

REQUEST FOR PROPOSALS

Cemetery Management Software

The City of Crossville is seeking proposals for hosted software solutions for managing and providing cemetery records to the public, including mapping and searching capabilities.

Background information

Currently, Crossville manages the cemeteries' information through software provided by Incode. This software will continue to be used as it is tied with our financial management software. With this request, the City is seeking to run a parallel software, hosted by the provider, to provide the public access to the database and inventory of graves in the cemeteries. This new software is envisioned to provide for genealogical research, capability of receiving new information on burials from family members or researchers, and online maps to assist in locating graves. The addition of public-provided memorials of the deceased by the public would be an added benefit.

The City has two cemeteries:

- City Cemetery – This cemetery is subdivided into several areas that are separated in the database. The entire cemetery has approximately 18.5 acres and approximately 9,000 graves as follows:
 - Old Part – 2,050 identified graves
 - Hollow Section – 113 graves
 - North Dr. Section – 36 graves
 - South Dr. Section – 58 graves
 - Wayne Ave. – 2,647 graves
 - Wayne Ave. addition – 768 graves
 - West of Cook Road – 2,871 graves
 - Hillside – 172 graves
 - Cremains 291 graves
- Frost Cemetery – This is an old cemetery that the City took over for maintenance purposes only. The only knowledge of the cemetery is from grave markers. It contains approximately 0.9 acres and 34 known graves. Burials in this cemetery are very rare and granted only under specific circumstances.

The City can provide the current database in an Excel spreadsheet. The database will include the location, owner name, deceased name, deceased date of birth, deceased date of death, burial date, funeral home, and other related information.

The City can provide GIS mapping in an ESRI shapefile format, for the desired “grid” to be used for graphical representation of the burial sites. All shapefiles will be provided in State Plane Coordinates, Tennessee 4100, NAD 83.

Proposals should address the following:

- a) Software features that should include, at a minimum, online burial search of deceased and locations.

- b) Proposed itemized cost for software licensing, conversion and setup of data, mapping setup, hosting, annual support, and any other costs. Other features should be itemized separate and be considered as optional.
- c) Proposed implementation schedule.
- d) References of current public cemeteries using software

The City of Crossville is an Equal Opportunity Employer.

The City of Crossville reserves the right to reject any or all proposals or to waive any informality in the bidding.

RFP's should be submitted in a sealed envelope marked "Cemetery Management Software" to the City Clerk at 392 N. Main Street, Crossville, TN 38555 by 2:00 p.m. on Tuesday, September 27, 2016. For more information, please contact Sally Oglesby, City Clerk, at (931) 456-5680 or sally.oglesby@crossvilletn.gov