



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Public Works Department

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To: Public Works Committee/City Council

Ref: Request for Authorization to Seek Proposals
Utility Billing System Software Replacement

The Public Works and Finance Department staff requests approval to seek proposals for replacement of the Utility Billing System software. The City's current software, implemented in October 1986, is used to bill approximately 20,000 accounts for the City's water, sewer, and solid waste divisions. The City currently uses DataNow for its billing system. This software will not interface with the City's IFAS finance system and is incapable of matching the Finance Department's accounts receivable records. Therefore, the Public Works and Finance Departments propose to obtain software that will seamlessly interface with the IFAS system and the landfill's billing system.

A software supplier will be selected for this project in accordance with the City of Rapid City's current Consultant Selection Policy. The proposals submitted by the firms responding to the Request for Proposal (RFP) will be reviewed by the project management team. Based on review of the submitted proposals the project management team will then select qualified suppliers for an interview and oral presentation to evaluate the firm's qualification for the project. Each firm's proposal and interview will be evaluated by each member of the project management team. The selected supplier will be notified and contract negotiations will commence. Upon the completion of successful negotiations, the City Council must approve the contract before a notice to proceed may be issued.

The project team anticipates project cost to be \$300,000.00 and a project completion date of December 31, 2006.



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