

CEMETERY MANAGEMENT SOFTWARE

City of Villa Rica, Georgia



Cemetery Management Software with
Online Search and Annual Maintenance

Request for Bids

Issued 8:00 a.m., November 16, 2009

Close 2:00 p.m., November 25, 2009

Office of the City Clerk
City of Villa Rica
571 W Bankhead Hwy
Villa Rica, GA 30180

CEMETERY MANAGEMENT SOFTWARE

Invitation:

The City of Villa Rica is accepting bids for Cemetery Management Software with specific features as listed herein.

Background:

The City of Villa Rica, a municipal government entity, maintains two or more cemeteries located within the city limits. Some of the cemeteries have been in use since the mid-1800's and continue to receive newly deceased citizens.

Scope of Work

The successful responder, also referred to herein as winning bidder, will provide the lump sum cost of Cemetery Management Software containing the following modules or features:

1. Basic record management for multiple locations totaling no less than 3,000 individual graves with the ability to increase the number of records in the future. Provide a brief description of important features in your product on the Bid Form.
2. Training by knowledgeable representative, preferably in person, but no less than by phone conference/Webinar.
3. Local entry and record updating.
4. Integrated mapping between individual plot records and location maps.
5. Image and document capability for each record.
6. Class grouping ability (i.e. for military interrees as to theater of service, rank, and medals.)
7. Website compatible, records searchable through City's home page. Is this service already included in the "initial" implementation costs? Please explain the process on the Bid Form: i.e. Can the data be archived into the City's server or will it be housed on your server and available via Internet?

Additionally, the successful responder will provide support during normal business hours, automated updates, and other maintenance. The successful responder will provide this cost as an annual amount. Also, provide on the Bid Form details of services available with an annual software support plan.

NOTE: the initial data entry will be assigned to an intern with subsequent entries made by a Cemetery Coordinator. This will require one change of computer but not a separate concurrent user. However, The City wishes to archive data through its own server with only one user having access to changes or additions of data after the initial records/data entry.

Proposal Content

Bids should be submitted on the attached form, preferably, and include at least three government agencies who are currently using the Cemetery Management Software.

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Final selection will be made by the Mayor and City Council at the regularly scheduled meeting on December 1, 2009.

Additional Conditions

The winning bidder must be ready to begin training when notified by the City and no later than January 2010.

References for the finalists will be checked and the results will play a significant part in the final recommendation submitted to the Mayor and City Council.

Submission requirements

All bids should be submitted on the attached "bid sheet" and faxed or scanned-and-emailed with the subject as: "Cemetery Management Software".

Bids are due no later than 2:00 p.m. Wednesday, November 25, 2009 and must be faxed, e-mailed, mailed, delivered by carrier or hand-delivered to:

Ms Reedell Saxon, City Clerk
City of Villa Rica
571 W Bankhead Hwy
Villa Rica, GA 30180

Fax – 678-785-1003
Email – rsaxon@villarica.org

The City reserves the right to reject any or all bids received, to request additional information, to waive any technicalities or informalities, and to extend the deadline for submittal.

Inquiries

All questions regarding this RFP shall be directed to Ms. Reedell Saxon, City Clerk, at the above information.

Bid Sheet

Basic Service \$ _____
Required additional modules/features \$ _____
Annual Service \$ _____
Total Initial Cost \$ _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

(USE ADDITIONAL SHEETS IF NECESSARY)

Provide brief narrative of important features in your product, including underlying data manager:

List the additional modules/features included in the above quote:

Where is online data housed?

Provide details of services available with an annual software support plan:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

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List at least three references which the company is currently servicing. Additional pages may be used if necessary

CLIENT COMPANY _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL (if available) _____

CLIENT COMPANY _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL (if available) _____

CLIENT COMPANY _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL (if available) _____