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## Request for Proposal Microcomputer Equipment and Programming for the City of Gordon, Nebraska

Center for Public Affairs Research (CPAR)  
*University of Nebraska at Omaha*

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REQUEST FOR PROPOSAL

MICROCOMPUTER EQUIPMENT AND PROGRAMMING

for the  
Ashland-Greenwood Public Schools,  
Ashland, Nebraska

Prepared by:



Center for Applied Urban Research  
University of Nebraska at Omaha



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## 1.0 Introduction

### 1.1 Purpose

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

### 1.2 Submissions/Schedule

Sealed proposals will be accepted by Ms. Ann Taylor, Business Manager, Ashland-Greenwood Public Schools, 12th and Boyd Street, Ashland NE 68003, no later than 4:00 p.m. on December 2, 1983. A copy of the proposal, shall be mailed or delivered to Dr. David R. DiMartino, Center for Applied Urban Research, University of Nebraska at Omaha, Omaha, NE 68182 no later than 4:00 p.m. on December 7, 1983. All proposals shall be submitted in accordance with the conditions and instructions provided herein.

#### Schedule:

RFP release: November 1, 1983

Closing date for submissions: December 2, 1983

Oral presentations and system demonstrations: 1st week  
February 1984

Evaluation completed and vendor selected: April 1, 1984

The schedule is a guideline, and certain dates may vary somewhat from the original intentions. In no event, however, shall the deadline for proposal submissions be changed.

### 1.3 Selection Process

The selection of a computer system by the Ashland-Greenwood Public Schools will involve both objective and subjective elements. The selection process is outlined below.

#### 1.3.1 Evaluation Criteria

The following criteria will be used to evaluate all proposals: hardware, operating system, application software, hardware maintenance/support, software maintenance/support, vendor organization, and cost.

#### 1.3.2 RFP/Bids/Selection

This RFP is issued to provide interested vendors with uniform information concerning the requirements of the Ashland-Greenwood Public Schools for an automated information processing system. Vendors shall avoid

superficial marketing language and materials and focus on the actual configurations and capabilities of proposed systems. The attached forms shall be used by vendors in bidding their systems. Failure to do so may lead to rejection of proposal by the Ashland-Greenwood Public Schools.

All proposals will be evaluated by the superintendent of the Ashland-Greenwood Public Schools in consultation with the Center for Applied Urban Research. The superintendent will present his recommendation(s) to the School Board who will make the final decision regarding contract negotiation and award.

### 1.3.3 Oral Presentations/Demonstrations

If oral presentations and/or demonstrations of proposed systems are desired by the school district, these shall be arranged in advance by the consultant at a time and place convenient for school district personnel. Discussion of equipment during oral presentations/demonstrations shall be confined to the configuration and level of equipment recommended in the proposal. The discussion of applications software shall be limited to currently available systems. The presentation/demonstration is not a negotiating session. Only material in the vendor's formal written proposal will be considered, and all sessions will be limited to a maximum of two hours (unless otherwise specified by the Ashland-Greenwood Public Schools).

## 2.0 General Conditions

### 2.1 Conformity/Uniformity

All proposals shall conform with the requirements presented in this RFP and shall be submitted using the forms provided in Section 6. Failure to conform may result in rejection of proposals.

### 2.2 Additional Information/Further Contact

Although the RFP and resulting proposals are of great interest to the school district, vendors shall direct 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 school district to assist in this procurement process. Any deviation from this requirement may result in disqualification of a vendor.

## 2.3 Rights of the Ashland-Greenwood Public Schools

### 2.3.1 Right of Rejection

The Ashland-Greenwood Public Schools reserve 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 school district.

### 2.3.2 Right to Purchase From Any Source

The Ashland-Greenwood Public Schools reserve the right to purchase in part or in whole any desired equipment or services from any source or sources.

### 2.3.3 Rights to Submitted Materials

All proposals, responses, inquiries, or correspondence relating to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by vendors shall become the property of the Ashland-Greenwood Public Schools when received. The school district 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.

### 2.3.4 Contract

The Ashland-Greenwood Public Schools reserve the right to require a performance based contract or other performance guarantee from the selected vendor. The school district will base payment for the system on system performance.

## 2.4 Liability and Insurance

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

## 2.5 Price Protection

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

If a price on a piece of hardware or software is reduced by the vendor during the term of this proposal, the same shall be made immediately available to the school district, and

the school district and its consultant shall be notified in writing by the vendor within 10 days.

#### 2.6 Funding Out Clause

Vendors shall signify their willingness to accept a clause in the contract providing that in the event the school district'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 school district.

#### 2.7 Delivery Date

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

#### 2.8 Maintenance/Support

Vendors shall state their hardware and software maintenance policies. They shall also specify the names and addresses of all service organizations that will provide maintenance of all equipment and operating and application software proposed herein. Vendors shall also specify the maximum response time for all services. The response time quoted shall be the maximum time to elapse between the time a call for service is made and a service response occurs. Vendors shall also indicate whether service is on-site by vendor representatives, via telecommunications, or will require that malfunctioning equipment or software be delivered by the school district to the vendor's service location. This information is to be provided on Form 4.

#### 2.9 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 Ashland-Greenwood Public Schools as stated herein.

If, after installation of the system, any additional equipment or software is necessary to meet the school district's requirements, the vendor shall provide this equipment or software without claim for additional payment. The successful vendor shall be obligated to provide a system that meets all guarantees in his proposal for the price contained

therein and one that operates effectively and to the satisfaction of the school district.

### 3.0 Proposal Format

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

Proposals shall include the following elements.

#### 3.1 Vendor Identification

Vendors shall identify themselves and provide a list of current users of their systems on Form 1 (see section 6 of this RFP).

#### 3.2 Application Software

- 3.2.1 Furnish narrative description, including principal functions and outputs for the application software package in each functional area (Form 2).
- 3.2.2 Specify cost by application, including license or other fees (Form 2).
- 3.2.3 Identify computer language(s) in which applications are or will be written (Form 2).
- 3.2.4 Identify and provide names and telephone numbers of contact persons in school districts, local governments, or small businesses in which the proposed application software is installed and supported by the vendor (Form 1).
- 3.2.5 Specify conditions of use, i.e., restrictions, proprietary rights, etc. (Form 2).

#### 3.3 Hardware

- 3.3.1 Describe proposed equipment configuration (Form 3).
- 3.3.2 Provide names and telephone numbers of contact persons in school districts, local governments, or small businesses in which identical or nearly identical systems are installed and supported by the vendor (Form 1).
- 3.3.3 Provide purchase cost itemized by equipment device (Form 3).

#### 3.4 Maintenance/Support

Specify information related to both hardware and software maintenance and support (Form 4).

#### 3.5 Training

Be able to provide training in system operation and specify the nature and extent of training programs, and the cost,



duration, and location of programs, and the qualifications of trainer(s) (Form 5).

#### 4.0 Ashland-Greenwood Public Schools

##### 4.1 Size

Ashland-Greenwood Public Schools (Saunders County Public School District #1) are located in Ashland, Nebraska midway between Omaha and Lincoln. The schools operate in three separate buildings, with the administrative offices located in the Ashland Elementary Building. The school district employs 56 teachers, and its full staff total 125. Approximately 800 students attend schools in the district, and enrollments are stable.

##### 4.2 Administration

The Ashland-Greenwood Public Schools operate under the direction of a school superintendent. He will have general responsibility for oversight of the implementation and future operation of the proposed EDP system.

##### 4.3 Functions

The Ashland-Greenwood Public Schools employ a business manager who handles the finance and personnel functions of the district. The district's annual budget is approximately \$2,200,000.

The school district currently accomplishes its data processing and financial management functions manually and through use of computerized reporting provided by Educational Service Unit No. 10 located in Kearney, Nebraska. The school district forwards materials to its service bureau, and the time lag between submission of materials and receipt of reports results in accounting balances being 30 to 60 days out-of-date.

The following functions are automated through the service bureau.

- a. Payroll (monthly for 125 employees, including adjunct personnel).
- b. Budgetary accounting (one general fund)
- c. Accounts payable (100 checks per month)
- d. Vendor ledger
- e. General fund accounting.

In addition, a number of administrative functions are currently performed manually. These include:

- a. Personnel record-keeping, including retirement, "verification of service," insurance, and evaluation records

- b. Student records, including approximately 800 current records and records of graduates for the previous five years. Information includes attendance, grades and grade point average, class rank, ACT scores, and immunization records
- c. Bus route and bus maintenance scheduling
- d. Investment management
- e. Library inventory, with 10,000 volumes in two locations
- f. School census, including 1,200 families in two counties, polled by telephone over a two-month period each year
- g. School lunch accounting.

## 5.0 System Requirements

This section of the RFP is intended to assist vendors to structure proposals appropriate to the specific needs of the school district. Sufficient processing power, mass storage, and peripheral devices shall be available to serve all required activities efficiently and economically. If the selected system fails to perform according to the school district's requirements and if this failure is determined to be the fault of the vendor, the vendor shall provide all enhancements or additions required for effective performance at no cost to the school district.

### 5.1 System Constraints

#### 5.1.1 Personnel Considerations

The desired system shall be capable of being operated by existing personnel. User operator training will be required.

Programming changes or modifications shall be documented and capable of accomplishment by the original providing vendor.

#### 5.1.2 File Protection and History

In order to safeguard data files, provision must be made by the vendor for a daily system back-up, e.g., copying all files to a machine sensing medium that can be stored in a different location.

#### 5.1.3 File Security

All computer files shall be accessible in an interactive mode using CRT's. The vendor shall provide security on the system to guard against access to data by unauthorized persons and unauthorized changes to existing data. Such security provisions shall include both hardware and software "lockouts" as well as effective auditing procedures.

#### 5.1.4 Modularity

The proposed system must have the capability for expansion. Increased processing, printing, and mass storage capabilities and networking ability may be needed for future applications. The proposal shall address the means and extent of system expansion in each of these areas.

#### 5.1.5 Data Management

Vendors shall propose data base management and/or file management programming with their proposed systems, describing this programming in full.

### 5.2 System Hardware

The proposed system hardware configuration shall provide for an on-line, real time operation with user operating capabilities. Disk must be the primary mass storage medium. The forms in Section 6 of the RFP must be used to specify all hardware characteristics, including ROM and RAM capacities, storage (disk) capacities, 8, 8/16, or 16 bit architecture, etc.

Suggested guidelines for the system are a minimum of 64K of main memory, dual floppy disk drives for data storage, one video monitor, and one dot matrix printer. The actual configuration of the system, however, shall be recommended by the vendor and be based on his proposed system's capabilities and the school district's file, record, and data processing requirements.

### 5.3 Operating System

The proposed system must have an operating system that supports the requirements listed under hardware, e.g., on-line, real time, and interactive. The system shall have a data/file management capability. The Ashland-Greenwood Public Schools prefer that the proposed system use one of the more common operating systems or have the capability to do so, although this is not a requirement.

The operating system and programming languages supported by the hardware must be specified.

### 5.4 Application Software

#### 5.4.1 General

The development, installation, and performance of the application software are the most important elements of the proposed system. System acceptance and payment will be based on the performance of the initial application software system.

### 5.4.2 Functions

Proposed systems must provide programming in the following major functional areas: financial management, payroll, and personnel. The school district is considering the addition of student records and school census files at a later date, so vendors shall include this element in their proposals if available.

#### a. Financial Management

An integrated financial management system designed around a general ledger accounting subsystem is the school district's first priority requirement. The system shall be capable of encumbrance accounting and conform to accepted governmental accounting standards.

The system shall be transaction oriented, i.e., an entered transaction must not only update the file against which the transaction is made but all other affected files or subsystems.

The system shall be a governmental fund accounting program and include but not necessarily be limited to the following subsystems:

- Budgetary accounting
- Accounts receivable
- Accounts payable
- General ledger accounting.

#### b. Other Functions

Programming in the following functional areas is also of high priority to the school district. Vendors shall propose programming in each of the following areas:

- (1) payroll
- (2) personnel records
- (3) spreadsheet capability.

#### c. Future Functions

Vendors with appropriate software should also specify the nature and cost of programming for the following functions since these functions may be added to the system in the near future:

- (1) student records
- (2) school census.

### 5.5 System Acquisition

Vendors shall submit their proposals based on (1) outright purchase by the school district and (2) lease-purchase over two years. Form 3 in the Appendix shall be completed based on (1) outright purchase and vendors shall explain their terms and costs for (2) lease purchase over two years on a supplemental page that they will attach to Form 3.

**Section 6.0**

**Forms Required for Proposal Submission**

FORM 1  
GENERAL INFORMATION

Organization Submitting Proposal

Organization name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Current System Users (school districts, local governments, or small businesses\*):

User 1 - Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Configuration: \_\_\_\_\_

User 2 - Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Configuration: \_\_\_\_\_

User 3 - Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Configuration: \_\_\_\_\_

User 4 - Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Configuration: \_\_\_\_\_

\*Users listed should have systems comparable to the system herein proposed.  
(Use separate page to list additional users.)

FORM 2

SOFTWARE INFORMATION BY FUNCTION

Vendors shall complete one copy of Form 2 for each software package required: Integrated Financial Management System, Spread Sheet, Payroll, Personnel Records, and Utility Billing.

Function \_\_\_\_\_

Name of package: \_\_\_\_\_  
(If more than one package or subsystem, use additional forms.)

Source/Vendor: \_\_\_\_\_

Functions included and description: (attach sample screens)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Programming language: \_\_\_\_\_

RAM required to operate: \_\_\_\_\_

Record capacity: \_\_\_\_\_

Peripheral devices required to operate: \_\_\_\_\_  
\_\_\_\_\_

Documentation (type and brief description—attach samples):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost (purchase price only): \$ \_\_\_\_\_

FORM 3

HARDWARE CONFIGURATION

Equipment Manufacturer/Model #: \_\_\_\_\_

	<u>Immediate Costs</u>	<u>Expansion Costs</u>
Memory (CPU):		
a) Proposed RAM capacity: _____	\$ _____	
b) Expansion increments: _____		(\$ _____)
c) Maximum RAM: _____		(per increment)
d) ROM capacity: _____		
e) 8, 8/16, or 16 bit system?: _____		
f) Operating system: _____		
g) Other operating system capabilities: _____		

Storage (disk drives):		
a) Model name/#: _____		
b) Floppy disk(s) proposed: _____	\$ _____	
(1) bundled? _____		
(2) diskette type/capacity: _____		
(3) min./max. number drives: _____		
(4) cost per expansion drive: _____		\$ _____
c) Hard disk proposed: _____	\$ _____	
(1) bundled? _____		
(2) capacity: _____		
(3) min./max configuration: _____		
(4) cost per expansion drive: _____		\$ _____
d) RAM required to operate: _____		
(1) floppy drive: _____		
(2) hard drive: _____		

Monitor:	
a) Model name/#: _____	\$ _____
b) Columns: _____	
c) Rows: _____	
d) Color: _____	

Printer:	
a) Model name/#: _____	\$ _____
b) Speed (cps or lpm): _____	
c) Type (matrix, other): _____	
d) RAM required to operate: _____	

Networking Ability (explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Single or Multi-user: \_\_\_\_\_

Compatibility (with other micros): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Documentation:	
a) System assembly: _____	\$ _____
b) User guide(s): _____	\$ _____
c) Language(s): _____	\$ _____

Proposed back-up method (specify): _____	\$ _____
_____	

TOTAL FOR PROPOSED HARDWARE \$ \_\_\_\_\_



FORM 4A

MAINTENANCE INFORMATION: HARDWARE

Organization providing maintenance:

Organization name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Operating hours of maintenance program: \_\_\_\_\_

Typical response time for maintenance call: \_\_\_\_\_

Type of maintenance program: \_\_\_\_\_

Devices covered: \_\_\_\_\_

Monthly cost:	Memory (CPU):	\$ _____	Annual cost:	Memory (CPU):	\$ _____
	Storage (disk):	\$ _____		Storage (disk):	\$ _____
	Monitor:	\$ _____		Monitor:	\$ _____
	Printer:	\$ _____		Printer:	\$ _____
	Total:	\$ _____		Total:	\$ _____

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Vendor's recommended hardware maintenance (type, device, cost): \_\_\_\_\_

## FORM 4B

## SUPPORT INFORMATION: SOFTWARE

Organization providing software support: \_\_\_\_\_

Organization name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Operating hours of maintenance/support: \_\_\_\_\_

Typical response time for support call: \_\_\_\_\_

Software applications covered: \_\_\_\_\_

Type of support offered (e.g., user assistance,  
program modification, replacement,  
debugging, etc. (Please describe.): \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ Annual cost: \$ \_\_\_\_\_  
(per application) (per application)

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Vendor's recommended software support (type, application, cost): \_\_\_\_\_

## FORM 5

## TRAINING INFORMATION

Vendor should describe below the type and extent of training in system operation and in use of application programs and also provide cost per training element.

Training Element (describe):	Location	Duration:	Cost per Element:
			Total Cost \$ .....