

CITY OF WESTON
Pump Station SCADA Controls Installation and Maintenance
Scripted Demonstration

1. General

The purpose of this scripted software demonstration is to help the City of Weston determine the suitability of application software packages for use at the City. The objective is to provide software vendors the opportunity to show how their product will perform specific tasks that are key requirements for SCADA Software, as well as to gain valuable information related to how the product may be implemented at the City. This is **not an open presentation** for the vendor to show all of what their software can do. It is a **customized demonstration** that is designed to verify the answers provided in Exhibit G System Features section of the proposals and to show how the application software solves or responds to the City's specific needs.

All questions regarding this demonstration script shall be in writing, directed to Martha Perez-Garviso at mperezgarviso@westonfl.org no later than three (3) business days before the scheduled demonstration.

1.1. Attendees

The product demonstration will be performed in the presence of the selection committee members and Weston personnel who may be using the software on a daily basis. Observers should be able to ask questions and obtain clarification on points in the demonstration. The answer to a question may be postponed until later in the demonstration, but all questions must be responded to prior to completion of the demonstration.

1.2. Measurements

The overall success of the demonstration will be gauged based on a number of factors. These include:

- Amount of time required to complete a task.
- Number of steps (screens, mouse clicks, fields accessed, etc.) required to complete a task.
- Perceived complexity to perform task (i.e., level of application knowledge required versus intuitive interface).
- Successful completion of the task.

1.3. Link to Virtual Meeting

Event: Second Meeting of Selection Committee Meeting for RFP No. 2020-06 Pump Stations SCADA Controls Installation & Maintenance - Demonstrations

Type: Listed Event

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=ef6cd3b959cb133b7eb4483303a793b28>

Date and time: Wednesday, March 31, 2021 2:00 p.m. Eastern Daylight Time (New York, GMT-04:00)

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Duration:	3 hours
Description:	This is the second meeting of the Selection Committee Meeting for RFP No. 2020-06 Pump Stations SCADA Controls Installation & Maintenance.
Event number:	157 786 7026
Audio conference:	US Toll + 1-415-655-0001 Show all global call-in numbers Access code: 157 786 7026

1.4. Proposed Demonstration Agenda

- I. 5 Minutes Company and product introduction
- II. 10 Minutes Overview of software
- III. 30 Minutes Features demonstration
- IV. 10 Minutes Questions and answers
- V. 5 Minutes Wrap-up

If there is time remaining at the end of item V (Wrap-up), the vendor may demonstrate functions that are not covered by the script, but are thought by the vendor to be major differentiators of the vendor's software and beneficial to the City.

2. Demonstration Environment

2.1. Software Components

Use of the actual production software is expected during the demonstration. Showing of any alpha or beta software, any software that has not yet been released in the current version, any third party software, any custom development that has not been incorporated into the commercially available product or supplemental modules that are not a part of the basic software package and were not included in the pricing quote must be mentioned at the start of the demonstration. During the course of the demonstration, as features are shown that are not part of the basic package, this must be mentioned at the time the specific task is demonstrated.

2.2. Demonstration Hardware

Provided by vendor. Demonstration includes use of phone and computer.

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2.3. Demonstration Data

The vendor is advised to choose demonstration example that relate to the equipment and devices as outlined in the scope of work in the RFP.

Live presentation done using the proposed software is preferred, rather than screenshots or videos.

Presentation includes usage as Guest, User and Administrator. Vendor is advised to setup accounts beforehand.

3. Company and Product Introduction (5 Minutes)

The vendor should introduce the company and the software solution proposed. The following should be included in the introduction:

- Company name, parent company name.
- Software brand name and any name change in the last ten (10) years.
- Number of installations of the proposed version.
- Number of installations of the other versions.
- Implementation and training methodology.
- Implementation time frame based on the scope of work in the RFP.
- What distinguishes this product as a good fit for the City of Weston?

4. Overview of Software (10 Minutes)

The vendor may give a brief overview of the software. The following should be included in the overview:

- A chart of the system components (modules) and how they relate to each other.
- Identify the modules included with the base product and the optional modules.
- User interface and common themes.
- Features that enhance the usability of the software.
- Security features.
- Any outstanding feature or technology that is used throughout the product.
- Show high-level network diagram illustrating communication paths between SCADA end-point devices and SCADA Server. Diagram should illustrate any dependencies on the City's internal secure network.

If the vendor uses less than the allocated time for the overview the remaining time can be used for the Features Demonstration section below.

5. Features Demonstration (30 Minutes)

The attached *Features Demo List* is a set of key features that should be demonstrated to establish the software's suitability for use at the City and to verify the vendor's response to the RFP. This section of the product demonstration is scripted and must be adhered to. Thus, the vendor is expected to demonstrate the specific items in the allocated time. While it is unlikely that any vendor will provide all functional requirements desired, each

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item in the script must be acknowledged. Items ignored in the script will be treated as a failure to provide the functionality.

Clarification or example usage of an item may be requested before the demonstration as per Section 1 of this document.

Note the following:

- Each item is designed to be completed in less than sixty (30) seconds.
- All items on the Features Demo List are related to items in Exhibit G System Features of the RFP.
- Vendor should state when an item is skipped because the software does not support that feature.
- This is a live demonstration, therefore screenshots are not desired.
- For a successful completion in the allocated time, the vendor should encourage the audience to hold all questions until the *Questions and Answers* section.

6. Questions and Answers (10 Minutes)

Vendor answer questions from the audience. Questions may be related to a specific task demonstrated or generalized.

7. Wrap-up (5 Minutes)

The vendor will summarize their presentation. Any outstanding item or clarification may be addressed in the allotted time.

Attachment: Features Demo List

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Pump Station SCADA Controls Installation and Maintenance
Features Demonstration List

Item	Item Description	Exhibit G Reference	Comment
	<i>Application Servers</i>		
1	Show how the user knows that the servers are running normally from the user interface (not administrator interface)	A-1	
	<i>Desktop Clients</i>		
2	Demonstrate if a user can run two independent sessions at the same time in two browsers windows.	B-3	
	<i>App for Mobile Devices</i>		
3	Show how an alarm may be received and acknowledged on a phone, including login.	C-3, E-2	
4	Show how a pump would be turned on from a phone.	C	
	<i>Security</i>		
5	Login as a Guest or low-level user and show that you can see the set-points but cannot change them.	D-2	
	<i>Alarm Notification</i>		
6	From the email on a desktop computer, show an example of an alarm received by email.	E-1	
7	From a phone, show an example of an alarm received by SMS.	E-2	
8	Show how the mobile app sends audio and visual alerts when the user is not actively using the app and an alarm occurs.	E-5	
9	Display alarm escalation history.	E-6	
10	Explain the connections required to POTS line, city network, etc. for each type of alarm notification (Email, SMS, mobile app, voice call)	E-8	
	<i>Alarm and Events Management</i>		
11	Explain how alarms from a defective lake level transducer could be disabled/suspended to stop a flood of alarms.	F-3	
12	Demonstrate the ability to filter alarms by the equipment, such as gearbox #2 at station #1, that is at fault.	E-8	
	<i>Historian</i>		
13	Choose a tag with analog value, find and export the values to Excel over a 3-day period in the previous month.	G-2	
	<i>Trending</i>		
14	Select two tags and graphically display their values on the same screen for a user entered ad hoc time period of exactly 55 minutes.	H-1, H-3, H-4	

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15	Select a tag and add a comment, such as "maintenance," to a point on the timeline. Exit the trending page to another screen. Return to the trend and show that the comment is saved on the timeline.	H-7	
	Reporting		
16	Explain how reports can be created, scheduled, and received. Mention any required third-party software required.	I	
	Electronic Operator Logbook		
17	Show how the user can make an entry in the Electronic Operator Logbook and how it is retrieved.	J-1	