
Activo/Zenith Software Documentation and Training

**Request for Proposal
May 8, 2006**

Contact

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1 Company History

Apex Technical Development, Inc. (ATD) is a single company with multiple locations that distributes interior and exterior construction products, some of which ATD manufactures, throughout most of the United States. ATD emphasizes value added approaches in offering both specialty and commodity products to the commercial and residential building products markets.

ATD currently has a total of 33 distribution centers with locations in Arizona, California, Florida, Iowa, Kansas, Maryland, Missouri, Nebraska, Nevada, Ohio, Texas, Virginia and Wisconsin. ATD also operates joint treatment manufacturing with locations in Alabaster, Alabama, Activo, Tampa, Lenexa, Hagerstown, Columbia and Gaffney.

ATD employs 375 people and is headquartered in Olathe, Kansas.

2 Background and Objectives

2.1 Activo and Zenith Background

The traditional approach for the typical contractor tends to focus on the manual means of operations in one's business. Frequently, the expertise lies in the manual craft side of the project while the business and accounting operations side is neglected. As a result, ATD and Zenith Corporation (joint venture) are now able to offer a wide array of services to small, medium and large construction contractors. ATD and Zenith created a business process model called Zenith to provide a clear and holistic vision of how to operate a construction business effectively, and to track and project profits, overhead and retainage on a month-to-month or job-to-job basis.

ATD recognized the need to develop a software application that would assist managing its business with a new paradigm. Activo was created to meet this demand with 12 integrated applications modules that allow ATD to operate its business. It was from ATD's success running its business through Activo that a vision to create a similar application for ATD customers was born.

Zenith was derived directly from the Activo application. Zenith was developed for the purpose of providing contractors a working template and business process in Accounts Payable, General Ledger, Job Processing and Accounts Receivable. When executed properly, Zenith will give the contractors very powerful tools to operate the business efficiently and make a greater margin in profits. Streamlined estimations and detailed job tracking help increase accuracy and save time. The Zenith Accounting System includes comprehensive reports, customized billing and sophisticated accounting tools to manage all financial needs. Zenith Corporation plans to sell the Zenith application to contractors on a licensing fee basis and offer other services such as data migration and application hosting. The Zenith objectives within this RFP will prepare Zenith Corporation to offer the process model and software nationwide.

2.2 Project Objectives

- Create system documentation for Zenith and Activo. This document will be used as a training manual for "power users."
- Create classroom training materials for Zenith. ATD will conduct training and perform and maintain material updates.
- Create an online version of the classroom training materials.
- Create a self paced training CD.

3 Documentation Ownership

All intellectual property, software source code, software programs (including object code), all associated documentation, manuals and other printed or visually perceptible materials supplied to describe the use or design of the computer programs; any modifications or enhancements and Contractor Know-How are the sole ownership of ATD, Inc. and Zenith, Inc. “Contractor Know-How” includes the valuable, confidential, trade secret and proprietary information developed by Contractor relating to the data, contents, algorithms, formulas, designs, workings, installation and implementation of the software.

4 Response Guidelines

4.1 Instructions

- In order for proposals to receive full consideration, supplier should ensure that the information furnished in support of the proposal is factual, accurate, and complete. Failure to provide the information requested by this RFP may render the supplier's proposal incomplete and ineligible for further consideration.
- The supplier shall not be reimbursed for any costs incurred for responding to this request. The proposal preparation shall be made without obligation by ATD to acquire any of the items included in the proposal or to discuss the reasons why the proposal is accepted or rejected.
- The supplier must not make any reference to ATD in any literature, promotional material or sales presentation without prior consent from ATD.
- ATD will treat in the strictest confidence all information included in the proposals.

4.2 Proposal Format

Proposal shall be prepared using Microsoft Word or Microsoft Excel and shall be in a legible font size (11 or above). Any charts or graphs must be clearly legible and may contain font size smaller than 11 pitch. All pages shall be numbered. Conversion of proposals into Adobe Acrobat files is also acceptable.

4.3 ATD Point of Contact

All questions shall be sent to:

Matthew Canton

Vice President of Zenith Technical Development

(913) 485.4537

MCanton@ztd.net

All questions shall be sent in email format. Questions will be internally distributed. ATD, Inc. may respond to questions by phone or email.

4.4 RFP Timeline

The table below illustrates the RFP submission and selection timelines. All dates are 2006 calendar year.

Activity	Date
RFP Distributed	May 12
Supplier Question Period to ATD	May 15 - June 9
Activo/Zenith System Available to Suppliers for Review	June 5 - 9
Submitted Questions Conference Call with Suppliers	June 12
Supplier Interviews by ATD	June 12 - 16
RFP Due	June 23
ATD Confirms RFPs Received	June 26
ATD Internal Review Period	June 26 - 30
ATD Question Period to Suppliers	July 5 - 11
ATD Selects Suppliers for Presentation Phase	July 12
Supplier Formal Presentations	July 17 - 18
ATD Selects Supplier(s)	July 24
Contract Signing	July 31
Project Start Date	August 1
Project in Production	January 1, 2007

4.5 Detailed Project Delivery Timelines

The table below illustrates ATD deliverable completion want dates.

Project Deliverable	Date
Activo System Documentation	January 1, 2007
Zenith System Documentation	November 1, 2006
Zenith Training Development	January 1, 2007

All completion dates will be finalized between ATD, Inc. and the chosen supplier upon contract agreement. It is anticipated that the Activo application conversion will be a rolling release with the first release comprising of the four shared Activo/Zenith modules. Subsequent releases of the remaining eight Activo modules will be staggered with a final completion date of January 1, 2007.

4.6 Proposal Submission

The proposal is due on June 23, 2006 by 5 p.m. Central Time. All documents shall be sent to:

Matthew Canton
Vice President of Zenith Technical Development
12707 S Hallet Suite 2625
Olathe, Kansas 66202
(913) 485-4537
MCanton@ztd.net

Five (5) hardcopies shall be sent via mail and one (1) copy via e-mail.