

COUNTY OF GUADALUPE, NEW MEXICO

NOTICE OF REQUEST FOR PROPOSALS

RFP No. 2014-06
FOR DATA PROCESSING SERVICES
LEASE OF SOFTWARE & EQUIPMENT

The Guadalupe County Board of Commissioners is accepting sealed proposals for the following:

- Lease or Lease Purchase of an IBM I Series or comparable system and the associated peripherals (screens and printer) & provide Maintenance & Support.
- Provide Software Packages (County Clerk-Clerk Recording records, Marriage Certificates & Marriage options, Manager/Finance, County Assessor, County Treasurer, County Probate and Solid Waste billing)
- Form of generation software
- Document Imaging Software
- Prices shall include installation & training.

Sealed proposals will be accepted until 3:00 pm on 16th June, 2014 at the County Manager's Office, Historic Courthouse, 130 S 4th Street in Santa Rosa, NM. Proposals received after the aforesaid deadline will be returned unopened. The Board of County Commissioners will select and award the most responsible and advantageous proposal at its regular meeting on July 17, 2014 at 10:00 am.

Specification Package may be obtained from the County Manager's Office at 130 S. 4th Street, Santa Rosa, NM 88435 or by contacting Rose Fernandez or Monica Abeyta at 575-472-3306.

All proposals shall be MARKED "**DATA PROCESSING**" and mailed proposals shall be addressed to:

Guadalupe County
Manager's Office
Attn: Rose Fernandez
130 S. 4th Street
Santa Rosa, NM 88435

The Board of County Commissioners reserves the right to reject any or all proposals.

George Dodge, Jr., County Manager

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Guadalupe County RFP No. 2014-06

DATA PROCESSING SERVICES SPECIFICATIONS PACKAGE FOR GUADALUPE COUNTY

**REQUEST FOR PROPOSALS
FOR DATA PROCESSING SERVICES
LEASE OF SOFTWARE & EQUIPMENT**

Proposal Deadline – 3:00 pm, June 16, 2014

Company Name

Telephone Number & Contact

Address

Fax Number

City, State, Zip

E-mail Address

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1. Lease or Lease Purchase of IBM I Series or comparable system and the associated peripherals (screens and printer). Must handle the Software Packages (Section II) as a minimum. Provide Maintenance & Support.

Minimum Hardware Specifications

Power Server, 512 K Memory, Tape 4G, Dasd 52G w/Raid, 2 Communication lines. UPS, Ethernet Interface.

Minimum Software Specifications

Query, application development, and client access, SQL, RPG, long-term software subscription.

2. Five (5) Software Packages: County Manager/Finance, County Clerk, County Treasurer County Assessor and Solid Waste Billing.
3. Document Imaging Software (NO PC needed)

Minimum specifications

Must have interface with "I" series or comparable
Manager/Finance, Clerk, Treasurer, Assessor, Solid Waste Software

4. Proposal shall include installation & training
5. Evaluation of Proposals

Proposals will be evaluated based on the following criteria and point allocations, as per the Evaluation Criteria Rating Sheet for this procurement: experience and qualifications/40 points;

minimum services provided/30 points; additional services/10 points; proposed cost/20 points.

RFP No. 2014-06
OPERATIONS SOFTWARE, EQUIPMENT,
TRAINING & MAINTENANCE SERVICES
EVALUATION CRITERIA RATING SHEET

CRITERIA AND POINT VALUES

OFFERORS:

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

RATING SHEET FOR: Applicant _____		
ITEM	POSSIBLE POINTS	SCORE
Experience and qualifications	40	
Minimum services provided	30	
Additional services	10	
Cost	20	
TOTAL SCORE	100	

PLEASE PROVIDE 4 SETS OF EACH PROPOSAL

6. New Mexico law prohibits bribes, gratuities and kickbacks in the solicitation or procurement of public contracts for goods or services.