

## REQUEST FOR PROPOSALS (RFP)

### To Provide Marketing, Sales and Technical Support Services for Town of Westford Created and Owned Permitting Software

The Town of Westford, hereafter referred to as the “Town”, is seeking proposals for professional services to market, sell and support the Westford Government Permitting and Licensing (WGPL) software model. More details on these services are outlined under “Objectives.” The purpose of this Request for Proposals is to select a qualified organization, hereafter referred to as the “Proponent”, with experience in marketing, selling and supporting municipal software pursuant to the following findings:

1. The WGPL software model includes a fully integrated permitting system for land management functions of municipal government. This model, developed by the Town, is critical to the effective and successful implementation of WGPL software.
2. The Town has concluded from preliminary discussions with various municipalities in New England that there is a strong demand for this software product. The Town seeks a qualified company, firm, entity or individual to provide the necessary resources to market, sell, sustain, support, license and continually develop this software product.
3. The Town seeks proposals whereby the Town will enter an agreement to license the WGPL software to the selected Proponent/Vendor and, in exchange for marketing, sales and support services, the Proponent/Vendor will be entitled to a percentage of the sales revenue generated by the software. The exact pricing model with formulas must be outlined in the “Price Proposal.”

Copies of the Request for Proposals (RFP) may be obtained during normal business hours from (03/4/2009 through 04/01/2009). The RFP may be secured by contacting:

*USPS mail address only:*

Town of Westford  
Town Hall  
Office of Town Manager  
55 Main Street  
Westford, MA 01886  
Phone: (978) 692-5501  
Fax: (978) 399-2557

*Pick up Location:*

The Town Manager’s office is temporarily located at 23 Depot Street.

Or by email: [procurement@westfordma.gov](mailto:procurement@westfordma.gov)

Proposals, in a format described herein, **will be due in the Town Manager’s Office not later than (4:00 PM 04/01/2009)**. No proposal will be considered which is received after that date and time for any reason.