THE CITY ANY AND ALL ENHANCEMENTS OR ADDITIONS TO BOTH HARDWARE AND SOFTWARE AS MAY BE REQUIRED TO CAUSE EFFECTIVE PERFORMANCE.

5.1 System Constraints

5.1.1 Personnel Considerations. The desired system must be capable of being operated by existing personnel. The city does not intend to hire programmers or systems analysts, and operators will be selected from current staff.

Programming changes or modifications must be capable of being accomplished by the original providing vendor since the city does not intend to employ programmers.

- 5.1.2 Data Input and Inquiry. All data entry is expected to be done during normal business hours. Daily inquiries into all files through CRT's or other on-line, interactive terminal type devices can be expected. Proposed systems, therefore, must be capable of handling both input and inquiry functions.
- 5.1.3 File Protection and History and System Backup. In order to safeguard data files, provision must be made for daily backup. Vendors shall describe file protection and backup procedures in the narrative sections of their proposals.
- 5.1.4 File Security. All computer files must be accessible in an interactive mode using CRT's. Security provisions must be established on the system to guard against access to data by unauthorized persons and unauthorized changes to existing data. Such security provisions must be described in the proposal and must include effective auditing procedures.
- 5.1.5 Adequacy. Proposed systems must be of sufficient capability and capacity to allow the effective performance of all of the city's requirements in an on-line, real time, interactive, multi-user, multiprogramming mode.
- 5.1.6 Space Considerations. The CPU, disk drive, and tape drive for the proposed system should be capable of residing in a room of approximately 200 square feet in size.
- 5.1.7 Modularity. The system proposed must have the capability for expansion. Additional main memory, increased mass storage, and additional CRT's and printers and other devices may be needed for future applications. Proposals should address the means, extent, and cost of system expansion both with and without a change of CPU and disk drive(s).

5.2 System Hardware

The proposed system configuration must provide for an on-line, real time, multi-user, multiprogramming, interactive operation capable of operation and use by existing city personnel.

Disk must be the primary mass storage medium, and a tape system for backup must be proposed. (Vendors may prepare an alternate to tape for system backup, but this must be succinctly described in their proposals, and cost data must be provided.) The suggested hardware configuration is depicted in Section 7.0 and must be expandable to meet the functional requirements of additional computing that may be implemented in the future by Gothenburg.

Vendors must indicate the nearest location of a backup CPU and disk system. Availability of a backup CPU and disk system, owned either by the vendor, another local government, or a private business, that can be used by Gothenburg in case of the failure of the city's CPU or disk system is a requirement of this RFP for all proposals.

All vendors who propose on-line teleprocessing through a service bureau (or other organization) at a remote location must include all communication requirements and costs (e.g., hardware, software, modem, line, etc.) in their proposals. They must also indicate the nearest backup CPU and disk system in case of failure of the CPU or disk system at their proposed site or of communication with the site.

5.3 Operating System

The proposed hardware must have an operating system that supports the requirements listed under hardware, e.g., on-line, real time, multi-user, multiprogramming, and interactive. The system must have a data management/inquiry capability that provides for some user-oriented application program development, maintenance, and operation.

The system must support at least one of the more common programming languages. Multiple language capabilities are desired.

5.4 Application Software

5.4.1 General

The performance of the application software has been determined by Gothenburg to be the single most important element of the computer system for which proposals are herewith solicited. Acceptance of and payment for the selected system will be based on the performance of the application software. The application software element(s) that determine system acceptance are presented below under Phase I. The implementation of Phase I is expected to require from six to 12 months after system delivery.

City personnel will be assigned to work with the selected vendor in determining modifications to the application software and also to supervise for the city the implementation of each application system.

5.4.2 Phase I: Immediate Consideration (Months 1-12)

Phase I will consist of implementation of the hardware and software necessary to automate the functions for the city offices listed below.

To the maximum extent practicable, the systems listed below shall be fully integrated, although control of each respective software system and data base must reside with the office responsible for its generation.

1. Financial Management. The automated financial management system for Gothenburg should be fully integrated and designed around a general ledger accounting subsystem. All subsystems should automatically update the general ledger and all other affected subsystems. The financial management system should accommodate

encumbrance accounting and should also accommodate both accrual and cash management practices. It should also be fully integrated. It must include at least the following major subsystems:

- a. Standard (probably existing city) chart of accounts
- b. Budgetary accounting
 - * line item accounting and budgeting
 - * departmental accounting and budgeting
 - * fund accounting and budgeting
 - * program/project accounting and budgeting
 - * cash and encumbrance accounting
 - * accrual accounting
- c. Cash collection/accounts receivable
 - * cash collection and control
 - * cash distribution
- d. Accounts payable
 - * check preparation
 - * check reconciliation
- e. Cost accounting
 - * by fund
 - * by department
 - * by line item
 - * by program/project
- f. Forecasting/modeling/spreadsheet capability
 - * revenue
 - * expenditures
- g. Vendor files
 - * by vendor
 - * by item/category
 - * by department/division/project
 - * three-year history
- h. Auditing requirements
 - * transaction files
 - * trial balances
 - * audit trail

i. Capital assets

- * capital asset inventory
- * capital asset depreciation
- * capital improvement budgeting

j. Purchasing and inventory (optional)

- * purchase order and requisition issuance and control
- * inventory control

2. Payroll. The payroll system should function as if it were a stand-alone system but should also be fully integrated into the financial management and personnel systems. The payroll system should accommodate the budgeting, accounting, forecasting, and auditing requirements of the financial management system.

An acceptable payroll system must include at least the following components:

a. Payrolls

- * weekly
- * bi-weekly
- * semi-monthly
- * monthly
- * additional periods
- * exceptional payroll

b. Deductions

- * up to 10 categories of deductions, including all standard deductions
- * automatic deduction payments to all payees

c. Types of pay

- * regular
- * overtime (three kinds)
- * military leave
- * vacation leave
- * sick leave
- * workers' compensation
- * leave without pay (with benefits)
- * uniform allowance
- * additional categories as required

d. Types of benefits (deductions and reporting)

- * capability to handle up to 10 benefit programs

e. Specific accounting requirements

- * by line item
- * by department
- * by position
- * by program/project

f. Unemployment compensation, workers' compensation, and injured on duty reporting and payments.

3. Personnel. A proposed personnel management to meet the needs of Gothenburg should be integrated with the financial management and payroll systems and may be either a stand-alone system or a module of the payroll system. The following functions must be included in such a system:

a. Employee file

- * history on all employees and retirees, including current status and permanent history

b. Applicant file (optional)

- * history on all applications
- * one-year history on-line
- * five-year history off-line

c. Reports

The employee file together with the activity subsystems should be used to generate a variety of required reports and analyses. Examples of such reports will include those listed below. The city recognizes that not all vendors' software will have all requested capabilities nor does the city require the same. Vendors should, however, indicate which reporting capabilities are included in their software.

- * active employees - detailed and summary
- * retired employees - detailed and summary
- * affirmative action/EEO
- * reporting on all benefit programs
- * safety/injured on duty
- * position vacancies
- * positions filled
- * insurance claims
- * pension status
- * job classification
- * work or performance standards
- * labor cost comparison and forecasting.

4. Utility Services. The required utility services system, the fourth priority for automation in Gothenburg, should support all utility billing and accounting activities and should include the following subsystems:

- a. Utility billing (budget, estimated, and regular billing)
- b. Cash collection and distribution
- c. Delinquent billing and collection
- d. Connect/disconnect scheduling
- e. Disconnect notices
- f. Meter and route books
- g. Complete accounting system
- h. Ability to establish and modify rates and rate structure without program modifications and programmer intervention.

The utility billing system must handle electric, water, and sewer billing functions although it must also have the flexibility to accommodate other utilities and/or billing functions should they be provided by Gothenburg at some time in the future.

5. Word processing. This shall be a full word processing system, as distinct from a text editor.
6. Data management/inquiry/report generator. The proposed system must have an English language driven data management/inquiry capability that provides at least the following:
 - Limited freedom of word order and syntax for inquiries
 - Generation of user-specified formatted output
 - Sorting capability on a variable number of descending or ascending sort-keys
 - Generation of statistical information from and concerning files
 - Selection and sorting of user-specified items for building of new files and for use of subsequent process
 - Relational and logical operations
 - The capability to inquire across all files and data bases and to generate unique reports therefrom.
7. Special assessment collection and accounting.
8. Equipment inventory and management. Vendors should indicate whether they can provide such a software system for acquisition by Gothenburg after the implementation of Phase I hardware and software systems 1 through 7 above is completed.

6.0 City of Gothenburg Information

Location: Gothenburg is located on U.S. Highway 30 at State Route 47, approximately 35 miles east of North Platte, Nebraska.

1980 Population: 3,500

Government: Mayor/council

Financial and Related Information:

Fiscal year is August 1 - July 31
 Annual budget of \$2.8 million
 5 funds
 29 full-time and 7 part-time employees
 1,800 utility customers (for electric, water, and sewer)

Current Automation:

NCR 499
 City clerk's office
 Utility billing and basic accounting

7.0 Suggested System Configuration

7.1 Configuration Summary

1. Initial Configuration--Minicomputer Alternative

1 CPU
 1 Disk drive
 1 Tape drive (optional if vendor provides an alternative for backup)
 1 System printer
 1 Word processing printer
 3 CRT's

2. Initial Configuration--Microcomputer Alternative

1 Disk storage unit
 1 Tape drive (optional if vendor provides an alternative for backup)
 1 System printer
 1 Word processing printer
 3 Work stations

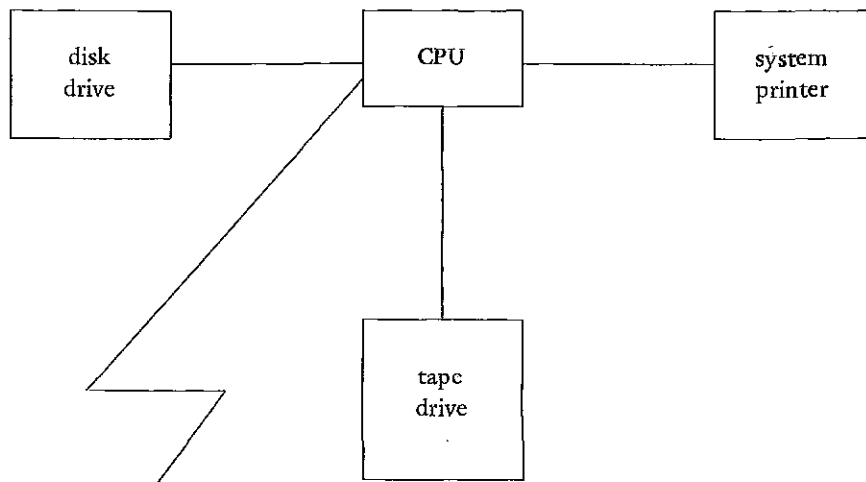
3. Phase II Consideration

Vendors shall describe generally, indicate the availability, and provide for cost data for adding a fourth CRT/work station to their proposals. Cost data shall include: (a) purchase, (b) monthly maintenance, (c) additional cost for interfacing with CPU on other work stations, and (d) (costs including purchase and monthly maintenance) for additional increments of CPU memory and/or disk capacity required to support the additional CRT/work station.

4. Schematic

(a) Minicomputer Alternative

Phase I Configuration



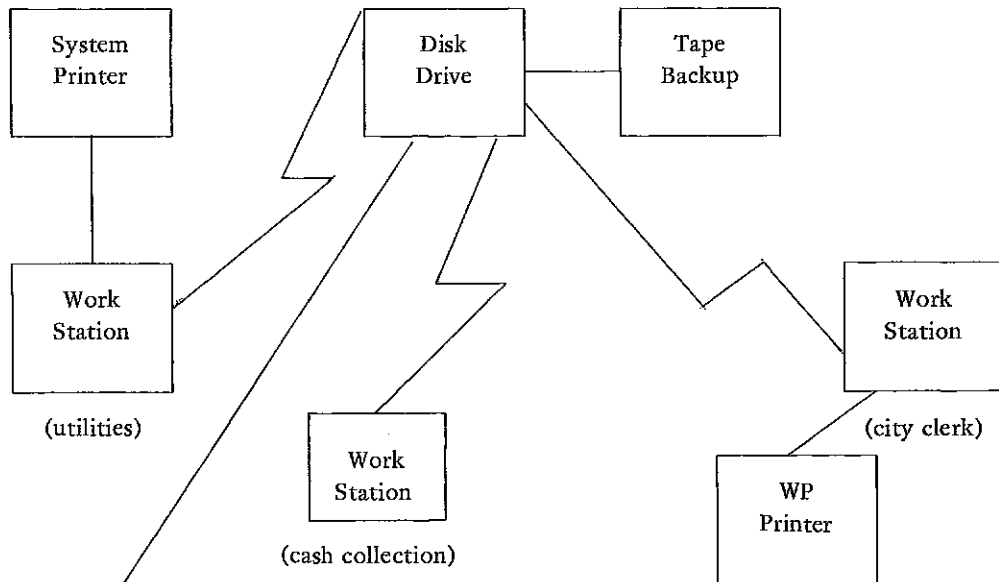
CRT + utilities office
CRT + city clerk's office
CRT + cash collection counter

Phase II Configuration

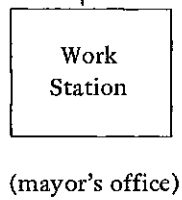
CRT + mayor's office

(b) Microcomputer Alternative

Phase I Configuration



Phase II Configuration



Data Presentation Forms

Appendix A

FIGURE 1

GENERAL INFORMATION

VENDOR INFORMATION

Headquarters _____ name
_____ address
_____ city, state
and
_____ zip code
_____ telephone

Office serving
Gothenburg, Nebraska _____ name
_____ address
_____ city, state
and
_____ zip code
_____ telephone

Date proposed hardware system first announced _____

Date proposed hardware delivered _____

Total number installed _____

Total number installed in local governments _____

Current System Users (Local Government User Only)

<u>Configuration</u>	<u>User Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vendor's Control Over Product

Do you design _____, manufacture _____, sell _____, service _____?

FIGURE 2

PROPOSED HARDWARE

1. CPU MODEL _____
2. Main memory size (K bytes) _____
3. Type of memory _____
4. Operating system _____
5. Spooling capability (yes or no) _____
6. Amount of main memory needed for operating system _____
7. Amount of main memory needed for each CRT, printer, etc. _____
8. CRT: Model _____
9. Magnetic tape: Model _____ bpi _____
10. Disk model _____
11. Disk capacity:
 Fixed _____
 Removable _____
12. Printer(s): Model _____ (Line Printer) speed _____
 _____ (Matrix Printer) speed _____
 _____ (Receipt Printer) speed _____
13. Other Hardware (please specify) _____

14. Communications equipment (please specify) _____

FIGURE 3

HARDWARE COST

Component	Quantity Proposed	Purchase Cost	Lease-Purchase Cost 5 Yr. Basis (monthly) (do not include maintenance)	Maintenance (monthly)
CPU and initial memory				
Additional memory				
Operating system				
CRT(s)				
Disk system and initial capacity				
Tape system and speed				
Line printer(s) (model and speed)				
Other printer(s) (model, type, speed)				

Communication (specify)				

Other items (please specify)				

FIGURE 4

PROGRAMMING

Program Name	One-time Modification Charges, Per Application Package	One-time Installation Charges, Per Application Package	Basic Cost (Purchase)	Monthly Charges			
				Basic Cost (Calculate based on 60 month lease-purchase)	License Fee (if any)	Maintenance Fee (if any)	Total Monthly Cost
Application Software:							
System Software:							
Total							

Note: Please supply current hourly or daily charge for software maintenance: \$ _____

FIGURE 5

HARDWARE MAINTENANCE

Subsystems or Components to be Maintained	Basic Maintenance Coverage		Extended Maintenance Coverage	
	Monthly Charge	Annual Total	Monthly Charge	Annual Total
Purchase				
Lease				
Total				

Note: Do not include monthly maintenance figure for lease-purchase in lease-purchase cost shown in third column (Lease-Purchase Cost) on Figure 3.

FIGURE 7

SYSTEM EXPANSION CAPABILITY AND COST

Component	Minimum Size/Number	Maximum Size/Number	Expansion Increments	Increment Cost	Remarks
CPU					
Disk					
Tape					
CRT(s)					
Printers (types)					
Other (please specify)					

FIGURE 8
PURCHASE COST

One-time Costs

Hardware	_____
System Software (include costs for operating system, compilers, DMS, etc.)	_____
Application Software	_____
Facility Preparation	_____
Transportation	_____
Training	_____
Supplies (provide estimate for one-year of equipment dependent supplies such as disk packs, ribbons, etc.)	_____
Communication (data sets, modems, lines, etc.)	_____
Other (specify)	_____
Total One-time Costs	_____

Continuing Costs (Monthly)

Maintenance/Support	_____
Hardware	_____
System Software	_____
Application Software (if applicable)	_____
Software License Fee	_____
Communication (data sets, modems, line costs, etc.)	_____
Other (specify)	_____
Total Continuing Costs Per Month	_____
Total Continuing Costs Per Year	_____

Total First Year Costs

Add Total One-time Costs and Total Continuing Costs Per Year	_____
--	-------

FIGURE 9

VENDOR'S CONFIGURATION CALCULATIONS
(for CPU and Disk System)

A. Application Storage Requirements

Application System:** Name: _____

- 1. File Name _____
- 2. Average Record Size _____
- 3. Number of Records (Allow for maximum records to be stored.) _____
- 4. Space Required (2 x 3) _____
- 5. Program Storage Requirements _____

**Repeat the above calculations for each file in the system.

Summary Application Storage Requirements

<u>Application System (Name)</u>	<u>Disk Space</u>
_____	_____
_____	_____
_____	_____
_____	_____

**Complete for all application systems.

B. Operating System and Utilities Storage Requirements

1. Operating System

Name:

Disk Space Required:

2. Utility Programs

Name:

Disk Space Required:

**Repeat for each additional utility program.

Note: For all calculations involving disk space, if a unit other than MB (e.g., sectors) is used, the vendor should provide a method of transposing this unit into MB.

FIGURE 9

(continued)

Summary Storage Requirements for Operating System and Utilities

<u>System</u>	<u>Disk Space</u>	
Name: _____	_____	
Name: _____	_____	
Name: _____	_____	
Name: _____	_____	
Total Disk Space Required		_____

C. CPU Memory

Vendor will explain in sufficient detail using narrative or tabular format the basis of his calculation of CPU memory assuming "average" system use in an on line, real-time, multi-programming mode in which all CRT's and printers are in use performing data entry and manipulation, inquiry, printing, and calculation activities.

FIGURE 10

AFFIDAVIT

State of

County of

Before me, an officer of said State, authorized by law to administer oaths personally
came (name/company) _____

_____ who, on oath, says that the attached proposal is submitted independently of any other bid
or proposal, and that he/she (name/company) _____

_____ has no interest, directly or indirectly, in any other bid or proposal for said equipment and/or
services described therein and that he/she (name/company) _____

_____ will not receive any commission, sum or consideration whatsoever, directly or indirectly,
from any other party in the event some other party, association, firm, or corporation should
be awarded the contract or sale for said equipment and/or services for which this proposal
is submitted.

Signature

Name _____

Company _____

Sworn to and subscribed before me, this
the _____ day of _____, 19____.

(Notary Public or other officer authorized
to administer oaths)



University of
Nebraska
at Omaha

Center for Applied Urban Research
Peter Kiewit Conference Center
1313 Farnam on the Mall
Omaha, Nebraska 68182
Telephone: 402/554-2764



May 23, 1984

Mr. Blaine Peterson, Mayor
City of Gothenburg
City Hall
Gothenburg, NE 69138

Dear Blaine:

Enclosed is the final version of the RFP for Gothenburg. It includes a set of standard forms (Appendix A) for all vendors to complete and the proposed contract (Appendix B) for the city to execute with a vendor for a data processing system when, and if, you select a system.

Also enclosed is a list of vendors to whom either copies of the entire RFP (with both appendices) should be submitted or to whom copies of the "Notice of RFP" alone should be submitted.

Finally, as I indicated in my letter of May 3d and in my conversation with John yesterday, I would suggest that Gothenburg advertise in the Omaha newspaper on the Sunday (June 3) prior to the release of the RFP as well as advertising in a paper of local distribution as you may be legally required to do. This will help to ensure the broadest possible dissemination of information about your selection process and may turn up additional vendors that we do not currently know about.

Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald F. Norris', written over the typed name.

Donald F. Norris
Senior Research Associate