



**CITY OF SHERWOOD  
REQUEST FOR PROPOSALS (RFP)  
HANSEN UTILITY BILLING/CASHIERING SOFTWARE IMPLEMENTATION  
Proposals due by 4:00 p.m., March 7, 2008**

The City of Sherwood ("City"), Oregon, is requesting proposals for services to implement Hansen Utility Billing and Cashiering software. The City desires to enter into a professional services agreement with a qualified firm who can demonstrate competency and experience in providing installation, conversion, and training for the implementation.

The scope of work for the requested services includes the following:

- Installation of Hansen Utility Billing Version 8.08 or later software
- Training of staff
- Hansen version 8.08 or later Utility Billing & Cashiering implementation including: System Set Up, Data Conversion, System Interfaces, System Testing, Process Flow Documentation, Training Workbook Development, Project Management and additional services beyond the general scope, which cannot fully be described at this time, may be necessary if requested by the City.

A complete RFP packet can be obtained at the address listed below or by contacting Jenni Lipscomb, Project Manager at (503) 625-6243, or [lipscombj@ci.sherwood.or.us](mailto:lipscombj@ci.sherwood.or.us) Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

All responses to this Request for Proposals are due by 4:00PM, Friday, March 7, 2008 at the City of Sherwood – Finance Department, 22560 SW Pine Street, Sherwood, OR 97140, or emailed to [lipscombj@ci.sherwood.or.us](mailto:lipscombj@ci.sherwood.or.us) . A signature is required on all proposals. If delivery is not electronic, the City requires one signed original and five (5) copies of the RFP be submitted in a sealed envelope entitled: REQUEST FOR PROPOSALS FOR HANSEN UTILITY BILLING/CASHIERING SOFTWARE IMPLEMENTATION.

The City will be the judge in determining the selection of Services and subsequent award of an Agreement and reserves the right to reject any or all proposals. The City reserves the right to cancel this RFP at anytime if in the best interest of the City.

Contractors responding to this RFP do so solely at their expense.

The City of Sherwood is an Equal Employment Opportunity/Affirmative Action Employer.

DATED THIS 22nd DAY OF FEBRUARY 2008.

Christina Shearer  
Finance Director