Request for Proposal Automated Data Processing Equipment and Software for Wayne, Nebraska

David R. DiMartino
University of Nebraska at Omaha
REQUEST FOR PROPOSAL

AUTOMATED DATA PROCESSING EQUIPMENT AND SOFTWARE

for
Wayne, Nebraska

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February, 1984

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1.0 Introduction

1.1 Purpose

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

1.2 Proposal Submitted

Sealed proposals will be accepted by Norman J. Melton, City Clerk, City Hall, 306 Pearl Street, Wayne, NE 68787, (402) 375-1733 no later than 5:00 p.m. on Friday, April 6, 1984. All proposals must be submitted in accordance with the conditions and instructions provided herein. The envelopes containing the proposals shall be marked as follows: "Automated Data Processing Equipment and Software Proposal."

A copy of each proposal must be mailed or delivered to Dr. David R. DiMartino, Senior Research Associate, Center for Applied Urban Research, University of Nebraska at Omaha, 1313 Farnam-on-the-Mall, Omaha, NE 68182, no later than Monday, April 9, 1984. He is the technical adviser on this project.

1.3 Schedule

RFP released: February 27, 1984
Closing date for proposal submitted: April 6 (5:00 p.m.), 1984
Formal bid opening: April 10, 1984
Oral presentations and system demonstrations: June, 1984
Evaluation completed and vendor selected: August, 1984

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

2.0 General Conditions

2.1 Conformity with RFP

All proposals must conform with the requirements presented in this RFP. The City of Wayne 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. David R. DiMartino, Center for Applied Urban Research, University of Nebraska at Omaha, Omaha, NE 68182, (402) 554-2764. He is the consultant selected by the City of Wayne to assist in this procurement process. Any deviation from this requirement, including direct contacts for such information or marketing calls to the City of Wayne, may result in disqualification of a proposal.

2.4 Performance Bond

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

2.5 Procurement Contract

The selected vendor shall be required to execute a procurement contract written for and by the City of Wayne. The city will not execute the vendor's standard contract. All proposals must contain a statement indicating the vendor's willingness to accept a city written contract and to agree to the inclusion of this RFP, the vendor's proposal, and all subsequent written material relevant thereto in the contract. A copy of the city's proposed procurement contract is attached as Appendix B to this RFP.

2.6 Non-collusion

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

2.7 Right to Reject Proposals

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

2.8 Identification of Primary Vendor

Any proposal that includes reference to more than one vendor or supplier of goods or services shall contain adequate definition of said goods or services together with adequate identification of the proposed supplier of the same. Furthermore, the proposal shall clearly identify a single vendor who shall have ultimate responsibility for system installation and implementation and with whom the city's contract will be executed. The city will not execute multiple contracts or a contract with multiple parties and will execute only a single contract with a single primary supplier who shall be fully responsible for the contract.
2.9 Cash Discounts and Trade-ins

The city will consider any cash discounts or other price or purchase considerations proposed by a vendor and will consider the same in determining the lowest and best proposal. The city currently owns a Burroughs L-9000. All vendors shall indicate in their proposals the cash discount or trade-in offer, if any, that is applicable to this system.

2.10 Liability and Insurance

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

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

2.11 Price Protection

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

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

2.12 Funding Out Clause

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

2.13 Right to Purchase from Any Source

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

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

2.15 Vendor Commitment

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

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

2.16 Maintenance/Support

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

2.17 System Responsibility

The contents of this RFP notwithstanding, the vendor has the responsibility to verify the completeness, accuracy, and suitability of his proposal to meet the functional requirements of the city as stated herein.

Any additional equipment or software required after installation to meet the city's requirements as stated herein shall be provided by the vendor without claim for additional payment; the understanding being that a complete system that operates effectively and to the satisfaction of the city is required. The successful vendor will be obligated to provide a system that meets all guarantees in his proposal for the price contained therein.

2.18 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by vendors shall become the property of the City
of Wayne when received. Supporting technical manuals will be returned at the request of the vendor. The city retains the right to use any or all system ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

3.0 Selection Process

The selection of a computer system to meet its requirements by the City of Wayne 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 Wayne's requirements for an automated information processing system.

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

3.2 Evaluation Committee

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

3.3 Evaluation Criteria

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

3.4 Oral Presentations

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

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

3.6 Selection

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

4.0 Proposal Format

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

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

4.1 Application Software

4.1.1 Include narrative description (including principal functions and outputs) of each major application software element in each functional area. Example input and output formats, screens, and user manual level documentation should be included in all proposals.

4.1.2 Furnish cost by application (include license or other fees).

4.1.3 Identify computer language(s) in which applications will be written.

4.1.4 Identify and provide names and telephone numbers of contact persons in local governments (particularly cities) in which said application software is installed, operating, and supported by vendor.

4.1.5 Furnish narrative description of proposed maintenance/support of application software including methods and associated costs.
4.1.6 Outline method of providing software, e.g., whether software will be developed and by whom, packaged programs, third party, public domain, etc. Specify which application software programs are yet to be developed and which are considered ready for installation. Vendors should not include public domain or third party software unless they include a firm price for custom modification of said software to meet the requirements of the City of Wayne.

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 Hardware

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

4.2.1 Describe all hardware elements in the proposed configuration in a brief narrative format, and provide adequate technical information either in the narrative or in supplementary material included in the proposal.

4.2.2 Provide names and telephone numbers of contact persons in local governments in which identical or nearly identical systems are installed, operating, and supported by vendor.

4.2.3 Itemize purchase costs by equipment device, and provide monthly maintenance costs by equipment device.

4.2.4 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 specify the capabilities of the system to restore itself in the event of interruption(s) of power.

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 Wayne), name of training organization, city staff persons recommended for training (by job title), and frequency and availability of retraining. Cost and other data should be included in Figures 6, 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 cuitry, noise, etc.) including changes required to the proposed facility in the City of Wayne 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 city's requirements and to test same for acceptance by the city. Vendors will indicate whether said software is to be developed/written anew or modified from existing packaged, third party, or public domain software.

The City of Wayne 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 Wayne, Nebraska, estimate the average time to make a service call, and indicate the average time to return equipment to normal operating conditions. This time shall be calculated from the time a request for service is made by City of Wayne personnel.
Also indicate the manner in which application software support will be pro-
vided, 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 (particularly cities) currently using the
same or similar hardware and application software as contained in the
proposals. This list will include the organization name, address, the name
and telephone number of the contact person in the organization, and the type
of system in use (including both hardware and software). Include or attach
this list to Figure 1.

4.11 Sample Contract

The City of Wayne will not execute a standard vendor written contract or pro-
curement agreement.

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

5.0 System Requirements

This section of the RFP provides instructions to vendors for structuring
their proposals according to the requirements of the City of Wayne.
Sufficient processing power, mass storage, and peripheral devices must be
available to service all concurrent activities efficiently and economically.
Should the system that is selected by the city fail to perform according to
the city's requirements as stated herein, and should said failure be deter-
mined to be the fault of the vendor, the vendor will be required to provide
at no cost to the city any and all enhancements or additions to both hardware
and software as may be required to cause effective performance.

5.1 System Constraints

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

Programming changes or modifications must be capable of being
accomplished by the original providing vendor since the city does
not intend to employ programmers.
5.1.2 **Data Input and Inquiry.** All data entry is expected to be done during normal business hours. Daily inquiries into all files through CRT's or other on-line, interactive terminal type devices can be expected. Proposed systems, therefore, must be capable of handling both input and inquiry functions.

5.1.3 **File Protection and History and System Backup.** In order to safeguard data files, provision must be made for daily backup. Vendors shall describe file protection and backup procedures in the narrative sections of their proposals.

5.1.4 **File Security.** All computer files must be accessible in an interactive mode using CRT's. Security provisions must be established on the system to guard against access to data by unauthorized persons and unauthorized changes to existing data. Such security provisions must be described in the proposal and must include effective auditing procedures.

5.1.5 **Adequacy.** Proposed systems must be of sufficient capability and capacity to allow the effective performance of all of the city's requirements in an on-line, real time, interactive, multi-user, multiprogramming mode.

5.1.6 **Space Considerations.** The CPU, disk, and tape drive for the proposed system should be capable of residing in a room of approximately 200 square feet in size.

5.1.7 **Modularity.** The system proposed must have the capability for expansion. Additional main memory, increased mass storage, and additional CRT's and printers and other devices may be needed for future applications. Proposals should address the means, extent, and cost of system expansion both with and without a change of CPU and disk drive(s).

5.1.8 **Data Management.** The proposed system must have an English language driven data management/inquiry capability that provides at least the following:

- Limited freedom of word order and syntax for inquiries
- Generation of user-specified formatted output
- Sorting capability on a variable number of descending or ascending sort-keys
- Generation of statistical information from and concerning files
- Selection and sorting of user-specified items for building of new files and for use of subsequent process
- Relational and logical operations
- The ability to inquire and generate unique reports across all files and databases.
5.2 System Hardware

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

Disk must be the primary mass storage medium, and a tape system for backup must be proposed. 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 the City of Wayne.

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

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

5.3 Operating System

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

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

5.4 Application Software

5.4.1 General

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

City personnel will be assigned to work with the selected vendor in determining modifications to the application software and also to supervise for the city the implementation of each application system.
5.4.2 Phase I: Immediate Consideration (Months 1-12)

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

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

1. Financial Management. The automated financial management system for Wayne should be fully integrated and designed around a general ledger accounting subsystem. All subsystems should automatically update the general ledger and all other affected subsystems. The financial management system should accommodate encumbrance accounting and should also accommodate both accrual and cash management practices. It should also be fully integrated. It must include at least the following major subsystems:

a. Standard (probably existing city) chart of accounts

b. Budgetary accounting
   * line item accounting and budgeting
   * departmental accounting and budgeting
   * fund accounting and budgeting
   * program/project accounting and budgeting
   * 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 and spreadsheet capability
   * revenue
   * expenditures

i. Vendor files
   * by vendor
   * by item/category
   * by department/division/project
   * three-year history

j. Auditing requirements
   * transaction files
   * trial balances
   * audit trail

k. Investment and Debt Management

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. Specific accounting requirements

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

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

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

a. Employee file

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

b. Applicant file (optional)

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

c. Reports

The employee files together with the vendor's other personnel 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
* affirmative action/EEO
4. Utility Services. The utility services system for Wayne 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, sewer, and electric billing functions although it must also have the flexibility to accommodate other utilities and/or billing functions should they be provided by Wayne at some time in the future.

The City of Wayne 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, the type(s) of devices available, their functional capabilities, and their costs.

5. Police Records and Reporting. The primary elements of an automated police records and reporting 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 retrieval and maintenance.
This system should include the following subsystems:

a. Master criminal incident/history file
b. Master name index
c. Incident reporting
d. Accident reporting
e. Arrests and bookings
f. Basic records
   * Officer reports
   * Resource allocation and control
   * Performance evaluation
   * Training
g. Crime and activity statistics
   * Crime analysis
   * Required reports (state and federal)

5.4.3. Phase II: Future Consideration

The following applications should be included in vendor's proposals for consideration by Wayne. Depending on city priorities, they may be selected for inclusion in the initial installation.

1. Word processing

   This shall be a full word processing system, as distinct from a text editor.

2. Inventory and Equipment Management

   Analysis of city operations indicates that Wayne could benefit from an inventory/equipment management system. Such a system, run on the administrative computer, should have the following capabilities:

   a. City-wide capital assets inventory
   b. Departmental inventory
   c. Equipment management, including
      - Vehicle depreciation and replacement scheduling
      - Standard vehicle specifications and analysis of performance against specifications
      - Preventive maintenance for all vehicles and equipment
      - Detailed cost accounting for all vehicles and equipment, by department, by program or project, and other relevant criteria
      - Coordination (preferably through an automated purchasing system) of the purchasing of parts and equipment as well as interdepartmental transfers of the same
- Establishment of a charge-back or billing system for all maintenance work (preventive or scheduled, emergency, repairs by others, etc.)
- Fuel inventory and control of fuel dispensing as well as the use of all city fuel stations by all vehicles regardless of departmental designation.

6.0 City of Wayne Information

Location: The City of Wayne is located in northeast Nebraska at the intersection of state routes 15 and 35, approximately 100 miles north/northwest of Omaha.

1980 Population: 5,240

Government: An eight member City Council, Mayor, City Administrator and the following officials: Clerk/Treasurer, Public Works Superintendent, Utility Superintendent, and Chief of Police.

Financial and Related Information:
Annual budget of $7 million
7 funds
150 accounts
50 employees (plus 10 seasonal)
100 payroll checks per month
270 vendors in vendor file
2,100 utility customers
Fiscal year is August 1 to July 31

7.0 Suggested System Configuration

7.1 Configuration Summary

As indicated in Sections 4.2 and 5.2, vendors may propose either microcomputer or minicomputer based systems for Wayne. Herewith is the suggested configuration for the system.

System Configuration
- 1 CPU (Central Processing Unit)
- 1 Disk storage system
- 1 Tape system
- 1 System printer
- City Administrator
  1 CRT
- City Clerk/Treasurer
  3 CRT's
  1 Receipt printer (to be located at service counter for receipts and other records for walk-in customers)
- City Chief of Police
  1 CRT
  1 Matrix printer
  (for hard copy output
   from inquiries into
   system files)

  or

  Separate, compatible
  microcomputer system
  with matrix printer

Vendors may also propose a microcomputer system using an alternative
configuration. In such cases, the alternative should be specified by the
vendor and should perform equally as well as the configuration specified
above.
Centrally located data processing equipment in City Hall

Disk System

System Printer

Tape System (or other backup alternative)

To City Administrator

1 CRT

To City Clerk/Treasurer

3 CRT's
1 Receipt printer

To City Chief of Police

1 CRT
1 Matrix printer
(or separate microcomputer system with printer)
Appendix A

Data Presentation Forms
FIGURE 1

GENERAL INFORMATION

VENDOR INFORMATION

<table>
<thead>
<tr>
<th>Headquarters</th>
<th>name</th>
<th>address</th>
<th>city, state and zip code</th>
<th>telephone</th>
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<table>
<thead>
<tr>
<th>Office serving</th>
<th>name</th>
<th>address</th>
<th>city, state and zip code</th>
<th>telephone</th>
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<tbody>
<tr>
<td>Wayne, Nebraska</td>
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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)

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<tr>
<th>Configuration</th>
<th>User Name</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Vendor's Control Over Product

Do you design _____, manufacture _____, sell _____, service _____?
### 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 speed
    (Line Printer)
    (Receipt Printers)
    (Alt. WP Printer)

13. Other Hardware (please specify)

14. Communications equipment (please specify)
FIGURE 3

HARDWARE COST

<table>
<thead>
<tr>
<th>Component</th>
<th>Quantity Proposed</th>
<th>Purchase Cost</th>
<th>Lease-Purchase Cost 5 Yr. Basis (monthly)</th>
<th>Maintenance (monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU and initial memory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional memory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating system</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRT(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disk system and initial capacity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape system and speed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line printer (model and speed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other printers (model, type, speed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other items (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**FIGURE 4**

**PROGRAMMING**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>One-time Modification Charges, Per Application Package</th>
<th>One-time Installation Charges, Per Application Package</th>
<th>Basic Cost (Purchase)</th>
<th>Basic Cost (Calculate based on 60 month lease-purchase)</th>
<th>License Fee (if any)</th>
<th>Maintenance Fee (if any)</th>
<th>Total Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Software:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Software:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Please supply current hourly or daily charge for software maintenance: $ __________________________
FIGURE 5
HARDWARE MAINTENANCE

<table>
<thead>
<tr>
<th>Subsystems or Components to be Maintained</th>
<th>Basic Maintenance Coverage</th>
<th>Extended Maintenance Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monthly Charge</td>
<td>Annual Total</td>
</tr>
<tr>
<td>Purchase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Training Course or Program</th>
<th>Location</th>
<th>Duration</th>
<th>Job Titles and Number of Persons Recommended</th>
<th>Tuition or Registration (cost per person)</th>
<th>Materials and Other Costs (per person)</th>
<th>Travel and Subsistence (per person)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Total Cost
FIGURE 7

SYSTEM EXPANSION CAPABILITY AND COST

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Size/Number</th>
<th>Maximum Size/Number</th>
<th>Expansion Increments</th>
<th>Increment Cost</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRT(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printers (types)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FIGURE 8

### PURCHASE COST

**One-time Costs**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware</td>
<td></td>
</tr>
<tr>
<td>System Software (include costs for operating system, compilers, DMS, etc.)</td>
<td></td>
</tr>
<tr>
<td>Application Software</td>
<td></td>
</tr>
<tr>
<td>Facility Preparation</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>Supplies (provide estimate for one-year of equipment dependent supplies such as disk packs, ribbons, etc.)</td>
<td></td>
</tr>
<tr>
<td>Communication (data sets, modems, lines, etc.)</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**Total One-time Costs**

---

**Continuing Costs (Monthly)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Support</td>
<td></td>
</tr>
<tr>
<td>Hardware</td>
<td></td>
</tr>
<tr>
<td>System Software</td>
<td></td>
</tr>
<tr>
<td>Application Software (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Software License Fee</td>
<td></td>
</tr>
<tr>
<td>Communication (data sets, modems, line costs, etc.)</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**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
## 5 YEAR LEASE/PURCHASE COST

### One-time Costs

- **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)

- **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

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

<table>
<thead>
<tr>
<th>Application System (Name)</th>
<th>Disk Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>___________</td>
</tr>
<tr>
<td>__________________________</td>
<td>___________</td>
</tr>
<tr>
<td>__________________________</td>
<td>___________</td>
</tr>
<tr>
<td>__________________________</td>
<td>___________</td>
</tr>
</tbody>
</table>

**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.
Summary Storage Requirements for Operating System and Utilities

<table>
<thead>
<tr>
<th>System</th>
<th>Disk Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
</tbody>
</table>

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

City of Wayne Proposed Contract