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Request for Proposal Automated Data Processing Equipment and Software for the Papio Natural Resources District

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REQUEST FOR PROPOSAL

AUTOMATED DATA PROCESSING
EQUIPMENT AND SOFTWARE
FOR THE
PAPIO NATURAL RESOURCES DISTRICT

Prepared by:
Dr. David R. DiMartino



Center for Applied Urban Research
University of Nebraska at Omaha



July, 1984

PAPIO NATURAL RESOURCES DISTRICT REQUEST FOR PROPOSAL

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 Papio Natural Resources District. In order to receive consideration, a proposed system must meet the requirements of the Papio Natural Resources District as herein described.

1.2 Submissions/Schedule

Sealed proposals in duplicate (2 copies) will be accepted by Mr. Jerry Wehrspann, General Manager, Papio Natural Resources District, 3015 Menke Circle, Omaha, NE 68134 no later than 4:30 p.m. on September 7, 1984. All proposals shall be submitted in accordance with the conditions and instructions provided herein.

Schedule:

RFP release: August 6, 1984
Closing date for submissions: September 7, 1984
Oral presentations and
system demonstrations: October, 1984
Evaluation completed and
vendor selected: November, 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 Papio Natural Resources District 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, training, 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 Papio Natural Resources District 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 Papio Natural Resources District.

All proposals will be evaluated by the general manager and staff of the Papio Natural Resources District in consultation with the Center for Applied Urban Research. The manager will present his recommendation(s) to the Papio NRD Board who will make the final decision regarding contract award.

1.3.3 Oral Presentations/Demonstrations

If oral presentations and/or demonstrations of proposed systems are desired by the Papio Natural Resources District, these shall be arranged in advance by the consultant at a time and place convenient for Papio NRD 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 Papio NRD).

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 Papio Natural Resources 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 Papio NRD to assist in this procurement process. Any deviation from this requirement may result in disqualification of a vendor.

2.3 Rights of the Papio Natural Resources District

2.3.1 Right of Rejection

The Papio Natural Resources District reserves the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in their best interest.

2.3.2 Right to Purchase From Any Source

The Papio Natural Resources District reserves 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 Papio Natural Resources District when received. The Papio NRD 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 Papio Natural Resources District reserves the right to require a performance based contract or other performance guarantee from the selected vendor. The Papio NRD will base payment for the system on system performance.

The selected vendor will be required to execute a contract written for and by the Papio Natural Resources District. All proposals must contain a statement indicating the vendor's willingness to accept a Papio NRD 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.

2.4 Liability and Insurance

The selected vendor shall save and hold the Papio Natural Resources 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 Papio Natural Resources 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 Papio Natural Resources District, and the Papio NRD 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 Papio Natural Resources 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 Papio NRD.

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 Papio Natural Resources 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 Papio Natural Resources 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 Papio Natural Resources District as stated herein.

If, after installation of the system, any additional equipment or software is necessary to meet the Papio Natural Resources 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 Papio NRD.

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 (Forms 2 and 3).
- 3.2.2 Specify cost by application, including license or other fees (Forms 2 and 3).
- 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 other natural resources 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 (Forms 4A and 4B).
- 3.3.2 Provide names and telephone numbers of contact persons in other natural resources 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 (Forms 4A and 4B).

3.4 Maintenance/Support

Specify information related to both hardware maintenance (Form 7) and software support (Form 8).

3.5 Training

Be able to provide training in system operation and applications programming, and specify the nature and extent of training programs, and the costs, duration, and location of programs, and the qualifications of trainer(s) (Form 9).

4.0 Papio Natural Resources District

4.1 Location and Operation

The Papio Natural Resources District is one of 24 resources districts in Nebraska. The jurisdiction of the Papio NRD encompasses approximately 1,000 square miles in Douglas, Sarpy, Washington, and part of Dodge Counties in Nebraska.

The Papio Natural Resources District operates out of four separate office locations. The district headquarters office, located in Omaha, NE is the only office location for which an automated system is being considered. The Papio NRD operates with 25 full-time staff, approximately half of whom are engineering/water resource personnel.

4.2 Administration

The Papio Natural Resources District operates under direction of a general manager. He will have general responsibility for oversight of the implementation and future operation of the proposed EDP system.

4.3 Functions

The Papio Natural Resources District's primary functions are to protect, manage, and develop the soil, water, forest, and wildlife resources of its basin area. The NRD's seven major program areas include: erosion prevention and control, flood prevention and control, pollution control, water supply, forestry and range management, drainage, and recreation and wildlife development. Within that context, the NRD wishes to automate both its office administration and its engineering/resource planning functions.

4.3.1 Office Administration

An administrative secretary and bookkeeper work with the general manager to perform finance and personnel

functions of the district. The district's annual budget is approximately \$2.6 million.

The Papio Natural Resources District currently accomplishes its data processing and financial management functions manually and through the use of computerized reporting provided by a private service bureau. The district forwards materials to its service bureau and receives reports after a time lag of several days. Service bureau reports include general fund accounting, budgetary accounting, accounts receivable, accounts payable, and payroll. In addition, the Douglas County Data Processing Department is employed to maintain a file of time records (for payroll) and of equipment (by identification number). All other record-keeping is currently handled manually.

The Papio Natural Resources District currently operates a word processing system. The system consists of two "No Problem" Lanier work stations with dual floppy disk drives and a shared Qume printer. The system was acquired in 1980 and the district is considering upgrading or replacing the system within the next three years. (See section 5.5.2, item d., below).

While expandability of files is essential, information relevant to current office administration is listed here.

- a. Budgetary accounting
 - 50 expenditure funds
 - 150 to 175 project accounts (line items)
- b. Accounts receivable
 - 70 utility (water) accounts
 - monthly billing
 - \$3,000 to \$8,000 in revenues each month
- c. Accounts payable
 - 1,000 purchases per month
 - 250 to 300 vendor checks per month
- d. Payroll
 - bi-weekly and quarterly
 - 25 employees (salaried and hourly; biweekly), and 21 directors (quarterly)
 - Six deductions - regular and overtime pay
- e. Inventory
 - 24 vehicles
 - 40 pieces of large equipment

4.3.2 Engineering/Resource Planning

The director of project services is in charge of the engineering/resource planning functions performed by the Papio Natural Resources District.

The district currently maintains several data files and handles several calculations manually. The data files include: precipitation volumes from approximately 35 sites, ground water levels from eight different sites, and stream stages from 36 sites. The manual calculations include cut and fill calculations, hydraulic and structural design for pipes, curve analysis for levee use, watershed runoff computations, open channel hydraulics, and indexing of data and collection points.

The district uses the Douglas County Data Processing Department (IBM 3031) for automated operation of the COGO (coordinate geometry/traverse closure) and HEC 2 (water surface profile) models. It also acquires information as needed from the Corps of Engineers, Soil Conservation Service, and Natural Resources Commission.

5.0 System Requirements

This section of the RFP is intended to assist vendors to structure proposals appropriate to the specific needs of the Papio Natural Resources 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 Papio NRD'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 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 backup, 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 vendor shall describe and be prepared to demonstrate the proposed system's networking ability (Form 6). By networking is meant the tie-in among individual work stations so that all work stations have interactive access to all files located on a common storage medium, such that each work station can access, modify, update, and perform other functions on all files in the data base while retaining full data base integrity.

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 The Approach to Acquisition

The Papio Natural Resources District has decided to use a phased approach to system acquisition. At the present time, the district is soliciting bids for a two work station system--the first station for use in office administration and the second for use by engineering/resource planning. The work stations must be compatible, but may be independent or linked at this stage. (See section 5.3).

The current solicitation is the first of several stages planned over the next several years to build an integrated multi-user system. The ultimate size of the planned multi-user system is conceived at this time to be a seven user (work station) system, incorporating additional, as yet undefined, engineering functions. Thus, one issue of critical concern to the district is the expandability of the solicited system to a multi-user system. Vendors shall

describe in detail method(s) of expansion, hardware and software requirements and costs for expansion, and limitations, if any (Form 5A or 5B).

An additional issue of concern is the ability to access external data bases from one or more of the following: Corps of Engineers, Soil Conservation Service, Natural Resources Commission, and private consultants. This second concern should be addressed explicitly in the vendor's proposal. Vendors shall describe in detail methods, hardware and software requirements and costs, and limitations, if any, to access external data bases.

5.3 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.

The Papio Natural Resources District's immediate need is for two work stations. The initial system can be configured with work stations operating independently or as a single multiuser system. However, the NRD's system needs will ultimately include as many as seven work stations (see 5.2 above). Therefore, the proposed system shall be expandable or convertible to a multi-user system.

The current system shall have two work stations (CRT's), each with dual floppy and/or single hard disk(s), and two printers--one a matrix printer and the second a matrix/correspondence quality printer. One of the work stations must also have telecommunications capability to link to external data bases.

The actual configuration of the system, (required memory per work station or system memory and disk capacity), however, shall be recommended by the vendor and be based on his proposed system's capabilities and the Papio Natural Resources District's file, record, and data processing requirements. Refer to other sections of this RFP or contact the consultant for these requirements.

5.4 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 Papio Natural Resources District prefers 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.

5.5 Application Software

5.5.1 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.

5.5.2 Functions

Proposed systems must provide programming in the following major functional areas, and specified on Forms 2 and 3.

a. Financial Management

An integrated financial management system designed around a general ledger accounting subsystem is the Papio Natural Resources 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 (for water billing and other receivables)
- Accounts payable
- General ledger accounting
- Project cost accounting.

b. Other Office Management Functions

Programming in the following functional areas is also of high priority to the Papio Natural Resources District. Vendors shall propose programming in each of the following areas:

- Payroll/personnel
- Data base/file management
- Spreadsheet capability.

c. Engineering/Resource Planning

The Papio Natural Resources District intends to acquire only selected in-house engineering software. Other data will be accessed via telecommunication linkages to agencies and/or service bureaus. The reason for this approach is that certain programs are used only on an occasional basis and that the capability needed to operate other programs is considered excessive. Therefore, compatibility of proposed systems to other agencies' systems (cited in item 5.2 above) is of additional importance and should be addressed by the vendor.

All vendors shall specify the availability, source, cost, etc. of programming for the following functions in their proposals.

- Model for urban hydrology of small watersheds, including hydrographs, channel routing, detention, and flow characteristics (patterned after the Soil Conservation Service, Technical Release No. 55)
- Model of coordinate geometry/traverse closure for surveys, road design, etc. (COGO or COGO-like)
- Model of earthwork to compute cut and fill soil volume calculations
- Model to calculate the cross-sectional hydraulic characteristics of a natural channel.

If third party software is specified for engineering functions, full details of that programming must be specified.

d. Word Processing/Graphics

Vendors should also specify the availability and cost of word processing programming. The district may consider acquisition of such programming immediately or at a later date (see section 4.3.1). Vendors should allow for the trade-in of currently used word processing equipment, if relevant.

5.6 System Acquisition

Vendors shall submit their proposals based on (1) outright purchase by the Papio Natural Resources District and (2) lease-purchase over two years. For outright purchase vendors shall complete Form 4A in the Appendix. For lease-purchase vendors shall explain their terms and costs on a supplemental page that they will attach to Form 4A.

Forms Required for Proposal Submission

f

Section 6.0

FORM 1
GENERAL INFORMATION

Organization Submitting Proposal

Organization name: _____
Contact person: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Current System Users (local governments or other organizations*):

User 1 - Name: _____
Organization: _____
Address: _____
Telephone: _____
Configuration: _____
Software implemented: _____

User 2 - Name: _____
Organization: _____
Address: _____
Telephone: _____
Configuration: _____
Software implemented: _____

User 3 - Name: _____
Organization: _____
Address: _____
Telephone: _____
Configuration: _____
Software implemented: _____

User 4 - Name: _____
Organization: _____
Address: _____
Telephone: _____
Configuration: _____
Software implemented: _____

*Users listed on this page 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 required software package. These are: Integrated Financial Management System, Spreadsheet, Payroll/Personnel Records, Data Base File Management, Word Processing, and the four engineering functions/models.

Function _____

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

Source/Vendor Name: _____

Location: _____

Functions included
and description:
(attach sample
screens) _____

Programming language: _____

Record capacity: _____

RAM required to
operate: _____

Disk storage
requirement: _____

Peripheral devices
required to operate: _____

Documentation
(type and brief
description—
attach samples): _____

Cost (purchase price
only): \$ _____

FORM 4A

HARDWARE CONFIGURATION FOR INITIAL, IMMEDIATE SYSTEM
(Two Work Stations)

Equipment Manufacturer/Model #: _____

Single or Multi-user System: _____

	Immediate Purchase Costs	Maintenance Costs (Per Year)
--	-----------------------------	---------------------------------

Memory (CPU):

- a) Proposed RAM capacity: _____ \$ _____
- b) Expansion increments: _____ \$ _____
- c) Maximum RAM: _____
- d) ROM capacity: _____
- e) System bit size: _____
- f) Principal operating system: _____
- g) Other operating system capabilities: _____

Storage (disk drives):

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

Monitors/Work Stations:

- a) Number: _____ \$ _____ \$ _____
- b) Cost per unit: _____ (\$ _____ per unit)
- c) Model name/#: _____
- d) Columns: _____
- e) Rows: _____
- f) Color: _____
- g) Pixel configuration: _____

Printers:

A. Matrix B. Matrix/
Correspondence

- a) Model name/#: _____ \$ A. _____ \$ _____
- b) Speed: _____ B. _____ \$ _____
- c) Type (matrix, other): _____
- d) RAM required to operate: _____

Networking Ability (explain): _____

Other costs (specify): _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Documentation:

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

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

TOTAL FOR PROPOSED HARDWARE \$ _____ \$ _____

FORM 4B

HARDWARE CONFIGURATION FOR LONG-TERM EXPANDED SYSTEM
(Multi-user, Seven Work Station System)

Equipment Manufacturer/Model #: _____

	<u>Projected Expansion Costs</u>
Memory (CPU):	
a) Proposed RAM capacity: _____	\$ _____
b) Expansion increments: _____	_____
c) Maximum RAM: _____	
d) ROM capacity: _____	
e) System bit size: _____	
f) Principal operating system: _____	
g) Other operating system capabilities: _____	
Storage (disk drives):	
a) Floppy disk(s) proposed: _____	\$ _____
(1) model name/#: _____	
(2) bundled? _____	
(3) diskette type/capacity: _____	
(4) min./max. number drives: _____	
(5) cost per expansion drive: _____	
b) Hard disk proposed: _____	\$ _____
(1) model name/#: _____	
(2) bundled? _____	
(3) capacity: _____	
(4) min./max configuration: _____	
(5) cost per expansion drive: _____	
c) RAM required to operate: _____	
(1) floppy drive: _____	
(2) hard drive: _____	
Monitors/Work Stations:	
a) Number: _____	\$ _____
b) Cost per unit: _____	
c) Model name/#: _____	
d) Columns: _____	
e) Rows: _____	
f) Color: _____	
g) Pixel configuration: _____	
Printers:	
a) Model name/#: _____	\$ _____
b) Speed: _____	
c) Type (matrix, other): _____	
d) RAM required to operate: _____	
Other costs (specify): _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Documentation:	
a) System assembly: _____	\$ _____
b) User guide(s): _____	\$ _____
c) Language(s): _____	\$ _____
Proposed back-up method (specify): _____	\$ _____
_____	_____
TOTAL FOR PROPOSED HARDWARE	\$ _____

FORM 5

Form 5A or 5B must be completed to explain the expandability of the proposed system from the initial configuration (Form 4A) to the expanded configuration (Form 4B). See Sections 5.2 and 5.3 of the RFP for explanation.

FORM 5A

MICROCOMPUTER EXPANSION CAPABILITY AND COST

	<u>Cost Per Unit of Increment</u>	<u>Cost for Fully Expanded 7 Work Station System</u>
Additional Work Stations	\$ _____	\$ _____

Required Memory Enhancement	\$ _____	\$ _____

Other Additional Hardware Needs	\$ _____	\$ _____

FORM 5B

MINICOMPUTER EXPANSION CAPABILITY AND COST

Component	Minimum Size/Number	Maximum Size/Number	Expansion Increments	Increment Cost	Remarks
CPU					
Disk					
Tape					
CRT's					
Printers					

FORM 6

COMPATIBILITY AND NETWORKING OF HARDWARE
WITH OTHER SYSTEMS

Primary operating system of proposed system? _____

Capabilities of using other operating systems? _____

Capability of proposed system to interface with:

Corps of Engineers (currently using Honeywell 6620, Harris 500, and IBM PC systems)? _____

Soil Conservation Services (considering the acquisition of a new integral standard system which will operate in MS-DOS and UNIX, but currently using Harris 1650, IBM PC and XT, and Radio Shack systems)? _____

Natural Resources Commission (currently using IBM 360/370)? _____

Douglas County (currently using an IBM 3031 system)? _____

FORM 7

MAINTENANCE INFORMATION: HARDWARE

Organization providing maintenance:

Organization name: _____

Contact person: _____

Address: _____

City/State/Zip: _____

Operating hours of maintenance program: _____

Is hardware maintenance: _____ on-site, _____ depot, _____ mail-in?

Describe typical response time (per covered device) for repair: _____

Type of maintenance program: _____

Devices covered: _____

Location of closest backup system? _____

Annual cost: Memory (CPU):	\$ _____
Floppy disk drive:	\$ _____
Rigid disk drive:	\$ _____
Monitor:	\$ _____
Printer:	\$ _____
Total:	\$ _____

Vendor's recommended hardware maintenance (type, device, cost); please explain below:

FORM 8

SUPPORT INFORMATION: SOFTWARE

Organization providing software support: _____

Organization name: _____

Contact person: _____

Address: _____

City/State/Zip: _____

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

Operating hours of maintenance/support: _____

Typical response time: _____

Software applications covered: _____

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

Vendor's recommended software support (type, application, cost). Please explain below.

Non-Collusion Form

APPENDIX

4

AFFIDAVIT

State of _____

County of _____

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

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

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

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

Signature

Name _____

Company _____

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

(Notary Public or other officer authorized
to administer oaths)