

## **8. RESPONSE CONTENT**

Each proposal will be prepared on the forms provided in this RFP.

1. Executive Summary  
Provide a concise (no more than 10 pages) executive summary of:
  - A. The software solution and services being offered to meet the City's requirements
  - B. Documentation of why proposed system is the best solution
  - C. References for a minimum of 3 similar municipalities/counties (Missouri cities/counties preferred or Missouri/Illinois bi-state region) using the proposed system and include contact information for each
2. Form 1 - Vendor Response
3. Form 2 – Cost
4. Form 3 – Technology and module requirements
5. General System Requirements table
6. Any descriptions of vendor software modules, security, reports, etc.
7. Any attachments of sample templates, reports, etc.