



**REQUEST FOR PROPOSAL**

**Supply Link Source Code Change Control**

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**KCDA Request For Proposal**  
**Supply Link Source Code Change Control**

**1. Section 1 - General**

**a. Proposal Due Date**

The deadline for submission of proposals in response to this RFP is **5:00 PM, July 16, 2007**

**b. Number of Copies**

Please provide one (1) copy of you response

**c. KCDA Contact**

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**d. Turnkey Approach**

The KCDA objective is one in which the vendor delivers, installs, implements and passes an acceptance test on equipment and software, training, and documentation.

**e. Clarification of Proposal**

KCDA reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of a vendor's proposal.

**f. Acceptance of Proposal Content**

The contents of the proposal and all statements made within it will become, at the option of KCDA, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

**g. Responsiveness**

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify and limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration if that approach clearly offers increased benefits to KCDA.

**h. Format of Proposal**

For ease of finding required information the bidder is to follow precisely the order and section number format of the Request. Other materials not directly related to the stated requirements are to be included in the Appendices.

**i. Equipment Requirements**

The vendor should specify the equipment configuration best suited for the software application. The equipment must have technical support available during normal business hours (Monday - Friday, 8:00am to 4:30pm PST).

**j. Support Requirements**

Support requirements are specified in **Section 3**. Your Proposal should specifically address each requirement listed.

**k. Warranties**

Please provide warranty coverage information for all equipment and software modules. Include applicable starting periods for warranties.

**l. Delivery and Implementation Schedule**

KCDA plans to install all requested software and equipment as soon as possible after contract execution. Preference will be given to vendors that can complete installation within four to six weeks of contract signing. Availability of proposed hardware and software will be used in the evaluation of the bid. The bidder must include a realistic delivery and implementation schedule in terms of weeks following contract signing. Tasks to be performed by the vendor as well as by KCDA should be specifically provided and included in the schedule.

**m. Payment/Retainer**

Provide a payment schedule according to the following:

**n. Contract Execution:**

i. Equipment and Software Installation:

ii. Annual Maintenance:

iii. Installation/Training Expenses:

**o. Evaluation Criteria**

i. The following general criteria will be used to evaluate the responses.

ii. Ability of the equipment and software to meet general and specific KCDA solution requirements, as shown in the response, and verified by references and/or functional demonstration

iii. Software packages available now and enhancements planned

iv. Vendor's ability to support both the hardware and software

v. Total cost which considers both initial acquisition and ongoing maintenance costs

vi. Level, quality and type of client training and technical assistance provided

vii. Upward compatibility for future growth

viii. Ease of use and operation of the system according to KCDA's general and specific requirements

ix. Expenses for Response

Potential Vendors are solely responsible for their own expenses, if any, in preparing a response to this Request for Proposal. This would include any costs incurred during functional demonstrations or subsequent negotiations.

## **2. Section 2 - Background Information**

KCDA has recently acquired the source code for their eCommerce web site (Supply Link) and seeks a system to secure the code and track change control. Simultaneous development by multiple solution teams may be accessing the code and it is critical that the code remain in sync with the production site and any changes that cause errors could be rolled back. As important, build scripts must be created which would sync, build and deploy the site to a production or test server.

Once this solution is implemented KCDA will need administration assistance to manage change requests, security and source code backup database and servers.

The KCDA IT organization has recognized that they do not have all the required expertise or bandwidth in house to support the solution and seek to explore alternative designs to implement a comprehensive source code control solution.

### **3. Section 3 - Software and Hardware Standards**

Info

The proposed software must comply with the following general standards.

- i. 100% compatibility with Microsoft Windows Operating System
- ii. Software Vendor must be a Microsoft Solution Partner
- iii. Compatible within KCDA Networking environment
- iv. Software is current with no plans for phase out
- v. Software adheres to accepted industry standards, and has passed independent audit testing
- vi. Software must not contain any viruses, trapdoors, timebombs, or other malicious code
- vii. Software is easy to use and has a Graphical User Interface (GUI)
- viii. Adequate security features that include the ability to set access controls at multiple levels.
- ix. Software includes built-in back up features, and data recovery if processing is disrupted due to power loss or other interruptions
- x. Documentation with on-line help, as well as printed user manuals
- xi. Customer support, with a support line, and dedicated and secure Webex or equivalent site for remote diagnostics during normal business hours (Monday - Friday, 8:00am to 4:30pm PST). Optional extended hour coverage (up to 24 x 7) must be available.
- xii. The source code repository would allow developers to:
  - Check in and check out source code
  - Allow rollback of changes
  - Handle security permission
  - Backup of source code for disaster recovery
  - Allow scripting to build and deploy the current solution
- xiii. The proposed hardware must comply with the following
  - Certified by UL, CSA or other applicable safety standards
  - Be manufactured in an ISO certified facility
  - Have manufacturer direct parts and service support available within North America
  - Fit easily into office & Back-Office environment

xiv. The proposed solution must provide the following capabilities

- Installation and Training

The bidder will provide complete installation of the hardware and software, ensure proper system performance, and complete acceptance testing. Training is required to cover all aspects of operation including supervisor functions.

- Support

Customer software support, with a support line, and a secure and dedicated Webex or equivalent site for remote diagnostics during normal business hours (Monday - Friday, 8:00am to 4:30pm PST) is required. Optional extended hour coverage (up to 24 x 7) must be available.

Hardware Support with a maximum 4-hour response time during normal business hours (Monday - Friday, 8:00am to 4:30pm PST) is required.

#### **4. Section 4 - Installation and Support Requirements**

- a. Equipment, Software Delivery and Installation Schedule**
  - i. Bidder must provide a delivery and installation schedule based on time after contract signing
  - ii. Equipment and Software Sign-off
  - iii. KCDA requires that acceptance testing take place within ten (10) business days of the completion of installation, and be conducted using a checklist of functions to be verified.
  - iv. Verification of all functions and menus as listed in specification
  - v. Verification of quality and accuracy
  - vi. Verification of endorsing (audit trail) quality and accuracy
  - vii. Any discrepancies noted in any of the tests will to be corrected by the vendor prior to system acceptance.
  - viii. Equipment and Software Documentation
  - ix. It is required that the vendor provides both on-line and hard copy documentation (user's manual) to KCDA at no extra charge.
  - x. Equipment and software maintenance and updates
  - xi. Provide the procedure the bidder uses for enhancements and upgrades. Detail any charges involved.
  - xii. Training for end users
  - xiii. Provide a proposed training schedule.

**5. Section 5 - Price Quotation**

Provide a detailed price quotation, including a summary of all costs and a detailed list of each item proposed and its associated cost.