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# Request for Proposal: Automated Data Processing Equipment and Software for McCook, Nebraska

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REQUEST FOR PROPOSAL

AUTOMATED DATA PROCESSING  
EQUIPMENT AND SOFTWARE

for the  
City of McCook, Nebraska

Prepared by: Donald F. Norris  
Assisted by: David R. DiMartino



Center for Applied Urban Research  
University of Nebraska at Omaha



August 1, 1982

## 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 McCook, Nebraska. In order to receive consideration, a proposed system must meet the requirements of the city of McCook as herein described.

### 1.2 Proposal Submitted

Sealed proposals will be accepted by Mr. Curtis Freeland, City Manager, City Hall, city of McCook, Nebraska, no later than 4:30 p.m., September 3, 1982. All proposals must be submitted in accordance with the conditions and instructions provided herein.

A copy of each proposal must be mailed or delivered to Dr. Donald F. Norris, Senior Research Associate, Center for Applied Urban Research, University of Nebraska at Omaha, 1313 Farnam on the Mall, Omaha, NE 68182, no later than 4:30 p.m. September 3, 1982.

<u>1.3 Schedule</u>	<u>Date</u>
RFP released	August 1, 1982
Vendor Conference (10:00 a.m. City Hall)	August 11, 1982
Closing date for proposal submitted (4:30 p.m.)	September 3, 1982
Oral presentations and system demonstrations	Week of October 18, 1982
Evaluation completed and vendor selected	December 20, 1982

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 either the deadline for proposal submittal or the date for the vendor conference 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 McCook reserves the right to reject any proposal not in conformity with the requirements of the RFP.

## 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, Senior Research Associate, Center for Applied Urban Research, University of Nebraska at Omaha, Omaha, NE 68182, (402-554-2764), who is the consultant selected by the city to assist in this procurement process. Any deviation from this requirement may result in disqualification of a proposal.

## 2.4 Performance Bond

The selected vendor, at the city's option, may be required to furnish a performance bond or other security 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 McCook.

## 2.5 Procurement Contract

The selected vendor will be required to execute a procurement contract written for and by the city of McCook. 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 available upon request from the city's consultant.

## 2.6 Non-Collusion

Each proposal shall contain a non-collusion affidavit, a copy of which is enclosed in the Appendix.

## 2.7 Right to Reject Proposals

The city of McCook 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 which 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. Further, the proposal shall clearly identify a single vendor who will 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 will 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.

#### 2.10 Liability and Insurance

The selected vendor will save and hold harmless the city 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 which 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 will provide firm prices less any federal excise tax. Vendors should stipulate the expiration date of their quoted price.

Should a price on a piece of hardware or software or other proposed element be reduced by the vendor or manufacturer during the term of his 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 10 days of any such price reduction.

#### 2.12 Funding Out Clause

Vendors must signify their willingness to accept a clause in the contract which provides that in the event the city's budget does not allow for funds to maintain the 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 will 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 level(s) 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. Further, 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 which will provide maintenance of all equipment and 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, it is the responsibility of the vendor to verify the completeness, accuracy, and suitability of his proposal to meet the functional requirements of the city of McCook as stated herein.

Any additional equipment or software required after installation to meet the city's requirements, even if not specifically mentioned herein, shall be provided by the vendor without claim for additional payment; it being understood that a complete system which operates effectively and to the satisfaction of the city is required. The successful vendor will be obligated to provide a system which 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 will become the property

of the city of McCook 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 by the city of McCook of a computer system to meet its requirements 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 of McCook's requirements for an automated information processing system.

In responding to this RFP, vendors must adhere to the included format and use the included forms or reasonable facsimiles thereof. Deviations from this requirement may subject proposals to rejection by the city.

#### 3.2 Vendor Conference

A vendor conference will be held at 10:00 a.m., August 11, 1982, at city hall in McCook, Nebraska, to provide clarification and amplification of the RFP. Any substantive changes to the RFP or any other information which is significantly different from or a significant expansion on the RFP resulting from the vendor conference will be transmitted in writing to all interested vendors.

#### 3.3 Evaluation Committee

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

#### 3.4 Evaluation Criteria

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

#### 3.5 Oral Presentations

Should oral presentations be desired by the city, the same shall be arranged in advance by the consultant in order to accommodate most effectively the scheduling requirements of city officials and personnel. The

following rules shall be closely adhered to during the oral presentations:

- Discussion of equipment and operating (system) software must be confined to the configuration and level of equipment recommended 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 local officials are interested in systems' and vendor organizations' specific capabilities not in generalities or banalities.

### 3.6 Systems Demonstration

Should demonstrations of proposed systems be desired by the city, the same will be arranged by the 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.

### 3.7 Selection

Following the evaluation process described above, the evaluation committee will present its recommendation to the Mayor and City Council of the city of McCook. The Mayor and Council will make all decisions regarding selection of finalists, contract negotiation and awarding of contract. The decisions of the Mayor and Council will be considered final.

## 4.0 Proposal Format

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

Proposals should be organized in the following manner, using forms contained in the Appendix where appropriate.

## 1. Application Software

- a. 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.
- b. Cost by application (include license or other fees).
- c. Identify computer language(s) in which applications will be written.
- d. Identify and provide names and telephone numbers of contact persons in local governments in which said application software are installed, operating and supported by vendor.
- e. Narrative description of proposed maintenance/support of application software including methods and associated costs.
- f. Method of providing software, e.g., who will develop it, "packaged" programs, public domain, etc.; specify which application software program is to be developed and which is considered "ready for installation." Vendors should not include public domain software unless they include a firm price for custom modification of said software to meet the requirements of the city of McCook.
- g. Discuss conditions of use, e.g., restrictions, proprietary rights, etc.
- h. A cost summary must be calculated and included in Figures 4, 8, and 9.

For b and h above, firm costs for software must be provided. If software modification is anticipated, modification costs must be included in the quoted software price.

## 2. Hardware

- a. All hardware elements in the proposed configuration must be described in a brief narrative format and adequate technical information provided either in the narrative or in supplementary material included in the proposal.
- b. 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.
- c. Purchase costs must be itemized by equipment device and monthly maintenance costs must be provided by equipment device.
- d. Lease/purchase costs assuming a five-year time period must be itemized by equipment device and monthly maintenance costs must be provided by equipment device.

- e. A cost summary must be calculated and included in Figures 3, 5, 7, 8, and 9.

### 3. Operating (System) Software

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, 8 and 9.

### 4. Training

Recommended training programs should be listed and briefly described. Additional information to be provided should include: estimated cost of each program, duration, location, travel and subsistence cost if training not provided in McCook, Nebraska, name of training organization, McCook city staff persons recommended for training (by job title), frequency and availability of retraining. Cost and other data should be included in Figures 6, 8 and 9.

### 5. Facility and Space Requirements

All environmental considerations and requirements (space, heat, air conditioning, humidity control, electrical circuitry, noise, etc.) including changes required to the proposed facility in the city of McCook to accommodate the proposed system must be discussed in narrative and estimated costs of facility preparation presented in Figures 8 and 9.

### 6. Data Management System (DMS)/Inquiry

A DMS/Inquiry capability must be proposed. This capability should be described in the narrative and costs presented therein and in Figures 8 and 9 as part of system software.

### 7. Miscellaneous Costs

Estimated initial costs and number of file storage media, disks, diskettes, tapes, cassettes, etc., and one-time installation charges, if any, should be presented in a narrative and displayed in Figures 8 and 9.

### 8. Development/Testing of Software

Vendors will specify the maximum time required (in calendar days) to write or modify proposed application software to meet

McCook's requirements and to test same for acceptance by McCook. Vendors will indicate whether said software is to be developed/written anew or modified from existing packaged or public domain software.

The city of McCook 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.

9. Support

Vendors will indicate the number of qualified maintenance personnel located within a reasonable distance of McCook; 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 McCook personnel.

Vendors will 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 location available for such support. This information must be provided for each major application system.

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

10. Sample Contract

The city of McCook will not execute a standard vendor written procurement agreement.

A copy of the city's standard procurement agreement for a data processing system is available upon request from the city's consultant. Vendors will indicate their willingness to accept a city written contract.

11. List of References

Vendors will provide a list of local governments currently using the same or similar hardware and application software as contained in their 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). Please include or attach this list to Figure 1.

## 5.0 System Requirements

This section of the RFP is intended to assist vendors to structure proposals appropriate to the specific needs of the city. It is essential that sufficient processing power, mass storage and peripheral devices be available efficiently and economically to service all concurrent activities. Should the system which 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, 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

- a. Personnel Considerations. The desired system must be capable of being operated by existing personnel.

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

- b. Data Input and Inquiry. It is expected that all data entry will be done during normal business hours. Daily inquiries into all files through CRTs can be expected. Proposed systems, therefore, must be capable of handling requirements for simultaneous input and inquiry.
- c. File Protection and History. In order to safeguard data files, provision must be made for daily backup of all files to be stored in a different location.
- d. File Security. All computer files must be accessible in an interactive mode using CRTs. Security provisions must be provided on the system to guard against access to data by unauthorized persons and unauthorized changes to existing data. Such security provisions should include both hardware and software "lock outs" and must include effective auditing procedures.
- e. 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-programming environment.
- f. Space Considerations. The CPU, disk drive and one printer for the proposed system should be capable of residing in a room of approximately 150 square feet.
- g. Modularity. The system proposed must have the capability for expansion. Additional main memory, increased mass storage and additional CRTs may be needed for future applications. Proposals should address the means, extent and cost of system expansion both without a change of CPU and disk drive(s) and with such a change.

- h. Data Management. The proposed system must have an English language driven Data Management/Inquiry system that provides at least the following capabilities:

- 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.

## 5.2 System Hardware

The proposed system configuration must provide for an on-line, real-time, multi-programming, interactive operation capable of operation and use by existing city personnel. Disk must be the primary mass storage media. The minimum hardware configuration acceptable is depicted in Section 7.0 and must be expandable to meet the functional requirements of additional computing proposed for Phase II consideration.

Vendors must indicate the nearest location of a back-up CPU. Availability of a back-up CPU, owned either by the vendor, another local government or a private business, that can be used by McCook in case of the failure of McCook's CPU is a requirement of this RFP for all proposals that include in-house systems.

All vendors that propose on-line teleprocessing through a service bureau (or other organization) at a remote location must include all communication (hardware, software, modem, line, etc.) costs in their proposals. They must also indicate the nearest back-up CPU in case of failure of the CPU at their proposed site or of communications with the site.

## 5.3 Operating (System) Software

The proposed hardware must have an operating system that supports the requirements listed under hardware, e.g., an on-line, real-time, multi-programming, interactive environment. 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

### a. General

The performance of the application software has been determined by the city of McCook 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 6 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.

### b. Phase I: Immediate Consideration (Months 1 - 12)

Phase I will consist of implementation of the hardware and software necessary to automate the following major functions: financial management, payroll, personnel, utility services, special assessments, equipment management reports, ambulance billing and word processing.

1. Financial Management. McCook's first priority for automation is an automated financial management system. An automated financial management system to meet McCook's needs should be a fully integrated system designed around a general ledger accounting subsystem. All subsystems should automatically update the general ledger and all other affected subsystems. The IFMS system should be a full encumbrance accounting system and should accommodate both accrual and cash management practices. 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
  - \* encumbrance accounting
  - \* accrual accounting
- c. Accounts receivable
  - \* cash collection and control
  - \* cash distribution
  - \* billing/invoicing

- d. Accounts payable
    - \* check preparation
    - \* check reconciliation
  - e. Cost accounting
    - \* by fund
    - \* by department
    - \* by line item
    - \* by program/project
  - f. Purchasing
    - \* purchase order and requisition issuance and control
    - \* inventory control
  - g. Capital assets
    - \* capital asset inventory
    - \* capital asset depreciation
    - \* capital improvement budgeting
  - h. Forecasting/modeling
    - \* revenue (all sources)
    - \* cash requirements
    - \* indebtedness
    - \* investments
  - i. Grant management
  - j. Investment and debt management
  - k. Risk and insurance management
  - l. Vendor files
    - \* by vendor
    - \* by item/category
    - \* by department/division/project
    - \* three year history
  - m. Auditing requirements
    - \* transaction files
    - \* trial balances
    - \* audit trail
2. Payroll. The second priority item for automation in McCook is a payroll system that should function as if it were a stand-alone system but which should also be fully integrated into the IFMS and personnel systems. The payroll system should accommodate the budgeting, accounting, forecasting, and auditing requirements of the IFMS accounting system.

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

- a. Payrolls
    - \* semi-monthly (24 periods)
    - \* quarterly
    - \* exceptional
  - b. Deductions
    - \* all standard deductions
    - \* up to twenty additional deductions
    - \* automatic deduction payments to all payees
  - c. Types of pay
    - \* regular
    - \* overtime
    - \* military leave
    - \* annual leave
    - \* medical leave
    - \* Worker's Compensation/injured on duty
    - \* ten additional categories
    - \* leave without pay (with benefits)
    - \* uniform allowance
  - d. Types of benefits (deductions and reporting)
    - \* capability to handle up to twenty benefit programs
  - e. Automatic deposit capability
  - f. Specific accounting requirements
    - \* by line item
    - \* by department
    - \* by position
    - \* by program/project
  - g. Unemployment Compensation, Worker's Compensation and injured on duty reporting and payments
  - h. EEO reporting
  - i. Labor negotiations
    - \* labor cost comparisons
    - \* labor cost forecasting/modeling
3. Personnel. An automated system to meet the personnel management needs of the city of McCook is the city's third priority for automation. The system should be integrated with the IFMS and payroll systems. The following functions, presented in outline form, must be included in such a system:
- a. Employee file
    - \* detailed information on all employees and retirees, including current status and permanent history
  - b. Applicant file
    - \* detailed information on all applications
    - \* one history on-line
    - \* five history off-line

- c. Detailed activity subsystems
    - \* recruitment
    - \* application
    - \* testing
    - \* interview
    - \* selection/rejection
    - \* hiring
    - \* training/education/skills
    - \* safety, including injury and death
    - \* promotion
    - \* classification status/change
    - \* pay status/change
    - \* disciplinary action
    - \* insurance
    - \* pension
    - \* others as warranted
  - d. Reports
 

The employee and applicant files together with the activity subsystems should be used to generate a variety of required reports and analyses. These should include but not be limited to:

    - \* active employees - detailed and summary
    - \* retired employees - detailed and summary
    - \* applicants - detailed and summary
    - \* application status
    - \* affirmative action
    - \* training/skills availability
    - \* training courses available/conducted
    - \* safety/injured on duty
    - \* position vacancies
    - \* positions filled
    - \* tests available
    - \* eligibility lists
    - \* insurance claims
    - \* pension status
    - \* job classification
    - \* work or performance standards
4. Utility Services. The required utility services system, the fourth priority for automation in McCook, 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:

The utility billing system must handle 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 McCook at some time in the future. For example, the vendor may wish to utilize elements of the utility service system to provide for ambulance billing. (See item seven on page 18.)

The city of McCook is interested in exploring use of remote devices for use by meter readers to collect and store meter readings for input into the utility billing system. Vendors should indicate whether their proposed system will accommodate such devices.

5. Special Assessments. Billing and accounting for special assessment accounts is the fifth software requirement contained in this RFP for automation in McCook. A description of the city's current system follows.

McCook has 2,500 special assessment accounts covering 250 separate projects in nine categories. Each account receives an annual bill that is due on the anniversary of the account. Thus, although billings are annual, the city prepares and mails bills each month throughout the year. Late notices are also prepared and sent as warranted. All standard accounting functions are performed on special assessment funds.

This function is currently automated with a computer service bureau. The city owns the software which is written in COBOL to run in batch on a Burroughs B 1830. System documentation and a users manual have been prepared by the service bureau.

Vendors must explain in sufficient detail how they propose to automate this function, e.g., custom written programming, modification to McCook's existing programming, modification of packaged or public domain software, use of one or more of the modules of the proposed IFMS and/or utility billing software systems, other.

6. Equipment Management. Equipment use and expense reporting is the sixth software element required under this RFP. Currently, McCook receives quarterly equipment use and expense reports on 58 pieces of equipment. These reports are prepared by a computer service bureau on software owned by the city. The software is written in RPG and runs in batch on a Burroughs B 1830. System documentation and users manual are not available.

At least the following data collection and reporting elements, prepared by piece of equipment and usage unit, are required and must be included in any proposed system:

- \* fuel (gasoline, diesel, CNG) consumption and cost
- \* oil and other lubricant consumption and cost
- \* repairs (labor time and cost, parts, parts cost)
- \* vehicle miles or hours used
- \* miscellaneous costs

Vendors must explain in sufficient detail how they propose to automate this function.

A more detailed functional outline for an equipment management system follows. The elements listed in this outline are desired but not required. Other things being equal, however, the more closely a proposed system approximates these elements, the greater consideration it will be given by the city of McCook.

- a. Equipment
  - \* detailed description of all vehicles and equipment
  - \* unique equipment identifier
  - \* status and condition reports
  - \* depreciation schedule
  - \* assignment (location/staff)
  - \* equipment specifications
- b. Maintenance
  - \* record of all repairs (preventative maintenance, emergency, vendor, warranty)
  - \* twelve months' history on-line
  - \* life of the equipment history off-line
  - \* billing to departments
  - \* preventative maintenance scheduling
- c. Parts Inventory and Control
  - \* detailed parts inventory
  - \* integrated with purchasing system
  - \* critical reorder parameters
  - \* parts control (receipt, issuance, charging, transfer, return)
  - \* handles both used and new parts
- d. Work Orders
  - \* labor and parts
  - \* updates equipment, maintenance parts, and performance auditing files

- e. Fuel Inventory and Control
  - \* detailed description, inventory status, all fuel dispensing stations
  - \* fuel dispensing records
  - \* fuel by type (diesel, gasoline, CNG, other)
  - \* fuel use by vehicle (and other criteria)
  - \* integrated with purchasing
  - \* critical reorder parameters
- f. Productivity/Performance Auditing
  - \* performance standards
  - \* performance reports (actual vs. standards, by type of activity, by repair facility, by employee)

This system should be interaction, on-line, transaction oriented and fully integrated and should be integrated with all appropriate subsystems of the IFMS (e.g., cost accounting, purchasing). It should produce regular required reports which to the maximum extent possible should be exception reports and should be available on-line.

7. Ambulance Billing. McCook currently operates a rescue squad and ambulance services. Approximately 50 rescue squad calls are made per month and approximately 100 ambulance bills (including second and third notices) are sent per month. These activities are currently performed manually.

Vendors responding to this RFP must propose a system to automate McCook's ambulance billing and accounting activities and must explain in sufficient detail how they propose to do so.

8. Word Processing. McCook currently leases an IBM Displaywriter/3 Word Processing system. This system is used for correspondence, ordinances and resolutions, the official city journal, ordinance codification, and storage, retrieval and use of various standard documents, forms, and letters.

Vendors responding hereto should include a full word processing (as distinct, for example, from text editing) capability in their proposals. Depending upon proposed capabilities, ease of use, and initial five-year cost, McCook may decide to include this capability together with the required application programming listed in this RFP. An integrated word processing/data processing system is preferred by McCook but it is not a requirement of the RFP. Other things being equal, however, proposals that contain a cost-effective word processing component will receive relatively greater consideration by McCook than those that do not.

c. Phase II: Future Consideration (Months 12 - 36)

Upon implementation of the application systems listed above and required for Phase I, the city of McCook will consider acquiring automated systems/capabilities in the following areas. Vendors should indicate by item which, if any, of the application systems listed for Phase II they have developed or will develop and support. Other things being equal, vendors who have developed and support these systems will be given preference over those who have not.

1. Criminal Justice. The primary elements of an automated criminal justice information system include subsystems for record creation, maintenance and retrieval. Such a system should be an on-line, real-time system which is adequately cross-indexed for each of retrieval and maintenance. Further, if economically feasible, this system should interface with the nationwide NCIC system.

This system should include the following subsystems:

- a. Incident reporting
  - b. Accident reporting
  - c. Arrests and booking
  - d. Basic records
    - \* Officer reports
    - \* Resource allocation and control
    - \* Performance evaluation
    - \* Training
  - e. Crime and activity statistics
    - \* Crime analysis
    - \* Required reports (state and federal)
  - f. Jail records
  - g. Fines and forfeiture collections and accounting sement
  - h. Warrants and subpoenas
  - i. Master name index
2. Departmental Records and Inventories. The following record keeping and inventory requirements are listed by department. They include:
    - a. Fire Department
      - \* fire inspections
      - \* fire prevention activities
      - \* inventory and station maintenance

- \* hazardous materials records
  - \* fire records and reporting
- b. Public Works
- \* refuse container inventory
  - \* street inventory
  - \* street condition
  - \* street sign inventory
  - \* cemetery records
  - \* parks inventory
- c. Senior Citizens Center
- \* senior citizen mailing list
  - \* user statistics
  - \* list of volunteers
  - \* list of programs and services for seniors
  - \* facility and program scheduling
  - \* inventory
  - \* Handi-bus ride scheduling
  - \* monthly financial reporting
- d. Public Library
- \* book acquisition
  - \* card catalogue
  - \* book check-in
  - \* audio visual materials control
  - \* user/circulation statistics
  - \* equipment control
  - \* facility scheduling
- e. Housing Authority
- \* general administration
  - \* financial management
  - \* maintenance on 98 units of rental housing
  - \* tenant records

## 6.0 City of McCook

Location: South Central Nebraska, on U.S. Highway 6/34 and 83 approximately 285 miles west of Omaha. McCook is approximately equidistant from Denver, CO, Wichita, KS, and Omaha, NE.

Population: 1980 Population of 8,404  
1970 Population of 8,285

Growth Rate: Limited

City Government: City manager form of government

Finance and  
Related

Information: Annual budget of \$6.3 million  
 3 checking accounts  
 3 savings accounts  
 3,300 utility customers  
 Three utility billing cycles (1,100 bills each)  
 2,500 special assessment accounts  
 City fleet of 70 vehicles  
 125 employees  
 3,000 payroll checks per year  
 300 warrant checks per month  
 Fiscal year is August 1 - July 31

Current

Automation: Batch processing of general fund accounting and reporting, payroll, utility billing, special assessments, and equipment usage and expense reports by Western Computer Services of North Platte, NE. Word processing on a leased IBM Displaywriter/3 and warrant checks on a Burroughs L-2000. McCook owns the special assessment software and can purchase from Western Computer Services the software for accounting, utility billing, and equipment usage and expense reports. All programs, except the special assessment program are written in RPG and all run in batch on a Burroughs B 1830. The special assessment program is in COBOL.

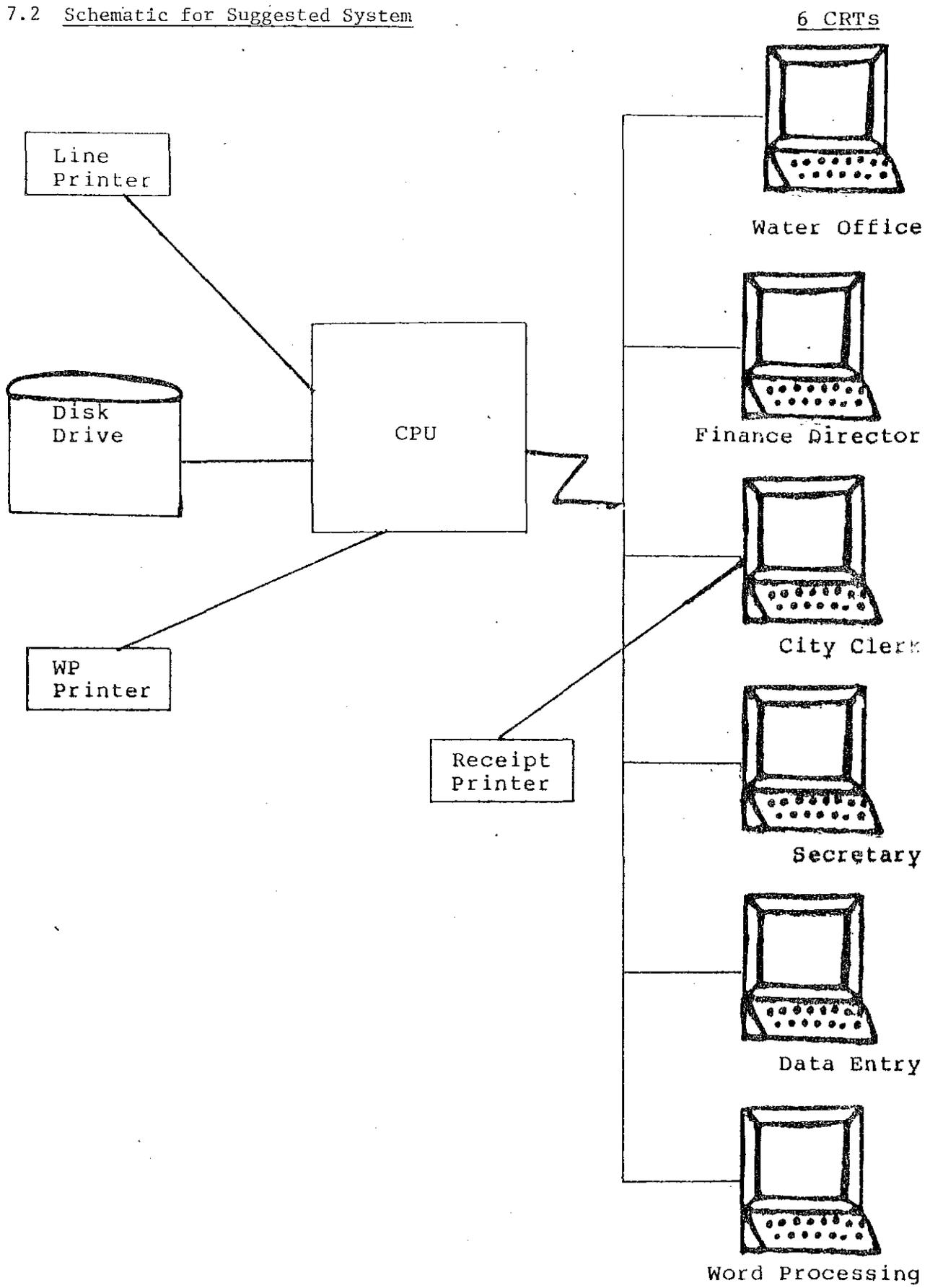
## 7.0 Suggested System Configuration

### 7.1 Configuration Summary

<u>Number</u>	<u>Item</u>
1	CPU with operating system
1	Disk storage system
1	Line printer
1	Receipt printer
1	Word processing printer
6	GRTs with word processing capability

Note: An in-house system will require these hardware elements. Submittals proposing other than full in-house systems (e.g., on-line teleprocessing via a service bureau) may have different hardware requirements and should so state and explain.

7.2 Schematic for Suggested System



## APPENDIX

## Required Data Presentation Forms

Figure 1

GENERAL INFORMATION

VENDOR INFORMATION

Headquarters \_\_\_\_\_ name  
 \_\_\_\_\_ address  
 \_\_\_\_\_ city, state  
 and  
 \_\_\_\_\_ zip code  
 \_\_\_\_\_ telephone

Local Sales Office \_\_\_\_\_ 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 (Core, MOS, etc.) \_\_\_\_\_
4. Spooling capability (yes or no) \_\_\_\_\_
5. Amount of main memory needed for operating system \_\_\_\_\_
6. Amount of main memory needed for each CRT, printer, etc. \_\_\_\_\_
7. Core allocation:
  - Fixed \_\_\_\_\_
  - Dynamic \_\_\_\_\_
  - Programmable \_\_\_\_\_
8. CRT: Model \_\_\_\_\_
9. Magnetic tape: Model \_\_\_\_\_ bpi \_\_\_\_\_
10. Disk model \_\_\_\_\_
11. Disk capacity:
  - Fixed \_\_\_\_\_
  - Removable \_\_\_\_\_
12. Printer: Model \_\_\_\_\_ speed \_\_\_\_\_
13. Other Hardware (please specify) \_\_\_\_\_

---

14. Operating System \_\_\_\_\_

---

Figure 3

## HARDWARE COST

Component	Quantity Proposed	Purchase Cost.	<u>LEASE</u> Purchase 5 Yr. Basis (monthly) (do not include maintenance)	Maintenance (Monthly)
CPU and Initial Memory				
Additional Memory				
Operating System				
CRT(s)				
Disk(s) and Initial Capacity				
Tape(s)				
Diskette(s)				
Cassette(s)				
Line Printer(s)				
Character Printer(s)				
Communication				
a. Modems				
b. Data Sets				
c. Line Costs				
Other Items (please specify)				

Figure 4

SERVICES

Engineering, System Analysis, Programming, Training	Basic Cost	License Fee (if any)	Maint. Fee (if any)	Total Monthly Cost	Number of Months Proposed	Total Cost (Total monthly charges (time) X number of months proposed)
Application Software:						
System Software:						
Total						

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

Figure 5

MAINTENANCE CONTRACT OPTIONS

HARDWARE ONLY

Item	Subsystems or Components to be maintained	Model/Type	Basic Maintenance Coverage		Extended Maintenance Coverage	
			Monthly Charge	Annual Total	Monthly Charge	Annual Total
	Purchase					
	Lease					
	Rent					
		Total				



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					
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 (only include 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 Cost per Month \_\_\_\_\_

Total Continuing Costs per Year \_\_\_\_\_

Total First-Year Costs \_\_\_\_\_

Figure 9

## 5 YEAR LEASE/PURCHASE COST

<u>One-time Costs</u>	<u>5 year</u>
Systems Software (include costs for operating system, compilers, DMS, etc.)	_____
Application Software	_____
Facility Preparation	_____
Transportation	_____
Training	_____
Supplies (only include equipment dependent supplies such as disk packs, ribbons, etc.)	_____
Communication (data sets, modems, lines, etc.)	_____
Other (specify)	_____
Total One-Time Costs	_____
<u>Continuing Costs (Monthly)</u>	
Software (total)	_____
(System _____)	
(Application _____)	
Hardware (total)	_____
(Principal _____)	
(Interest _____)	
Maintenance/Support (total)	_____
(Hardware _____)	
(System Software _____)	
(Application Software _____)	
Software License	_____
Communication (data sets, modems, line costs, etc.)	_____
Total Continuing Costs per Month	_____
Total Continuing Costs per Year	_____
Total First-Year Costs	_____

Figure 10

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

\*\*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.

Figure 10

(continued)

Summary Storage Requirements for Operating System and Utility

<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 CRTs and printers are in use performing data entry and manipulation, inquiry, printing and calculation activities.

Figure 11

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 or any sum 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 said 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)