Request for Proposal

1. **Introduction**

The Max, a dance club located in downtown Omaha, is requesting an inventory tracking system be implemented at their club. The system will use a database to track current inventory and assist in knowing what quantities of liquor will need to be ordered to replenish the necessary stock. The Max is accepting proposals to aid in the implementation of this system. The purpose of this request for proposal is to find a candidate to help provide the necessary database to implement this system.

1. **Standards and instructions**

The date of issue of Request for Proposal will be Saturday March 3, 2018

The date bids are due will be Friday, March 23,2018

The contract will be awarded Monday, March 26, 2018

The proposed date of system implementation will be Saturday, May 5, 2018

**Ground rules that will govern selection decision**

The vendor must only speak with Team Awesome, as they are the team implementing the system.

**Costs**

All purchasing costs will be The MAX’s responsibility, cost of bids and presentations will be the responsibility of the vendor.

**Format for proposal**

Word documents associated with a proposal shall be in a .docx or .pdf format.

**Demonstration Expectations**

Demonstrations are not required, but if a demonstration is desired the expense will be covered by the vendor.

**Contractual Expectations**

All contractual expectations will be in writing. No oral agreements will be valid.

A 25% payment will be granted when contract is agreed upon. An additional 25% payment will be made when project is determined to be half way done. The remaining 50% will be paid when customer agrees with contract completion.

Details of the contract will be kept confidential and will not be discussed with other vendors.

**References Expected**

Each proposal must be accompanied with at least one reference. The work done for this reference must be of a comparable technology. The reference must also contain up to date contact information.

**Documentations expectations**

Any documentation provided during implementation will need to be provided in .pdf format.

1. **Requirements and Features**

**Hardware**

PC that will be compatible with Microsoft Access.

**Software**

Microsoft Office (Access specifically)

**Service**

Post implementation service will include a 1 year warranty, that will cover expenses associated with repairs to system.

1. **Bid Evaluation**

**Technical Evaluation Criteria**

**Vendor Evaluation Criteria**

Vendor is to have a respectable reputation and submit at least one comparable reference. The reputation from the vendor can come from online reviews or associations like the Better Business Bureau.

1. **Conclusion**

The MAX will use this database system to more efficiently track their inventory. All vendors are welcome to submit bids for this proposal. Team Awesome looks forward to reviewing all bids and will select the best bid submitted by the due date on Friday, March 23, 2018.