



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 1 of 50

P
U
R
C
H
A
S
E

N
E
T

Mail Sealed Bid TO:		Sealed Bid Due By:	Bid Opening:
City of Tulsa 200 Civic Center, Room 109 Tulsa, Oklahoma 74103		5:00 PM Wednesday, 2002 April 10, 2002	8:30 AM the next day City Council Room
Envelope/Box Labeling:		Bid Bond Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Bid Number and opening date must appear on the lower left corner of all envelopes and box tops.		Performance Bond: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		PreBid Conference: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		Insurance Req'd: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Response to this request must be submitted on this form with requested and supporting documents attached to the back of packet.			<u>6</u> Copies Required
Published:	Tulsa Daily Commerce and Legal News(announcement only) March 15, 2002		
	Purchase Net Fax-on-Demand: 918-596-1171		
	Purchase Net Website: www.cityoftulsapurchasing.org		
City Contacts: (Submit all questions by email)	Project Buyer: Bill Youngblood, CPM byoungblood@ci.tulsa.ok.us Fax: 918-699-3153 Phone: 918-596-7551	Technical Questions: Larry Hurst, Mgr. Information Services lhurst@ci.tulsa.ok.us Fax: 918-669-3066 Phone: 918-596-7453	
Acknowledgement of Intent to bid:	E-mail the Project Buyer of your intent to bid. If you don't receive a return e-mail within 48 hours, contact the Project Buyer		
Addendum:	All addenda will be communicated to all known respondents in writing. Any verbal communications by any City personnel or their agent will not be a part of these bid specifications.		
NIGP Codes:	964-26, 961-30-26, 961-30-26		

RETURN THIS ENTIRE RFB PACKET WITH ANY SUPPORTING DOCUMENTS ATTACHED TO THE BACK

I have read and understand these Bid Specifications and agree to adhere to all terms and conditions contained herein. I have included all costs in my bid to implement the solution requested in these bid specifications. Exceptions must be described in detail and attached to this bid packet. **Note: Taking an exception to a "must item" may cause your bid to be rejected. (DO NOT PRINT SIGNATURE)**

Firm name: _____ Date: _____

Street: _____ County: _____ City/State: _____ Zip: _____

E-Mail _____ Fax: _____ Phone: _____

Print Name: _____ Signature: _____
(Authorized agent for the firm shown)

****** Entire packet must be notarized by Notarizing this page******

Subscribed and sworn to before me this _____ day of _____, 19_____.

Signature of Notary Public _____ MY COMMISSION EXPIRES: _____



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 2 of 50

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Cover Page	1
Table of Contents	2
Addenda	3
Interest Affidavit	7
Bidder Affidavit	8
Contractor / Bidder Information Sheet	9
Cost Worksheet	10
Exception Page	12
General Terms and Conditions	13
Special Terms and Conditions	20
Technical Specifications	24
<u>Attachments</u>	
A. Applications, hardware, / operating systems	29
B. Position Descriptions	30
C. Questionnaire	49



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 3 of 50

Tac553A IT Contract Services- Addendum #1

1. To what extent is the Contractor permitted/obligated to defend claims for which it must indemnify the City? There are several provisions where we are required to indemnify and hold the City harmless as well as assume all liability (see pages 13 and 17). If we are required to indemnify, then are we also given the right to defend in these cases? Also, to what extent are we obligated? Is our liability limited to the degree of our negligence? What if the City is also negligent?

Vendors may defend all claims to the extent of their ability, but the City will not be responsible for judgements against the vendor. The City will defend against claims of negligence made specifically against the City. The City may at its option may modify all sections related to this topic.

2. How does the City define "a behavioral interview process" as stated in question #1 of Attachment C? Our firm has seen a number of widely varied Client definitions for "behavioral interview process." How does the City of Tulsa define this, and, if testing components are involved, what types of testing does the City require, and does the City have a preferred 3rd party vendor that it uses for these services?"

Our areas of concern are primarily ethical and security issues. Our own interview process will cover any other needs we might identify. We have no standard test instruments.

3. On page 18 of 46 it states "Premiums on all insurance policies shall be paid by the contractor and shall be included in the bid. Please clarify- is the City asking for the actual dollar amounts we pay as insurance premiums? Or is the City only looking for proof that we have adequate insurance coverage in force? If the latter, is a Certificate of Insurance acceptable in lieu of including the premiums in the bid?"

You are not required to identify the cost of the premiums. You will be required to supply an insurance certificates as prescribed in the specifications.

4. Does the City intend to distribute the work performed by the successful bidder outside of the city government? (See the Hold Harmless section on page 17.) Also, if the City uses the work product for anything other than its intended purpose, are we still required to defend and indemnify?

It is very likely that work done would be distributed to others, either the general public for use in our work, to other public entities, and to our own vendors. We would expect the provider used on any project to defend their own work but not that of City employees.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 4 of 50

5. Do we need to provide resources for all skill sets that are asked for or can we bid for some?

All the required skill sets should be bid. Other optional skills could be added but leaving out a required skill would prevent us from making accurate point/price calculations. If you are unable to provide the resources needed by the City, this may result in an unsuccessful bid.

6. From a timing perspective, when are the resources needed?

Once a need has been identified we usually need the individuals within a week or two. If our needs are more urgent, the requesting IT manager will notify you when the request is submitted.

7. Will we be able to work with the city to create a "staffing plan"?

The City has no plans to develop a "staffing plan" for purposes of this contract. The general public and our vendors should be aware of our budget constraints through the new media. We do not anticipate the wholesale addition of large numbers of contractors.

8. How many resources are required for each set?

Assuming that a "resource" means people we could not attach a reliable number. Due to the City's budget constraints, it may be that fewer resources are requested than in the recent past. Further, the complexity of a given skill area may mean a single person could complete a job in one area while others may require teamwork.

9. Is the city of Tulsa planning on using the selected vendors to procure resources on an ongoing basis?

Yes, for the duration of the contracts establish with the successful bidders.

10. After the contract is awarded, what is the expected timeline for the delivery of resources?

As-needed over the life of the contract...sporadically and with no particular guarantee that any given skill will be used or that any particular entity will place an order for help.

11. When is the awarding of the contract expected?

May 2002



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 5 of 50

12. Are there any registration requirements with the City of Tulsa or the State of Oklahoma to be eligible to win this contract? If so, what are they and what do we need to do to become registered?

You are not required to be a registered supplier to bid on this project. To receive future invitations, having a current up to date registration is essential.

13. What are the current rates the City of Tulsa is paying for the desired positions?

This is available in the City Clerks office.

14. Who attended the Pre-Bidders conference?

A list will not be distributed at this time.

15. Is it possible to get a transcript of the questions asked and the responses from the Pre-Bidders Conference?

The pre-bid conference meeting was not recorded, so a transcript is not available. Although attendance at the pre-bid conference was not required, all vendors are welcome and encouraged to submit bids. Any item discussed that will relate to a difference or an interpretation of the bid package should be fully addressed in this addendum.

16. Could we use subcontractor for certain position?

The City expects these firms to provide personnel in their employ. Any contractors (resources) used by the City cannot claim to be City employees.

17. Will City of Tulsa accept consultants with H-1 status?

Yes, with some exceptions. Communication skills, security, state or federal requirements, or other considerations may restrict the ability of the City's IT managers in making use of these resources.

18. How long is the payment term? 30 days net?

Net 30 days

19. Minor clerical changes made to cover page—page 1



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 6 of 50

20. Contractors' Liability and Insurance Requirements: The incorrect reference to bid 01-406 was removed.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 7 of 50

INTEREST AFFIDAVIT

STATE OF _____ }
 } ss
COUNTY OF _____ }

_____, of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

By _____
(Signature)

(Title)

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC SIGNATURE

My Commission Expires:

The Interest Affidavit must be completed, signed by an authorized agent, and notarized.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

**Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department**

**City of
Tulsa**

Page 8 of 50

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says

Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the **competitive** bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 9 of 50

Contractor/Bidder Information Sheet

To be completed by all respondents to
Invitations for Sealed Bids or Proposals
(Print or type)

Project No:	
Description:	
Taxpayer Identification No:	
Legal Identity: Corporation, Partnership, Individual, etc.	
Full Name of Bidder:	
Street :	
City/State/Zip:	

Project Manager		Legal Contact	
Name:		Name:	
Street:		Street:	
City/State/Zip:		City/State/Zip:	
E-Mail:		E-Mail:	
Phone:		Phone:	
Fax:		Fax:	
Alternate Contact:		Alternate Contact:	
Name:		Name:	
E-Mail:		E-Mail:	
Phone:		Phone:	
Fax:		Fax:	

Website Address:	
-------------------------	--

<p>Would you like to receive information to register as a potential supplier to the City of Tulsa for other projects?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
---	--	---

Fax a copy to: [Phyllis Brown 918-699-3225](mailto:Phyllis.Brown@cityoftulsa.com)



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 10 of 50

Cost Worksheet

Complete the following cost sheet and submit on a 3.5" floppy using MS excel. If there are any differences, the hard copy will rule.

<u>Positions</u>	<u>Min Charge/hr</u>	<u>Max Charge/hr</u>
Programmer	_____	_____
Programmer Analyst	_____	_____
Systems Analyst	_____	_____
Senior Systems Analyst	_____	_____
Business Analyst	_____	_____
Database Administrator I	_____	_____
Database Administrator II	_____	_____
Database Administrator III	_____	_____
Oracle Database Designer	_____	_____
Computer Support/LAN Analyst	_____	_____
Computer Support/LAN Consultant	_____	_____
Unix Administrator	_____	_____
Project Manager	_____	_____
Systems Trainer	_____	_____
Systems Technical Writer 1	_____	_____
Systems Technical Writer 2	_____	_____
	_____	_____
	(Total---A)	(Total—B)

Average cost (A + B): _____

2



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 11 of 50

Other positions that the vendor may have that are applicable to meet our skill requirements; e.g., client server, GEAC specialist, Web Page developer, etc.

1. _____

2. _____

Contract for Hire costs. If you provide contract for hire, describe your policy and pricing.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 12 of 50

Publication of results: The tabulation and results of the scoring will be published on the website and fax-on demand as soon as complete. The award will be published after Mayoral approval.

Exceptions

You must list any exceptions taken to these specifications

If the bidder wishes to take exception to any part of these specifications (technical specifications and all terms and conditions), he does so with the full knowledge and understanding that his bid may be rejected. If exceptions are not listed in this section, the bidder may forfeit their bid bond if exceptions come to light later.

I (circle one) have or have not taken any exceptions to these specifications. If exceptions have been taken, you must explain below:



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 13 of 50

GENERAL TERMS AND CONDITIONS

Definitions:

Bidder - Is a supplier that submits a bid for consideration by the City in accordance with this RFB.

City – City of Tulsa.

Contractor– A Bidder that has been selected by the City to provide specific design, supply and/or installation services. Same as successful bidder.

Cost – The price or cost to the city will be the lower of the price quoted in the bid, current published price, or published sale price. The word cost and price are equal in meaning.

COT – City of Tulsa, a local branch of government that changed from a Mayor/Commissioner government to a Mayor-Council government in 1990.

Desirable – The terms "can", "may", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor.

Fax-on-Demand – 918-596-1171 (to obtain index of documents).

Mandatory – Such terms as "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor may result in the rejection of the bidder's bid.

Milestones – Significant project events that indicate a specific point of time in a project.

Purchasing Office – City of Tulsa; 200 Civic Center, Room 802; Tulsa, Oklahoma 74103.

Successful Bidder – The bidder who receives the award and enters into a contract or accepts a purchase order for the goods and services specified herein.

T&C - Terms and Conditions.

Website – www.cityoftulsapurchasing.org.

Specification Color and Special Effects:

Based on printer type page numbers may vary by one to two pages. Also, for those viewing this specification on the Internet or printing on a color printer, there may be color or special effects used to highlight an item as needed.

Purchasing Authority:

The authority used to issue this Invitation for Sealed Bid comes from:

- a.) City Charter Article XII Section 14
- b.) City ordinance Title 6, Chapter 4 (Purchasing)

Fairness:

It is the intent of the City to present these bid specifications such that they will result in an open and competitive process. If in your opinion, we have not met that objective, please contact the project buyer in writing.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 14 of 50

Bidder Conflict of Interest:

City employees will not be permitted to bid on this contract or work for the awarded Contractor(s) on this contract. By submission of a bid, bidder certifies that no employees of theirs, any affiliate or subcontractor has bribed or lobbied, or attempted to bribe or lobby an officer or employee of the City.

Specification Availability:

These specifications can be obtained in the following ways:

- Website: www.cityoftulsapurchasing.org
- Fax-on-Demand: 918-596-1171 for an index
- Purchasing Office: 200 Civic Center Room 802; Tulsa, Oklahoma 74103

Acknowledgement of Intent to Bid:

The only way to acknowledge your intent to bid is by emailing the project buyer as directed on page 1. Sending any addenda to you will be based on knowing you are a bidder.

Bidder Questions:

All questions will be handled as stated on the first page. Any discussions with anyone other than the Project Buyer or other procurement personnel may disqualify your bid and be grounds for retracting an award recommendation or be cause for the termination of any future contract or purchase order.

If there has been a breach of this General T&C and products have been delivered, they will be returned at the successful bidders cost. The City will not be liable for any supplier costs. A list of all procurement personnel is available on the City of Tulsa's website and Fax-on-Demand.

The City cannot guarantee that any questions received within ten (10) working days of the due date will be answered.

Any oral explanations or instructions given before the award of the contract will not be binding.

Any information given one bidder concerning this Invitation will be provided promptly to all other known bidders as an addendum, if that information is necessary in submitting a bid or if the lack of it would be prejudicial to other bidders. The City may at its option periodically send an e-mail containing any questions and answers not previously distributed by an addendum prior to it being included in an addendum.

Addendum to Invitation for Sealed Bid:

- All addendum information will be communicated to all known respondents in writing. Any verbal communications by any City personnel or their agent will not be a part of these bid specifications.
- If this specification is amended, then all unchanged provisions, which are not modified, remain unchanged.

Preparation Cost:

The City of Tulsa will not be responsible for any bidder costs in preparing the bid response, pre-bid conference, demo, or any other cost incurred by the bidder.

Multiple Responses:

Bidders may submit more than one bid in response to this RFB. However, each bid must be a separate, complete package, which can be considered independently of any other bids from the same Bidder.

Bid due:



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 15 of 50

Deliver or hand carry offers to the office of the City Clerk City of Tulsa; 200 Civic Center, Room 109; Tulsa, Oklahoma 74103 **NO LATER THAN 5:00 PM** on the due date shown on the cover sheet. Offers will be date/time stamped in accordance with this provision.

The City shall not be responsible for the failure of offers not reaching the City Clerks office prior to the due date.

Faxing Bids:

Bids cannot be faxed to the City Clerk, Purchasing, or any other City office or employee.

Bid Opening:

All bid openings are public. The opening will take place the day after due:

Francis Campbell Council Meeting Room
City Hall, 200 Civic Center, plaza level
Each Thursday
8:30 A.M.

Exceptions Taken to Specifications:

Any exceptions or deviations from these written specifications shall be shown in writing on the "List of all Exceptions taken to these specifications" Appendix. Note that an exception may eliminate you from consideration.

Altering Bids:

Bids cannot be altered or amended after the submission deadline. The signer of the bid thus guaranteeing authenticity must initial any interlineations, alteration, or erasure made to the bid before the opening bid date. Bids must be submitted in ink or type written. Bids using pencil will not be accepted.

Bid Conformity:

By submitting a response to this Invitation, the bidder attests that the supplies and/or services conform to these specifications unless an exception is listed.

Evaluation Committee:

The evaluation committee will consist of personnel selected from the operating and technical areas as needed. The Purchasing Division will assist with purchasing procurement issues.

Award of Bid:

The bid will be awarded to the firm(s) whose bid is responsive and most advantageous to the City, considering the factors identified in the bid and the Purchasing Ordinance set forth below:

Award of Contract, City of Tulsa Ordinance, Title 6, TRO Chapter 4, Section 406E:

1. Authority of the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure Bidder meeting specifications. Bid specifications may include a point system for evaluating the lowest secure bid. In determining the "lowest secure bidder" in addition to price the following factors shall be considered:
 - a. the ability, capacity and skill of the bidder (proposer) to perform the contract or provide the service required;



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 16 of 50

- b. whether the bidder (proposer) can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. the character, integrity, reputation, judgment, experience and efficiency of the bidder (proposer);
- d. the quality of performance of previous contracts or services;
- e. the previous and existing compliance by the bidder (proposer) with laws and ordinances relating to the contract or service;
- f. the sufficiency of the financial resources and ability of the bidder (proposer) to perform the contract or provide the service;
- g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. the ability of the bidder (proposer) to provide future maintenance and service for the use of the subject of the contract;
- i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award;
- j. the number and scope of conditions attached to the bid; and
- k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder (proposer).

Award of Items to Bidder(s):

The City may award each item to different bidders or all items to a single bidder at its sole discretion unless otherwise defined on the detail cost summary page or described in the Special Terms and Conditions section.

Technicalities: The City may waive any minor technicalities in the bidding process at its sole discretion.

Right to Reject:

The City of Tulsa reserves the right to reject any and all bids, or may accept or reject any line item at the price quoted. In addition, the bidder should recognize the right of the City to reject a bid if the bidder fails to submit the data required in the bid document, or if the bid is in any way incomplete, or irregular, or is not in total compliance with the specifications. Any departure from the specifications shall be stated in the bid with an explanation of the reason for the change.

Bid Results Notice:

Available in the following ways:

- City of Tulsa Purchasing Website
- City of Tulsa Fax-on-Demand
- City Clerks office at City Hall

Notice of Award:

The project buyer will notify the successful bidder.

Equal Employment Opportunity:

Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.

Employment Discrimination Prohibited by Contractor:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race religion,



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 17 of 50

color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification, reasonably necessary to the normal operation of the contractor. Or agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

2. The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an Equal Employment Opportunity Employer.
3. Notices, advertisements and solicitations placed in accordance with Federal Law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Americans with Disabilities Act:

The Contractor shall take the necessary actions to ensure its facilities and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Any costs of such compliance with the requirements will be the responsibility of the contractor.

Delivery Time Frame:

Contractor must keep the City of Tulsa Purchasing Department advised of order status. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase materials and services elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet back-to-back deliverables or deliverables within the agreed upon timeline, i.e., installation and testing of software, etc., without valid reason may be cause for removal from the bid list. Scheduling of deliverables will be determined and agreed upon by the City of Tulsa and successful bidder.

Mandatory Requirements:

The bidder must comply with all mandatory requirements. Exceptions:
The City will consider an alternate response to a mandatory requirement. The City at its option may consider and approve an alternate if it fulfills the needs of the City.

Right to Audit:

Contractor fully understands that it is a condition of this bid to allow the City to audit for goods, services, materials, and/or supplies provided to the City of Tulsa. Contractor agrees to provide timely access to its books and records on Contractor's premises upon reasonable request by City staff. Contractor further agrees that it shall provide City personnel reasonable access and such clerical assistance as City staff may require for examination and audit of those portions of Contractor's books and records relating to the goods, services, materials and/or supplies furnished to the City during the term of any contract between Contractor and City. The contractor further agrees that any discrepancies found will be corrected and will return funds to the City for undelivered goods or services or overcharges. The supplier will have fourteen (14) days to refund any monies due. Depending on the magnitude of the problem, the contract may be terminated.

Oral Agreements:

None apply

Recipient of Contract:

The City will only contract with the "Firm name" shown on the first page and, only, if signed and notarized by an authorized agent of that firm.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 18 of 50

Contract Assignment:

Successful Bidders(s) shall not sell, sublet, or assign the agreement or any portion thereof to any person or persons, except with the written approval of the City of Tulsa.

Litigation of Conflicts:

Any dispute requiring litigation will only take place in the courts of Oklahoma in the County of Tulsa.

Law Applicable:

Bidder warrants that the goods and/ or services bid will be produced and sold in compliance with the provisions of any and all Federal, State, and Municipal laws and ordinances.

Order of Document Precedence:

This document will be made a part, either implied or specifically, of any future contract or purchase order. Nothing submitted in the bidder's documents or future contracts or other correspondence will replace any specifications, terms and conditions herein.

Bidder's response, including all promises, warranties, commitments and representations made in the successful bid, shall be binding and incorporated by reference in the City's contract or purchase order with the successful bidder. Therefore, all responses including all statements, claims, declarations, and specifications in the bids shall be considered firm and irrevocable, and all prices considered maximum, for purposes of bid evaluation, future purchase order, or future contract stipulations unless specifically waived in writing by the City.

Treatment of Information:

All information received or obtained from bidders in connection with this RFB must be treated as confidential and not used for announcement of your receiving this bid or possible award of bid is not permitted without the written permission of the City contact person named herein.

All bid information received from bidders by the City of Tulsa, in connection with this RFB, will be retained by the City and remain as a matter of public record. Any proprietary or confidential information should be identified as such, and the desired treatment of the information specified.

Bids will be disqualified if information relevant to the evaluation process cannot be retained for possible disclosure based on established Open Records Law.

Liens:

The contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and materials furnished by the contractor or his/her subcontractors under the scope of this bid and from all laborer's, materialmen's and mechanic's liens upon the real property of the City of Tulsa.

Hold Harmless:

Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by the City or use or operation of such goods in accordance with bidders direction.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 19 of 50

Liability:

The bidder shall assume all liability for damages and shall hold the City free and harmless from all claims of damages to persons and/or property that may arise out of, or by reason of, this contract.

Bankruptcy:

In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency, by, or against the Seller (successful bidder) or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, the City shall be entitled to cancel the purchase order or contract at any stage of completion without any liability whatsoever.

If any of the proceedings described above are taking place at time of bid or occur during the evaluation period or prior to the execution of a purchase order or contract, the City at its sole discretion may withdraw any further consideration of bidder without any liability whatsoever.

The bidder must inform the City in writing at the time of bid of current or possible proceedings as described in paragraph one in this section.

Waiver:

A waiver of any breach of any provision of this Contract shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

Contract Administration:

The department shown on page one will perform the primary administration of the contract. Purchasing and other City departments may become involved primarily from an audit standpoint.

Cash Discounts:

In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material (unless the City provides for progress payments in this packet) covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.

Sales Tax:

All Federal, State, and local sales tax are not applicable.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 20 of 50

Special Terms and Conditions

Definitions:

No additions in this section

Special Labeling and Packaging of Bid Response:

- 1) One Copy labeled "Purchasing"; make certain to include the CD securely within this copy.
- 2) One copy labeled "Original"
- 3) Balance labeled "copy"

Bid Offer Duration (enter number of days):

Bidder may not withdraw his bid for a period of days after the date and hour set for the opening of bids

Electronic copy of bid required (check one):

Yes: No:

Attach the electronic version to the **Technical Bid copy** labeled "Purchasing".

PRICE ADJUSTMENT OPTION:

The price paid for any commodity or service bid shall not increase during the term of the contract if you are the successful bidder. However, if the bidder anticipates that it will not be able to maintain firm prices for any renewal period, a change in price may be allowed in the renewal of this contract if the following criteria are met:

- a.) The bidder includes a formula in the initial bid, to be used to calculate a change in price at the time of renewal. Such formula shall be reasonable, objective, and capable of measurement. The City reserves the right to audit such increases. Any pertinent records not made available may be cause for the cancellation of contract or other such remedy as deemed appropriate.
- b.) The contractor notifies the City, in writing, no later than 30 days prior to expiration of the initial contract period, or any renewal period, of it's intent to exercise the right to escalate or de-escalate prices under the contract. The notice cannot include increases greater than the potential increases bid.

The predicted increases will be used in the evaluation of the bid. The increase percentages will be used to calculate the total solution cost.

If the consumer price index is used for the renewal increase, the previous years CI will be used to calculate the total solution cost.

If a purchase order is used, the above price adjustment option will apply for the term specified in the bid specifications

Award Method (check one):

Lowest Cost:

Lowest Cost Per Point:

Other:



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 21 of 50

Purchase Method (check one):

Contract:

Purchase Order:

Initial Contract term: 1 Year

Contract renewals (1 Year each):

Total contract term including renewals:

Pre-bid Conference (check one)

If Yes

NO:

YES:

Date:

March 18, 2002

Time:

2:00 PM

Location:

Room 1101, 11th floor City Hall

Explanation:

- a. You are encouraged to submit your questions via email to the Project Buyer. This will assist the City in the event research is needed to answer your questions.
- b. The City will make its best effort to make sure any questions and answers that add to the clarity and quality of these specifications are made a part of these specifications by addendum to all known bidders.

Bid Bond (check one):

If Yes:

NO:

YES:

Bid Bond Amount:

5 % of Bid amount

Explanation:

If a bid bond is required, it must be enclosed with the bid in the form of a bidder's bond, cash, certified or cashier's check in the amount of shown above. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.

The City Clerk's Office will return Bid Bond's within 10 days of receiving an executed contract from the successful bidder.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 22 of 50

Performance Bond (check one):

NO: YES:

If Yes:

Performance
Bond
Amount:

Bid Total

Contractors' Liability and Insurance Requirements:

General Liability:

The City of Tulsa shall not be liable for any loss or damage sustained by the contractor. The contractor shall save the City of Tulsa whole and harmless from any and all claims of whatsoever nature growing out of or resulting from or in any way connected with the exercise of the privilege herein granted. Contractor will exercise every necessary precaution for the safety of the property and the protection of any and all persons and/or property located adjacent to or making passage through said property.

Liens:

The contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by the contractor or his subcontractors under the scope of this Invitation for Sealed Bid and from all laborer's materialmen's and mechanic's liens upon the real property upon which the work is located or any property of the City of Tulsa.

Insurance:

The contractor, and any subcontractors, shall carry and keep in force during the term of the contract including any subsequent renewals policies of public liability insurance including any contractual liability assumed under the contract in the minimum amounts set forth below and workmen's compensation insurance in the amounts required by law.

The bidder (defined to include all subcontractors and agents) shall secure and maintain throughout the duration of this contract policies of insurance and furnish to the City certificates of insurance of such types and not less than the amounts as hereinafter listed:

- Personal injury, each person \$ 175,000
- Personal injury, each occurrence \$ 1,000,000
- Property damage, each person \$ 25,000
- Property damage, each occurrence \$ 100,000
- Workers' Compensation (as required by law)

The policy shall include a clause stating that it cannot be cancelled by the insurer without the insurer first giving ten (10) days written notice of cancellation or the City must be included on the policy as a named insurer. The named insurer must provide the following on the certificate:

The City of Tulsa, a municipal corporation, is an additional insured for worked performed under Bid xxxxx and must be notified thirty (30) days in advance of insurance cancellation or termination.

An insurance certificate must include: name and address of insurance company (must be licensed to transact business in the State of Oklahoma), Policy number; and liability coverage and amounts.

The successful bidder must furnish the City a certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid by the City and before starting work. Acceptance at the point the successful bidder is notified in writing their bid has been accepted and an award recommendation is made.

The certificate of insurance must be identified with bid number xxxxxx and must be sent to:

City of Tulsa
Legal Department-Insurance
200 Civic Center Room 316
Tulsa, Oklahoma 74103

Premiums:



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 23 of 50

Premiums on all insurance policies shall be paid by the contractor and shall be included in the bid. The City will have no responsibility or liability for such insurance coverage.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 24 of 50

Information Technology Contract Services Technical Specifications

Introduction

The City of Tulsa is seeking bids from firms who can provide qualified technical personnel to work on City Information Technology (IT) projects. The City's objective is to achieve, by augmenting existing staff, the implementation, upgrade, application development and support needs for several computer systems. In some instances the City may desire a contract-for-hire services for one or more persons.

The City has a diversity of hardware and software. The financial, payroll, and personnel systems utilize GEAC (formerly MSA/DBS) packaged software operating on a Hitachi Pilot26 under the VM/VSE ESA 9000 operating system. The public safety and Municipal Court systems were developed in-house using Oracle and operate on an IBM (formerly Sequent) NUMA computer running a Unix System V operating system variant. The Public Works Department operates Oracle and non-database packaged software applications on DEC Alpha hardware under Open VMS and TRU Unix-64 operating systems. A list of these applications and hardware / operating system platforms is contained in Attachment A.

A wide-area network administered by the Telecommunications/Information Services Department provides Internet, Intranet, terminal to host connectivity, file transfer, client server, City-wide GroupWise Email services, and microcomputer print and file services to approximately 70 locations.

Purpose and Objective

The primary objective of this Request for Bid and the resultant contract(s) will be to maximize the quality and minimize the cost to the City for IT contract services. The City desires to execute non-exclusive one-year renewable agreements with several vendors whose bids are determined to be best value to meet the needs of the City. The City at its option retains the right time to time to issue invitations for sealed bids for projects that include contract services. In addition, the City retains the right to participate in any cooperative agreements as set forth in title 6, chapter 4, section 406 of the Ordinance.

Bidder Information

Communication with City

It is requested that the vendor designates one RFB representative and indicates the name and contact location information in the bid. All communications with the City will be directed through this individual. All inquiries regarding the RFB process must be in writing and should be addressed to:

or:

Mr. Larry Hurst
Telecommunications/Information Services
Manager Information Services
City of Tulsa,
200 Civic Center, Room 701
Tulsa, Oklahoma 74103
e-mail: LHURST@ci.tulsa.ok.us
918-596-7453 Voice
918-699-3066 Fax

Mr. Bill Youngblood, C.P.M.
Purchasing Division
200 Civic Center, Room 802
Tulsa, Oklahoma 74103
e-mail: byoungblood@ci.tulsa.ok.us
918-596-7551 Voice
918-699-3153 Fax



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 25 of 50

All questions will be answered in writing within five (5) working days of the receipt of the correspondence, with a copy provided to each respondent. Inquiries received less than five (5) working days prior to the bid submission deadline will not be guaranteed a written answer.

Inquiries regarding technical skills may be directed to the following individuals:

Ms. Sherry Reinhardt
Public Works Department
Manager Information Resources
e-mail: sreinhardt@ci.tulsa.ok.us
918-596-9878 Voice
918-699-3302 Fax

Mr. George Smith
Tulsa Police Department
Manager, Systems Development & Support
e-mail: gsmith@ci.tulsa.ok.us
918-596-9325 Voice
918-596-1357 Fax

Mr. Scott Robb
Tulsa Fire Department
Manager, Computer Support
e-mail: srobb@ci.tulsa.ok.us
918-596-9893 Voice
918-596-9409 Fax

Vendors must not contact other employees of the City of Tulsa concerning this RFB during the competitive procurement and evaluation process. Such contact will eliminate your company from further consideration.

General Points of Consideration

All responses must be submitted to the City Clerk's office by the Bid Submission Deadline. Any responses received after the deadline will be rejected and returned to the vendor.

Any bid selected resulting from this RFB is subject to the successful conclusion of a contract between the vendor and the City of Tulsa. Neither the lowest priced nor any bid shall necessarily be accepted. The City reserves the right to reject any or all bids.

Vendors who submit bids in response to this RFB may be required to make an oral presentation of their bid to the IT Services Selection Committee. The City will schedule the time and location for this presentation.

The contents of the bid submitted by the successful vendor(s) and this RFB will be part of any contract(s) awarded as a result of this RFB. The selected vendor(s) will be expected to sign a contract with the City.

After the release of the RFB, the City of Tulsa will hold a Pre-Bid Conference session to answer any questions a prospective vendor may have regarding requirements, response format, or the selection criteria. See the following schedule of events for the day, time and place.

The following is the anticipated schedule of events for the bid process:



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 26 of 50

EVENT	DATE	TIME	PLACE
RFB Release	3-12-2002	NA	NA
Pre-Bid Conference	3-18-2002	2:00PM	City Hall, Room 1101
Bid Submission Deadline	4-10-2002	5:00PM	City Hall, Room 109 (Office of City Clerk)
Opening of Bids	4-11-2002	8:30AM	Francis Campbell City Council Meeting Hall

Bid Evaluation and Selection

The objective of the evaluation process is to select the vendors who best match the City of Tulsa's objective to acquire both one-time project related and on-going support and contract-for-hire Information Technology services. The evaluation will be conducted by the IT Services Selection Committee, together with purchasing. In broad terms, the selection of the successful firms will be based on the following criteria :

Evaluation Category	Points	Percentage
Cost (see Cost worksheet)	Note 1	50%
Questionnaire(See appendix C)	Note 1	50%

Note 1: The points assigned to each category will be made available prior to bid opening.

Only the top 20 cost responses meeting all mandatory(must) requirements will be evaluated. The top twenty will be determined by adding the total of the "Min Charge/Hr and Max Charge/Hr together and dividing by 2 to get an average cost. The twenty(20) bidders based on lowest average cost per hour and meeting all musts will be evaluated.

The City will select a maximum of five(5) suppliers from the top 20 described above to contract for these services based on lowest cost per point.

Cost of the service to the City of Tulsa

Vendors must provide a cost range for the services they intend to provide, contained in the Cost Worksheet. The cost ranges will be considered in the overall selection of the bids; e.g., City may eliminate bids containing extremely high cost ranges as being unaffordable. Also, the selected vendors will be expected to contractually agree to these rates for a period of one year. These rates may be renegotiated at subsequent renewal(s), but not to exceed the previous year's rates by more than 5%. Rates paid for individual contractors may be adjusted annually by up to 5% based on performance.

Services to the City of Tulsa

Assessment/Evaluation/Selection. Vendors must engage in a behavioral interview process and must evaluate/assess the skill and abilities of the candidates provided to the City of Tulsa. The assessment results must be made available to the City of Tulsa.

Drug Screening. Vendors must engage in drug screening of the candidates provided to the City of Tulsa. The drug screening results must be made available to the City of Tulsa prior to the contractual engagement of any candidate by the City.

Response Time. The vendor shall respond to the hiring manager within 48 hours as to the availability or unavailability of candidates to interview.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 27 of 50

Reference Check. The vendor must complete reference checks. Also, the City may conduct its own confidential background checks and may reject an applicant without disclosing the reason for not passing.

Affirmative Action Plan. The vendor must have a plan in place to attract and place quality minority and female candidates.

Scope of Services. It is desired that a vendor be able to respond to requests for a significant portion of the IT skills listed in Attachment B.

Technical Department. The vendor must be an established technical services company or have a department that specializes in the recruiting for IT technical positions.

The vendor must agree to not solicit for employment or hire, directly or indirectly, the City's current employees for one (1) year following the termination of an agreement and any renewals entered into as a result of this RFB.

The vendor must agree to not withdraw their applicant or employee under contact to the City of Tulsa and offer them to another customer.

Except as provided in "Cost of the service to the City of Tulsa" paragraph above, The vendor must agree not to increase the rate for a person covered by an agreement until the term of that agreement is reached unless such person has submitted a letter of resignation to the vendor.

The vendor should be willing to provide contract-for-hire services.

The vendor should be willing to provide some services on an hourly, as needed, basis. These services would be utilized for such things as: short-term programming projects, unscheduled network maintenance activities, trouble-shooting, and disaster recovery support. In some instances, a specific individual with direct experience of the City systems will be required.

The vendor must agree not to bill the City of Tulsa for contractor time during City holidays, except in when services are provided, during that time, at the City's request, i.e. – to restore a failed system.

Services offered to vendor's employees.

The vendor must have a policy covering internal training and education for its technical staff.

The vendor must provide medical and related benefits to its employees.

The vendor must provide vacation and holiday benefits to its employees.

The vendor must agree to the City auditing their practices to ensure the requirements are met.

Term of Contract

The term of the contract shall be for a period of one (1) year. The contract shall be renewable with the consent of both parties, for four (4) successive one- (1) year periods.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 28 of 50

Administration of Contract

All requests for contract services will be initiated by the City's acquiring manager to all vendors. The vendor(s) will present pre-qualified candidates to the acquiring manager. The vendor(s) with the acquiring manager will conduct the final candidate interviews. The successful vendor and the acquiring manager will negotiate an appropriate rate within the range for the type of service and the term of services that covers, but not limited to the following: the term, number of positions, position level, skills required, tasks to be completed, the City functional coordinator, and the cost or the not to exceed cost.

The City of Tulsa, Telecommunications/Information Services Department will act as the contract administrator for the contracts resulting from this Request for Bid.

Required Information

It is requested that the vendor submit six (6) copies of the bid in the format outlined below.

Cover letter. The bid will be accompanied by a covering letter containing the signature of the individual authorized by the vendor to enter into a legally binding contract.

Vendor profile. The vendor shall provide information about the firm, its capabilities, depth of staffing, staffing skills, time in business, local and national presence, and other related information that will assist in the assessment of the vendor's qualifications to meet the needs of this RFB. Vendor must be able to demonstrate their ability to effectively recruit, interview, and hire candidates in the local market from an office fully staffed with full time personnel.

Current Resumes. The vendor shall provide a sample resume(s), without names, of the technical skills and experience of staff that may be offered to the City for each of the positions described in Attachment B.

References. The vendor shall supply a minimum of three references, preferably from local firms for whom the vendor has or is providing Information Technology services. Each reference should include the following:

- Company name and address;
- Contact name, position and telephone number;
- Timeframe the services provided
- General description of services provided

Questionnaire. The vendor must answer the questionnaire contained in Attachment C of this RFB.

Costs. The vendor must, using the Cost Worksheet contained in RFB, provide the charges for each of the skill categories they intend to supply. These charges must include all of the vendor's expenses including any travel and living expenses and other fees. Costs or fees associated with contract-for-hire situations must be identified and explained.

Sample contract. A sample of the vendor's standard services contract must be submitted for review.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
 Department: Telecommunications/Information Services Department

**City of
Tulsa**

Page 29 of 50

Attachment A - Applications, Hardware / Operating Systems

Application	Hardware/Operating System	Department
TRACIS – Police Records Oracle Developer 2000	IBM (Formerly Sequent), Dynix/ptx (System V Unix)	Police
JURIS – Municipal Court	Same as above	Police, Municipal Court
Utilities Information System (Old), package, COBOL, Indexed Sequential	DEC Alpha, Open VMS 6.2	Public Works
Utilities Information System (New), package, Progress, Oracle, Business Objects	DEC Alpha, DEC TRU Unix-64	Public Works
Utilities Management System, package, DIBOL, Indexed Sequential	DEC Alpha, Open VMS 6.2	Public Works
Permit And License System (PALS), package, Oracle, C, Crystal Reports	DEC Alpha, DEC Unix MS-DOS 3.1 and MS-NT WS and Server	Public Works
Laboratory Information Management Systems (LIMS), Access, SQL	Compaq NT SQL Server	Public Works
MARS – Finance; GEAC/DBS/MSA packages: GL, AP, Purch, Budget, IE, A/R; COBOL, CICS, VSAM	Hitachi, VSE/ESA & CA products to augment VSE/ESA	Information Systems, Finance
Human Resources and Payroll; GEAC Payroll, Personnel Systems packages; COBOL, CICS, VSAM	Hitachi, VSE/ESA & CA products to augment the VSE/ESA	Information Systems, Finance, Human Resources
In-house written Code Enforcement, A/R; COBOL, CICS, VSAM	Hitachi, VSE/ESA CA products to augment VSE/ESA	Information Systems
Expedition (Project Tracking)	NT	Public Works
Engineering Graphics	NT, Sun, Unix, Solaris	Public Works
GroupWise Email	Compaq, Novell	Telecom/IS
Internet Web Page	Compaq, Dell, NT,	Several
Bendata HEAT, SQL, Crystal Reports	Dell MS SQL Server	Public Works, Telcom/IS
SMS, SQL, Crystal Reports	Compaq, NT; Alpha NT	Public Works, TPD, Telcom/IS
Training Partner 2000	Crystal Reports SQL Server Dell	Public Works TPD/TFD Human Resources



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 30 of 50

Attachment B - Position Descriptions and skills

Positions

- Programmer III *
- Programmer/Analyst *
- Systems Analyst *
- Senior Systems Analyst *
- Business Analyst
- Database Administrator I, II & III *
- Oracle Database Designer
- Computer Support/LAN Analyst *
- Computer Support/LAN Consultant *
- Unix Administrator
- Project Manager
- Systems Trainer*
- Systems Technical Writer 1*
- Systems technical Writer 2*

* Position descriptions included below. The vendor's employees under contract to the City will not supervise any City Employee.

Skills

Oracle Developer 2000	Oracle Designer 2000
Oracle PL/SQL	SQL
Oracle Report Writer	MS SQLServer
C	COBOL
Visual Basic	Client Server
Java, HTML, ASP, XML	
Internet, intranet	Networking: Windows Server, TCP/IP, NETBEUI
DEC OpenVMS	DEC Unix, Novell – NetWare, GroupWise
Unix System V (Dynix/ptx)	GEAC/DBS/MSA Financial, Payroll Packages
IBM AIX	
IBM VSE/ESA	IBM VM/ESA
CICS	Progress
MS Office Pro (Access, Excel, Word, Power Point)	MS NT Server
	MS Project
MS Windows Work Station	MS Windows
MS-SMS	Xentis Reporting
Crystal Reports	GEAC Information Expert Reporting
	GEAC COHOST
Delphi	MapInfo, MapBasic
Internet/Intranet HTML, Java	ComputerVision CAD Administration
Business Objects	SunSolaris 1500 Certification



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 31 of 50

Position Descriptions

Class Code: 2256

EEO Code: E-03

Pay Code: EX-03

Group: Clerical and Administrative

Series: Data Processing and Information Services

CLASS TITLE: PROGRAMMER III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs advanced level programming, intermediate systems analysis and design, and maintenance support for information technology applications; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs programming of an advanced to moderately complex nature
- Performs basic systems design and analysis
- Develops advanced technical ad hoc and production reports
- Monitors production scheduling to satisfy clients' application requirements
- Performs installation, testing, debugging, and related implementation tasks
- Performs equipment repair and diagnostics
- Assists users with the preparation of test data
- Develops flow charts and other forms of documentation
- Receives training in information technology concepts; e. g., programming, analysis/design, client server, and relational database
- Responds to application problems
- Trains or assists other programmers

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in computer science, statistics, business administration, mathematics, electronics technology, and accounting or the completion of two (2) years (60 college hours) college level studies including coursework in computer science, mathematics, or accounting and four (4) years of experience in computer programming; or a bachelor's degree in computer science, statistics, mathematics or accounting and two (2) years of experience in computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of methods, procedures and practices of programming for appropriate information technology environment; considerable knowledge of the operation and use of data processing, data communications, and related equipment; considerable knowledge of multiple operating systems, word processing, geographic information systems, spreadsheets, and database packages; good knowledge of at least two generally recognized computer languages and proficiency in one; and some knowledge of accounting, statistics, and modern business principles, methods and practices. Ability to work independently and to recognize, analyze and solve complex programming problems; ability to access and use the Internet; ability to train others in basic programming work or other related activities; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 32 of 50

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard; frequent lifting and carrying up to 50 pounds; may be subject to or sitting for extended periods of time, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License and/or a Class "C" Water License as issued by the Department of Environmental Quality (DEQ) within fifteen months of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require some travel to various sites to provide computer related assistance; and some positions within this classification will be subject to extensive overtime during the months of February, March, and April.

Effective Date: October 1, 1995



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 33 of 50

Class Code: 2253
EEO Code: E-03
Pay Code: EX-04

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: PROGRAMMER/ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs complicated programming, systems analysis and design, and maintenance support for information technology applications; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs complex programming
- Performs complex systems analysis and design, and database design
- Develops adhoc and production reports considered to be advanced in nature utilizing high level language
- Monitors production scheduling to satisfy a client's specific application requirements
- Performs testing, debugging, and related implementation tasks
- Assists users with the preparation of test data
- Develops flow charts and other forms of documentation
- Receives training in advanced information technology concepts; e.g., programming, analysis/design, client server, relational database
- Interfaces with users and/or outside vendors
- Trains or assists other programmers
- Provides technical support for installed packaged software applications
- Provides on call after hours support for production systems
- Conducts performance tuning of systems and applications
- Provides assistance to the network administrator
- Performs database maintenance for systems

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in computer science, statistics, mathematics, electronics technology, and accounting or the completion of two (2) years (60 college hours) college level studies including coursework in computer science, mathematics, or accounting and five (5) years of experience in computer programming; or a bachelor's degree in computer science, statistics, mathematics or accounting and three (3) years of experience in computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of methods, procedures and practices of programming for the appropriate information technology environment; considerable understanding of methods and techniques used in systems analysis and design; considerable understanding of the operation and use of data processing, data communications, and related equipment; considerable understanding of multiple operating systems, languages and data structures; good knowledge of systems operations and administration and network administration; good knowledge of at least two (2) generally recognized computer languages (e.g., COBOL, C, Pascal) and proficiency in one (1); and some knowledge in accounting, statistics, and modern business principles, methods and practices. Ability to work independently and to recognize, analyze, and solve complex programming problems; ability to analyze issues and to formulate sound concepts; ability to train others in basic programming work or other related activities; ability to effectively communicate both verbally and in writing; ability to coordinate, evaluate and supervise the work of others; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 34 of 50

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License and/or a Class "C" Water License as issued by the Department of Environmental Quality (DEQ) within fifteen months of hire.

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment and may require some travel to local and regional locations to provide computer-related assistance.

Effective date: October 1, 1995



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 35 of 50

Class Code: 2254
EEO Code: E-02
Pay Code: EX-05

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: SYSTEMS ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs systems analysis and design, analyzes business processes for availability of or applicability of system support and design, programming, and maintenance support of applications, and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes, evaluates, conceptualizes, and designs new and modified computer applications/systems, of moderate size and significant complexity, to provide business, scientific, and/or engineering needs and solutions
- Conducts feasibility studies, including evaluation of alternatives, predicting impact on user's needs and data processing resources
- Performs complex programming and systems analysis and design
- Provides guidance and training to programming personnel in developing their comprehension and use of higher level programming concepts, techniques, and languages
- Provides technical support and training for PCs, network systems, mainframe databases, and applications
- Investigates, monitors, and recommends solutions to system problems
- Evaluates statistical data to ensure validity of system information and applicability to meeting business plans
- Trains management and users on system use and valid use of information for reports and planning
- Develops bid specs and purchase plans
- Acts as lead over another Systems Analyst and supervises clerical personnel (in some positions)
- Assists with departmental planning

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer sciences, industrial engineering, mathematics, electronics technology, accounting, business administration, or statistics, including or supplemented by advanced coursework in computer sciences; four (4) years of experience in business systems, systems analysis and/or computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods, procedures, and techniques used in systems analysis and design and programming; considerable knowledge of business and/or organizational systems with an emphasis on statistics, planning, procedures, training and motivation; knowledge of accounting, statistics, and modern business methods, principals and practices; and good knowledge of state-of-the-art data processing and data communication technology and its application. Ability to analyze complex issues and to formulate sound concepts; ability to work independently and to recognize, analyze, and solve complex business and/or organizational systems and programming problems; ability to effectively communicate both verbally and in writing; ability to program in at least two generally accepted computer languages (e.g., COBOL, C, Basic); and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 36 of 50

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License and/or a Class "C" Water License as issued by the Department of Environmental Quality (DEQ) within fifteen months of hire.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide support, training, and systems design.

Effective date: October 1, 1995



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 37 of 50

Class Code: 2262
EEO Code: E-02
Pay Code: EX-06

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: SENIOR SYSTEMS ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs systems analysis and design, programming, and maintenance support for data processing and data communications applications of large size and major complexity; provides direct supervision of programmer and analysts assigned to the position, and other related required duties.

ESSENTIAL TASKS:

- Analyzes, evaluates, conceptualizes, designs, integrates, and maintains computer applications/systems, that are characterized as large in size and of major complexity, to provide business, scientific and/or engineering needs and solutions
- Reviews proposed enhancements/maintenance tasks for impact on design integrity and to ensure maintenance of all appropriate system documentation
- Provides consulting services to the user departments concerning the satisfaction of their information and problem solving needs through the application of advanced data processing knowledge and techniques
- Conducts feasibility studies, including evaluation of alternatives, related to major and complex user requirements, predicting impacts on user's needs and data processing resources
- Prepares complex documents such as RFIs and RFBs as necessary
- Initiates evaluation of existing systems and programming logic and revising, where necessary, to insure effective utilization of data processing or hardware resources and optimal performance levels
- Undertakes highly technical studies and analyses and provides recommendations, findings, and reports
- Assumes coordination role of projects including scope definition, critical path analysis, and instructing, directing, controlling and evaluating the work of others to maximize productivity and results
- Provides guidance and training to programming and systems analysis personnel and other users in developing their comprehension and use of higher level programming, analytical concepts and techniques, and software
- Ensures City policies are followed with respect to documentation and development standards
- Establishes and maintains operating system and/or application system backup and recovery procedures
- Participates in budget preparation (in some positions)
- Provides technical support, updates and enhancements to packaged software applications
- Conducts technical presentations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer sciences, industrial engineering, mathematics, statistics, business administration, or accounting, including or supplemented by advanced coursework in computer sciences, and five (5) years experience in systems analysis and computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods, procedures and techniques used in systems analysis and design, and programming; comprehensive knowledge of state-of-the-art data processing and data communications equipment and their applications; and considerable knowledge of accounting, statistics, and modern business methods, principles, and practices. Ability to analyze complex issues and to formulate sound concepts; ability to work independently and to solve complex programming problems; ability to effectively communicate both verbally and



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 38 of 50

in writing; ability to program in at least two (2) generally accepted computer languages (e.g., COBOL, C, Basic); and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 60 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require some travel to various City locations to provide computer-related assistance; and may require on call after hour support for assigned production systems..

Effective Date: October 1, 1995



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 39 of 50

Class Code: 2278

EEO Code: E-02

Pay Code: IS-04

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: DATABASE ADMINISTRATOR I

PURPOSE OF THE CLASSIFICATION: Under direction creates and maintains databases, performing administrative tasks involving maintenance and monitoring system performance to maintain security, and other related assigned duties.

ESSENTIAL TASKS:

- Under senior staff guidance creates and maintains databases to ensure availability of relational data for network clients
- Monitors database users to maintain system security, protect integrity, ensure operational compliance with software vendor, and enforce City-wide network security standards
- Grants and monitors database privileges to ensure appropriate user requirements
- Writes Structured Query Language (SQL) procedural scripts to query tables, assessing data integrity
- Monitors physical and logical storage to optimize the client's speed and efficiency in accessing data
- Develops command, backup procedures, and recovery plans for databases to guard against loss of data
- Monitors, tunes, and troubleshoots database to ensure availability
- Manages the maintenance of table and associated memory spaces
- Manages client assets, including Open Database Connectivity (ODBC) drivers, third party applications, Structured Query Language (SQL) network interface software
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, mathematics, statistics, or industrial engineering; and three (3) years of progressively responsible experience in systems analysis and/or database administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Knowledge of the relational databases, methods and techniques used in systems analysis and related maintenance procedures; and considerable knowledge of licensing requirements and rules and regulations relating to database systems; considerable knowledge of data processing concepts and techniques. Ability to monitor the work of users; ability to recognize, analyze and solve system and database maintenance problems immediately without reliance on others; ability to maintain database security; ability to use standard SQL and write SQL procedural scripts to query tables; ability to communicate effectively, both verbally and in writing; ability to successfully use a graphical user interface, telephone, and pager; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 40 of 50

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; some positions within this classification may be on-call 24 hours a day, 7 days a week; and may require travel to various City locations.

Effective date: April 8, 1999



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 41 of 50

Class Code: 2279

EEO Code: E-02

Pay Code: IS-05

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: DATABASE ADMINISTRATOR II

PURPOSE OF THE CLASSIFICATION: Under direction creates databases, performing administrative tasks involving technical evaluation, maintenance, support, recovery, and monitoring system performance and other related assigned duties.

ESSENTIAL TASKS:

- Creates and maintains databases to ensure availability of relational data for network clients
- Provides support to others engaged in database activities
- Creates and monitors database users to maintain system security, protect integrity, ensure operational compliance with software vendor, and enforce City-wide network security standards
- Grants and monitors database privileges to ensure appropriate user requirements
- Writes Structured Query Language (SQL) procedural scripts to query tables, assessing data integrity
- Monitors and manages physical and logical storage to optimize the client's speed and efficiency in accessing data
- Develops command, backup procedures, and recovery plans for databases to guard against loss of data
- Monitors, tunes, and troubleshoots database to ensure availability and performance
- Manages the creation and maintenance of table and associated memory spaces
- Manages client assets, including Open Database Connectivity (ODBC) drivers, third party applications, Structured Query Language (SQL) network interface software
- Ability to recover database after major outages
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, mathematics, statistics, or industrial engineering; and four (4) years of progressively responsible experience in systems analysis and/or database administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of relational databases, the methods and techniques used in systems analysis and related maintenance procedures; and considerable knowledge of licensing requirements and rules and regulations relating to database systems; considerable knowledge of data processing concepts and techniques. Ability to monitor and evaluate the work of users and provide supervision as necessary; ability to recognize, analyze and solve system and database maintenance problems immediately without any supervision; ability to maintain database security; ability to use standard SQL and write SQL procedural scripts to query tables; ability to communicate effectively, both verbally and in writing; ability to successfully use a graphical user interface, telephone, and pager; ability to recover database after major outages; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 42 of 50

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License. Must have successfully passed two (2) Oracle (or equivalent) DBA Certification Exams.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; some positions within this classification may be on-call 24 hours a day, 7 days a week; and may require travel to various City locations.

Effective date: April 8 , 1999



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 43 of 50

Class Code: 2281

EEO Code: E-02

Pay Code: IS-06

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: DATABASE ADMINISTRATOR III

PURPOSE OF THE CLASSIFICATION: Under direction creates and manages databases, performing administrative tasks involving technical analysis, evaluation, maintenance, support, recovery, and monitoring system performance, and other related assigned duties.

ESSENTIAL TASKS:

- Creates and maintains databases to ensure availability of relational data for network clients
- Provides support to others engaged in database activities and supervision to others as necessary
- Creates and monitors database users to maintain system security, protect integrity, ensure operational compliance with software vendor, and enforce City-wide network security standards
- Grants and monitors database privileges to ensure appropriate user requirements
- Writes Structured Query Language (SQL) procedural scripts to query tables, assessing data integrity
- Monitors and manages physical and logical storage to optimize the client's speed and efficiency in accessing data
- Develops command, backup procedures, and recovery plans for databases to guard against loss of data
- Monitors, tunes, and troubleshoots database to ensure availability and performance
- Manages the creation and maintenance of table and associated memory spaces
- Manages client assets, including Open Database Connectivity (ODBC) drivers, third party applications, Structured Query Language (SQL) network interface software
- Ability to recover database after major outages
- Ability to recover tables and data from block corruption
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, mathematics, statistics, or industrial engineering; and five (5) years of progressively responsible experience in systems analysis and/or database administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and techniques used in systems analysis and related maintenance procedures; and considerable knowledge of licensing requirements and rules and regulations relating to database systems; considerable knowledge of data processing concepts and techniques. Ability to monitor and evaluate the work of users; ability to independently recognize, analyze and solve system and database maintenance problems immediately; ability to maintain database security; ability to use standard SQL and write SQL procedural scripts to query tables; ability to communicate effectively, both verbally and in writing; ability to successfully use a graphical user interface, telephone, and pager; ability to recover database, tables, and data when necessary; ability to consult and give guidance to subordinates engaged in database administration and provide supervision to employees as necessary; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 44 of 50

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License. Possession of an Oracle (or equivalent) DBA Certification.

WORKING ENVIRONMENT: **Working** environment is primarily indoors in an office setting; some positions within this classification may be on-call 24 hours a day, 7 days a week; and may require travel to various City locations.

Effective date: April 8, 1999



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 45 of 50

Class Code: 2258
EEO Code: E-02
Pay Code: EX-03

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: COMPUTER SUPPORT/LAN ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs analysis, evaluation, training, and design work involving new or modified microcomputer applications and network operating systems; and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes, evaluates, designs, and maintains various microcomputer data processing systems and applications
- Provides user support on projects, department desktop publishing systems and develops specialized software applications and utilities or selects appropriate system software
- Installs PC's, peripherals, software and modifications to software as necessary
- Analyzes and determines the most appropriate methods to correct hardware and software problems
- Performs project leader duties in systems organization, modification, and user training
- Conducts studies and assists in defining department data processing needs and capabilities
- Evaluates and recommends hardware and software upgrades for departments
- Analyzes technical responsibilities of users to assure effective data systems support for operational information concerns
- Diagnoses NOS problems and offers solutions
- Provides management of local area networks (LAN) to include instructions and written procedures to LAN administrators and users
- Administers LAN by installing new user and share names, and performing backup and queue management
- Develops and coordinates computer-based training programs for microcomputer users
- Maintains various system files
- Prepares various reports as necessary
- Acts as liaison with outside vendors to solve computer and software problems
- Publishes instructional and training materials, specialized manuals, and monthly newsletter for users (in some positions)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, math, or related field; and two (2) years of progressively responsible experience in microcomputer/LAN systems analysis and/or specialized training in LAN development and management, and computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods and techniques used in systems analysis and related maintenance procedures; good knowledge of data processing systems and equipment; and good knowledge of PCs, LANs, peripheral equipment and their applications. Ability to coordinate, evaluate, and supervise the work of subordinates; ability to recognize, analyze, and solve system and software maintenance problems; ability to program in at least one (1) generally accepted computer language; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 46 of 50

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, feeling, handling, twisting, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions within this classification may require possession of a valid Oklahoma Class "D" Operator's License or may have to earn a manufacturer's network operating system certification.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to travel to various City locations.

Effective Date: October 1, 1995



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 47 of 50

Class Code: 2259
EEO Code: E-02
Pay Code: EX-05

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: COMPUTER SUPPORT/LAN ASSOCIATE CONSULTANT

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for selecting, testing, recommending, implementing and maintaining computer and data communications hardware and operating systems and utility software for a large scale, multi-tasking, multi-user on-line computer environment; implements and maintains continuous user uninterrupted data transmission capabilities; evaluates statistical data as a basis for fine-tuning the multiple operating systems software and optimizing equipment utilization; maintenance of compiler software and utility programs; and performs other related assigned duties.

ESSENTIAL TASKS:

- Installs, fine tunes, diagnoses, and troubleshoots Network Operating Systems used on multi-user microcomputer systems and their attached workstations
- Provides technical support to various users
- Maintains updated operating systems software with emphasis on obtaining optimum utilization from all computer systems
- Maintains continuous and uninterrupted data transmission capability that will support the local and remote communications networks for terminals emanating from the major and mini-computer systems
- Plan communications networks for faster response, greater reliability, and balanced loads
- Monitors data flow to identify and correct data communications problems
- Evaluates, selects, recommends, and implements computer software releases in order to optimize and fine-tune all systems
- Researches available software products to complement existing operating systems applications and new user requests
- Diagnoses operating system software problems and offers solutions and/or implements fixes
- Provides instructions and written procedures to both computer operations and users
- Recommends to management, software products and data communications hardware based on sound evaluation criteria
- Optimizes the data communications networks as new systems applications are added
- Analyzes system abort dumps and collaborates with computer operations to effect corrective actions
- Acts as liaison with vendors and technical personnel

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer sciences, industrial engineering, mathematics or statistics, including or supplemented by coursework in computer sciences; and four (4) years of experience in computer operating systems software and/or data communications; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 48 of 50

Knowledge, Abilities and Skills: Considerable knowledge of at least one (1) network/computer operating system; considerable knowledge of data communications networking concepts, methods and techniques, including computer interfacing; considerable knowledge and experience in state-of-the-art data processing and data communications equipment and their application; and good knowledge of appropriate programming languages (e.g., COBOL, BASIC, C, C++, Visual Basic) and proficiency in one. Ability to perform analysis of operating and/or data communications systems from technical feasibility aspects; ability to work independently and to recognize, analyze and solve complex problems; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require oncall after hour support.

Effective Date: October 1, 1995



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department

City of
Tulsa

Page 49 of 50

Attachment C – Questionnaire

**Complete the following questionnaire and submit a copy on 3.5" floppy using MS excel.
If there are any differences, the hard copy will rule.**

Failure to fully answer any of the following questions may be cause to not consider your bid further. At the very least failure to answer any of the questions may limit the City's ability to assess your suitability to provide the desired services.

1. Do you utilize a behavioral interview process? If so, please describe it and furnish a sample job description and its related behavioral guide.
2. Describe the process for selecting applicants and for identifying previously very successful candidates, and/or unsuccessful candidates.
3. Describe the skill assessment instruments currently being administered and if and how they are being validated and by whom.
4. Describe the process you use to verify technical certifications.
5. Describe your affirmative action plan to attract and place quality minority and female candidates.
6. How do you ensure that the contractor is meeting our needs?
7. What is your typical time to respond with candidates and subsequently fill a position?
8. Are your contract programmers employees of your company or are they independents? Are they citizens of the United States?
9. Describe your internal training and education policy for your technical staff.
10. Describe the medical and related benefits provided to your employees.
11. Describe the vacation and holiday benefits provided to your employees.
12. Describe other benefits offered to your employees.
13. Describe your policy on contract-for-hire.
14. Does your company have an office in Tulsa?
15. Does your firm qualify as a Minority/Female Business Enterprise?
16. Describe your firm's qualifications and experience with Oracle. How many of your staff have Oracle experience? Describe the roles/levels of Oracle development and support? What is the average years of experience for a particular role or level of expertise?
17. Describe your firm's qualifications and experience with GEAC/DBS/MSA Financial and Payroll packages.
18. Describe your firm's qualifications and experience with Internet/Intranet web based technology.



Invitation for Sealed Proposal Tac553A Addendum 1 dated 4-4-02

**Description: Information Technology Contract Services
Department: Telecommunications/Information Services Department**

**City of
Tulsa**

Page 50 of 50

19. Describe your firm's ability to provide the full range of positions and skills listed in Attachment B.
20. Describe your firm's pricing strategy. Do you determine fees based on the skill of the individual or based on the skill level of the position / job?
21. Are you willing to offer a period for evaluation of the contractor, and remove the contractor with no charge to the City if the contractor is unacceptable to us, with no written documentation from us of the reasons why the individual was unacceptable? If so, how long would the evaluation period be?