

**CITY OF ALIQUIPPA
BEAVER COUNTY
581 FRANKLIN AVENUE**

***REQUEST FOR PROPOSALS
UPGRADE SOFTWARE, INSTALLATION, TRAINING, SUPPORT
TELECOMMUNICATION AND IT COMPUTER SYSTEM***

The City of Aliquippa, Beaver County, PA will take proposals for the provision, upgrading, installation, training, and support services for a complete IT management networked software system for the City operations.

Any prospective company or agency that wishes to be considered by the City of Aliquippa for the provision of comprehensive information technology software system must complete the following questionnaire and submit it along with any other supporting documentation that the company wishes to provide to the City.

BACKGROUND INFORMATION: The City of Aliquippa PA, population 9,438, 57 employees, and a \$5.2 million budget utilize a variety of hardware, software, supplemental spreadsheets and databases to support its telephone and management information system financial accounting system. The current configuration of hardware and software equipment is inadequate to support the financial operations of the City due to outdated hardware, lack of interface between work stations and outdated software applications. The City wishes to purchase a comprehensive software system and configuration package that will provide the proper interface for the voice communication, management information integration and financial/accounting management. The City requires all of the following applications and items:

In order to do so, we will need the following items:

Nine (9) telephone units' one (1) main board and eight (8) consoles and voice-over equipment

We believe that each unit (8 units) which includes installation and pertinent software.

Seven (7) computer units Windows 7 or 8, 2009 Intel Core i5 2400 CPU, 4.00 GB RAM, 64 Bit
One (1) Windows 7 2011 Intel Core i7 2400 CPU, 4.00 GB RAM (expandable), 64 Bit, double-monitors for all seven, 20-22" screens.

File server and software, Windows 7 or 8, Small Business 2011, Microsoft Exchange, Intel Core i7 4800 CPU, 4.00 GB RAM (expandable), 64 Bit, one (1) Adobe, (1) Visio Software

Assessment Hall 72" screen with computer unit with installation

Wiring, cable (estimated 200 ft.), RJ 54 jacks, labor, 3 computer tables, etc.

Training

SECTION 1. COMPANY PROFILE:

1. How long has your firm been in business?

2. How many municipal information technology installations did your firm do in 2011?_____ 2010?_____

3. How many employees does your firm employ? How many in the Beaver County area? Please list number of employees by their expertise and areas of responsibilities (i.e. tech support, accountant, software specialist, etc.)

SECTION 2. COMPANY STRUCTURE AND TECHNOLOGY

1. Does your firm have 24 hour a day telephone tech support? If not, what hours is the telephone tech support available?

2. Does your firm have skilled support personnel and trainers who have experience in municipal fund accounting set ups? Describe.

3. Do you have the ability to do remote access to the system for trouble shooting and system re-booting? Describe this service.

4. Do you have the capability to transmit reports and files via e-mail to the City in an Excel, Word, or Access format?

5. How is your software licensed and what are the costs associated with the annual licensing process (if any)? Describe the cost associated per user and the cost for expanding the system to include additional users.

6. What is the cost/charge to come on-site to provide technical support, repair and maintenance?

SECTION 3. SCHEDULE OF CONTEMPLATED WORK

1. Work will commence within _____ days of contract signing.

2. What is the general work schedule for installation of the software?

3. How many days, typically, do you have trainers on-site for each of the proposed software module installations?

4. Does your firm have a website or e-mail available to provide information to the City staff on a regular basis?

SECTION 4. SUPPORT, UPGRADES AND USER GROUP TRAINING

1. Describe your firm's technical support and the costs associated with it:

2. How are upgrades to the software provided? Is there any opportunity for users to suggest upgrades to the software?

3. Will your firm customize reports, if necessary, to meet user specifications and changes in the laws?

SECTION 5. COSTS AND BILLING

1. What is the total costs for each of the specific items listed below including installation and training:

Seven (7) computer units Windows 7 or 8, 2009 Intel Core i5 2400 CPU, 4.00 GB RAM, 64 Bit One (1) Windows 7 2011 Intel Core i7 2400 CPU, 4.00 GB RAM (expandable), 64 Bit, double-monitors for all seven, 20-22" screens.

Cost: \$ _____

Includes: _____

File server and software, Windows 7 or 8, Small Business 2011, Microsoft Exchange, Intel Core i7 4800 CPU, 4.00 GB RAM (expandable), 64 Bit, one (1) Adobe, (1) Visio Software.

Cost: \$ _____

Includes: _____

Assessment Hall 72" large screen with computer unit with installation

Cost: \$ _____

Includes: _____

Wiring, cable (estimated 200 ft.), RJ 54 jacks, labor, 3 computer tables, etc.

Cost: \$ _____

Explain: _____

Wiring, cable (estimated 200 ft.), RJ 54 jacks, labor, 3 computer tables, etc.

Training

Cost: \$ _____

List Other Modules: _____

2. Are there any additional charges for the following:

Travel _____
Postage _____
Printing (forms, training manuals, other) _____
Other _____

3. How will the City be invoiced for services? When are payments due?

4. What is the total cost of an annual maintenance agreement and what does it cover? Is an annual maintenance agreement required?

SECTION 6. REFERENCES FROM CLIENTS

1. Provide a list of references attached to this form with contact name and telephone information for at least six (6) municipal references.
2. Provide a sample contract agreement document.
3. Provide any information on other features for which your firm is capable of providing services.

SECTION 7. BIDDER - COMPANY NAME AND ADDRESS

Name: _____

Address: _____

Contact: _____

Telephone: _____ E-Mail: _____

Authorized Signature: _____

Printed Name of Signer: _____

Witness: _____

Date: _____