CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Purchasing and Engineering

AGENDA DATE: November 3, 2009

CONTACT PERSON NAME AND PHONE NUMBER: Terrence Freiburg, (915) 541-4313
R. Alan Shubert, (915) 541-4423

DISTRICT(S) AFFECTED: All

SUBJECT:
Approve the purchase of CIPAce Enterprise Software through GTSI under the U.S. Communities Contract for the amount of $184,540.18 and that the City Engineer be authorized to approve up to $5,000.00 in additional services for a total contract amount not to exceed $189,540.18. This amount funds the software license, implementation of the software in El Paso, and Year 1 Annual Maintenance.

BACKGROUND / DISCUSSION:
The CIPAce Software is a web-based application that provides software in a single application that can greatly assist in managing capital programs. The software provides the capability to plan capital budgets in both the long and short term and then provide up-to-the-minute management reports. The program includes over 50 standard reports and will be further customized to include five additional El Paso specific reports. The application allows changes to capital plans to be made without tedious, error-prone data manipulation using multiple Excel spreadsheets. This program is the tool that will allow the Engineering Department to compile and maintain the City's 10-year capital plan and manage short term capital budgets. Additionally, the implementation of this software will fulfill one of Engineering Department's strategic goals for FY 2010.

The installation/configuration is scheduled for four months. This time period allows the vendor to ensure that our business practices are documented and El Paso specific procedures are supported by the software. The company delivered its first software package in early 2002 and has been improving the product regularly.

PRIOR COUNCIL ACTION:
N/A

AMOUNT AND SOURCE OF FUNDING:
PCAP06001/31250204/60507/508035; FY 2002 Certificates of Obligation

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BOARD / COMMISSION ACTION:
N/A

**********REQUIRED AUTHORIZATION**********

DEPARTMENT HEAD: _____
(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

FINANCIAL SERVICES, PURCHASING DIVISION

DATE: 26 October, 2009

TO: Municipal Clerk

Thru: Terrence Freiburg,
Purchasing Manager

FROM: Michael W. Plum,
Administrative Analyst MWP

Please place the following item on the Consent Agenda for the

Council Meeting of: **November 03, 2009**.

Item should read as follows: That the Purchasing Manager be authorized to issue a Purchase Order to GTSI Corporation, in the amount of $184,540.18, and that the City Engineer be authorized to approve up to $5,000.00 in additional services for a total contract amount not to exceed $189,540.18. This Contract for CIPAce Software is for the software license, implementation, and the first year maintenance agreement. GTSI Corporation, is a U. S. Communities contractor under Contract Number RQ09-997736-42D. Participation by the City of El Paso in the U.S. Communities Purchasing Alliance Program was approved by Mayor and Council on February 27, 2007.

Award amount is: $184,540.18

Funds available in: 31250204-508035-60507-PCAP06001
Fund Source – FY 2002 Certificates of Obligation

Department: Engineering

SPECIAL INSTRUCTIONS:

City Clerk's Use ITEM NO._____ **Agenda Date:** November 03, 2009

JOHN COOK
MAYOR

JOYCE WILSON
City Manager

TERRY FREIBURG
PURCHASING MANAGER

CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
EMMA ACOSTA, DISTRICT 3
MELINA CASTRO, DISTRICT 4
RACHEL QUINTANA, DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

To: Terrence Freiburg, Purchasing Manager

From: R. Alan Shubert, City Engineer _____
Authorized Signature

Date: October 26, 2009

Re: CIPAce – U.S. Communities – RQ09-997736-42D

The Engineering Department recommends utilizing the U.S. Communities Purchasing Cooperative Program contract number RQ09-997736-42D to issue an $184,540.18 purchase order to GTSI Corp. for purchase of CIPAce Software. The following are the factors used to evaluate the use of this procurement program as the best approach:

1. *Is there an urgent need for the product/service? In other words, is time of the essence?*

   Yes. The purchase of this software is a strategic goal for the Engineering Department which will greatly enhance the department's ability to manage both short and long-term capital programs including the 10-year plan..

2. *Does the purchase through the Program promote the standardization of equipment?*

   Yes. The software will provide rapid and timely insight into the status of CIP projects for all departments that participate in the capital program.

3. *Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?*

   No. The software is proprietary and cannot be installed by any other firm.

4. *Do the available vendors have prior work experience and/or familiarity with the City?*

   Yes. GTSI has been involved in IT work at the Airport.

5. *Is the pricing reasonable as compared to other similar products/work performed for the City of El Paso in the past or as quoted from other companies?*

   Yes. There is no other software that can provide the needed functionality. As a result the Engineering and Information Technology Departments evaluated the proposal details and found the proposal meets the City's needs.

The participation by the City of El Paso in the U.S. Communities Purchasing Cooperative Program was approved by Mayor and City Council on February 27, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

City of El Paso, Engineering Dept.
Capital budgeting—return-on-investment (ROI) analysis
10/28/2009

Data cell key
User data entry or item description
Formula cells: Totals are calculated and filled in automatically.

Investment overview
Project name: Acquistion of CIPAce
Project sponsor: Engineering Department
Date of request: 10/28/2009
General description of benefits: Improved Capital Program reporting and analysis capability based on various scenarios as required.

Return on Investment Statement

BENEFIT DRIVERS	YEAR			
	0	1	2	3
1. Software tool provides up-to-date reports + "what if" support		$124,800	$99,840	$83,200
2. Ability to provide reports with varying scenarios		30,720	30,720	30,720
3. Provides transparency for: Users, Management, & the Public		49,920	49,920	49,920
Total annual benefits		$205,440	$180,480	$163,840
Implementation filter		85%	90%	95%
Total benefits realized		$174,624	$162,432	$155,648

Costs	Year 0	Year 1	Year 2	Year 3
Total	*$260,286*	*$58,800*	*$58,800*	*$58,800*

Benefits	Year 0	Year 1	Year 2	Year 3
Annual benefit flow	*($260,286)*	*$115,824*	*$103,632*	*$96,848*
Cumulative benefit flow	*(260,286)*	*(144,462)*	*(40,830)*	*56,018*

Discounted benefit flow	Year 0	Year 1	Year 2	Year 3
Discounted costs	*$260,286*	*$51,130*	*$44,461*	*$38,662*
Discounted benefits	*0*	*151,847*	*122,822*	*102,341*
Total discounted benefit flow	*(260,286)*	*100,717*	*78,361*	*63,679*
Total cumulative discounted benefit flow	*(260,286)*	*(159,569)*	*(81,209)*	*(17,530)*

Initial investment	Year 0	Year 1	Year 2	Year 3
Initial investment	**$192,126**	**$0**	**$0**	**$0**
Implementation costs	**51,200**	**0**	**0**	**0**
Ongoing support costs	**0**	**30,000**	**30,000**	**30,000**
Training costs	**2,560**	**0**	**0**	**0**
Operating costs	**14,400**	**28,800**	**28,800**	**28,800**
Total costs	*$260,286*	*$58,800*	*$58,800*	*$58,800*

ROI measures				
Cost of capital	**15%**			
Net present value	*($17,530)*			
Return on investment		*49%*	*77%*	*96%*
Payback (in years)	*2.42*			

U.S. COMMUNITIES Contracts

Close ☒

TECHNOLOGY PRODUCTS AND SOLUTIONS CONTRACT

Solicited by County of Fairfax, Virginia

Contract Term: 4 years, May. 01, 2009 to Apr. 30, 2013

Extension: Ability to extend up to an additional 36 months.

gtsi. One Mission. Yours.

Supplier Contact

Contact Information

www.gtsi.com/uscommunities
Tel. No. (800) 681-2378
Fax. No. (703) 222-5212
uscommunities@gtsi.com

You must be a registered participant to utilize the U.S. Communities contract. If not, please click here to Register to Participate.

How to Order

Recovery Toolbox

Contract Documents

- Contract No. RQ09-997736-42D
- Contract No. RQ09-997736-42D Notice of Award

RFP Documents

- Request For Proposal
- RFP 09-997736-42 Addendum
- RFP 09-997736-42 Posting Document

RFP Posting Summary

No. of suppliers participated in the solicitation process: 3514 invited; 28 responded; posted in the Internet

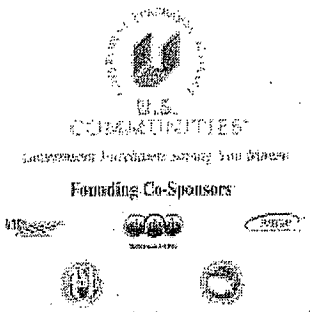
- U.S. Communities: Upcoming Contract
  Date Posted: Oct. 10, 2008 to Nov. 18, 2008
- County of Fairfax Purchasing website
  Date Posted: Oct. 10, 2008 to Nov. 18, 2008
- Onvia Demand Star
  Date Posted: Oct. 10, 2008 to Nov. 18, 2008
- Association of Oregon Counties
  Date Posted: Oct. 10, 2008 to Nov. 18, 2008
- Canadian MERX Public Tenders
  Date Posted: Oct. 10, 2008 to Nov. 18, 2008

U.S. Communities

US Comm

Computers (733)
Printers (1474)
Software (14973)
Networking (9723)
Peripherals (3462)
Storage (4795)
Accessories (4511)

U.S. Communities - RQ09-997736-42D



GTSI is proud to announce our recent award of a U. S. Communities nationwide Technology Services and Solutions contract. For the last six years, GTSI Corp. has provided IT products, services and solutions to state and local public agencies nationwide via the U.S. Communities Government Purchasing Alliance. Fairfax County, Virginia re-solicited this contract in November 2008 and today, GTSI once again secured its position as a leading provider of technology solutions to state and local government entities with a four year contract and an optional three year extension.

Through the U.S. Communities contract, GTSI is responding to the business challenges of state and local government agencies with solutions that provide a wide breadth of technology products and professional services. Utilizing an extensive staff of certified engineers and project managers, GTSI has designed and delivered a full range of IT infrastructure solutions including server virtualization, unified communications, document management, physical security, and asset management. With a wealth of past performance, GTSI will continue to meet public agency needs—whether that consists of simple product configuration or consultation and assessment for more complex IT projects. GTSI has enhanced its offering to public agencies via this new contract with support services for products, Green product and solutions reporting, and financial services that help state and local governments procure the technology they need despite budgetary constraints.

Register Your Agency with U.S. Communities!

Register online today and start saving your agency time and money with U.S. Communities and GTSI!

If your agency or organization is already a registered participant of U.S. Communities you may immediately request information from one of our account representatives.

For more information, or to place an order:
Call Toll Free: (800) 681-2378
Fax: (703) 222-5212

GTSI Contacts

Beverly Lester
beverly.lester@gtsi.com
Contract General Manager
703-502-2216

View Terms and Conditions

View More Contract Information

Warranty Support

Need a Quote or Technical Support?

gtsi U.S. Communities Newsletter

U.S. Communities Newsletter

Up-to-date information on technology products; engineering, project management, e-business, and financial services; and complete IT infrastructure solutions that can be acquired under the U.S. Communities contract.

- October 2008
- May 2008

Contract Information

- Contract Award Agreement
- Solicitation
- Addenda
- Solicitation Posting
- GTSI US Communities Vendor Partner List
- GTSI US Communities Labor Categories
- Notice of Contract Award
- Green Data Center White Paper
- GTSI USC EPEAT Products
- GTSI US Communities Services Partners
- GTSI USC FAQ

U.S. Communities

Computers (734)
Printers (1474)
Software (14983)
Networking (9718)
Peripherals (3461)
Storage (4798)
Accessories (4518)

Contract Period	5/1/2009 - 4/30/2013
Who Can Order	• Counties, cities, towns and municipalities (including Police, Fire, and EMS.Departments) • Schools (including K-12, colleges and universities) • Special Districts (including airport authorities, utilities and ports) • State Agencies • Nonprofit Agencies
Product Types	Over 300,000 pre-competed information technology products with related services
Business Size	Large
Credit Card Accepted	Yes
FOB Point	Destination, 48 contiguous states and D.C. Origin - Alaska, Hawaii and the U.S. Territories and Commonwealths
Geographic Scope	48 contiguous states, D.C., Alaska, Hawaii, U.S. Territories and Commonwealths
Partial Shipment/Partial Payment	Yes, with approval by purchasing agent
Product Returns	Products may be rejected for contract non-conformance or defect; products rejected by the purchasing agent will be replaced by the contractor at no additional cost
Warranty	OEM standard warranty of mechantability applies to all products.
GTSI Contract Administration Contact	Beverly Lester, State and Local Contract General Manager, (703) 502-2216, Beverly.Lester@gtsi.com; Regan Long, Deputy Contract Manager, (703) 502-2065, Regan.Long@gtsi.com
Acceptance Date	Acceptance is after customer examination (including testing) of supplies and services to determine whether the supplies and services conform to contract requirements; acceptance shall occur within a reasonable time
Authorized Agents	No
BPAs	Yes
CAGE CODE	8Y261
Established Codes, DUNS	10793-9357
Industrial Funding	No fee to purchasing agents
Leasing	Available
Maximum Order Limitation	None
Minimum Order	None
Minimum Order, Leasing	Leasing is available with no minimum required
Open Market Line Items	N/A
Open Season For Adding New Vendors	Anytime during the contract period.
Rapid Delivery	Expedited shipping available
Shipping And Handling Policy	FREE ground shipping on ALL purchases.
Standard Delivery	30 days After Receipt of Order (ARO)

Time	
Substitutions	Yes, with customer's approval for product with equal or greater functionality and or lesser price.
Tax ID Number	54-1248422

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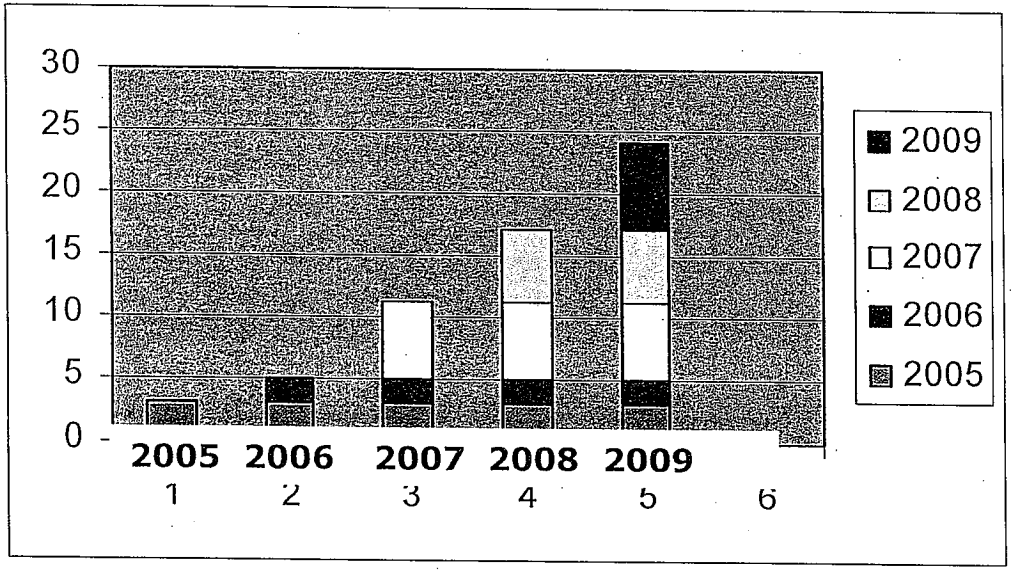
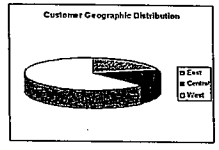
Market Recognition: Growing National Customer Base





CIPAce is Specifically Designed for the Public Sector

Trinity River Authority, TX
Bexar Metropolitan Water District, TX *
County of Pima, AZ
County of Harris, TX **
City of Henderson, NV
City and County of San Francisco, CA
City of Hampton, VA
San Francisco International Airport
Wayne County Airport Authority (Detroit Metro Airport)
City of Rochester, NY *
County of Hernando, FL

City of North Las Vegas, NV
City of Goodyear, AZ
City of Oxnard, CA
City of Fremont, CA
City of Davenport, IA
City of Lancaster, CA
City of Richmond, CA
City of Chula Vista, CA
City of Aspen, CO
City of Manteca, CA
Delaware River Joint Bridge Toll Commission*
City of Carson City, NV
City of Sheridan, WY

* Recently Selected
** Pilot Program

CIP PLANNER

GTSI Corp.
Sales Quotation

2553 Dulles View Dr, Suite 100
Herndon, VA 20171
1-800-999-GTSI
customerorders@gtsi.com
www.gtsi.com

To: RAY HEREDIA
TX - CITY OF EL PASO
CITY HALL, 7TH FLOOR
2 CIVIC CENTER PLAZA
FRANKLIN & SANTA FE STREET
El Paso TX-79901 USA

Reference No:
Proposal No: 09-11030
Govt. Contract # : RQ09-997736-42D
Ship Via: GROUND
CUSTOMER #: 00008342

Quotation #: QUT5053159
Date: 16-SEP-2009
Sales Rep.: JONATHAN GLENN
Phone: 703/502-2102
FAX: 703/222-5212

LINE#	GTSI P/N / CLIN	Manufacturer / Mfg P/N	Item Description / Contract Vehicle	Unit Price	Quantity	Extended Price
001	652936	GTSI NETWORK SERVICES	EL PASO CIP PLANNER IMPLEMENTA	$63,162.05	1	$63,162.05
		39782	RQ09-997736-42D			
002	652938	GTSI NETWORK SERVICES	YEAR 1 ANNUAL MAINTENANCE	$26,429.13	1	$26,429.13
		39783	RQ09-997736-42D			
003	679806	CIP PLANNER CORPORATION	CIPPLANNER LICENSE FOR CITY OF EL PASO	$94,949.00	1	$94,949.00
		CIPCOEP2009	RQ09-997736-42D			

SUBTOTALS :	$184,540.18
TAX :	$0.00
TOTAL :	$184,540.18

FINANCING OPTIONS AVAILABLE:
This purchase may also be available for lease or financing. Rates shown are provided for the purpose of customer discussion only, and are contingent upon completion of Contracts, Credit Approval and Management Approval. Payment Plans are subject to FAR Part 32.703.3(B), Availability of Funds.

Financing Option:
3 Annual Payments: $69,165.29
OR
36 Monthly Payments: $6,217.90

For more information please call the GTSI Financial Services group at 1-888-395-4874, e-mail financial.services@gtsi.com or check our website at www.GTSI.com/services/service/financial.aspx

****** ATTENTION CONTRACTING ******

Unless otherwise specified within this quote or agreed to by the Seller in writing, full payment for order is due within 30 days of receipt of equipment or services.

- The prices in this quote are valid for 30 calendar days following the Quotation date.
- This quote is only valid in its entirety and POs placed for partial items in a quote may be rejected.
- All orders are subject to availability.
- Any quotes containing items with Part Numbers SKU TBD or 000-000 are considered budgetary quotes with estimated prices, which are not binding. Please contact your Sales Representative for an updated and final quote before placing an order.
- Unless otherwise stated, pricing shown for maintenance/support requires payment in full within 30 days of the invoice date.
- All orders are subject to Return Policy: http://www.gtsi.com/services/returnpolicy.aspx
- Electronic and information technology (EIT) listed on this quotation shall be capable, at the time of its delivery, when used in accordance with the contractor's associated documents, and other written information provided to the government, of providing comparable access to individuals with disabilities consistent with the terms and conditions applicable to this contract at the time of award; provided that any assistive technologies used with the listed EIT properly interoperates with it and other assistive technologies.

This quotation is submitted in confidence and contains trade secrets or confidential commercial and financial information exempt from disclosure by exemption 3 and 4 of the Freedom of Information Act (FOIA) and the Trade Secrets Act. 5 U.S.C.A. Section 552(b)(3) and (4). 18 U.S.C.A.Section 1905.
Do not copy or distribute any portion of this quotation to others without notification to the Seller pursuant to executive order 12600.

GTSI Corp.
Sales Quotation

2553 Dulles View Dr, Suite 100
Herndon, VA 20171
1-800-999-GTSI
customerorders@gtsi.com
www.gtsi.com

ACH or Electronic Funds Transfer (EFT)

Wells Fargo Bank, N.A.
San Francisco , CA
ABA/ROUTING # 121000248
ACCOUNT # 4121915268

Payment by Check

GTSI Corp.
P.O. Box 823435
Philadelphia , PA - 19182-3435

For questions related to ACH enrollment or EFT, please contact Nicole Bell
By FAX 703/463-5094
By Email nicole.bell@gtsi.com

TO ENABLE FASTER DELIVERY,PLEASE INCLUDE THE FOLLOWING STATEMENT ON YOUR PURCHASE ORDER: "PARTIAL SHIPMENT AND PAYMENT AUTHORIZED". THIS ALLOWS US TO DROP SHIP ITEMS DIRECTLY TO THE SHIP TO LOCATION, AS WELL AS DELIVER THE ITEMS WE HAVE IN STOCK, AS SOON AS POSSIBLE.

Please reference the following on your purchase order:

Quote # OUT5053159 Contract # RQ09-997736-42D

Payment Terms : Due in 30 Days
(Pending Credit Approval)

Duns #: 10793-9357
Tax ID #: 54-1248422
CAGE Code: 8Y261

This quotation is submitted in confidence and contains trade secrets or confidential commercial and financial information exempt from disclosure by exemption 3 and 4 of the Freedom of Information Act (FOIA) and the Trade Secrets Act. 5 U.S.C.A. Section 552(b)(3) and (4). 18 U.S.C.A.Section 1905.
Do not copy or distribute any portion of this quotation to others without notification to the Seller pursuant to executive order 12600.

City of El Paso

Proposal for

CIPAce Enterprise Software

GTSI Contact:
Mike Deakes
(512) 535-3382
michael.deakes@gtsi.com

Date:
September 29, 2009

GTSI Corp.
2553 Dulles View Drive
Suite 100
Herndon, VA 20171-5219
800-999-GTSI
www.gtsi.com

This proposal includes data that shall not be disclosed outside City of El Paso and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, City of El Paso shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the City of El Paso right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in the sheets marked with the following legend: "Use or disclosure of the data contained on this sheet is subject to the restrictions on the title page of this proposal."

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1 GTSI CORP.

GTSI is a recognized IT solutions leader, focusing exclusively on Federal Government, state and local governments, and large systems integrators worldwide. For more than 25 years, GTSI has been delivering maximum value to our clients by employing industry leaders, developing solutions to meet client-specific challenges, and by teaming with global IT leaders such as Microsoft, Cisco, Sun Microsystems, Symantec, HP, Veritas, Panasonic, and IBM. We combine our experienced engineers, broad range of products and services, and our extensive contract portfolio to best support our clients.

1.1 The GTSI Team

GTSI provides a wide range of professional services in support of enterprise software, enterprise storage, enterprise servers, networking and communications, mobile and wireless and physical security. GTSI engineers provide our clients with the expertise necessary to design, build, and maintain complex network infrastructures in support of today's information dependent applications. Our technical experts assess, design, implement, and manage IT infrastructure solutions that provide consolidated environments that support critical data flows over multiple networks.

The GTSI Focused Partner Program is a direct result of our experience in providing IT solutions to the government for more than 25 years. To provide total IT solutions, we have formed partnerships with product vendors and professional services providers that meet exacting criteria in providing the best support to our clients. We engage partners that share the GTSI vision to provide products, services, and complete solutions who not only understand our client's missions, but the regulations, qualifications, clearances, budgets, deadlines, and metrics behind them as well.

For this effort, GTSI is teamed with CIPPlanner, (herein called "the GTSI Team") to provide the subject matter expertise required for this effort.

2 DESCRIPTION OF WORK

2.1 Understanding of Requirements

The GTSI Team will deploy and implement its CIPAce™ Enterprise Software Application for the City of El Paso. This Statement of Work defines the scope of the Software and Service to be delivered to the City of El Paso. Upon acceptance by both the City of El Paso and the GTSI Team, any changes or modifications to this SOW will follow the change control process as defined in Section 6 of this SOW. All approved changes will become attachments to the original approved SOW, which will then form the new baseline upon which future changes will be measured.

GTSI Confidential and Proprietary. Use or disclosure of the data contained on this sheet is subject to the restrictions on the title page of this proposal.

2.2 Licensing

The GTSI Team offers license of the CIPAce™ Enterprise Software application to the City of El Paso in accordance with the CIPPlanner license agreement. The licenses purchased by the City of El Paso are listed as below.

Module Group	Module	Incl. in Pricing	Description
Standard Portfolio Planning	Project Scoping	X	Cost estimating and impact analysis tool
	Project Ranking	X	Prioritization tool
	Project Filtering	X	Final decision selection
Advanced Planning	Proposal Management	X	Initial Project Request Process
	Multiple Scenarios	X	What if tool
Standard Fund/Budgeting	Fund Management	X	Fund structuring tool
	Fund Allocation	X	Allocations of funds to specific projects
	Capital Budget Management	X	Create the budget
Advanced Fund/Budgeting	Line Item Promotion Budgeting	X	Allows for one line item to be promoted to the budget
	Fund Group Management	X	Provides funds to be grouped
Standard Reporting	Standard Reporting	X	Over 50 standard reports
Advanced Reporting	Custom Reporting	O	Ad-hoc reporting tool
	Analytics	X	Graphical reporting tool
Standard Utilities	User Management	X	Utility
	Standard Classifications	X	Utility
	User Access Config	X	Utility
	Standard Utilities	X	Utility
Advanded Utilities	Custom Field Mangement	X	Add a field tool
	Advanced Classification	X	Utility
	Smart Text Management	X	Change data tags tool
	Audit Trail	X	Track transactions
Project Management	Schedule and Resource	O	MS-Schedule/CIPSchedule tool
	Project Dashboard	X	Overview of projects at a glance
	Project Financial	X	Detailed financials
Advanced Project Management	Risks and Issues	O	Problem tracking and resolution
	Purchase Order Management	O	PO tool
	Contracts Management	O	Contracts tool
Documentation Management	Documentation Management	O	Full document cataloging tool
Workflow Engine	Workflow Engine	O	User definable process tool
Project Hierarchy	Project Hierarchy	X	Multiple parent/child structure tool
	MS Project Integration	O	Bi-directional MS project integrator
	GIS	X	ESRI-GIS integration
	PeopleSoft Financials	X	Financial system integration by batch mode

Items identified with "O" are optional and are available at additional cost.

2.3 Software Configuration

Software Configuration enables the GTSI Team to configure the CIPAce™ application to be consistent with the desired business processes and environment as defined by the City of El Paso, up to the extent as allowed by the built-in configurability of CIPAce Software without requiring software code changes. Depending on the project needs, one to three configuration setup analysis meetings may be held between the City of El Paso and the GTSI Team to define

GTSI Confidential and Proprietary. Use or disclosure of the data contained on this sheet is subject to the restrictions on the title page of this proposal.

configuration setting of CIPAce™ Software. Software Configuration meetings will define the configuration of the following:

- Smart texts, which are nomenclatures of the Software
- Custom fields
- Classifications
- Standard dropdown boxes
- User roles and responsibilities in terms of the data that each role needs to manage and view and the underlying processes associated with it reporting needs
- Key user profiles including such things as name, position, contact information and email addresses
- Business rules and metrics to be measured. This would include workflow, approval cycles, alerts (ie: schedule, cost, modifications, etc.), KPIs.
- Standardized the City of El Paso reports required that are not provided in the CIPAce™ application
- Reports within the Library of the CIPAce™ Software that require modification
- Other customization features under the utility menu of the CIPAce™ Software

The GTSI Team will to the best of its ability configure CIPAce™ to be consistent with the documentation based upon the existing software's configurability. Configuration or change requirement that will require source code changes of the Software will not be covered under Software Configuration. With the exceptions of those listed under Pre-approved Customization section of this document, these changes will go through the change control process to implement. Requirements that go through the change control process will be evaluated by the GTSI Team for cost and schedule impact to implement CIPAce™ Software.

As a pre-requisite to the first software configuration setup analysis meeting:

- CIPAce™ Software implementation teams at both the City of El Paso and the GTSI Team are formed
- The City of El Paso will receive basic training on CIPAce™ Software
- The City of El Paso will gain access to a trial, standard off-the-shell CIPAce™ Software
- The City of El Paso will provide business process documentation and diagrams

During a software configuration setup analysis meeting, the City of El Paso will describe the roles and responsibilities and key processes in managing CIP; the GTSI Team will demonstrate how CIPAce™ Software may be utilized in managing the processes described. During such interactions, configuration decisions are made and possible gaps between actual process and software functionalities are documented for further analysis.

Please notice that the City of El Paso may choose to configure the above items using built-in software management features after accepting the CIPAce™ Software instead of configuring them during the Software implementation process.

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2.4 Migration of data

Migration of data utilizing a single compatible electronic source (template to be provided) will include transferring the historical CIP Planning data and financial data into the CIPAce™ application. This will be completed prior to final deployment of the application and will be done for all departments/divisions identified for application rollout.

The City of El Paso will provide historical data to the GTSI Team for migration into the CIPAce™. If data are provided in a format in compliance with the template provided by the GTSI Team, the GTSI Team will migrate data once for the City of El Paso as part of the standard software implementation service. If the City of El Paso provides additional versions of the data for the GTSI Team to migrate, the effort may be quoted by the GTSI Team and presented to the City of El Paso for consideration.

If data are provided in a format other than that stipulated by the GTSI Team, the effort may be quoted by the GTSI Team and presented to the City of El Paso for consideration.

Upon completion of the migration, the City of El Paso will go through a data validation and user acceptance test prior to "Go Live" for accuracy and completeness.

2.5 Reports

Other than the standard reports included in CIPAce™ Software, the GTSI Team will emulate the specific existing The City of El Paso reports as listed below:

- The GTSI Team will emulate up to 5 current The City of El Paso reports at no additional charge.

Additional reports will be processed through the Change Control Procedure. The effort will be quoted by the GTSI Team and presented to the City of El Paso for consideration.

2.6 3rd Party System Integration

The GTSI Team will provide the following Integration services for any agreed upon 3rd party applications

- System architecture analysis
- Development of a Requirements Specification
- Develop and implement integration with 3rd party applications

The following 3rd party applications will be integrated with CIPAce™ Software:

- Currently available 3rd party system integration include:
  - PeopleSoft Batch mode integration
  - ESRI ARC IMS GIS
  - Microsoft Professional Project
  - Microsoft Professional Office Word & Excel
- Scope:
  - The data exchange mechanism – one way, two way, batch etc.

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- Automatic or manual
- Data elements to be exchanged for the integration.

2.7 Testing

The GTSI Team will set up a CIPAce™ testing/training Environment for the purpose of data migration integrity testing, user acceptance testing and training.

Any CIPAce™ testing/training environments will be removed after the launch of the CIPAce™ production environment. The GTSI Team will not be responsible for any data in the testing/training environments.

2.8 Training

Training will be provided in conjunction with the production system rollout. The City of El Paso will choose one of the following options:

- Training will be segmented for all user groups based on the functional focus (Total-User-Training). Total user training will not exceed two (2) days with up to two (2) GTSI Team consultants provided.
- In lieu of the Total User Training, Train-the-Trainer (TTT) training will also be provided to designated Super Administrators. Total training for the trainer will not exceed two (2) days with up to two (2) GTSI Team consultants provided.
- A combination of Total-User-Training and TTT will be provided to City of El Paso. Total training will not exceed two (2) days with up to two (2) GTSI Team consultants provided.

City of El Paso will attend the defined Training Program which may include:

- Walk-through demo of CIPAce™
- Online training
- Onsite training

City of El Pasoe's Super Administrator(s) will develop standard operating procedures and specific training/user manuals for each functional user group that fits the City of El Paso's specific organizational needs. When completed, the Super Administrator(s) will then be responsible for conducting training for each user group following the standard operating procedures and user manuals for that user group. The GTSI Team representative(s) will be available at additional cost to present in providing support and assistance in such training sessions.

2.9 Deliverables

Deliverables for implementation will be as defined and will be delivered consistent with the rollout schedule. Deliverables include the following:

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2.9.1 Software

The GTSI Team grants the City of El Paso a nonexclusive, nontransferable right to use the CIPAceTM Software based on licenses purchased by the City of El Paso.

2.9.2 Documentation

- Configuration Analysis Document
- Requirements Analysis Report
- System Integration Specification
- Standard training and User Manuals

Documentation will be provided in electronic format.

2.9.3 User Acceptance Test Scripts

The completion of the User Acceptance Tests signals the acceptance of the CIPAceTM software application by the City of El Paso. The GTSI Team is responsible for the repair of functionality due to any critical or non-critical tests. Successful completion is defined as the 100% passing of all critical user acceptance test scripts as defined by the GTSI Team and accepted by the City of El Paso.

2.9.4 Help Files

Help files will be provided with the CIPAceTM software application. They will be accessed via the application web browser. Help files will be editable by designated the City of El Paso users.

2.9.5 Progress Reporting

The GTSI Team as part of the implementation process will provide to the City of El Paso periodic progress reports. These reports will show current status, action items for all parties and critical path issues.

2.10 Acceptance Criteria

Upon successful completion of the deliverables detailed in Section 2.9 above, City of El Paso will provide signed, written acceptance to GTSI and the project will be deemed complete. The GTSI Project Manager will supply a form upon completion for the signed acceptance of this project.

2.11 Client Responsibilities and Prerequisites

City of El Paso will participate as well as provide adequate resources as required in support of the implementation of the CIPAce™ software.

3 PROJECT PRICING

The official GTSI quotation (Quote #: **QUT5053159**) can be found as an attachment to this proposal containing all products and professional services required to accomplish the tasks

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outlined in this proposal. The total project price is offered at **$184,540.18** for the work specifically defined herein.

Professional Services	Total Price
El Paso CIP Planner Implementation	$ 63,162.05
Year 1 Annual Maintenance	$ 26,429.13
Total of Services	**$ 89,591.18**
CIPPlanner Licenses	$ 94,949.00
Total of Solution	**$ 184,540.18**

Should any additional services be required for the scope within this proposal or that are outside of the scope of this proposal, City of El Paso shall execute a Change Order according to the process listed in Section (6) below.

3.1 Product Pricing

The proposed products are provided for a total of **$94,949.00**. Please refer to attached quote for the full break out of all products necessary to complete this project.

3.2 Services and Year 1 Annual Maintenance Pricing

The proposed professional services and Year 1 annual maintenance services are provided on a firm fixed basis for a total of **$89,591.18**.

3.3 Invoicing Schedule

GTSI will invoice product at the time the product is shipped to City of El Paso. Year 1 Annual Maintenance will be invoiced upon final acceptance for the upcoming year. GTSI will invoice City of El Paso for the remaining professional services outlined within this proposal based on the following project milestones:

Milestones	Total Payment
Upon Completion of ESRI Integration Set Up	$ 32,361.80
Upon Completion of PeopleSoft Integration	$ 21,060.00
Upon Completion of Configuration Analysis	$ 9,740.25
Total of Milestones	**$ 63,162.05**

4 PROJECT MANAGEMENT PLAN

GTSI will monitor all aspects of the contract, from initiation of a task to final solution delivery, while maintaining open communication channels between City of El Paso staff, management, and project personnel. The GTSI Project Manager ("GTSI PM") will work with project leads to ensure that the project is completed on-time with appropriate personnel. Using a work breakdown structure method to prepare and monitor task deliverables, the GTSI PM will execute

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based on a current, detailed overview of the work requirements of the project's task areas at all times.

5 PERFORMANCE OF WORK

5.1 Estimated Period of Performance

GTSI estimates the project will be completed in four (4) months. The GTSI PM and the designated City of El Paso POC will develop a mutually agreeable project start date post award. Post award the GTSI Project Manager will work directly with the City of El Paso POC to establish delivery dates for the professional services outlined within this proposal.

5.2 Location of Work

Work on this effort will be primarily performed at the City of El Paso designated location. Portions of the work associated with this proposal may need to be completed at a GTSI subcontractor facility.

5.3 Hours of Work

Work may be performed at the City of El Paso site from 8:00A.M. to 5:00P.M, excluding all observed Federal holidays. Any required weekend or non-business hour work may require additional funding or may incur higher billable rates and must be coordinated through the GTSI Team with a modification of this proposal prior to execution.

6 CHANGE CONTROL

The pricing and project schedule are based on project scope. Any changes to the project scope after contract award are subject to GTSI's Change Control Process as managed by the GTSI PM. All changes will be agreed to in writing and approved by GTSI and City of El Paso prior to any work force efforts.

Should GTSI or City of El Paso want to change any Task, Deliverable, or Acceptance Criteria, the GTSI PM will follow standard change control procedures. GTSI will complete all work authorized under change control on a time-and-materials or fixed-price basis, dependent upon which contract type is most appropriate. Time and Materials will be charged at GTSI's then current rates.

The objectives of change control are to:

- Assess the impact of scope changes on project schedules, resources, and pricing.
- Provide a formal vehicle for approval to proceed with any changes to the scope of work of this proposal.
- Provide a record of all material changes to the original proposal.

If GTSI or City of El Paso requests a change impacting the cost of or time for performance, as determined by GTSI in its sole discretion, GTSI and City of El Paso will review the request

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through our change control process set forth in the proposal and subsequent contract award. For each change, GTSI will complete a change request form and provide the completed form to City of El Paso. Both GTSI and City of El Paso will approve the change request detailed in the form, including the impact of the request on the schedule, resources, and the price of the project, before GTSI will make then enact the request. When City of El Paso accepts the Change Form, City of El Paso will modify its purchase order and such other documents as requested by GTSI, when applicable. If City of El Paso does not accept the request, including the impact on the schedule, resources, or price, then the Parties will complete their obligations with respect to the project as set forth in in this proposal.

7 General Assumptions

- The information in this document is based on the most recent information available to the GTSI team. The scope of work and associated costs in this document may be adjusted should new or more detailed information become available regarding the project. The most recent Proposal at the time of contract will govern performance.
- The information provided in this document is based on customer specification and requirements provided by the City of El Paso, and are developed based on and in accordance with the OEM specifications.
- No members of the GTSI team, unless specified elsewhere in this proposal, are required to hold current and active security clearances or citizenships to assist in execution of this project.
- City of El Paso will provide the GTSI team with an onsite contact for the duration of the project.
- City of El Paso will provide the GTSI team with adequate security access to perform the project, including facility access, network access and device access.
- City of El Paso will provide the GTSI team with adequate documentation to perform the project, including facility diagrams, network diagrams and configurations and device diagrams and configurations.
- When required, City of El Paso will provide the GTSI team timely access to appropriate resources within the City of El Paso facilities, including, but not limited to: related employees, vendors, developers, consultants, work space, training space, staging space, hardware, software, network connections, test data and live data. Any material delay in providing such reasonable accommodations shall be considered a delay on the part of the City of El Paso.
- City of El Paso will ensure that adequate HVAC is in place to support standard working conditions and the operation of the installed Hardware/Software.
- City of El Paso will provide information as requested by the GTSI team in a timely fashion, including completing and returning all GTSI-provided templates. The GTSI team will not be responsible for any delays caused due to failure by City of El Paso to supply information requested by the GTSI team for this project. Any down time not the fault of the GTSI team will be billed in addition to the price proposed.
- This proposal is valid for a period of thirty (30) days from receipt of proposals.

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- City of El Paso authorizes the use of the GTSI Subcontractor named in this proposal
- City of El Paso authorizes the OEM products and solution proposed as per Client requirements.
- GTSI assumes that all information contained within the proposal to be true and correct to the best of the knowledge of GTSI and all partners. Based on that assumption, pricing is being provided as per the requirements. If during the performance of this contract any discrepancies are identified, GTSI may choose to accept the additional work or submit a change order proposal to the Government.
- All deliverables will be set up with a corresponding schedule or as set forth within the proposal. GTSI will make every effort to deliver within the timeframe as set forth. If, however, there are unexpected changes made by the Government that impede the schedule, GTSI will be forced to request an extension to the period of performance. If delay is more than three (3) days, such delay may result in a request for additional compensation for delay of performance.
- All requests for Modifications or Changes Orders shall be submitted in written form and be mutually agreed upon prior to execution.
- GTSI assumes that reports and/or deliverables (except as noted within our technical proposal) will be submitted in electronic format. Formal, bound reports are not included in the Proposal price. Should requirements arise for the submission of formal, bound reports, GTSI shall propose subsequent pricing as appropriate.
- The GTSI proposal is dependent upon deliverables being received and reviewed within ten (10) business days. Delays beyond ten (10) business days, unless agreed to prior to deliverable submission, shall be considered delays on the part of the Government. GTSI may seek compensation for these delays.
- Deliverable Acceptance Process. Due to the nature of a firm fixed price contract, written deliverables shall be delivered to the Contracting Officer's Representative (COR) by GTSI in accordance with the time frames set forth in this proposal. Prior agreement regarding written deliverable content and format shall precede performance and shall govern acceptance of the final written deliverable. At the completion of the Government's review (within the time frame specified herein), the COR will promptly provide a single, conclusive, integrated set of consolidated comments to the GTSI Project Manager within 10 days (or as otherwise mutually agreed in advance) after receipt of each deliverable. If any comments identify changes desired by the COR, which do not constitute errors or omissions based on the requirements provided to GTSI by City of El Paso, COR acknowledges and agrees that any change requested may result in an upward or downward equitable adjustment in the contract price, delivery schedule, timeframe for performance, or other affected terms of the contract. Such changes may not be made unilaterally by the COR, but rather as mutually agreed to by the parties. GTSI shall be entitled to seek an equitable adjustment and COR agrees to modify the contract accordingly.
- Each deliverable shall be presumed accepted ten (10) days after receipt by the COR, unless the COR otherwise notifies GTSI of nonconformance.
- The GTSI offer is limited to only those areas that are proposed.

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- Requests by GTSI for resources and/or meetings will be acknowledged by an authorized representative of City of El Paso to include an estimate of time required to make available the requested resources should resources be required.
- All meetings involving GTSI shall be conducted at mutually agreed times and locations between City of El Paso and GTSI without unreasonable delay. Both Parties will make available appropriate personnel to provide maximum value to the meeting.
- Any modifications proposed to the scope within this proposal must be negotiated and approved by both parties in writing prior to work continuing.
- All support and deliverables will be provided in United States English.
- GTSI assumes that there will be only one City of El Paso Project Coordinator assigned to lead each task order and who will enjoy full support from City of El Paso senior management. Under this arrangement it is assumed the appropriate City of El Paso personnel will be available on a timely basis to work with GTSI representatives, and that management will provide authority to the City of El Paso Project Coordinator sufficient to support the full scope of the project.
- Any enhancements to, or modifications of, any software or hardware utilized in the support of the project not covered in this proposal will be negotiated as a separate price.
- Should the engagement terminate early for any reason whatsoever prior to completion of the GTSI Services, notwithstanding which party terminates, City of El Paso agrees to pay GTSI for all GTSI Services performed by the GTSI Team in accordance with the proposal, either invoiced or to be invoiced but to date unpaid (fees, expenses, milestone payments), up to the effective date of termination.
- Personnel Security Requirements: Upon award, DD254 documentation, if required, should be forwarded to the GTSI Facility Security Office. All other clearance documentation or requests can also be forwarded to the Facility Security Office.

Email:	security.clearance.office@gtsi.com
Address:	2553 Dulles View Drive Suite 100 Herndon, Virginia 20171-5219 Attn: Facility Security Office
Telephone:	703-463-5136

- Please be advised that only a GTSI Contract Manager has the authority to negotiate changes to price, performance, deliverables, schedules, specifications, or terms outlined in this proposal. Furthermore, the GTSI Contract Manager will finalize all proposals for signature by the Director of Contracts.

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