

Hazardous Trees: There are several trees in the right of way at 458 Young Road, (including one from which one limb has already fell blocking the road), that Peter has deemed hazardous and wants to have removed. The owners are objecting. To proceed requires the Board agree the trees are hazardous and then to send notice to the owners with 30 days for them to appeal to court before removal. RSA 231:145 & a picture of the worst tree are at the end of this report. We may try to get the utility company to remove that portion of the tree above the line, however we are unsure what delays that will entail, but we will try to get them to pay some of the cost. ***Will the Board authorize the removal of these trees under RSA 231:145 and authorize sending the notice to the owners for safety reasons?***

RFP Software: The committee would like to send out the draft RFP that it has developed (attached at end of this report). ***Does the Board agree to send out the RFP?***

MS-1 (Assessment totals): The assessor has finished with the review of values and staff has prepared the MS-1 for submission to the state. There is little change in the totals from last year (comparison on totals 15 and 16 later in report). The signed form must be into DRA by September 1 or a valid request for an extension approved by DRA. Once this form goes to the state, the state property division at DRA must review and approve it before we can get to tax rate setting. Delays in the MS-1 can therefore delay the tax rate setting. If the tax rate setting is delayed we may need to borrow money for cash flow. ***Will the Board sign the MS-1?***

Two other tax rate setting documents: MS 434 I have reviewed our revenue estimates from the numbers in Town Report in March and adjusted some of the lines based upon actual receipts with a total increase of \$29,000. The amount taken from fund balance is then reduced from \$100,000 to \$71,000 resulting in the same total revenue in keeping with the tax rate projection from town meeting. Our projection in the warrant (operating budget and CBA the only two impacting tax rate) was a reduction of half a cent on the tax rate. DRA will not set the tax rate with fractions. I am able to make a further adjustment during the tax rate setting process if we do not hit this projection in the initial tax rate process to keep the rate level or reduce it by 1 cent. The state revenues will be adjusted by DRA before then. The Board does not need to sign the MS 434. I am awaiting the auditor before I can finish this report as I need the final fund balance 1/1/2016 from the MS 535(last year financial statement) which they produce. (at end of this report Revenue report and draft MS 434, note only 25% of current use and 50% of ambulance in the revenue report end up as revenue to offset taxes, which is why those appear to be lower than one would expect based on actual). **MS 535(last year financial summary).** It is expected they should finish this document the week of August 22. This will need the signature of the Board of Selectmen before the next scheduled meeting. We also need the audit report filed before we get to tax rate setting.

Discussion of the Revolving Recreation Fund: Selectman Knapp has requested the Board discuss the Revolving Recreation Fund as to taking salaries that are in the operating fund out of the Revolving Fund in the budget planning for 2017.

Transfer and development agreement: ***How does the Board wish to proceed?***

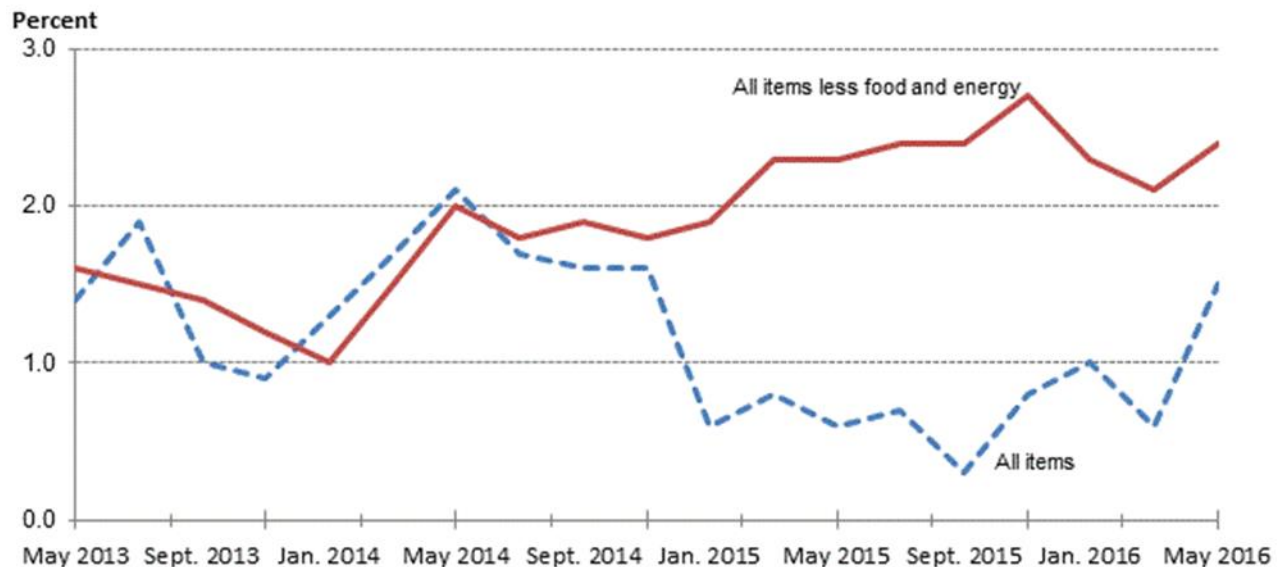
Land Development RFP review: ***How does the board wish to proceed with the two proposals?***

Budget Review, ABC continuing from prior meeting.

Step and Cola decision: US Bureau of Labor Statistics indicates average wages have risen 2.6% over the past year. STEP AND COLA: It is estimated a 1% COLA would cost \$23,450 without the benefit roll-ups. Since that number varies by individual an estimated 18% roll-up to cover NHRS, Worker's Comp, SS, Medicare, etc. would bring that to \$27,671. It is estimated that a step would cost about \$33,700 without the benefit roll-ups(SS, . Using 18%, the total would be \$39,766. There are 10 full-time and 2 part-time employees at top of scale, who would not be getting a step. I recommend the Board approve a 1% COLA and a step.

May U.S. Dept of Labor report and trend on COLA Over the last 12 months the Boston CPI-U rose 1.5 percent. The increase was largely attributable to higher prices within all items less food and energy, up 2.4 percent. Lower energy prices paid by area consumers, down 7.0 percent, mitigated the increase.

Chart 1. Over-the-year percent change in CPI-U, Boston-Brockton-Nashua, May 2013 - May 2016



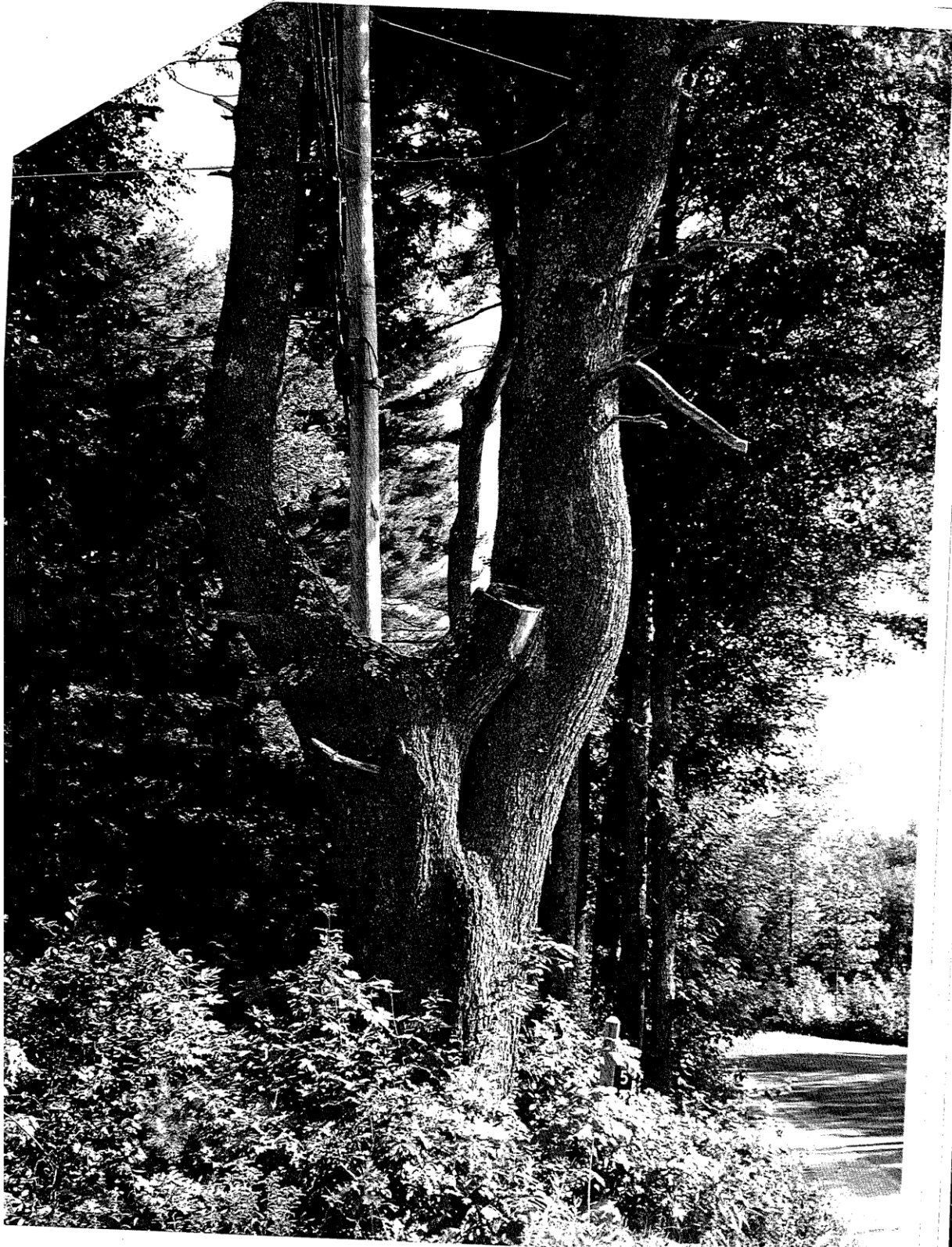
Source: U.S. Bureau of Labor Statistics.

What does the Board wish to do with Step and Cola? Does the Board wish to address the issue of those at the top of the scale if there are steps?

Information:

231:145 Removal of Certain Hazardous Trees. – Notwithstanding the provisions of other sections of this subdivision and subject to the provisions of RSA 231:157 and RSA 231:158, the commissioner of transportation on class I and III highways, and state maintained portions of class II highways, and the governing bodies of cities and towns and the county commissioners for unorganized places on class IV, V, and VI highways and town maintained portions of class II highways may declare any tree, either alive

or dead, situated within the limits of highways, roads, or streets to be a public nuisance by reason of danger to the traveling public, spread of tree disease, or the reliability of equipment installed at or upon utility facilities authorized under RSA 231:160 or RSA 231:160-a. After such declaration by such authority and notice to the abutting landowner on whose property such tree is located the said authority shall within a reasonable time remove the same without compensation or cost to the abutter. However, no such declaration and notice shall be required when the delay entailed by such declaration and notice would pose an imminent threat to safety or property, including electric transmission and distribution lines. Nothing in this subdivision shall be construed to relieve the public utility companies of their accepted responsibility of tree trimming and tree removal for the protection of their lines, or for the construction of new lines, or to alter the provisions of RSA 231:150-182 in any manner. The state and municipal authorities may require of the public utilities owning lines which pass through or near a tree or trees which are condemned for removal as a public nuisance to assist in their removal at their expense by either the temporary removal of their lines or by causing to be removed at their expense the top portion of said tree or trees from a point below their lines



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8:48AM

Revenue Report

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Lynne
ReportSortedRevenueTown of Barrington
As Of: August 2016, GL Year 2016

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
General Fund						
01-3110-01-3000	Property Tax Warrants	0.00	0.00	11,421,555.00	-11,421,555.00	0.000
01-3110-02-3000	Overlay	150,000.00	-4,983.10	-31,897.18	181,897.18	-21.265
01-3120-01-3000	Land Use Change Tax	25,000.00	0.00	36,850.00	-11,850.00	147.400
01-3185-01-3000	Yield Tax Warrants	10,000.00	0.00	13,359.09	-3,359.09	133.591
01-3186-01-3000	Payments in Lieu of Taxes	24,000.00	0.00	0.00	24,000.00	0.000
01-3187-09-3001	Gravel Tax Warrant	5,000.00	0.00	3,156.33	1,843.67	63.127
01-3189-02-3000	Boat Fees	7,200.00	148.00	6,878.74	321.26	95.538
01-3190-01-3000	Interest on Delinquent Taxes	230,000.00	6,384.51	148,202.08	81,797.92	64.436
01-3190-09-3000	Bank Fee	0.00	0.00	-10.00	10.00	0.000
01-3210-04-3000	UCC Filings & Certificates	800.00	0.00	1,305.00	-505.00	163.125
01-3220-01-3000	Motor Vehicle State Agent Fees	30,000.00	1,407.50	19,250.00	10,750.00	64.167
01-3220-02-3000	Motor Vehicle Title Fee (Clerk)	4,000.00	284.00	2,810.00	1,190.00	70.250
01-3220-03-3000	Motor Vehicle Local Excise Tax	1,448,000.00	73,003.40	991,476.30	456,523.70	68.472
01-3220-04-3000	M.V. Clk-Town permit fee	18,000.00	1,112.00	15,656.00	2,344.00	86.978
01-3230-01-3000	Building Permit Fees	70,850.00	8,217.00	50,334.02	20,515.98	71.043
01-3230-02-3000	Electrical Permit Fees	5,500.00	200.00	2,329.50	3,170.50	42.355
01-3230-03-3000	Mechanical Permit Fees	3,000.00	170.00	2,179.00	821.00	72.633
01-3230-04-3000	Plumbing Permit Fees	500.00	0.00	1,460.00	-960.00	292.000
01-3230-09-3000	Driveway Permit Fees	150.00	0.00	300.00	-150.00	200.000
01-3290-01-3000	Town Dog Licenses	8,000.00	41.00	7,882.00	118.00	98.525
01-3290-01-3001	Dog License Fee (Clerk)	2,000.00	9.00	1,944.00	56.00	97.200
01-3290-02-3000	Dog Fines	5,000.00	192.00	4,656.00	344.00	93.120
01-3290-02-3001	Dog Late Fees	500.00	21.00	249.00	251.00	49.800
01-3290-04-3000	Marriage License Fees (Clerk)	300.00	21.00	133.00	167.00	44.333
01-3290-05-3000	Vital Records Fees (Clerk)	1,200.00	95.00	1,074.00	126.00	89.500
01-3290-09-3001	Miscellaneous Town Fees	7,000.00	310.72	4,105.79	2,894.21	58.654
01-3290-09-3002	Fees, Fines, Other Permits	6,000.00	2,150.00	5,491.00	509.00	91.517
01-3352-01-3000	Meals & Rooms Tax	421,211.00	0.00	0.00	421,211.00	0.000
01-3353-01-3000	Highway Block Grant	198,853.00	0.00	154,787.44	44,065.56	77.840
01-3401-01-3000	Town Office Income	1,000.00	115.00	299.00	701.00	29.900

Run: 8/18/16
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Revenue Report

Page: 2
Lynne
Report Sorted RevenueTown of Barrington
As Of: August 2016, GL Year 2016

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
01-3401-01-3001	Police Department Income	7,000.00	313.40	4,180.55	2,819.45	59.722
01-3401-01-3002	Fire Department	100.00	0.00	30.00	70.00	30.000
01-3401-01-3003	Zoning Board Income	3,300.00	0.00	2,199.00	1,101.00	66.636
01-3401-01-3004	Planning Board Income	12,000.00	330.00	6,506.00	5,494.00	54.217
01-3401-01-3005	Ambulance Income	50,000.00	11,022.63	71,562.76	-21,562.76	143.126
01-3401-01-3006	Cemetery Income	0.00	0.00	3,000.00	-3,000.00	0.000
01-3404-02-3000	Electronic Fees	5,000.00	847.00	5,276.00	-276.00	105.520
01-3404-03-3000	Trash Bag Revenue	100,000.00	6,915.00	72,135.00	27,865.00	72.135
01-3404-03-3001	Tire Disposal Fee	1,000.00	105.00	1,038.00	-38.00	103.800
01-3404-03-3003	Bulky Waste Tub Fees	20,000.00	2,019.00	16,520.00	3,480.00	82.600
01-3404-03-3004	Recycling Revenue	500.00	0.00	719.92	-219.92	143.984
01-3404-04-3000	Metal Fees	100.00	13.00	199.00	-99.00	199.000
01-3501-01-3000	Sale of Town Owned Property	68,000.00	0.00	17,856.70	50,143.30	26.260
01-3501-02-3000	Sale of Tax Deeded Property	2,000.00	0.00	64,746.45	-62,746.45	###.###
01-3502-01-3000	Interest on Investments	7,000.00	0.00	7,334.64	-334.64	104.781
01-3509-01-3000	Miscellaneous Revenue	7,700.00	100.00	1,249.12	6,450.88	16.222
01-3939-09-3000	Budgetary Use of Fund Balance	378,000.00	0.00	0.00	378,000.00	0.000
Totals	General Fund	3,344,764.00	110,563.06	13,140,368.25	-9,795,604.25	392.864
Recreation						
20-3401-10-3100	Basketball-Youth	0.00	0.00	2,860.00	-2,860.00	0.000
20-3401-20-3200	Soccer-Youth	0.00	0.00	3,655.00	-3,655.00	0.000
20-3401-30-3300	Flag Football-Youth	0.00	0.00	210.00	-210.00	0.000
20-3401-40-3430	Summer Camps	0.00	0.00	91,809.45	-91,809.45	0.000
20-3401-40-3431	Summer Camp Field Trips	0.00	0.00	19,089.50	-19,089.50	0.000
20-3401-50-3500	Trips & Events	0.00	0.00	1,547.25	-1,547.25	0.000
20-3401-60-3600	Programs-Preschool	0.00	0.00	3,967.00	-3,967.00	0.000
20-3401-60-3610	Programs-Elementary Youth	0.00	0.00	14,320.00	-14,320.00	0.000
20-3401-60-3620	Programs-Teen	0.00	0.00	16,341.75	-16,341.75	0.000
20-3401-60-3630	Programs-Adult	0.00	0.00	5,459.00	-5,459.00	0.000



New Hampshire
Department of
Revenue Administration

2016
MS-434

**DRAFT: Estimated
Revenues have not been
submitted as final**

Revised Estimated Revenues Barrington (RSA 21-J:34)

For Assistance Please Contact:

NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

Preparer's Certification

Name	Position	Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

Revenues

Account Code	Source of Revenue	Warrant Article #	Estimated Revenue
Taxes			
3120	Land Use Change Tax - General Fund	21	\$18,000
3180	Resident Tax		\$0
3185	Yield Tax	21	\$14,000
3186	Payment in Lieu of Taxes	21	\$24,000
3187	Excavation Tax	21	\$5,000
3189	Other Taxes	21	\$7,200
3190	Interest and Penalties on Delinquent Taxes	21	\$210,000
9991	Inventory Penalties		\$0

Account Code	Source of Revenue	Warrant Article #	Estimated Revenue
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	21	\$800
3220	Motor Vehicle Permit Fees	21	\$1,500,000
3230	Building Permits	21	\$80,000
3290	Other Licenses, Permits, and Fees	21	\$33,000
3311-3319	From Federal Government		\$0
State Sources			
3351	Shared Revenues		\$0
3352	Meals and Rooms Tax Distribution	21	\$421,211
3353	Highway Block Grant	21	\$198,853
3354	Water Pollution Grant		\$0

Account Code	Source of Revenue	Warrant Article #	Estimated Revenue
3355	Housing and Community Development		\$0
3356	State and Federal Forest Land Reimbursement		\$0
3357	Flood Control Reimbursement		\$0
3359	Other (Including Railroad Tax)		\$0
3379	From Other Governments		\$0
Charges for Services			
3401-3406	Income from Departments	21	\$233,000
3409	Other Charges		\$0
Miscellaneous Revenues			
3501	Sale of Municipal Property	21	\$82,000
3502	Interest on Investments	21	\$7,000
3503-3509	Other	21	\$4,700
Interfund Operating Transfers In			
3912	From Special Revenue Funds		\$0
3913	From Capital Projects Funds		\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0
3914O	From Enterprise Funds: Other (Offset)		\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0
3914W	From Enterprise Funds: Water (Offset)		\$0
3915	From Capital Reserve Funds		\$0
3916	From Trust and Fiduciary Funds		\$0
3917	From Conservation Funds		\$0
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	,20	\$0
Revised Estimated Revenues Summary			Barrington
Subtotal of Revenues			\$2,838,764
Unassigned Fund Balance (unreserved)			\$3,500,000
Less Emergency Appropriations (RSA 32:11)			\$0
Less Voted from Fund Balance			\$378,000
Less Fund Balance to Reduce Taxes			\$71,000
Fund Balance Retained			\$3,051,000
Total Revenues and Credits			\$3,287,764
Requested Overlay			\$0



New Hampshire
Department of
Revenue Administration

2015
MS1

Municipality Values		
Value Land Only (Exclude amount listed in lines 3A, 3B and 4) ?		
	Number of Acres	Assessed Valuation
1-A Current Use (At current values) RSA 79-A ?	12,218.9	\$851,143
1-B Conservation Restriction Assessment RSA 79-B ?		
1-C Discretionary Easements RSA 79-C ?	3.91	\$78
1-D Discretionary Preservation Easements RSA 79-D ?		
1-E Taxation of Land Under Farm Structures RSA 79-F ?		
1-F Residential Land (Improved and Unimproved) ?	12,113.89	\$293,273,400
1-G Commercial/Industrial Land (excluding Utility Land) ?	1,160.08	\$26,899,400
1-H Total of Taxable Land ?	25,496.78	\$321,024,021
1-I Tax Exempt and Non-Taxable Land ?	2,908.02	\$12,445,000
Value Buildings Only (Exclude amount listed in lines 3A and 3B) ?		
	Number of Structures	Assessed Valuation
2-A Residential ?		\$496,734,600
2-B Manufactured Housing as defined in RSA 674:31 ?		\$19,263,700
2-C Commercial/Industrial (excluding Utility buildings) ?		\$67,902,800
2-D Discretionary Preservation Easements RSA 79-D ?		
2-E Taxation of Farm Structures RSA 79-F ?		
2-F Total of Taxable Buildings ?		\$583,901,100
2-G Tax Exempt and Non-Taxable Buildings ?		\$43,070,700
Utilities and Timber ?		
		Assessed Valuation
3-A Utilities ?		\$10,460,300
3-B Other Utilities ?		
4 Mature Wood and Timber RSA 79:5 ?		
5) Valuation before Exemptions (Total of lines 1H, 2F, 3A, 3B and 4) ?		\$915,385,421



New Hampshire
Department of
Revenue Administration

2016
MS1

Municipality Values		
Value Land Only (Exclude amount listed in lines 3A, 3B and 4) ?		
	Number of Acres	Assessed Valuation
1-A Current Use (At current values) RSA 79-A ?	12,289.69	\$854,380
1-B Conservation Restriction Assessment RSA 79-B ?		
1-C Discretionary Easements RSA 79-C ?	3.91	\$78
1-D Discretionary Preservation Easements RSA 79-D ?		
1-E Taxation of Land Under Farm Structures RSA 79-F ?		
1-F Residential Land (Improved and Unimproved) ?	11,997.01	\$289,377,500
1-G Commercial/Industrial Land (excluding Utility Land) ?	1,149.57	\$26,953,000
1-H Total of Taxable Land ?	25,440.18	\$317,184,958
1-I Tax Exempt and Non-Taxable Land ?	2,950.22	\$11,934,500
Value Buildings Only (Exclude amount listed in lines 3A and 3B) ?		
	Number of Structures	Assessed Valuation
2-A Residential ?		\$507,742,900
2-B Manufactured Housing as defined in RSA 674:31 ?		\$19,619,100
2-C Commercial/Industrial (excluding Utility buildings) ?		\$68,662,500
2-D Discretionary Preservation Easements RSA 79-D ?		
2-E Taxation of Farm Structures RSA 79-F ?		
2-F Total of Taxable Buildings ?		\$596,024,500
2-G Tax Exempt and Non-Taxable Buildings ?		\$41,186,900
Utilities and Timber ?		
		Assessed Valuation
3-A Utilities ?		\$10,460,300
3-B Other Utilities ?		
4 Mature Wood and Timber RSA 79:5 ?		
5) Valuation before Exemptions (Total of lines 1H, 2F, 3A, 3B and 4) ?		\$923,669,758

Barrington NH

Request for Proposal

Municipal Financial Package

Proposals Deadline: October 3, 2016

Introduction

The Town of Barrington (the Town) is issuing this Request For Proposal (RFP) for the purpose of soliciting vendor proposals for an administrative data processing system (the system) to serve the current and projected needs of the Town. The application software and hardware configuration should comply with the minimum specifications as outlined in this RFP. The system must be compliant with recognized governmental fund accounting standards and NH DRA requirements.

The Town currently uses MuniSmart. The Town uses Avitar for its assessing program and is considering using it for tax billing depending upon what the new software offers for NH tax billing and conversion of data from Avitar. The Town Clerk uses Clerkworks (Interware) and various state programs to provide Motor Vehicle registrations, elections, vital records, etc. Recreation uses Vermont Systems.

The Town intends to seek the best solution, based on the representative criteria contained in this RFP, for its data processing needs. The successful vendor(s) will seek to establish a

turnkey, integrated hardware/software environment for the Town, which will satisfy the specifications contained in this RFP, bringing to bear whatever vendor resources are required from the areas of computer systems hardware, software, technical training, conversion, maintenance, and services support. The successful proposal will integrate the current desktops, printers, copiers, and laptops into the system.

The Town desires to contract with a single vendor for all hardware, cloud services, software and hardware/software maintenance, installation, conversion and support for the financial systems. However, the Town reserves the right to evaluate each software application module on its own standard of performance, regardless of whether other or remaining application modules of the Vendor are considered by the Town or the server purchase and maintenance is with a different vendor. The Town reserves the right to award the system to any one Vendor or a combination of Vendors. In addition, the Town reserves the right to purchase any personal computers, copiers, printers, etc. needed from another vendor. The system should be using up-to-date technology and not be DOS based.

SOFTWARE:

The Town requests that responding vendors propose the following required applications and services noting if any areas are not included. While it is not expected that one program will do everything, we are seeking an integrated system to the fullest extent feasible.

Numbers 1 through 14 are absolutely essential features of the software. If numbers 15 through 23 are not being offered as part of the basic software proposal, there must be some acceptable plan for integration of the responsibilities.

1. **Conversion of a minimum of three years and select data longer of legacy data in MuniSmart to a format where it is accessible in the new program**
2. **Accounts Payable including electronic purchase orders, encumbrances, tracking by vendor and by budget line, paper check and ACH payments**
3. **General Ledger**
4. **Payroll including the ability to handle approximately 120 employees including all deductions including NH Retirement system data electronic export to NHRS,**

differences in Social Security/Medicare coverage, electronic deposit, 457 program, Section 125, etc.

5. Reconciliation of bank accounts
6. Ability to post manual journal entries
7. Fixed Assets and Inventory management
8. Billing-Accounts Receivable
9. Cash Receipting
10. Benefits administration, earned time accruals/utilization, and other Human Resource matters
11. Budget development and reporting including ease of reporting information to the public. System should support multiple budget types and comparative analyses between each type, and actuals by month and cumulative (default, year to date, adopted, estimated year end)
12. Multiple funds for fund accounting
13. Auto-integration of modules and multiple funds
14. Report writing including ease of producing data in Excel format and exporting to email.

Some accommodation for 15 through 23 must be provided but the program does not have to offer these as part of the basic software but must be done through integration with other software and that integration be explained. The plan is to retain Avitar as the Assessing program. We are open to other suggestions on software currently being used as to retention or replacement.

15. New Hampshire compliant property tax billing integrated with the Town's Avitar Assessing program (currently tax billing is a part of MuniSmart)
16. Building Permit creation and Inspection tracking (currently MuniSmart)
17. New Hampshire motor vehicles registration, vital records, elections (currently Interware/Clerk Works)
18. Planning/Land Use
19. Welfare/General Assistance (currently MuniSmart)
20. Receipt of payments via credit cards
21. Recreation on-line registration and program tracking (currently Vermont Systems)
22. Contracting and reimbursement
23. Employee expense reporting and reimbursement

Please specify if there is a program for the following and how it integrates, but the lack of one of these features is not disqualifying.

24. Dog licensing
25. Cemeteries
26. Project Administration and Management

HARDWARE

The proposed software cannot be based in the current server which is nearing time for replacement. The town wishes to investigate a cloud based solution. If there is no cloud based solution, the proposal must include a quote for a new server (with new server software) to support the proposed software along with the other programs the town offices use, including stored data. The proposal will include a proposal(s) for back-up (cloud, continuous imaging, and/or encrypted hard media).

Alternative: If a new server is being proposed an alternate will price a server and software that meets the town needs and uses exchange software for hosting email for the town, including email storage.

Continuity of Operation/Disaster Recovery

There must be a plan for how the town could access and use its data in case of a disaster that destroyed the town offices and a plan which would allow town staff to continue to fully function (AP, Payroll, etc.) The town also wants to consider redundant back-up so it is not reliant on just one method of back-up.

The proposal should indicate that data is encrypted for security of private information, especially if using a back-up local media system.

Proposal process

One original and six copies of the proposal will be accepted until 5 PM October 3, 2016. Proposals submitted must be binding through April 1, 2017. The proposal must include six references of other similar communities that use this software, preferably similar sized NH communities.

The Town will select the proposal, or combination of proposals, that, in its opinion, is in the best interest of the Town. The Town reserves the right to reject any or all proposals or portions of a proposal. The Town also reserves the right to waive minor technicalities about the proposal. The Town not only reserves the right at the sole discretion of the Town to reject any or all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which the Board of Selectmen determine is the best proposal for the town deemed to be in the best interest of the Town, i.e., the most qualified proposal will not necessarily be the proposal with the lowest initial cost nor necessarily the lowest annual costs. Further, the Town reserves the right to accept a proposal (or proposals) for any or all items separately or together. The Board of Selectmen will use cost as only one factor that also includes functionality, reliability, implementation plan, security, alternatives, etc.

Vendor inquiries are to be directed to Town Administrator, John Scruton. One original and six copies of the proposal clearly marked "Financial System Proposal", signed by an officer of the company, are to be submitted to:

If via US Postal Service

Town Administrator

Town Offices

PO Box 660

Barrington, NH 03835

If via UPS, FedEx or other delivery to street address or hand delivered:

Town Administrator

Town Offices

333 Calef Highway

Barrington, NH 03835

Proposals may also be hand-delivered to 333 Calef Highway, Barrington, NH address by 5 PM October 3, 2016. It is the responsibility of the Vendor to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the Town by proposal closing time, may be returned, after receipt, unopened to the Vendor.

Award of Contract - The final award of the proposal or contract will be made by the Board of Selectmen.

Contract - In addition to the completed proposal, a resulting contract may be required by the Town, including but not limited to, written correspondence between the Town and the vendor subsequent to the proposal submission, facsimiles, and product literature.

Confidentiality of Documents - Proposals shall be opened, available to the public, and the price proposal will be public. New Hampshire has a Right-to-Know law so there can be no expectation of privacy in the bid documents.

Contact with Town Employees. In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the Town Administrator named in this RFP. Contact with any other Town employee, except at the vendor pre-bid meeting is expressly prohibited without prior consent of the person(s) so named herein. Vendors directly contacting other Town employees will risk elimination of their proposal from further consideration.

CALENDAR OF EVENTS

Pre-bid meeting Wednesday, September 12, 2016 at 10 AM at Town Offices

Proposal Closing Time/Date 5 PM Monday October 3, 2016 at Town Offices

Proposal Opening, Board of Selectmen Meeting October 3, 2016 at 6:30 PM at
Early Childhood Learning Center, 77 Ramsdell Lane

Review Vendor Proposals

Conduct On-Site Visits To Preview Proposed Software And Hardware
Configuration

Contract Negotiations

Contract Award conditional upon Town Meeting Approval target date December
19, 2016

Response Format

The RFP Response should be organized in the following order:

Cover Letter

1.0 Executive Summary

2.0 Company Background

3.0 References

4.0 Application software specification

5.0 Chart that is required to be completed

6.0 Implementation methodology

7.0 Support and maintenance

8.0 Hardware specifications

9.0 Cost summary, including annual fees

10.0 Certification

1.0 Executive Summary

The Executive Summary should include a brief overview of the Proposal. It should be prepared in such a manner as to make it understandable to individuals not familiar with the terminology peculiar to a project of this type.

2.0 Company Background

The Company Background should provide vendor information including, but not limited to:

- Company Headquarters Information
- Complete list of products provided by the Vendor
- Financial History
- Percentage of Public Sector Cities
- Company Awards and Merits
- Number of Years in Public Sector Software
- Total number of Cities
- Total number of Employees (Include the chart below for Employee Breakdown)
- Software evolution and direction

List the number of staff members by primary responsibility :

Development	
Support	
Implementation	
Marketing & Sales	
Network Services	
Accounting	
Total	

3.0 Town References

Vendor must supply at least six (6) sites that are currently using a similar system requested by the Town, preferably similar size and in NH. ***This reference list is mandatory.***

4.0 Application Software Specification

Please address the applications list in the introduction as thoroughly as possible, point by point. Please include cost information in the Cost Summary section of your RFP Response.

Application Software Specification Response Format

The Proposer shall indicate how each of the functionality items in list 1-25 above will be met by checking either: **Out of the box**, **Customization**, **Developed**, **Supplied by 3rd party**, **Future**, or **Not provided**:

O = Out of the box - The requirement will be met through available functionality and through changes to setting of tables, switches, and rules without modification to the source code.

C = Customization - The requirement will be met through changes to the existing reports or programs. This would include custom code developed to perform specific functions or validations outside the standard code. Include the creation of a new report, query or workflow that does not exist within the current application.

D = Developed - The requirement will be met by developing new functionality and software code.

3 = Supplied by Third Party - Requirement will be met by third-party software package and is

included in this proposal.

N = The functionality identified in the requirement will not be provided.

Note: In the "Notes" column, next to this response, indicate the name of the proposed third-party software package and indicate the interface/integration services being proposed.

F = Future - Requirement will be met by packaged software that is currently under development, in Beta test, or not yet released.

Note: In the "Notes" column next to this response, indicate the date when requirement will be available for implementation. If possible, also indicate any additional costs.

Specifically, please address the following questions in order listed:

- a. How are the modules integrated
- b. How many data bases are required for the full set of features?
- c. How many accounting periods are supported by each module?
- d. How are adjustments to prior periods handled in the system in terms of data transactions and reporting?
- e. How are pro-forma projections of expenses accommodated for budgeting and tracking purposes (for example, it is desired to develop reports reflecting x months actual and y months projected compared to the approved budget at any point in time)?
- f. Provide examples of standard (out of the box) reports, and describe how each of the following reports will be produced as routine scheduled reports
- g. Describe the report writer provided with the system, including an identification of the modules whose data is accessible with the report writer
 - Date and time the record was entered into the system or edited
 - Ability to provide alerts if findings are entered after signed
 - Capture the date and time the record was entered into the system, or edited
 - Capture the user's information, both internal and external, who created and/or edited the record
- h. Describe the system's security and access control, including:
 - Capability to accommodate multiple levels of role-based user access that restricts access to the appropriate role
 - Capability to manage, track and report user access to a specific patient's data.
- i. Describe on-line help provided with the system, and specify whether this feature is field or screen specific, or generic.

5.0 Required chart

The chart below must be completed and included with the proposal.

Software item	O,C,D,3, N,F	Where in proposal addressed	Dollar value of item if C,D,3	Support provider if C,D,3
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
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12				
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24				
25				

6.0 Implementation Methodology including length of proposed deployment time

The Vendor's Implementation section should include information on all facets of the Implementation process. Please provide thorough information about the following:

- Project Approach
 - Is the Implementation done in Phases? If so, how many? What do they consist of?
 - Describe the configuration/adaptation methodology that will be utilized in your project approach, in sufficient detail for Town to understand how this methodology works and why it is well suited to Town's needs.
- Project Management
 - Methodology
 - Milestones/Deliverables
 - Project Management Selection
 - Implementation Team Experience (provide resumes of all proposed staff)
- Vendor/Town Responsibilities
 - What is the Town responsible for during Implementation?
 - What services do the Vendor supply
- Timelines
 - Provide a sample Implementation Gantt Chart
- Data Conversion
 - Conversion Methods
 - Conversion process
 - Data Extraction
 - Scheduling
 - Data Validation
 - Based on your previous experience with similar engagements, describe the methodology, tools, and processes that will be utilized in mapping, standardization, conversion, and validation of legacy data to the proposed System
 - Describe the system testing methodology you will utilize to ensure appropriate testing of system functionality, data integrity, interfaces, and system

performance across all testing stages, in sufficient detail for Town to understand how successful implementation will be achieved.

- Training
 - Training Methodology
 - Training Options
 - Training Requirements
 - Syllabus Information
 - Describe your methods for ensuring a complete “knowledge transfer” such that Town will become fully capable of managing the system while it is being implemented and beyond
 - Based on your previous experience with similar engagements, discuss the typical recommended curriculum for technical and functional staff involved in the initial implementation

7.0 Support & Maintenance

The Vendor should provide the following Support Information:

- Support Options
 - Does the Vendor provide a toll-free support number?
 - Does the Vendor provide Online Support?
 - Other options for support?
- Support Goals
 - Please provide Response Times and Resolution Times to the following incident levels
 - Emergency
 - Critical
 - Standard Help Call
- Problem Escalation Procedures
 - How are incidents handled?
 - What tools do the Vendor Support Staff use?
 - What is the basic chain of command?
- System Updates
 - How are updates managed?
 - How often are updates released?
 - What is the typical downtime during an update?

8.0 Hardware Specifications

Hardware and System Operating Software Requirements

The vendor is encouraged to recommend any enhancements to the minimum requirements stated below that will improve the overall performance and usability of the system.

Describe the following requirements of the proposed system:

- Cloud details if cloud being proposed
- Server Details if server being proposed including processor information, size of memory, hard drive arrays, available disk space, operating system, etc.
- Workstation Requirements
- Printer Compatibility including use of towns existing copiers
- Please provide all configuration options
- Who is responsible for hardware and system software maintenance?
- If the hardware and system software is purchased from a third party vendor, who is responsible for hardware and system software support?

9.0 Cost Summary

Amounts should contain no taxes and include all transportation and delivery, FOB, Barrington, NH. All costs shall be in actual dollar-and-cent amounts, "Time and Material" quotation is not acceptable other than data conversion and training for which please provide best estimate for travel costs, cables, and other miscellaneous items. The Town reserves the right to procure by other means any personal computers needed.

The proposal must state the annual costs for the first three years and the ongoing costs after the third year. State also costs for support and training in first year and future years.

10.0 System Cost Certification

I hereby certify that I have read all items of the RFP and fully understand the requirements listed herein. I further certify that I am an authorized agent of the Offering Firm and may be held liable for any or all remedies that may become due to the Town.

SOFTWARE VENDOR

Firm Submitting Proposal	Address	Town	State	Zip Code
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Signature

Printed Name

Title

Date

HARDWARE VENDOR (if separate vendor)

Firm Submitting Proposal

Address

Town

State

Zip Code

Signature

Printed Name

Title

Date

9.0 Terms and Conditions**Software Defects**

Vendor shall properly correct all software defects for which the vendor is responsible, within a time-period agreed upon by the Town and the vendor.

Insurance

Certificates of insurance shall be provided to the Town. All insurance shall be in effect during the term of the contract. Please provide a copy of current insurance coverage.

Conversion

Electronic conversion of the Town's existing data is extremely important. Vendor must address the conversion methodology and disclose all related conversion costs in the cost summary.

Response Preparation Costs

The Town will not pay any costs incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors with the exception of costs associated with any Town personnel visits to Vendor offices or other Town sites.

Representative Evaluation Criteria

The basis for the evaluation of proposals received is included, but not limited to, the following considerations:

1. Vendor's performance record in meeting the requirements of their existing customers (users). Particular emphasis will be placed in the areas of customer support and the ability to meet the anticipated future needs of the Town.
2. References from active public sector customers (users) using the software and hardware configuration being proposed.
3. Amount and cost of vendor support that will be available for conversion, implementation, assistance, and on-going modifications.
4. Proven, existing application systems the vendor has available now for immediate implementation. The vendor's capabilities in other systems areas will be treated as a positive factor.
5. Capability and costs to perform the required conversion of existing data files
6. Quality of application software manuals, or other documentation and training aids
7. Ability to train user personnel and ease of transition.
8. Responsiveness to software requirements outlined in this RFP and adherence to the requested proposal format, which includes the thoroughness of the proposal as well as the format of the presentation.
9. Software and hardware maintenance, support and service capability.
10. Required experience and number of in-house data processing personnel necessary to operate and maintain the system.
11. The number, type and experience of readily available vendor staff to help and answer questions.
12. Proposer's ability to support the total system solution, including installation, conversion, software, training, and hardware/software maintenance, and support.