

**REQUEST FOR PROPOSALS FOR
SPILLMAN RMS CONTRACT SERVICES
FOR MIDVALE CITY**

The City of Midvale is requesting proposals from qualified contractors regarding Spillman RMS contract services for Midvale City. Request for Proposals (RFP) documents are available at Midvale City Hall, on the website www.midvalecity.org.

Interested parties can receive a complete list of requirements and submission guidelines by going to www.midvalecity.org or by contacting Jarin Blackham, Information Technology Manager at (801) 567-7279 or jarin@midvale.com. The submission (4 copies) must be returned to the following no later than 5:00 p.m. on Monday, August 2nd, 2010:

Midvale City Hall
Jarin Blackham, IT Manager
655 West Center Street
Midvale, Utah 84047

Late submissions are non-responsive and will neither be accepted nor considered. If there are any questions, please contact Jarin Blackham, IT Manager at (801) 567-7279 or jarin@midvale.com. Answers to questions will be posted for all bidders to view on www.midvalecity.org.

I. SUBMISSION GUIDELINES

- A. All submissions shall become the property of the City.
- B. Proprietary information contained in the submission must be clearly marked and delineated. The City may release any information contained in the submission that is not marked and delineated as proprietary 30 days following the submission deadline.
- C. The City reserves the right to reject any or all submissions, and to waive any informality or technicality or accept any information or documents deemed to be in the best interest of the City. The City assumes no liability for the costs associated with preparation by any party of information or documents submitted in response to this request.
- D. This request shall not be considered an award of a contract. In no event shall the City have any liability for the cancellation of the award. The contractor assumes the sole responsibility for all expenses connected with the preparation of this submission.
- E. The City reserves the right to contact the contractor for clarification of recommendations submitted.
- F. The City may select up to 5 contractors to interview, prior to making a selection. This interview will address qualifications, experience, and clarify requirements for services covered by the contract.

II. FORMAT OF SUBMISSION

- A. **Introduction.** Provide a brief introduction about the qualifications and background of the independent contractor or firm.
- B. **Relevant Experience.** Provide a listing of local (within the state of Utah) businesses or organizations in which the contractor has worked with the Spillman RMS. Include contact information. A resumé for each contractor may be included.
- C. **Terms of Contract.** Please describe your contract terms. Include billable units (hour, month, project, etc), cost per unit, method of payment, time dedication to the city and response times for requests. If the contract will include a retainer, please provide details regarding all elements of the retainer. (Monthly cost and commitment, cost for work over committed time, etc .) Discuss how you would work with City staff to ensure that the City's needs are adequately met.
- D. **Equipment.** As an independent contractor, you will be required to use your own equipment. Please include a list of hardware and software at your disposal, which will be used to meet the requirements of this contract.
- E. **References.** Provide a name, telephone number, and website address for at least three (3) references to be contacted regarding your performance in similar contracts. Government agencies preferred.
- F. **Business License.** Please include a copy of your active business license.

III. CITY REQUIREMENTS OF CONTRACTOR

- A. Periodic/regular maintenance of the Spillman RMS server
- B. Assist with user account creation, modification and removal
- C. Creating, modifying and generating reports from the Spillman Server
- D. Occasionally train public safety staff on generating reports and the use of Spillman software
- E. Work with Police and Fire Departments, as requested, for mapping within Spillman
- F. Assist with processing outfiles generated at VECC
- G. Assist with periodic updates and upgrades to the server and client software
- H. Other Spillman related help and needed
- I. Extract data from Spillman for use in various reports and other documents
- J. Work with administration/records to produce reports in Microsoft Access and Excel

IV. ADDITIONAL INFORMATION

- A. The awarded contract will be for the period of one (1) year. The City reserves the right to renew the contract at its own discretion
- B. The contractor will work under the direction of the City Information Technology Manager
- C. The City can not provide training or tools to the contractor
- D. The contractor must have an understanding of public safety policies, as they relate to Spillman
- E. Contractor must have knowledge and experience with outfiles