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. Team Awesome will be designing the database and implementing the system. The Max is accepting proposals for the hardware of this system. The purpose of this request for proposal is to find a candidate to provide the necessary hardware 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 Friday, March 30, 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. The liaison for the team is Justin Hendricks. Any questions should be directed to him by email at jhendricks01@unomaha.edu.

**Costs**

All contractually obligated costs will be The MAX’s responsibility, cost of bids will be the responsibility of the vendor.

**Format for proposal**

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

The proposal shall include the hardware proposed for the system, along with pricing and options for the hardware.

**Demonstration Expectations**

Demonstrations are not permitted.

**Contractual Expectations**

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

The hardware will be paid for 100% at the time of purchase. 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 of a previous client that has acquired a similar system. 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. These documents will include any user manuals and warranty information if any is provided.

1. **Requirements and Features**

**Hardware**

PC that will be compatible with Microsoft Access.

**Processing Volume:** The system will need to run a transaction every time the inventory is updated. A transaction will also run every time a report is generated. The inventory will be updated either after the bar closes for the night or each morning before it opens. The amount of transactions per day could vary depending on how many reports are run. On average the amount of transactions should be 10 or less per day. The number of transactions is not expected to grow.

**Data Storage Volume:** This system will not generate much data. It is estimated that the storage needed to store the data will be 8180 bytes. The system will grow at a slow rate since it will only be updated once a day with the changes in inventory levels. Annual growth is expected to be under 4000 bytes.

**Communications Volume:** There will be no communications since the data entry and reporting will take place locally on the same machine.

**Usage Volume:** Only 1 user at a time

**Software:** The software we will be running is listed below, any hardware will need to operate with this software.

Microsoft Windows 10 Operating System

Microsoft Office 2016 (Access specifically)

**Service**

Post implementation service will include a 1-year warranty, that will cover expenses associated with repairs to system. This service will be normal business hours and will cover any malfunction of the hardware.

1. **Bid Evaluation**

**Technical Evaluation Criteria**

The technical aspects will be evaluated based on the criteria of set forth in this Request for Proposal. The evaluation will include storage capabilities. Price will also be a consideration.

**Vendor Evaluation Criteria**

Vendor is to have a respectable reputation and submit at least one reference with a similar system. The reputation from the vendor can come from online reviews or associations like the Better Business Bureau. A 1-year warranty will be required for the proposed system.

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. Please submit all bids to jhendricks01@unomaha.edu.