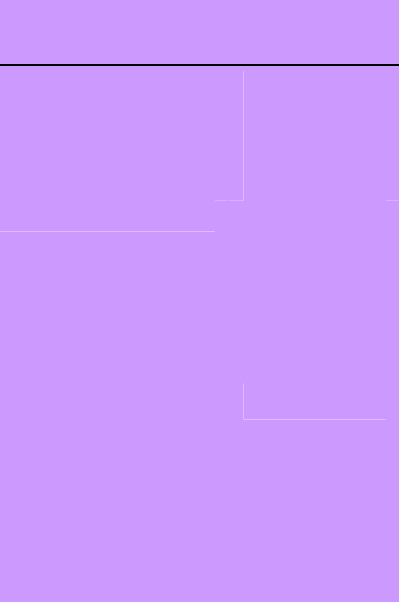
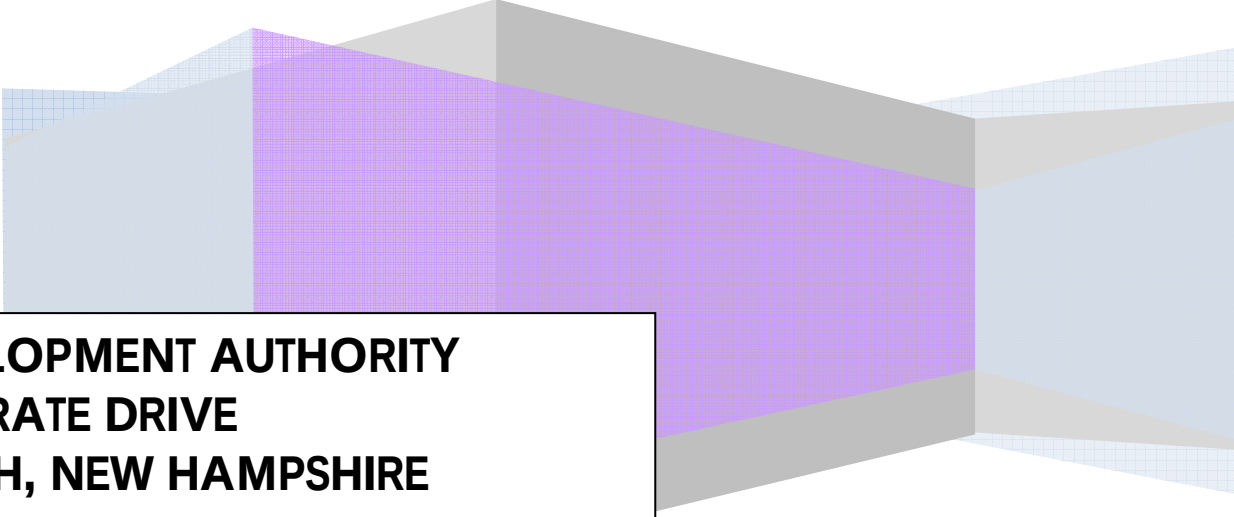




REQUEST FOR PROPOSAL FOR AN INFORMATION TECHNOLOGY INFRASTRUCTURE ASSESSMENT



**PEASE DEVELOPMENT AUTHORITY
360 CORPORATE DRIVE
PORTSMOUTH, NEW HAMPSHIRE
03801**



March 18, 2008

The Pease Development Authority will be accepting sealed proposals in their office until **4:30 PM, April 25, 2008** from qualified firms interested in performing an assessment of our current information technology infrastructure as described in this Request for Proposal.

Five (5) bound and one unbound copy of the proposal must be submitted to:

Irv Canner, C.P.A.
Director of Finance
Pease Development Authority
360 Corporate Drive
Portsmouth, NH 03801
ATTN: Information Technology Assessment Proposal

Only sealed proposals properly delivered and received by the Pease Development Authority offices will be accepted. No proposals will be considered that are received after the specified time. Any proposals so received will be returned to the proposer unopened. Proposals submitted by fax, email or other means of electronic communication are not acceptable. The Pease Development Authority individually reserve the right to reject any and all proposals, to waive any informalities or irregularities, and to make the selection of any proposal(s) or portions thereof deemed in the best interests of the Authority.

For further information and to provide your email address to receive updates regarding this Request for Proposal, please contact me at i.canner@peasedev.org. We look forward to your participation in this proposal process.

Sincerely,
Irv Canner, C.P.A.
PH 603-766-9282

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I. General Information

The Pease Development Authority (PDA) is seeking to undertake a comprehensive review and upgrade of its current information technology infrastructure.

In order to achieve this objective, the following three phases have been identified:

Phase I- Perform an assessment of PDA's current technology environment with a specific emphasis on hardware configuration, internal controls and network support.

Phase II- Development of functional requirements and issuance and selection of new accounting software.

Phase III- Contract negotiation, implementation planning and assistance.

A preliminary timeframe for completion is identified in the following matrix:

Phase	Targeted Completion
I	June 20, 2008
II	July 11, 2008
III	June 30, 2009

A more detailed discussion regarding scope of services and specific deliverables are outlined within **Section III** of this Request for Proposal.

I. General Information (continued):

Description of Pease Development Authority and Division of Ports and Harbor

The PDA is the successor entity to the Pease Redevelopment Commission (PRC). The PRC was created in March, 1989 by an act of the General Court of the State of New Hampshire. The mandate of the PRC was to prepare a comprehensive plan for the conversion and redevelopment of the Pease Air force Base with the guiding principles being job creation, fiscal viability, economic development and environmental quality.

Effective June 1990, the PRC was dissolved and the PDA, a body politic and corporate of the State of New Hampshire, was established in accordance with the provisions of NH RSA 12:G. PDA is charged with the obligation to implement the comprehensive conversion and redevelopment of the former Pease Air Force Base, in all respects for the benefit of the affected communities, the seacoast region and the State, to include the creation of employment and business opportunities. The PDA is the owner and operator of the Pease International Airport.

In July, 2001, the State of New Hampshire authorized the transfer of functions, powers and duties of the New Hampshire State Port Authority to the PDA, acting through the Division of Ports and Harbors (DPH) for the express purpose of integrating the functions of

the former New Hampshire State Port Authority with the functions and duties of the PDA.

By accessing the PDA website at www.peasedev.org the FY 2007 Annual Report and certified financial statements for the period ending June 30, 2007, are available for review.

II. Proposal Evaluation

There is no expressed or implied obligation from the PDA to reimburse responding firms for any expenses incurred in preparing or presenting proposals in response to this request.

The initial evaluation is based upon the proposers' responses to this RFP, particularly as to the matters described in Section IV of this RFP and the PDA's Board's estimation of the quality of the proposers' services. PDA reserves the right to make a selection among proposers based directly on the proposal, to negotiate further with any proposer, or to reject any and/or all proposals.

Proposals will be evaluated on the following criteria:

1. Responsiveness and understanding to this Request for Proposal.
2. Technical experience of the firm which includes recent system implementation consulting to a quasi-governmental authority and or a state agency.
3. Experience and professional activities of the professional team that will be servicing the engagement.

4. Client references specifically of those firms, if available, who have similar information technology requirements.
5. Organizational depth and structure of the firm.
6. Fees.

The tentative schedule for consideration of response to this RFP is as follows:

Release of Request for Proposal	March 18, 2008
Site Visit	April 11, 2008
Due Date for Submittals	April 25, 2008
Interviews	May 8, 2008
Contract Awarded	May 15, 2008

III. Scope of Services

The consulting firm shall be engaged to conduct the following services:

Phase I- Assessment

It is anticipated that through the use of interviews and on-site work, you will conduct an objective review of PDA's current network support and business processes and the use of information technology across all areas of our business. In developing a strong understanding of our business practices, you will be expected to review areas where there may be opportunities to strengthen our internal control environment. Emphasis will be placed upon securing an understanding of our current hardware, software and network infrastructure including our email and communications network. Critical activities in this area will be to ascertain our future business requirements which will serve as the foundation of specific recommendations toward leveraging information technology to meet these future needs as well as providing an enhanced control environment. Given the internal staffing levels PDA has in terms of

technology capacity and the limited number of users (<75), the preliminary preference is to outsource these functions to a host provider inclusive of all system hardware. However, a cost benefit analysis is to be provided along with a discussion of other related risk factors.

The following business processes are to be reviewed:

- Accounting
- Budgeting
- Property Management and Related Billing
- Employee Payroll
- Fixed Assets and Grant Management
- Purchasing and Accounts Payable

Deliverable: An assessment report of our business process, system inventory and technology infrastructure findings and recommendations to address the “gaps” to meet future business requirements. Recommendations should focus on both the short and long term providing PDA management with options for improving each of the studied information systems. It is anticipated that the needed field work would consume two to three days with an overall two week target for the final deliverable to be presented to the PDA Director of Finance.

Projected Start Date: June 2, 2008

Projected Completion date: June 20, 2008

Scope of Services (continued):

Phase II- Development of Functional Requirements and Issuance and Selection of New Accounting Software

Considerable emphasis will be placed on engaging key PDA personnel as to seek confirmation and review of proposed recommendations. It is anticipated that all aspects of this initiative will be incorporated into a Request for Proposal (RFP) for an integrated accounting system. The RFP will be structured utilizing a proven format that requires vendors to address their capacities in a structured manner. Potential vendors will be asked to address relevant information including but not limited to financial stability, functional descriptions by module, project deliverables, implementation plans, number of installed sites, training and support

programs, references, contract terms and conditions, maintenance fees and one time and recurring costs. As needed, site visits are to be conducted where the applicable software is being utilized.

Deliverable: PDA's issuance of a RFP which identifies the functional and technical system requirements, scoring matrices, vendor demonstration script and reference check outline. Identification of system vendors who can provide PDA with the quality products and service levels. The vendor will assist PDA in the evaluation of all submittals including the direct participation in final vendor presentations as may be required. As a component of the final selection, the consultant will prepare a cost analysis that will detail an initial five year cost projection relative to software license costs, maintenance fees, etc.

Projected Start Date: June 2, 2008

Projected Completion date: July 11, 2008

Phase III- Contract Negotiations, Implementation Planning and Assistance

The consulting firm will assist PDA in negotiating the final contract, participating in system implementation planning and provide oversight as may be required through user acceptance and final implementation. Activities will include the development of an estimated timeline and phase in analysis of the related modules and key milestones developed on Microsoft Project, for the duration of the implementation.

Projected Start Date: July 1, 2008

Projected Completion date: June 30, 2009

IV. Proposal Requirements

At a minimum, proposal must contain the following information. Responses should be presented in the same order as these requirements.

1. General

- a. Include a letter of transmittal

- b. Include a title page setting forth your firm's name, local address, telephone number, name of contact person, and date of the proposal.

2. Profile of the Firm

- a. Indicate the location of the office from which the work is to be performed and the number of professional staff employed at that office. Describe the communications and coordination procedures that will pertain if the work is to be performed from multiple offices.
- b. State the professional organizations to which your firm belongs.
- c. Disclose whether your firm or any individuals assigned to provide services to the PDA have any conflicts of interest with the PDA or its Board, committees or employees. If so, state the nature of the conflict and provisions that will be made to address the conflict.
- d. State that your firm is a properly licensed to do business in the State of New Hampshire.
- e. State that the individual who signs the letter of transmittal has the authority to bind your firm.

IV. Proposal Requirements (continued):

3. Summary of Firm's Qualifications

- a. Identify the professionals who will work on the PDA engagement, including staff from other than the local office. Resumes of each supervisory person to be assigned to the engagement should be included in the proposal as an exhibit or attachment.
- b. Describe recent local and regional office engagements similar to the type of services being requested. Provide the names and telephone numbers of five (5) client contacts who would serve as reference. Firms should place particular emphasis on their experiences with authorities or other clients whose accounting practices are governed by the GASB.
- c. Provide information on the results of any peer reviews of the firm's consulting services during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- d. Provide a statement that the firm, if awarded the engagement, will:
 - Maintain in full force at all time professional liability insurance in the minimum amount of \$1 million per occurrence and supply evidence of same to the PDA. If the firm's limits exceed \$1M, please state the limits.
 - Maintain in full force at all times workers' compensation insurance meeting statutory obligations and supply evidence of same to the PDA;
 - Maintain in full force at all time general liability insurance (including auto liability) in the minimum amount of \$4 million per occurrence and supply evidence of the same to the PDA.

As part of its submission in response to this RFP, each firm shall indicate whether it will provide a certificate of insurance or other evidence to satisfy each of the three coverages listed above.

IV. Proposal Requirements (continued):

3. Summary of Firm's Qualifications (continued):

In submitting its response to the RFP, the firm acknowledges that the engagement agreement to be signed between PDA and the firm shall include a statement that the firm shall indemnify and hold PDA harmless for losses and defense costs arising out of its actions in undertaking this engagement.

4. Work Plan

Your firm should include a summary of its formal work plans, including engagement control to be employed in performing the required services. The general work plan should include the following:

- Proposed segmentation
- Level of staff and number of hours to be assigned to each segment of the engagement

In addition, the work plan should define which office is to perform each segment if work is to be performed by multiple offices. The communications and coordination plan should also be described in the multiple office situation.

An engagement time line is to be included.

IV. Proposal Requirements (continued):

5. Evaluation of Proposal

Proposals will be evaluated using a predetermined method to ascertain which proposer best meets the needs of the PDA. The review of proposals will result in the selection of a proposal which, taken as a whole, is the best value to the PDA. In some circumstances, proposals may be so similar in quality that oral interviews may have to be arranged to assist in making the final selection. Evaluation considerations and the associated ranking of numerical scores will include the following:

Selection Criteria	Score
Technical Qualifications	
Responsiveness of the proposal in clearly stating the understanding of the work to be performed.	10
Technical experience of the firm, which includes recent systems implementation work particularly in the area of quasi-governmental authorities and or state agencies.	10
Client references specific to conduct of field personnel, satisfying commitment dates, value of management letter comments and other related criteria.	10
Organizational depth and structure of the firm.	5
Responsibility Determinations	
A determination whether or not the firm can be expected to complete the requested services on time and in a satisfactory manner.	30
Cost of Engagement	
Although a significant factor, cost may not be the	35

dominant factor. Cost is particularly important when all other evaluation criteria are relatively equal.	
Score	Maximum 100

IV. Proposal Requirements (continued):

6. Proposed Fee Structure

The firm's proposed fee should be quoted in two parts, PDA and PDA-DPH, combined should the firm be awarded the consulting engagement.

Part I: Provide the total estimated cost of the engagement for each of the three phases. If your proposal is not designed to be a fixed fee, but rather a time and material proposal, please provide the estimated total hours and hourly rates by employee classification. Separate from the engagement fee please also identify the projected of out-of-pocket reimbursable expenses. **(Appendix A, A-1 and A-2).**

Part II: Should the firm encounter circumstances requiring an increase in the extent of detailed investigation or should PDA require an increase in the scope of the engagement, written advance notice to that effect must be furnished to the other party. The engagement can then be modified by mutual agreement of both parties as to additional work and compensation. **Appendix B** is to be completed to identify the hourly billing rates that will be in effect for such services.

Interim billings shall cover a period of not less than a calendar month and shall include detail by staff person by date of hours spend on the engagement and activities performed.

The final payment for services shall become due only after the submission of all reports required and their acceptance by the PDA Board of Directors.

All proposals must include a statement that they are valid for a minimum of ninety (90) days following the RFP closing date.

PDA reserve the right to negotiate and modify any element of the RFP and to negotiate with the successful firm(s) a final fee for the proposal based upon mutually agreed upon changes or refinements in the scope of work.

IV. Proposal Requirements (continued):

7. Additional Information

Provide any additional information your firm considers essential to successful conduct of the engagement.

V. Submitting Your Proposal

Submit five (5), left-side bound originals and one (1) unbound copy, in a form suitable for photocopying, of all proposal material.

Applicant's name, address, proposal title and proposal due date should be on the outside of the package. The proposals are to be submitted, on or before **4:30 PM on April 25, 2008**, to:

**Irv Canner, C.P.A.
Director of Finance
Pease Development Authority
360 Corporate Drive
Portsmouth, NH 03801
ATTN: Information Technology Assessment Proposal**

By submitting a proposal, the audit firm accepts in all respects the conditions of this RFP, including but not limited to, the following:

- A. All proposals will become the property of the PDA and will not be returned.
- B. Late proposals will not be reviewed and evaluated, and will be returned to you.
- C. Any restriction as to the use of the proposal materials must be clearly indicated as proprietary.
- D. All proposals will be subject to the Right to Know Law of the State of New Hampshire. Proposals will be available for public inspection at the PDA. Final scores for all submittals will be subject to open records.
- E. Top scoring firms may be asked to make oral presentations to clarify and verify the written proposals. The PDA will schedule a time and location for each oral presentation. Should the applicant refuse to make an oral presentation, this may result in the rejection of the proposal.

VI. Other Miscellaneous

1. Termination of Request for Proposal

The PDA reserves the right to cancel this procurement at any time and not to enter into an agreement with any provider. PDA will have no obligation to reimburse participants for any incurred expenses of any kind.

2. The provisions of this RFP can not be modified except by a formal written amendment issued by the PDA.

3. Opening of Proposals

All proposals that are received in a timely fashion will be publicly opened at the PDA offices at 360 Corporate Drive in Portsmouth on **April 25, 2008** at approximately 4:45 PM.

4. Termination of Contract

The PDA reserves the right to cancel this contract in whole or in part if performance and or delivery are not made in accordance with

the terms specified. PDA may suspend or terminate the firm's services in whole or in part with or without cause which shall include, but are not limited to the following:

- A. Failure or unwillingness of the firm to comply with its proposal or with applicable law.
 - B. Submission by the firm to the PDA of reports or work product which is inconsistent with detailed specifications in the proposal.
5. Each applicant will receive written notice by email stating to whom the PDA intends to award the contract to.
6. The following table reflects certain information regarding the PDA's current financial system and related transaction information:

VI. Other Miscellaneous (continued):

Item #	Description
1	The PDA utilizes accounting software named Real World 32 which is a financial management system providing basic general ledger functions and management reporting capabilities.
2	Employee payroll is processed by external service providers including the State of New Hampshire and PayChecks, Inc. Due to the seasonal nature of various work activities, the average bi-weekly payroll is processed for approximately 100 employees.
3	Approximately 400 journal vouchers are entered annually.
4	Fixed assets and depreciation expense are captured through a non-integrated software system known as FAS.
5	The PDA processes about 7,000 payment vouchers annually resulting in approximately 3,500 checks. The PDA also processes approximately 60 wire transfers per year.
6	The PDA utilizes an external service provider to support its current information technology infrastructure requirements. At present, the technology infrastructure includes seven servers, the majority of which were purchased

	more than seven years ago and are no longer under warranty.
7	Golf course accounting is processed on a stand alone software package from Integrated Business Solutions which we import into Real World utilizing remote access.
8	Internal accounting procedures manuals are under development and require additional work.
9	The accounting chart of accounts is represented by approximately 100 separate account codes.
10	Approximately 25 sub-account code designations are utilized to reflect various business units across the PDA.

APPENDIX A

Engagement Fixed Fee Schedule

Name of Firm: _____

Engagement Fee- Dollars

	Phase I	Phase II	Phase III	Total
Pease				
Development				
Authority				
Division of Ports				
and Harbor				
Total				

Reimbursable Expenses

	Phase I	Phase II	Phase III	Total
Pease Development Authority Division of Ports and Harbor Total				

Total Fixed Fee

	Phase I	Phase II	Phase III	Total
Pease Development Authority Division of Ports and Harbor Total				

Your firm must state that the above fees and expenses are guaranteed, non-to-exceed maximum.

APPENDIX A-1 Engagement Time and Material Fee Schedule (Summary)

Name of Firm: _____

Engagement Fee- Dollars

	Phase I	Phase II	Phase III	Total
Pease Development Authority Division of Ports and Harbor				

Total

Reimbursable Expenses

	Phase I	Phase II	Phase III	Total
Pease Development Authority Division of Ports and Harbor Total				

Total Time and Material Fee

	Phase I	Phase II	Phase III	Total
Pease Development Authority Division of Ports and Harbor Total				

APPENDIX A-2 Engagement Time and Material Fee Schedule

Name of Firm: _____

Engagement Fee- Dollars

Please customize employee classifications specific to your firm's organization if different from what is shown.

Phase	Phase	Phase II	Phase II	Phase	Phase	Total	Total
-------	-------	----------	----------	-------	-------	-------	-------

	I	I	Hours	Cost	III	III Cost	Hours	Cost
Professional	Hours	Cost			Hours			
Principal								
Manager								
Analyst								
Total								

Reimbursable Expenses								
	Phase	Phase	Phase II	Phase II	Phase	Phase	Total	Total
	I	I	Hours	Cost	III	III Cost	Hours	Cost
Professional	Hours	Cost			Hours			
Principal								
Manager								
Analyst								
Total								

Total Time and Material Fee								
	Phase	Phase	Phase II	Phase II	Phase	Phase	Total	Total
	I	I	Hours	Cost	III	III Cost	Hours	Cost
Professional	Hours	Cost			Hours			
Principal								
Manager								
Analyst								
Total								

APPENDIX B

Fee Schedule- Additional Services

Name of Firm:_____

Additional Services- Hourly Rates

If additional services are requested and or if your firm is proposing a time and material contract, the following hourly billing rates will be in effect as noted below. Please customize employee classifications specific to your firm's organization if different from what is shown.

Professional	2008	2009
Project Principal		
Project Manager		
Project Analyst		
Other Staff		

List of Firms- Request for Proposals Issued to

AST Corporation
ATT: John Higgins
1755 Park Street
Suite 100
Naperville, IL 60563

PH 630-778-1180

Baker, Newman & Noyes
ATT: Patrick Morin
280 Fore Street
Portland, ME 04101

PH 207-879-2100

Berry, Dunn, McNeil & Parker
ATT: Clinton Davis
1000 Elm Street
Manchester, NH 03101 PH 603-669-7337

Deloitte and Touche
200 Berkley Street
Boston, MA 02116 PH 617-437-2000

Ernst & Young LLP
Two Wall Street
Manchester, NH 03101 PH 603-625-9601

Prism Computer Corporation
2680 Chandler
Suite 1
Las Vegas, NV 89120 PH 800-774-7622

Grant Thornton
26 Causeway Street
Boston, MA 02114 PH 617-723-7900

GreenPages Inc.
33 Badgers Island
Kittery, Maine 03904 PH 207-439-7310

Howe Riley and Howe, PLLC
660 Chestnut Street
Manchester, NH 03104 PH 603-627-3838

KPMG, LLP
99 High Street
Boston, MA 02110 PH 617-988-1000

Municipal Resources
ATT: Carol Coppola
120 DW Highway
Meredith, NH 03253 PH 603-279-0352

Paradigm Group
206 Fair Street
Laconia, NH 03246 PH 603-524-4774

PricewaterhouseCoopers LLP
125 High Street
Boston, MA 02110 PH 617-530-5000

Robert Half
ATT: Sam Page
1155 Elm Street
Manchester, NH 03101 PH 603-647-6200