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Request for Proposal: Automated Data Processing Equipment and Software for Butler County

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University of Nebraska at Omaha

REQUEST FOR PROPOSAL

AUTOMATED DATA PROCESSING
EQUIPMENT AND SOFTWARE

for
Butler County, Nebraska

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October 21, 1983

DRAFT ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSAL
FOR
ELECTRONIC DATA PROCESSING SYSTEM

Sealed proposals will be received by Butler County, Nebraska, at the office of the County Clerk, Butler County Courthouse, David City, Nebraska, 68632 until _____, for a data processing system to automate several activities in county offices. The system requested must have on-line, real time, multi-user capabilities, a minimum of ten terminals or work stations, adequate printing and storage capabilities, and system backup. Vendors interested in receiving a copy of the RFP should contact Mr. D.E. Struebing, County Clerk, Butler County Court House, David City, NE 68632, (402) 367-3091, extension 34.

Butler County 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 Butler County.

By order of the County Board of Supervisors of Butler County, Nebraska.

                                    /s/ D.E. Struebing
                                       County Clerk

PUBLISH:

NOTICE OF REQUEST FOR PROPOSAL
EDP SYSTEM FOR BUTLER COUNTY, NEBRASKA
(October 21, 1983)

On October 21, 1983 Butler County, NE released a request for proposal (RFP) for an in-house, on-line, real time, multi-user or multi-programming data processing system or comparable on-line, real time, multi-user or multi-programming, time sharing capability.

The RFP is available by contacting Mr. D.E. Struebing, County Clerk, Butler County Court House, David City, NE 68632, (402) 367-3091, extension 34.

The RFP requests proposals to automate activities in the following offices in county government in Butler County: County Clerk, County Treasurer, County Assessor, and County Sheriff.

The deadline for submittal of proposals, which under no circumstances will be changed, is 5:00 p.m., December 2, 1983. Sealed proposals must be delivered to Mr. D.E. Struebing, County Clerk, Butler County.

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 technical adviser for Butler County on this project.

Note: If the vendor sales office receiving this notice or RFP does not serve the Butler County, NE area, please forward to the appropriate office in your company.

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1. 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 Butler County, NE. In order to receive consideration, a proposed system must meet the requirements of Butler County as herein described.

1.2 Proposal Submitted

Sealed proposals will be accepted by Mr. D.E. Struebing, County Clerk, Butler County Court House, David City, NE 68632, (402) 367-3091, extension 34, no later than 5:00 p.m., December 2, 1983. 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 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, (402) 554-2764, no later than December 9, 1983. He is Butler County's technical adviser on this project.

1.3 Schedule

	Date
RFP released	October 21, 1983
Closing date for proposal submitted (4:00 p.m.)	December 2, 1983
Formal bid opening (10:00 a.m.)	December 12, 1983
Oral presentations and system demonstrations	2nd week of January, 1984
Evaluation completed and vendor selected	March, 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. Butler County 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 Butler County to assist in this procurement process. Any deviation from this requirement, including direct contacts for such information or marketing calls to Butler County, may result in disqualification of a proposal.

2.4 Performance Bond

The selected vendor, at the county'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 Butler County.

2.5 Procurement Contract

The selected vendor shall be required to execute a procurement contract written for and by Butler County. The county will not execute the vendor's standard contract. All proposals must contain a statement indicating the vendor's willingness to accept a county 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 county'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.

2.7 Right to Reject Proposals

Butler County 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 county.

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 county's contract will be executed. The county 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 county 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 county currently owns a Burroughs L-4000, a Burroughs L-8000, and an IBM System/32. All vendors shall indicate in their proposals the cash discount or trade-in offer, if any, that is applicable to these systems.

2.10 Liability and Insurance

The selected vendor shall save and hold the county 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 county 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 county, and the county 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 county'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 county.

2.13 Right to Purchase from Any Source

The county 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 county 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 of lease/purchase agreement and in the case of purchase for a minimum of five years.

Vendors shall not require the county 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 county as stated herein.

Any additional equipment or software required after installation to meet the the county'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 county 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 Butler

County when received. Supporting technical manuals will be returned at the request of the vendor. The county 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 Butler County 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 Butler County'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 county.

3.2 Evaluation Committee

A committee of officials from the county 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 county 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 county, the same shall be arranged in advance by the county's consultant in order to accommodate the scheduling requirements of county 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 local 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 county, the same will be arranged by the county's consultant at a time and place acceptable to the county in order to accommodate most effectively the scheduling requirements of county 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 county, vendors must demonstrate equipment and software as nearly identical as possible to that proposed for the county.

3.6 Selection

Following the evaluation process described above, the evaluation committee will present its recommendation to the County Board of Supervisors. The County Board of Supervisors 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, public domain, etc. Specify which application software programs are yet to be developed and which are considered "ready for installation." <u>Vendors should not include public domain software unless they include a firm price for custom modification of said software to meet the requirements of Butler County.</u>

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, 8, and 9.

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 <u>Hardware</u>

The proposed hardware must be either an 8 or a 16 bit microcomputer based system, or a 16 or 32 bit minicomputer system.   In all cases, systems proposed must be interactive, real time, and multi-user and/or multi-programming.

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 Itemize lease/purchase costs assuming a five-year time period by equipment device, and provide monthly maintenance costs by equipment device.

4.2.5 Calculate and include a cost summary in Figures 3, 5, 7, 8, and 9.

4.2.6 Vendors shall include a battery back-up(s) with their proposed systems and in the narrative portion of their proposals describe the battery back-up's(s') major characteristics and limitations. The cost of the back-up(s) must be included in the hardware cost tables.

4.2.7 Vendors shall also 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, 8, and 9.

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 David City, NE), name of training organization, county staff persons recommended for training (by job title), and frequency and availability of retraining. Cost and other data should be included in Figures 6, 8, and 9.

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 Butler County to accommodate the proposed system. Present estimated costs of facility preparation in Figures 8 and 9.

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 8 and 9 as part of system software.

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 Figures 8 and 9.

4.8 Development/Testing of Software

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

Butler County 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 David City, 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 Butler County 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). Please include or attach this list to Figure 1.

4.11 Sample Contract

Butler County will not execute a standard vendor written contract or procurement agreement.

A copy of the county's proposed procurement agreement is attached as Appendix B to this RFP. Vendors must indicate in their proposals their willingness to accept a county written contract.

5.0 System Requirements

This section of the RFP provides instructions to vendors for structuring their proposals according to the requirements of Butler County. 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 county fail to perform according to the county'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 county 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 county 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 county does not intend to employ programmers.

5.1.2 <u>Data Input and Inquiry</u>. 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 <u>File Protection and History and System Back-up</u>. In order to safeguard data files, provision must be made for daily back-up. Vendors shall describe file protection and back-up procedures in the narrative sections of their proposals.

5.1.4 <u>File Security</u>. 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 <u>Adequacy</u>. Proposed systems must be of sufficient capability and capacity to allow the effective performance of all of the county's requirements in an on-line, real time, interactive, multi-user, multi-programming mode.

5.1.6 <u>Space Considerations</u>. For the minicomputer alternative, the CPU, disk drive, tape drive, and line printer for the proposed system should be capable of residing in a room of approximately 200 square feet in size. For the microcomputer alternative, all equipment proposed for location at a central point in the county building, e.g., disk drive, line printer, should be capable of residing in a room of 200 square feet.

5.1.7 <u>Modularity</u>. 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).

5.1.8 <u>Data Management</u>. 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.

5.2 System Hardware

The proposed system configuration must provide for an on-line, real time, multi-user, multi-programming, interactive operation capable of operation and use by existing county personnel. Proposed systems may be either 8 or 16 bit microcomputer based systems, or 16 or 32 bit minicomputer systems.

Disk must be the primary mass storage medium, and a tape system for back-up must be proposed. 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 Butler County.

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

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 back-up 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, multi-programming, 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 Butler County 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.

County personnel will be assigned to work with the selected vendor in determining modifications to the application software and also to supervise for the county 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 listed below in the offices of the County Clerk, Treasurer, Assessor, and Sheriff.

To the maximum extent practicable, the systems listed below shall be fully integrated. However, each of the county elected officials must have complete security and control over the files and records applicable to his or her activities. As one example, authorized Assessor's office personnel and no one else should be able to update real and personal property files with current valuation information. Similarly, authorized Treasurer's office personnel and no one else should be able to update the tax rolls and enter or modify tax rates. Nevertheless, information available from the Assessor's files should be available to the Treasurer's office for the purpose of creating the tax rolls and preparing tax statements.

1. County Clerk

    * Integrated financial management system, including the
      following elements:
      - general ledger accounting
      - budgetary accounting
      - vendor accounting
      - accounts payable
      - miscellaneous accounts receivable
      - miscellaneous billings
    * Payroll and personnel systems
    * Voter registration system
    * Motor vehicle titles system
    * Land transactions system (e.g., titles, deeds, etc.)

2. County Treasurer

    * Integrated financial management system, including the
      following elements:
      - general ledger accounting
      - accounts receivable
    * Tax billing and collection system, for sales, real property,
      and personal property taxes as appropriate, including the
      following elements:
      - tax roll and statement preparation
      - tax collection and reconciliation
      - tax distribution among respective journals and jurisdic-
        tions
      - delinquent tax list and statements
    * Motor vehicle registration system
    * Motor vehicle tax collection
    * Drivers' license system
    * Special assessment billing and accounting

3. County Assessor

   * Real property file including the following categories of
     properties:
     - rural
     - residential
     - commercial
     - exempt
     - This file must contain all records on real property now
       maintained by the Assessor and must enable the Assessor to
       produce a variety of required and unique reports based on
       property characteristics.
   * Motor vehicle tax assessments
   * Personal property tax assessments
   * Real property tax assessments
   * Tax assessment valuation change notices

4. County Sheriff

   a. Immediate

      * Access via a terminal in the Sheriff's office of the
        motor vehicle registration file created by the County
        Treasurer.

   b. Future considerations

      * Criminal history file
      * Master name index
      * Complaint cards
      * Want and warrant file

      (Vendors should indicate in their proposals whether they
      support criminal justice information software and should
      describe the principal characteristics of this software.)

5. Word Processing

   Vendors should indicate in their proposals whether their
   systems support word processing, the cost, and other require-
   ments to accomplish word processing on their equipment and
   should provide a brief description of their word processing
   system's capabilities.

5.4.3 Additional Detail on Application Programming

   1. Financial Management. The automated financial management system
      for Butler County 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
fully integrate the financial management activities of the prin-
cipal county offices. It must include at least the following
major subsystems:

a. Standard (probably existing county) 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 and inventory

   * 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. Investment and debt management

j. Vendor files

* by vendor
* by item/category
* by department/division/project
* three-year history

k. Auditing requirements

* transaction files
* trial balances
* audit trail

l. Taxes

* billing
* collection
* distribution (among funds and taxing jurisdictions)

m. Special assessment billing and accounting

n. Motor vehicle tax billing and collection.

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 25 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 20 benefit programs

e. Automatic deposit capability

f. Specific accounting requirements

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

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

4. Personnel. A proposed personnel management to meet the needs of Butler County 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

    * history on all applications
    * one-year history on-line
    * five-year 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/EEO
* reporting on all benefit programs
* 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
* labor cost comparison and forecasting.

6.0 Butler County Information

Location: Butler County is located approximately 75 miles west of Omaha, Nebraska. The county seat is in the City of David City on State Route 15 approximately three miles north of State Route 92.

1980 Population: 9,317

Government: A seven member County Board of Supervisors and the following independent elected officers: Clerk, Treasurer, Assessor, and Sheriff.

Financial and Related Information:

Annual budget of $5 million
12 funds
200 accounts
110 employees
110 payroll checks per month
300 vendors in vendor file
Fiscal year is July 1 - June 30
Tax collection and distribution for 120 to 130 taxing jurisdictions

County Treasurer currently uses 8 financial journals

- Real and personal property
- Motor vehicle tax
- Motor vehicle registration
- Miscellaneous receipts
- Sales tax
- Special assessments
- Drivers' licenses
- Miscellaneous fees

Property Information:

7,500 parcels real property
2,500 personal property records
1,200 motor vehicle records
1,200 drivers' licenses annually

Voter Registration File: 6,000 current voters
300 to 400 new voters per year

Current Automation:

Office	Hardware	Applications
County Clerk:	Burroughs L-4000	payroll budgetary accounting accounts payable vendor ledger revenue ledger general fund accounting voter registration
County Treasurer	IBM System/32	general ledger accounting and reporting miscellaneous receipts tax collections and reconciliation tax distribution special assessments motor vehicle taxes
County Assessor	Burroughs L-8000	motor vehicle tax statements personal property tax statements real property tax assessments valuation change notices

7.0 Suggested System Configuration

7.1 Configuration Summary

As indicated in Sections 4.2 and 5.2, vendors may propose either micro-computer or minicomputer based systems for Butler County. Herewith is the suggested configuration for each type of system.

7.1.1 <u>Microcomputer Alternative</u>

    A. <u>County Clerk</u>

        3 work stations
        1 receipt printer
        1 line printer

    B. <u>County Treasurer</u>

        4 work stations
        1 receipt printer
        1 line printer

    C. <u>County Assessor</u>

        3 work stations
        1 receipt printer
        1 line printer

    D. <u>County Sheriff</u>

        1 CRT
        1 matrix printer

    E. <u>Disk System</u>

        1 disk system of sufficient capacity to serve the data storage
        requirements of all offices or
        3 separate disk systems, one each for the offices of the
        Clerk, Treasurer, and Assessor, with integrated files.

    F. <u>Back-up</u>

        Vendors must propose an adequate method of system back-up,
        e.g., tape drive(s), removable disk capability, floppy disk,
        etc.

    G. <u>Printers</u>

        Printing requirements for the four offices are the following:

        * <u>County Clerk</u>

            - receipt printer at the service counter for receipts and
              other records for walk-in customers
            - line printer for reports and payroll

        * <u>County Treasurer</u>

            - receipt printer at the service counter for receipts and
              other records or documents (e.g., auto registrations) for
              walk-in customers

            - line printer for reports and billings

* County Assessor

  - receipt printer for such things as motor vehicle tax statements

  - line printer for tax statements, real and personal property record books, and required reports

* County Sheriff

  - matrix printer for hard-copy output from inquiries into motor vehicle registration file.

7.1.2 Minicomputer Alternative

A. County Clerk
3 CRT's
1 receipt printer
1 line printer

B. County Treasurer
4 CRT's
1 receipt printer
1 line printer

C. County Assessor
3 CRT's
1 receipt printer
1 line printer

D. County Sheriff
1 CRT
1 matrix printer

E. Printer
See subsection G in section 7.1.1 on page 19.

F. CPU and storage
1 CPU
1 disk storage system
1 tape system (or alternative for back-up)

7.2 Schematic for Suggested System Configuration

7.2.1 Microcomputer Alternative

County Clerk

3 Work Stations
1 Receipt Printer
1 Line Printer

County Treasurer

4 Work Stations
1 Receipt Printer
1 Line Printer

Integrated Disk System
For Files of Affected County Offices
(with tape or other back-up)

County Assessor

3 Work Stations
1 Receipt Printer
1 Line Printer

County Sheriff

1 CRT
1 Matrix Printer
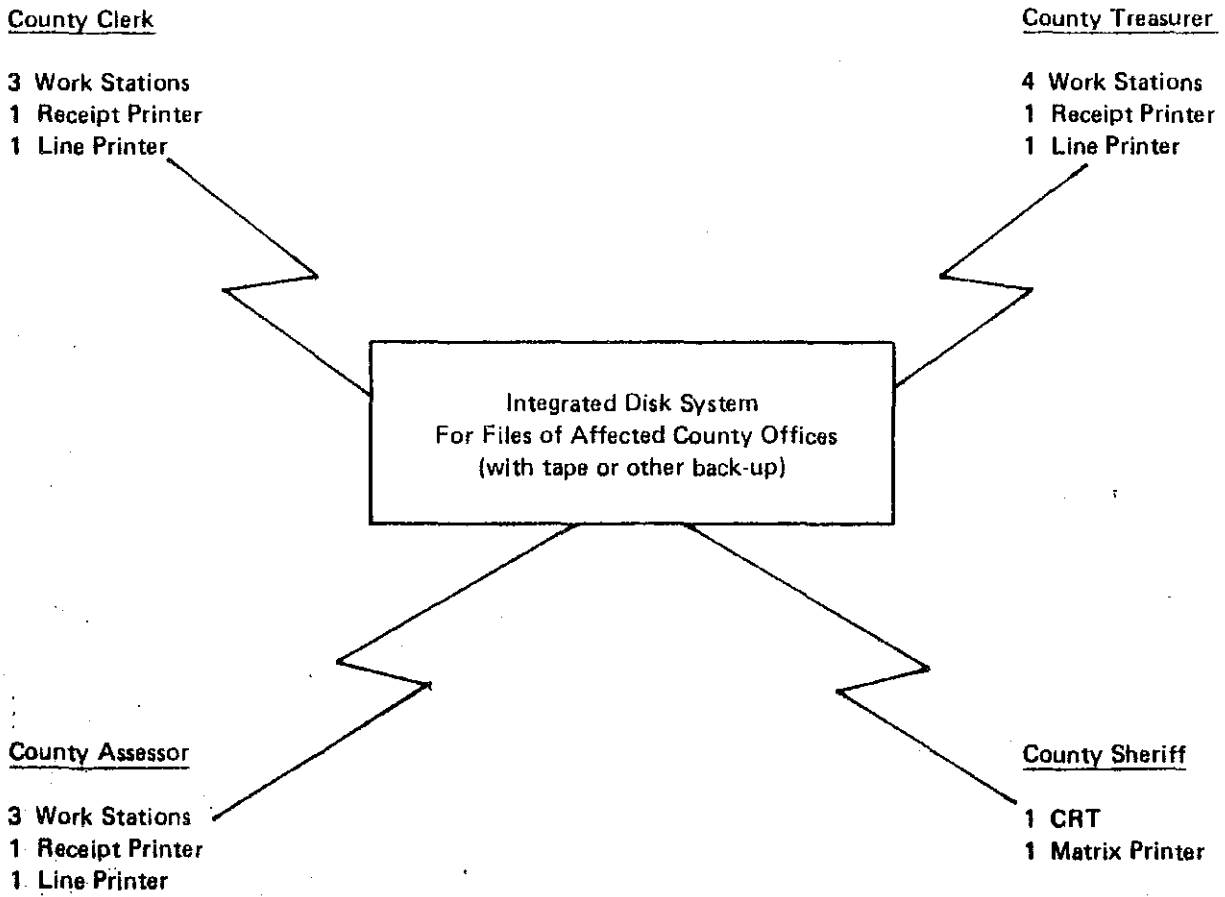
7.2.2 Minicomputer Alternative

Centrally located data processing equipment in County Court House

To
County Sheriff's
Office

1 CRT
1 Matrix Printer

To
County Clerk's
Office

3 CRT's
1 Receipt Printer
1 Line Printer

CPU

**Disk
System**

**Tape
System
(or other backup
alternative)**

To
County Treasurer's
Office

4 CRT's
1 Receipt Printer
1 Line Printer

To
County Assessor's
Office

3 CRT's
1 Receipt Printer
1 Line Printer
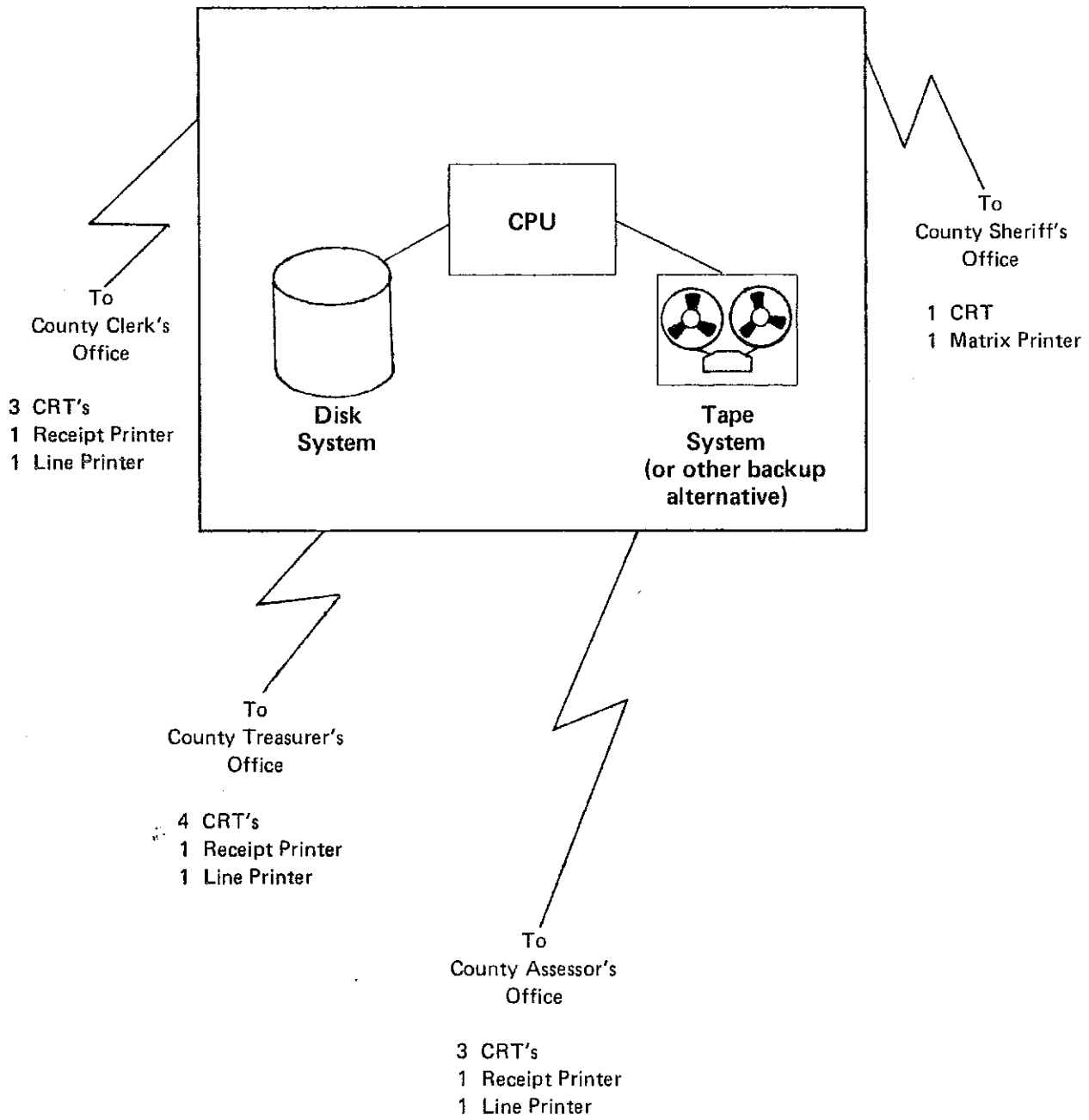
APPENDIX A

REQUIRED DATA PRESENTATION FORMS
(FIGURES 1-11)

All vendors must complete and include
these forms in an appendix to their proposals

FIGURE 1

GENERAL INFORMATION

VENDOR INFORMATION

Headquarters _____ name

_____ address

_____ city, state
and
_____ zip code

_____ telephone

Office serving
David City, 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)

Configuration	User Name	Address	Telephone

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 6

RECOMMENDED TRAINING
(Include all recommended training, whether on-site, at vendor location, or elsewhere)

Training Course or Program	Location	Duration	Job Titles and Number of Persons Recommended	Tuition or Registration (cost per person)	Materials and Other Costs (per person)	Travel and Subsistence (per person)	Total Cost
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 (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

5 YEAR LEASE/PURCHASE COST

One-time Costs	5 Year
System Software, if applicable (include costs for operating system, compilers, DMS, etc.)	_____
Application Software, if applicable	_____
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)

	5 Year
Software (total)	_____
(System _____)	
(Application _____)	
Hardware (total)	_____
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

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

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

Application System (Name)   Disk Space

_____   _____

_____   _____

_____   _____

_____   _____

**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 10

(continued)

Summary Storage Requirements for Operating System and Utilities

System   Disk Space

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 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, 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)

APPENDIX B

BUTLER COUNTY'S PROPOSED CONTRACT
FOR A DATA PROCESSING SYSTEM