

RESOLUTION NO. 452

A RESOLUTION AUTHORIZING REQUEST FOR PROPOSAL FOR COMPUTER SYSTEM.


WHEREAS, the city staff has prepared a report on the above captioned subject which is attached hereto as Exhibit "A"; and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report; and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit "A", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 21st day of January, 1985, and filed with the Wilsonville City Recorder this same date.

  
A. G. "GREGG" MEYER, Mayor

ATTEST:

  
DEANNA J. THOM, City Recorder

**CITY OF WILSONVILLE**  
**MEMO**

January 16, 1985

**DATE**

TO: MAYOR AND CITY COUNCIL  
FROM: RAY SHORTEN, ACCOUNTING DIRECTOR  
RE: "REQUEST FOR PROPOSAL FOR COMPUTER SYSTEM"

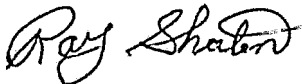
You have been provided with a rough draft of the request for proposal specifications for the proposed Computer System.

Mr. Kohlhoff has been asked to review the R.F.P. before requesting approval from Council.  
It is my understanding that Mr. Kohlhoff has completed his review.

Recommendation:

Authorize Staff to advertise for R.F.P. on Computer System per the attached proposal.  
Results of R.F.P. to be presented to Council for their action with a target date of March 4, 1985 Council Meeting.

Ray Shorten



Accounting Director

CITY OF WILSONVILLE  
**MEMO**

January 9, 1985

**DATE**

TO: Michael E. Kohlhoff  
FROM: Ray Shorten, Accounting Director  
RE: "Review of request for proposal"

Dear Mike:

Please review the attached request for proposal for Computer requisition. We would like to take this to Council for approval at the January 21, 1985 meeting.

If you have any questions, please give me a call.

Sincerely,



Ray Shorten  
Accounting Director

CITY OF WILSONVILLE  
ROUGH DRAFT OF  
REQUEST FOR PROPOSAL

City prefers a hardware/software system which functions using a distributed processing concept which allows standalone (private) processing in major departments in addition to complete shared disk storage (public) with all other departments. For example, local (private) processing in the public works department would be used for engineering applications, materials inventory and project scheduling, among others, while central (public) information such as departmental budget and payroll expense would be available to public works as well as other departments.

A preferred hardware configuration would be:

FINANCE DEPARTMENT/ADMINISTRATION

- 2 workstations each including keyboard, display, CPU with 512KB memory.
- 1 20MB shared winchester disk.
- 1 Diskette for off-line storage.
- 1 200CPS matrix printer (graphics, color).
- 1 35 CPS letter quality printer.

BUILDING/PLANNING/PUBLIC WORKS - (No Engineering Functions)

- 1 workstation with keyboard, display, CPU 512KB, with 10MB winchester disk and diskette (private).
  - 1 workstation with keyboard, display and CPU 512KB (no disk).
  - 1 200CPS matrix printer with graphics.
- Ability to connect to work stations which handle engineering programs only.
- Ability to connect Xerox Memory Writer 620 as a dummy terminal.

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## I. INTRODUCTION

### 1.1 Background Information

The City of Wilsonville is situated about twelve miles south of Portland with a population of approximately 3320. The City uses the City Council method of government with an elected Mayor. The Mayor serves as the Chief Executive Officer. The governing body is four elected Councilpersons and the Mayor.

The City operates the sewer and water utilities.

### 1.2 Current Systems

The City's current computer system is a Burroughs L-9000 system.

The software in this system allows the City to perform payroll, cash receipts, accounts payable, utility billings, and print budgetary financial statements.

All other applications performed by the City are done manually, and significant portions of the automated applications are supported by hand posted sub-systems.

The most labor-intensive applications are posting of utility receipts, preparation of payroll distributions and manual preparation of general ledger journal entires.

### 1.3 Data Processing Plan

This Request for Proposal addresses the following categories of needed applications:

Required packages which will replace the existing application software and add processing capabilities and sophistication not available on the existing system. Required packages are:

- General Ledger and Financial reporting
- Budgetary accounting and budget preparation
- Accounts payable/cash disbursements
- Cash receipts
- Utility billing
- Payroll accounting
- Word Processing
- Data Base management-Lotus (1-2-3)
- Job cost application
- Work program format

Desired packages are other applications requiring data input from other City departments in addition to the Finance department. The desired packages are for functions which are not intended for immediate implementation. The system should, however, be designed to allow for the addition of these functions. Examples of desired packages are:

- Municipal Court
- Inventory
- Data Graphic input capabilities

#### 1.4 Process for Evaluation of Bid Proposals

Proposals will be evaluated by representatives of the City.

At the option of the evaluation team, oral presentations and/or demonstrations may be scheduled to further clarify the proposals and refine the evaluations. Such presentations/demonstrations will involve screened finalist bidders.

Proposals will be evaluated using the following criteria:

- A. Equipment suitability: Including evaluation of the proposed systems processing capabilities and speeds and features (i.e. multi-tasking and multi-user capabilities), expandability, demonstrated record of reliability, warranty, equipment record for reliability, and appropriateness of the proposed system's configuration and memory to the City's data processing needs. Compatibility of the system for current and foreseeable programs, particularly those related to municipal functions.
- B. Software suitability: Software features and suitability as measured by the degree to which the proposed software meets the required and desired features detailed in the RFP. Degree to which the software needs to be modified to meet the specific accounting functions of the City. Degree to which the software has demonstrated its reliability with the specified functions. Availability of compatible software for additional municipal functions which may be added in future years.
- C. Training, Service and Support: Adequacy, availability, proximity, and timeliness of training, service and system support. The reliability of such service and support. The cost/effectiveness of such training, service and support.
- D. Price: The price of the proposed system including hardware, software, installation, initial training and support, as detailed in the RFP.

#### II. RESPONSE REQUIRED FROM THE VENDOR

1. State item by item, the mandatory requirements which can be met, as detailed in the RFP. Any possible deviation should be explained. (See attached checklist.)
2. State, item by item, the desirable features which can be met, giving any details necessary for evaluation. (See attached checklist.)
3. For the total bid price state, item by item, all costs to be incurred:

- a. Equipment
  - b. Software
  - c. Shipping, if extra.
  - d. Installation, if extra.
  - e. Manuals, if extra.
  - f. Initial training, if extra.
  - g. Equipment
  - h. Total maintenance for five (5) years.
  - i. Media conversion, if applicable.
  - j. Other costs of mandatory and desirable features as quoted.
  - k. Trade-in allowance, if applicable.
4. State the equipment warranty period. The vendor is expected to assume responsibility for all maintenance during the warranty period.
  5. State briefly what your normal maintenance agreement covers, the period of time covered, and if the cost is the same as quoted in the Total Bid Price.
  6. What preventative maintenance program do you have, and is its cost included in the Total Bid Price? If not, what is the cost and time period?
  7. State that a complete technical/operator manual for each component of the system will be supplied.
  8. State your training program and its location and length for the initial training of four (4) operators and supervisory persons, sufficient to ensure mastery of the system hardware and software provided.
  9. What delivery date can be guaranteed?
  10. The vendor must commit to the following maintenance response requirements:
    - a. Telephone response time from initial notification during business hours (8:00 a.m. to 5:00 p.m.): Four (4) hours.
    - b. Arrival on-site by maintenance personnel from time of initial notification: Six (6) working hours.
  11. The vendor should state, using the following rating system, the proposed systems capabilities for meeting the required and desired functions, features, files, output and data elements.

The following sections contain descriptions of the initial applications to be installed. In order to facilitate the evaluation of the proposed application software, the function, the reports and features have been listed with an indication as to whether the item is required or desired. Unless listed with a "D" for desired, the function, feature, file or output is required. Opposite each report, feature, or data element, a space has been provided for the vendor to make an entry indicating the following:



Vendor's  
Capability

Description

1. Proposed system provides the capability with no modifications.
2. Proposed system must be modified slightly to meet the requirement at no additional cost.
3. Proposed system must be modified and will be billed to the City at a specified amount. These amounts will be noted,
4. Proposed system provides the information required but not in the format or manner specified. Please attach explanatory material or explain your answer in the margins.
5. Will be provided with the report writer.
6. Cannot provide the capability.

III. REQUIRED APPLICATIONS

3.1 General Ledger

General Description

The general ledger system should provide records of all accounts and utilize the double entry system. The City currently maintains fifteen funds which are self-balancing and are maintained on a cash basis of accounting. A description of the funds and account groups are as follow:

General Fund

Special Revenue Funds:

Road Fund  
Park Fund  
Federal Revenue Sharing Fund  
Street Lighting Fund  
Other Miscellaneous Funds

Debt Service Funds

Enterprise Funds:

Sewer Fund  
Water Fund

Special Assessment Funds

Capital Projects Funds:

System Development

Required Functions

- \_\_\_ Provide trial balance for each fund
- \_\_\_ Provide detail transaction registers

- \_\_\_ Provide an audit trail of transactions from the posting source
- \_\_\_ Provide account balance inquiry
- \_\_\_ Ensure that debits and credits are equal
- \_\_\_ Allow journal entry changes to ledger accounts
- \_\_\_ Update transactions automatically from other systems
- \_\_\_ Allow validation of account codes
- \_\_\_ Provide error reporting

#### Key Inputs

- General journal entries
- Cash disbursements, accounts payable
- Cash disbursements, payroll
- Cash receipts

#### Key Files

- \_\_\_ General ledger master
- \_\_\_ Chart of accounts

#### Key Outputs

- \_\_\_ General ledger trial balance
- \_\_\_ Transaction register
- \_\_\_ Chart of accounts listing

### 3.2 Budgetary Accounting and Budget Preparation

#### General Description

The primary purpose of the budgetary accounting system is to maintain accurate data concerning all budgeted appropriations and estimated revenues and provide a tool for orderly budget preparation. The system should provide detail of the line-item budget by individual accounts and interface to the general ledger system to provide current balances for budget reports.

#### Required Functions

- \_\_\_ Provide a budget preparation package
- \_\_\_ Provide data for individual account inquiries

- \_\_\_ Interface to the general ledger system
- \_\_\_ Allow maintenance of budget data
- \_\_\_ Allow revision of budget data

Key Inputs

- Interfund transfers
- Corrections and revisions
- Appropriations
- Expenditures, general ledger system

Key Files

- \_\_\_ Budget data files

Key Outputs

- \_\_\_ Budget worksheets
- \_\_\_ Adopted budget report
- \_\_\_ Budget detail report

3.3 Accounts Payable and Cash Disbursements

General Description

This system should provide for the processing of all vendor invoices. The system should accept coding which will schedule payment of invoices in an orderly and timely manner. The cash disbursements system should provide for computer check writing in payment of accounts payable and should produce periodic reports of cash disbursements and related distributions.

Required Functions

- \_\_\_ Print vendor checks
- \_\_\_ Provide multiple fund distribution
- \_\_\_ Summarize cash requirement
- \_\_\_ Allow user to select claims for payment by due date
- \_\_\_ Print open listing of payables by fund, due date or by vendor
- \_\_\_ Interface to general ledger system

- \_\_\_ Maintain vendor data to process invoices
- \_\_\_ Provide distribution reports
- \_\_\_ Allow for the input of manually written checks
- \_\_\_ Process recurring charges
- \_\_\_ Automatic reconciliation of checks

Key Files

- \_\_\_ Vendor master file
- \_\_\_ Accounts payable transaction file
- \_\_\_ Accounts payable subsidiary file

Key Inputs

- Vendor invoices
- Manual checks

Key Outputs

- \_\_\_ Vendor checks
- \_\_\_ Cash requirements reports
- \_\_\_ Check register
- \_\_\_ Vendor master list
- \_\_\_ Accounts payable distribution
- \_\_\_ Vendor history reports
- \_\_\_ Outstanding check list

Accounts Payable Requirements

The accounts payable system will be used to process and record vendor invoices, distribute the invoice amounts to the proper accounts, and to prepare checks. The accounts payable system will also maintain the vendor master file and will interface with the general ledger system.

Vendor's  
Capability

Reports

- \_\_\_ 1. Vendor Master List- Shows all valid vendors with following elements:

- \_\_\_\_\_ a. Report title
- \_\_\_\_\_ b. Report date
- \_\_\_\_\_ c. Vendor number
- \_\_\_\_\_ d. Vendor name
- \_\_\_\_\_ e. Vendor address-line 1
- \_\_\_\_\_ f. Vendor address-line 2
- \_\_\_\_\_ g. City, state, zip code
- \_\_\_\_\_ h. Year to date disbursements
- \_\_\_\_\_ i. Vendor type
- \_\_\_\_\_ j. Vendor terms
- \_\_\_\_\_ k. Date of last transaction
- \_\_\_\_\_ l. Option to sequence the report by vendor number or alphabetically

\_\_\_\_\_ 2. Transaction Register - Lists all invoices, debit/credit memos, adjustments and manual checks entered by transaction type with the following elements:

- \_\_\_\_\_ a. Report title
- \_\_\_\_\_ b. Report date
- \_\_\_\_\_ c. Vendor number
- \_\_\_\_\_ d. Vendor name
- \_\_\_\_\_ e. Voucher number
- \_\_\_\_\_ f. Invoice number
- \_\_\_\_\_ g. Invoice description
- \_\_\_\_\_ h. Transaction code
- \_\_\_\_\_ i. Invoice date
- \_\_\_\_\_ j. Transaction date
- \_\_\_\_\_ k. Invoice amount
- \_\_\_\_\_ l. Discount amount
- \_\_\_\_\_ m. Sales tax amount
- \_\_\_\_\_ n. Freight amount
- \_\_\_\_\_ o. Due date
- \_\_\_\_\_ p. Check number (for manual checks)

- \_\_\_ q. Check date
- \_\_\_ r. PO number
- \_\_\_ s. PO item
- \_\_\_ t. Account number

Features

Vendor's  
Capability

Features

- \_\_\_ 1. Validates the vendor number, account number at the time of entry.
- \_\_\_ 2. Automatic balancing of invoice amount to invoice distribution at the time of entry.
- \_\_\_ 3. Displays the vendor name when the vendor number is entered to provide visual certification of the vendor numbers.
- \_\_\_ 4. Provides for partial payment of an invoice.
- \_\_\_ 5. Pays all invoices scheduled for payment unless the invoice is "held" by posting a hold payment code for the invoice, or for all invoices to the vendor.
- \_\_\_ 6. Omits printing a check for an open invoice where a credit memo has been posted that zeroes the invoice, and be purged from the file after the next check cycle.
- \_\_\_ 7. Provides for duplicate invoice screening.
- \_\_\_ 8. Allows the user to post a check number and check date for an open invoice that is paid manually.
- \_\_\_ 9. Combines all open invoices on a single check to the same vendor.

3.4 Cash Receipts

General Description

The cash receipts system should provide the detailed control of all cash received and allow the daily processing of cash transactions. The system should interface to the general ledger and post the account distribution totals automatically. Cash is received daily at City Hall from various sources. Utility billing receipts comprise a majority of the cash received each day.

The system should provide space to code various types of other miscellaneous cash receipts and produce periodic revenue reports.

Required Functions

- \_\_\_ Provide revenue reports, listings and cash reports
- \_\_\_ Provide a daily cash received listing for balancing
- \_\_\_ Interface to the utility billing system and post customer accounts
- \_\_\_ Provide audit trail from source receipt document
- \_\_\_ Allow posting of receipts other than utility receipts
- \_\_\_ Allow multiple revenue account distribution for all receipts

Key Files

- \_\_\_ Customer master (utility billing)
- \_\_\_ Transaction file

Key Inputs

- Utility billing
- Miscellaneous cash receipts

Key Outputs

- \_\_\_ Daily cash journal
- \_\_\_ Monthly revenue report

3.5 Payroll Accounting

General Description

The City operates a monthly payroll for all employees and uses a mid-month draw. Payroll consists of salaried and hourly employees. Various rates are used to calculate pay for hourly employees, and salaried employees are on an exception basis.

Required Functions

- \_\_\_ Create employee paycheck
- \_\_\_ Maintain data necessary to process payroll
- \_\_\_ Provide for quarterly and yearly state and federal reports
- \_\_\_ Provide labor distribution reports

- \_\_\_ Interface to the general ledger
- \_\_\_ Provide for tax calculation and deductions for federal, state and local taxes
- \_\_\_ Provide workers compensation reporting
- \_\_\_ Provide adjustment capabilities
- \_\_\_ Allow maintenance of employee data
- \_\_\_ Provide ten or more deductions
- \_\_\_ Integrate sick leave, vacation accrual and overtime accrual recordkeeping (D)
- \_\_\_ Calculate benefits deduction using master file data

Key Files

- \_\_\_ Employee master file
- \_\_\_ Payroll transaction files

Key Inputs

- Employee pay slips
- Data contained in employee master (exception basis)
- Employee master set-up or change

Key Outputs

- \_\_\_ Employee checks
- \_\_\_ Deduction report
- \_\_\_ Payroll distribution by funds
- \_\_\_ FICA report
- \_\_\_ Retirement report
- \_\_\_ Workers compensation report
- \_\_\_ Unemployment quarterly report
- \_\_\_ Federal withholding quarterly reconciliation
- \_\_\_ Retirement annual report
- \_\_\_ FICA annual report



### 3.6 Utility Billing

#### General Distribution

The utility billing system comprises the receivable and billing system for the City sewer and water system, and street lighting. There are approximately 1300 residential accounts, and 200 commercial accounts.

#### Required Functions

- \_\_\_ Prepare a single combined billing for each customer
- \_\_\_ Post customer payments to individual accounts
- \_\_\_ Provide for partial payments from customers
- \_\_\_ Provide sales summaries by class of customer
- \_\_\_ Provide customer aged trial balances
- \_\_\_ Provide past due notification
- \_\_\_ Provide inquiry of customer account balances
- \_\_\_ Provide for narrative on customer statements
- \_\_\_ Ability to bill a total of six (6) separate billings
- \_\_\_ Maintain customer history
- \_\_\_ Interface to general ledger system
- \_\_\_ Provide validation of customer account data
- \_\_\_ Provide error reporting

#### Key Files

- \_\_\_ Customer master file
- \_\_\_ Transaction files
- \_\_\_ Usage and history files

#### Key Inputs

- \_\_\_ Customer set up and change
- \_\_\_ Meter reading sheets/data

#### Key Output

- \_\_\_ Customer billings and past due notifications
- \_\_\_ Utility sales reports

- Customer usage reports by classification
  - Residential
  - Commercial
  - Industrial
  - Irrigation
- Customer master listing
- Customer mailing labels
- Customer account inquiry

### 3.7 Word Processing

Word processing is a required function of the proposed system. It will potentially be used by all departments in processing correspondence, reports, meeting minutes, etc.

#### Features

Please indicate whether the word processing capability included in your proposal has the following features. Attach additional descriptive information to support your answers if necessary.

- Automatic repagination
- Document level control
- Insert information
- Replace information
- Underscore
- Decimal alignment
- Right margin justification
- Automatic right and left margin adjust
- Search and replace
- Automatic hyphenation
- List merge
- Move text
- Vertical scroll
- Automatic centering
- Variable margins within a document
- Variable line spacing within a document
- Automatic page numbering
- Sentence move/copy
- Full page display
- Internal time clock

- \_\_\_ Word processing software developed by the hardware vendor
- \_\_\_ Word processing software supported by the hardware vendor
- \_\_\_ Can read a name and address file created by an application program and use the name and address in letters where the text of the letter has been keyed using the word processing software
- \_\_\_ Internal spelling dictionary
- \_\_\_ Data processing screens can be used for word processing
- \_\_\_ Ability to enter documents while printing a previously entered document
- \_\_\_ Bold facing
- \_\_\_ Automatic indentation of a complete block of text
- \_\_\_ Automatic file sort
- \_\_\_ Displays page contents by specifying the page number (without) having to start at the beginning of the document and skip each page.

#### Display screen

- \_\_\_ Black on white
- \_\_\_ White on black
- \_\_\_ White on green
- \_\_\_ Black on green
- \_\_\_ Variable brightness
- \_\_\_ No. of lines/screen
- \_\_\_ No. of characters/line
- \_\_\_ No. of characters/screen
- \_\_\_ Distance from CPU

#### Printer

- \_\_\_ Printer speed in CPs
- \_\_\_ Interchangable type fonts
- \_\_\_ Characters/line
- \_\_\_ Optional sheet feeder
- \_\_\_ Ability to start/stop printer without loss of text or position
- \_\_\_ Automatic line spacing of 2,3,4, and 6 lines/inch
- \_\_\_ Automatic stop at end of ribbon

#### IV. DESIRED APPLICATIONS

##### 4.1 Municipal Court

###### General Description

The municipal court hears cases for parking violations, traffic citations, misdemeanors and other complaints.

Case volume is small, however, a system which provided for the entry of key data from the citation or violation would be useful in case management. Bail registers should be created to balance cash transactions. Docket numbers will be assigned along with dates to appear in order to produce notices automatically.

###### Required Functions

- \_\_\_ Produce bail register
- \_\_\_ Key all documents by:
  - \_\_\_ Docket No.
  - \_\_\_ Violation, citation or other reference number
  - \_\_\_ Defendants name
- \_\_\_ Print notices for:
  - \_\_\_ Set-over
  - \_\_\_ Failure to appear
  - \_\_\_ Suspensions
  - \_\_\_ Other
- \_\_\_ Print daily calendar of cases
- \_\_\_ Print bench warrants

###### Key Inputs

- \_\_\_ Parking Violations
- \_\_\_ Traffic Citations
- \_\_\_ Complaints

###### Key Outputs

- \_\_\_ Bail register
- \_\_\_ Fines paid and distribution of revenue
- \_\_\_ Notices

- \_\_\_ Warrants
- \_\_\_ Daily calendar of cases

#### 4.2 Inventory

##### General Description

The inventory system should provide a system for accounting for the physical assets of the City.

##### Major Functions

- \_\_\_ Provide a perpetual inventory system
- \_\_\_ Provide a listing of items in inventory by department
- \_\_\_ Provide on-line inquiry to stock status
- \_\_\_ Provide item master maintenance
- \_\_\_ Provide spacing for coordinate identification

##### Key Files

- \_\_\_ Item master file

##### Key Inputs

- \_\_\_ Records of inventory additions and dispositions

##### Key Outputs

- \_\_\_ Inventory listing by department
- \_\_\_ Inventory activity
- \_\_\_ Inventory summation by area-water, sewer, storm, roads, street lights & parks

#### 4.3 Job Costing

##### Major Functions

- \_\_\_ Provide internal time clock for tracking time on project
- \_\_\_ Provide listing for personnel hourly rate
- \_\_\_ Provide listing for equipment hourly rate
- \_\_\_ Provide on-line status of work program
- \_\_\_ Provide ability to run work program items by number from month to month
- \_\_\_ Ability to make automatic transfers from Public Works operations to finance for monthly transfers

V. TECHNICAL ELEMENTS

General Ledger:

Current

Disc Space  
Required (MB)

5.1 Schedule of Volume & Disc Requirements

Number of funds	15
Number of accounts (line items)	400
Number of Journal entries/Mo (Exclude those interfaced from A/P and Payroll)	20
Disc Space for General Ledger	

Payroll:

Number of employees at end of year (includes terminations)	50
Number of active salaried employees	26
Number of active hourly employees	3
Number of adjustments/Mo	5
Number of terminations/New hires/Mo.	1
Number of time cards entered	30
Max. Number deductions taken for a single employee (includes taxes)	10
Payroll frequency	Mo.
Rate and address changes/Mo.	3
Disc Space for Payroll	

Budget Accounting and Budget Preparation:

Disc space for budget accounting & preparation

Accounts Payable:

Number of vendors	250
Number of invoices/Mo.	200
Number of check/Mo.	150
Processing frequency	weekly
Disc Space for Accounts Payable	

Work Areas for All Applications:

System and Application Program Storage  
(Source and Object)

Utility Billing:

Number of accounts: (1500)	
Residential	1,300
Commercial	200
Estimated number of "reminder cards" to be sent to delinquents at 30 days delinquency	250
Disc Space for Utility	

5.2 Performance:

Based on the proposed configuration and application software, please provide us with an estimate of the time to print 1,000 bills:\_\_\_\_\_.

Estimated time to process 25 paycards and produce payroll checks:\_\_\_\_\_.

Estimated time to process 20 payable invoices and print 20 checks:\_\_\_\_\_.

Estimated time to display all open invoices for a specific vendor:\_\_\_\_\_.

5.3 Configuration Growth

Proposed Model Maximum	Next Model Maximum
---------------------------	-----------------------

CPU

Model Number	_____	_____
Total Memory (KB)	_____	_____
Useable Memory (KB)	_____	_____
Cycle Speed	_____	_____
Ports Available	_____	_____
Can console be used as a work station (Y/N)	_____	_____
Max. Number concurrent Programs	_____	_____

Diskette (if Proposed):

Total Capacity (KB)	_____	_____
Useable Capacity (KB)	_____	_____
Proposed backup method	_____	_____
Time to copy entire disk capacity proposed to the proposed backup medium	_____	_____

Printer:

Model Number	_____	_____
Speed (CPS or LPM)	_____	_____
Type	_____	_____
Print Width	_____	_____
Character set	_____	_____
Maximum clean copies (carbon)	_____	_____
Maximum Distance from CPU	_____	_____

CRT Terminals:

Model Number	_____	_____
Screen Size (Characters)	_____	_____
Transfer Rate	_____	_____
Physical Max. terminals per CPU	_____	_____
Max. distance from CPU	_____	_____

Operating Software:

Disk space required by the operating system (KB) \_\_\_\_\_  
 Core required by the operating system (KB) \_\_\_\_\_  
 Disk space required for the proposed utilities (KB) \_\_\_\_\_

5.4 Training and Support:

Indicate the educational courses and training that you would provide for customer personnel.

	Course	Cost	No. Days	Location	Date
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
	TOTAL	_____	_____	_____	_____

Other support to be provided: \_\_\_\_\_

Cost, if any: \_\_\_\_\_

VI. COST SCHEDULES

Component	Purchase	Mo. Maint	5 Year Lease
CPU	\$ _____	\$ _____	\$ _____
Hard Disk (if proposed)	_____	_____	_____
Diskette (if proposed)	_____	_____	_____
Printers	_____	_____	_____
CRT's	_____	_____	_____
Other: _____	_____	_____	_____
Hardware Total	\$ _____	\$ _____	\$ _____



<u>Software (as applicable):</u>	<u>Name</u>	<u>Purchase</u>	<u>Annual License</u>
Operating System	_____	\$ _____	\$ _____
Compiler	_____	_____	_____
Utilities	_____	_____	_____
Spooler	_____	_____	_____
Word Processing	_____	_____	_____
Other	_____	_____	_____
Total Software		\$ _____	\$ _____

<u>Application Software:</u>	<u>Package Cost</u>	<u>Modification Cost</u>	<u>Annual License</u>	<u>On-Site Man days budgeted for training</u>
Utility Billing	\$ _____	\$ _____	\$ _____	_____
General Ledger	_____	_____	_____	_____
Fixed Assets	_____	_____	_____	_____
Accounts Payable	_____	_____	_____	_____
Payroll	_____	_____	_____	_____
Personnel	_____	_____	_____	_____
Application Total	\$ _____	\$ _____	\$ _____	_____

<u>Installation Costs:</u> (as applicable)	<u>Cost</u>
Freight	\$ _____
Education	_____
Installation	_____
Electrical	_____
Manuals (Hardware and Software)	_____
Supplies	_____
Other	_____
Installation Total	\$ _____

Hourly rate for programming changes \_\_\_\_\_

Programming language used for the proposed application software: \_\_\_\_\_.