

INVITATION TO SUBMIT

P R O P O S A L

REQUEST FOR PROPOSALS - RFP NO.: 15-0007-1

ERP SYSTEM SOFTWARE AND IMPLEMENTATION SERVICES

PRE-PROPOSAL CONFERENCE: 2:00 P.M., March 12, 2015

PROPOSALS RECEIVED BY: 5:00 P.M., April 2, 2015

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER TONY CENTER

COMMISSIONER PATRICK K. FARRELL

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R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

February 24, 2015
Request for Proposals for ERP Software and Related Services
RFP# 15-0007-1

Dear Proposer:

Chatham County is soliciting proposals for ERP software which includes financial, human resources, budget, purchasing, permitting, inventory and related modules. The County's project scope, timeline, critical due dates, and other pertinent details are contained in this RFP.

A **pre-proposal conference** has been scheduled for Thursday, March 12, 2015 at 2:00 p.m. in the Commissioner's Meeting Room on the second floor of the Chatham County Administrative Courthouse at 124 Bull Street, Savannah, Georgia 31401. Attendance at the pre-proposal conference is not mandatory.

All proposals are due in the Purchasing and Contracting Office, 1117 Eisenhower Drive Suite C, Savannah, Georgia 31406 **no later than 5:00 p.m. on Thursday, April 2, 2015**. The names of the respondents will be read at that time.

Thank you for your interest in doing business with Chatham County.

Sincerely,

Margaret H. Joyner
Purchasing Agent

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Part 1

General Information

1.1 INTRODUCTION

Chatham County (the “County”) is soliciting proposals for a comprehensive, integrated Enterprise Resource Planning (ERP) System that not only meets the requirements set forth in this Request for Proposal (RFP), but also is flexible and scaleable in order to meet its future business and technology needs.

The purpose of the RFP is to provide interested vendors with sufficient information to enable them to propose and submit proposals for application software that will fulfill the specified information processing needs of the County. Proposals also should include detailed installation, maintenance and training costs.

The County seeks proposals from all interested software and implementation services suppliers that have proven experience in enterprise resource planning (ERP) systems supporting local government (City, County, etc.). The scope for the system functions includes:

- General Ledger/Chart of Accounts
- Budget Preparation and Budget Control
- Accounts Payable
- Project and Grant Accounting
- Fixed Assets
- CAFR
- Purchasing
- Bid Management and Vendor Self Service
- Contract Management
- Cash Management
- Miscellaneous Billing and Accounts Receivable
- Payroll and time keeping
- Applicant Tracking
- Employee Self Service
- Human Resources
- Content management
- Meeting Management

The County would like to complete the procurement process no later than July, 2015 and begin system implementation shortly thereafter.

Vendors are invited to propose implementation timeframes based upon their experience with similar size local government organizations with a brief explanation of why the proposed implementation approach may be desired by the County.

1.2 BACKGROUND

Demographics

Chatham County is located on the southeast coast of Georgia. The County has a population of approximately 265,128 (2010 Federal Census). It is the most populous County located outside of the Atlanta metropolitan area. The County has approximately 1600 employees and an annual budget of \$165,000,000.

Project Objectives

1.2.1 The County desires to upgrade and replace its current Financial System and doing so to: improve customer service; improve employee productivity; improve employee satisfaction; improve decision making capabilities; reduce cost (reduction in current costs and avoidance of future costs); improve reporting capabilities and to provide a mechanism to measure achievement (to support decision-making and analysis)

1.2.2 The County desires to replace the current system with a state-of-the-art solution, embracing best business practices embedded in the software.

1.2.3 The County seeks a vendor that will continually enhance the proposed solution to support industry best practices and requirements for local government.

1.2.4 In general, the County wishes to implement an integrated full-function solution supported by a single vendor, as opposed to a "best-of-breed" approach and multiple vendors. However, the County reserves the right to award as it deems appropriate.

1.2.5 The County wishes to implement the selected solution without compromising its ongoing operations.

1.2.6 The County intends to implement an out-of-the-box software package and to limit the amount of customizations (i.e., changes to source code) made to the base application.

1.2.7 The County prefers a user-friendly, table-based software application.

1.2.8 The County seeks an application solution based on a user-friendly GUI or web-based user interface.

1.2.9 Functional experts within the County and the County's IT Department would support the integrated application.

1.2.10 The County seeks a system that includes easy-to-use reporting tools, tools that will enable end users to access information stored in a single, integrated relational database for analysis without requiring programmer support.

1.2.11 Key business drivers are an inefficient current environment, sophisticated users lacking adequate technology; and a current technology market existing for government of this size.

The County presently utilizes Sungard Pentamation for financial and human resources. The County prefers a single, integrated ERP solution to the degree that this is possible through a single vendor. Vendors may propose an integrated, single source solution including their own or a third party product in order to provide the required functionality. The County will consider all solutions fairly on the basis of overall functionality, value and cost as further detailed in the section on evaluation criteria.

1.3 Project Scope

The specific functional areas under consideration are as follows:

General Ledger/Chart of Accounts
Budget Preparation and Budget Control
Accounts Payable
Project and Grant Accounting
Fixed Asset Accounting
CAFR
Purchasing
Bid Management
Contract Management
Cash Management
Miscellaneous Billing and Accounts Receivable
Payroll and Time Keeping
Employee Self Service
Applicant Tracking
Human Resources
Content Management
Meeting Management

The County intends to limit the amount of customizations (i.e., changes to source code) to the base application. The County seeks a system that includes development tools that will enable the County to meet its future needs without becoming heavily dependent upon programmer consultants.

1.4 GUIDELINES

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration.

Vendors should **take special note** of the following:

- All sections of the cost matrix spreadsheets supplied with the RFP shall be completed as required by section 3.12.0 of this RFP. The cost matrix spreadsheets are shown in Attachment 2 of Part 6. These forms, **not** vendor formatted quotes included in the proposal, will be used for identifying the entire proposal costs and special terms.
- The County is seeking a contract with a fixed price. Vendors should ensure their implementation plan covers all anticipated costs.
- Vendor shall provide a detailed implementation schedule with proposed man hours to be spent on site.
- Vendor should specify what training will be provided, the number of trainees allowed and the total cost. Training shall be conducted on-site.

- If the vendor plans to demonstrate a specific product, module, functionality, or service during the selection process, they must include the cost in the proposal quotes.
- All functionality identified in the ERP Essential Functionality matrix (Attachment 3 of Part 6 of this RFP) must be included in the costs proposed in response to this RFP. Vendors should provide costs for each customization identified, and identify the specific software module required to meet each business requirement.
- In order to achieve a manageable list of functional requirements, the ERP Essential Functionality section is intended to list certain functionalities that are important to the County, and which the County will use to evaluate the responses to the RFP. It is not intended to list every element of functionality that the County would expect any ERP to achieve (e.g. maintain name and addresses of employees in a payroll system).

By virtue of submitting a proposal, interested parties are acknowledging:

1.4.1 This RFP is a request for software and implementation services

A software vendor may partner with a firm ***certified*** to implement its software. In proposals in which the software vendor is partnering with a separate implementation vendor, a transmittal letter must be submitted stating that the implementation vendor is a certified implementer of the proposed software.

1.4.2 The software firm must be the entity providing the responses to the detailed business requirements (Attachment 3-Essential ERP Functionality). The software firm shall in all respects be considered the prime contractor and as such shall provide a 100% payment and performance bond in a form acceptable to the County to warrant the software license agreement and implementation services. **The bond shall extend to the functionality committed to in the responses to this RFP so it is important that the Essential ERP Functionality (Attachment 3) be evaluated carefully.**

1.4.3 The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. It also reserves the right to meet and/or correspond with individual vendors at any time to gather additional information. Furthermore, the County reserves the right to delete or add functionality (i.e., modules) up until the final contract signing.

1.4.4 All third party software solutions proposed as part of this package to meet the functional requirements are subject to the same requirements of this RFP, unless otherwise stated. The primary software vendor will serve as the prime contact for all work related to this RFP.

1.4.5 The County expects to enter into a software licensing agreement and implementation services contract with the prime contractor

1.4.6 All vendors submitting proposals agree that their pricing is valid for acceptance for a minimum of one year after proposal submission to the County. Pricing must be submitted as a fixed price and shall be broken out as provided in the price proposal section. Proposals which do not submit pricing on a fixed price basis will

be eliminated from further consideration. Payment will be tied to agreed upon milestones. Vendors are to provide all work effort needed to meet the detailed functional requirements as part of their proposal. Pricing, once accepted, shall not change during the implementation period.

1.4.7 The County requires that licenses for software be "perpetual" (i.e., the County purchases and retains the license to use the software forever) and of a "fixed" price nature (i.e., license fees, maintenance, and support cost schedule for first five years are presented). Furthermore, vendors must provide a "not-to-exceed" maintenance schedule for Years 6-10 (e.g., 2% escalator per year).

1.4.8 All firms submitting proposals are encouraged to submit the most competitive proposal possible, as the failure to do so may lead to elimination prior to software demonstrations.

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in immediate elimination from further consideration.

1.5 CONTACT

In an effort to maintain fairness in the process, all inquiries concerning this procurement are to be directed only to the County's Purchasing Agent, Peggy Joyner, at the address noted below. Vendors are specifically directed NOT to contact any personnel other than specified personnel identified in this RFP, for meetings, conferences or technical discussions that are related to the RFP. Unauthorized contact may be cause for rejection of the vendor's RFP response. The decision to select a proposal is solely that of the County.

All communications regarding this RFP process should be directed in writing to:

Peggy Joyner
Purchasing Agent
Chatham County
1117 Eisenhower Drive Suite C
Savannah, Georgia 31406
(912) 790-1626
(912) 790-1627 (Fax)
pjoyner@chathamcounty.org

1.6 NEGOTIATIONS

For the purpose of obtaining best and final offers the County may, at its sole option, open negotiations with one or more vendors after submission of proposals and prior to award. Vendors are encouraged to submit their best offer in their response. The County specifically reserves the right to award without negotiations based upon written proposals if deemed to be in the County's best interest.

1.7 PUBLIC RECORD

Information submitted by a vendor in connection with this Request for Proposals shall be subject to public disclosure after contract award as required under the Georgia Open Records Act.

1.8 INCURRED COSTS

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the County or for participating in any selection demonstrations or interviews, including contract negotiations. Furthermore, at their own cost, finalists will be required to complete a detailed Statement of Work that will be part of the implementation contract before contract signing.

1.9 DISCUSSION OF PROPOSALS

The County may conduct discussions with any or all vendors who submit a proposal. Vendors must be available for a presentation at a County location to be named later on specific dates if selected for software demonstrations and/or contract negotiations.

1.10 ASSIGNMENT

The vendor may not reassign any award made as the result of this RFP, without prior written consent from the County.

1.11 SUBMISSION REQUIREMENTS

Each vendor shall submit its proposal in eight (8) complete bound original and one (1) identical electronic copies. Submittal shall be in accordance with the requirements on the covered letter and shall be clearly marked “ERP RFP #15-0007-1”

Vendors may submit their proposal any time prior to the opening date and time. The vendor’s name and address as well as a distinct reference to the RFP must be marked clearly on the proposal submission. All proposals are time-stamped upon receipt and are securely kept, unopened, until the opening date.

Proposals may be modified or withdrawn prior to the established opening date by delivering written notice to the County’s Purchasing Agent.

Proposals time-stamped after the due date and time will not be considered. Vendors shall be wholly responsible for the timely delivery of submitted proposals.

Vendors shall submit their proposals as detailed in Part 3 with tabs clearly marked with section numbers and titles. The vendor’s name and address must be clearly marked on all copies of the proposal, including the electronic files.

1.12 TENTATIVE PROCUREMENT SCHEDULE

Tentative Procurement and Implementation Schedule	
2/24/15	RFP released by the County
3/12/15	Non-mandatory pre-proposal conference – 2:00 pm eastern standard time
3/20/15	Last day vendor questions accepted regarding proposal
4/2/15	Proposals due to the County
TBD	Select vendors for software demonstrations

TBD	Software demonstrations
TBD	Select short-listed vendors
TBD	Site visits
TBD	Best and final offers
TBD	Contract negotiations with selected vendor
TBD	Complete negotiations and Statement of Work with finalist

Note: Vendor demonstrations are an integral part of the selection process. Vendors that cannot demonstrate their software during the dates prescribed by the County may be eliminated. The agenda for software demonstrations will be distributed to vendors that have been short-listed for software demonstrations approximately two weeks in advance of the demonstrations.

1.13 PROPOSAL COMMUNICATION

Should any vendor find procedural discrepancies, omissions, or ambiguities in this RFP, they should submit a written request for clarification to the County’s Purchasing Agent only. The last day to submit a request for clarification is two weeks prior to the deadline for proposals. Information and clarifications will be addressed during the non-mandatory pre-proposal conference. Vendors are encouraged but not required to attend. Answers to questions and clarifications made before, during, and after the Pre-Proposal Conference will be posted on the County’s website as an addendum to the bid documents.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. If it becomes necessary to revise or amend any part of this Request for Proposal, the addendum will be posted on the County’s website. Each vendor shall ensure that they have received all addenda to this RFP before submitting their proposals. The requirements of all the County-issued addenda to this RFP shall be made part of the agreement between the County and the selected vendor.

1.14 REJECTION

The County reserves the right to reject any and all proposals, to waive any formality, informality, information and/or errors in proposals received, to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual vendors if it is deemed in the County’s best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interests of the County.

1.15 EVALUATION CRITERIA

A selection committee will review all proposals received by the opening date and time as part of a documented evaluation process. The County will evaluate suppliers according to the following criteria which are listed in order of relative importance:

- Responses to County’s functional requirements.
- Cost and quality of the proposed software solution, training, and implementation services plan. Cost and quality of the proposed ongoing software maintenance/support services.
- Experience, demonstrated performance and financial viability of the software firm, including experience in the public sector and at similar organizations.

- Compatibility with County’s technical architecture, standards, and strategy and responses to technical requirements.
- Acceptance of and exceptions to the terms & conditions preferred by the County.
- Proposer’s commitment to local and MWBE participation
- Quality, clarity and responsiveness of the proposal in conformance with instructions

The County reserves the right to determine the suitability of proposals on the basis of all of these criteria.

1.16 PROJECT GOVERNANCE AND EVALUATION STRUCTURE

The County will use the following structure for the management and evaluation of the software and implementation services proposals received in response to this RFP.

Proposal Evaluation Team. The Proposal Evaluation Team (the “Evaluation Team”) will include representatives from both the central administrative functions such as Finance, Information Technology, Human Resources, Purchasing, as well as staff members in other County Departments. The Evaluation Team will be responsible for tasks such as evaluating and rating proposals, participating in meetings, attending all software demonstrations, and participating in any other evaluation tasks that may be required, such as site visits. The Evaluation Team members will be responsible for evaluating the quality of the proposed software to assess its ability to meet the County’s business requirements, as well as assessing implementation strategies, prices, and other evaluation criteria. The Evaluation Team’s objective is to make a final vendor recommendation to the Board of Commissioners.

End User Team. The End User Team will consist of subject matter experts from the various County departments that have knowledge of specific business processes and are interested in assisting with the evaluation process. The End User Team will support the Evaluation Team during the evaluation process by participating in activities such as software demonstrations.

County Project Administrator. The County expects to hire or assign a full-time, temporary County Project Administrator who will have daily and project term responsibilities to work with the vendor to successfully achieve the project objectives. The County Project Administrator shall provide a single point of contact to the successful vendor in the administration of project.

1.17 OVERVIEW OF THE EVALUATION PROCESS

The County will use a competitive process which may include short listing a select group of vendors. The County reserves the right to eliminate vendors and proceed with the remaining vendors, and request Best and Finals Offers from any vendors.

Selection of the final vendor may include the following steps and factors:

- Level 1 (Procurement Requirements Evaluation)
- Level 2 (Detailed Proposal Evaluation)
- Level 3 (Software Demonstrations and Reference Checks)

- Level 4 (Interviews, Customer Site-Visits)
- Level 5 (Final Contract Negotiations)

1.18 AWARD

The County reserves the right to award a contract, based on initial offers received from vendors, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County shall be deemed to be an acceptance of an offer that such acceptance will be binding upon both parties. A proposing offer should therefore be based on the most favorable terms available from a price, business requirements and technical standpoint. The County may also, at its sole discretion, have discussions with those vendors that it deems in its sole discretion to fall within a competitive range. The County may enter into negotiations separately with such vendors. Negotiations may continue with a vendor to whom the County has tentatively selected to award a contract. The County shall not be deemed to have finally selected a vendor until a contract has been successfully negotiated and signed by both parties. Contractual commitments are contingent upon the availability of funds, as evidenced by the issuance of a purchase order. Once awarded, the contract which will include this RFP document and the selected vendor's response to the RFP will be the final expression of the agreement between the parties and may not be altered, changed, or amended except by mutual agreement, in writing. All contracts are subject to the approval of the County's legal counsel and Board of Commissioners.

Part 2

Terms and Conditions

GENERAL TERMS AND CONDITIONS

2.1 PREPARATION OF PROPOSALS

Proposals shall be submitted on the forms provided and must be signed by the vendor or the vendor's authorized representative

Vendors should quote on all items appearing in this RFP. Failure to quote on all items may disqualify the proposal.

Unless otherwise stated in the Request for Proposals (RFP), the vendor agrees that the proposal shall be deemed open for acceptance for one year subsequent to submittal to Chatham County.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Agent no later than two weeks prior to the deadline for receipt of proposals. Any changes to the Request for Proposals will be posted to the County's website.

The vendor shall not divulge, discuss or compare this proposal with other vendors and shall not collude with any other vendor or parties to a proposal whatever.

By submission of a proposal, each vendor certifies, that in connection with this procurement:

- The prices in this proposal have been arrived at independently, without consultation, communication, or agreement with any other vendor; with any competitor; or with any County employee(s) or consultant(s) for the purpose of restricting competition on any matter relating to this proposal.
- Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to award directly or indirectly to any other vendor or to any competitor; and
- No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2.2 SUBMISSION OF PROPOSALS

Proposals must be submitted as directed in the Request for Proposals, and on the forms provided unless otherwise specified.

2.3 PROPOSAL RESULTS

All proposals received shall be considered confidential and not available for public review until after a vendor has been selected. All proposals shall be subject to negotiations prior to the award of a contract. A list of respondents to the RFP will be posted on the County's website.

2.4 LIMITATIONS

This Request for Proposals (RFP) does not commit the County to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP.

2.5 PROPOSAL EVALUATION

In an attempt to determine if a vendor is responsible, the County, at its discretion, may obtain technical support from outside sources. Each vendor will agree to fully cooperate with the personnel of such organizations.

2.6 AWARD OF CONTRACT

Any agreement entered into by the County shall be in response to the proposal and subsequent discussions. It is the policy of the County that contracts are awarded, among other considerations, only to responsive and responsible vendors. In order to qualify as responsive and responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The vendor selected will be the most qualified and not necessarily the vendor with the lowest price.

2.7 MODIFICATIONS AFTER AWARD

The County reserves the right to modify the scope of work as it deems necessary during the course of implementation. The vendor shall notify the County of any additional cost or the reduction in cost related to the changed scope of work prior to proceeding with the scope change.

2.8 CANCELLATION OF AWARD

The County reserves the right to cancel the award without liability to the vendor at any time before a contract has been fully executed by all parties and is approved by the County.

2.9 AGREEMENT

Vendors shall include with their response their proposed Agreement. This Agreement will be the starting point for negotiations.

2.10 EXECUTION OF AGREEMENT

The successful vendor shall sign (execute) the final Agreement incorporating all negotiated terms and scope and return such signed Agreements along with payment and performance bonds to the County within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder.

2.11 APPROVAL OF AGREEMENT

Upon receipt of the Contract that has been fully executed by the successful vendor, the County shall complete the execution of the Agreement in accordance with local laws or ordinances and return the fully executed Agreement to the vendor. Delivery of the fully executed Agreement, and a County purchase order, shall constitute a notice to proceed.

2.12 FAILURE TO EXECUTE AGREEMENT

Failure of the successful vendor to execute the Agreement within ten (10) calendar days from the date mailed or otherwise delivered to the successful vendor shall be just cause for cancellation of the award.

2.13 DISQUALIFICATION

Awards will not be made to any person, firm or company in default of a contract with Chatham County, any Georgia city or county, the State of Georgia or the Federal Government.

2.14 OWNERSHIP OF REPORTS

All data, materials, plans, reports and documentation prepared pursuant to any contract between Chatham County and the successful vendor shall belong exclusively to the County.

2.15 SOFTWARE SOURCE CODE

The successful proposer shall enter into a software source code escrow agreement which shall include the following provisions:

2.15.1 Software in Escrow: Vendor agrees to maintain a copy of the software source code for the systems which were licensed to the County with an escrow agent, and to list the County as an authorized recipient of this source code in the event that the vendor ceases to do business or breaches its Agreement as described in paragraph 2.20.2 below. The source code shall be in machine readable form on media specified by the County. The escrow agent shall be responsible for storage and safekeeping of the media. Vendor shall replace the media no less frequently than every six (6) months, to ensure readability and preserve the software at the current revision level. Included within the media shall be all associated documentation to allow County to top load, compile and maintain the software.

2.15.2 Access to Source Code: If the vendor ceases to do business (whether by bankruptcy, insolvency, merger, sale, assignment of assets or any other reason) or ceases support of this project, and does not make adequate provision of continued support of the licensed software, or if the vendor breaches the Agreement, the vendor shall make available to the County the latest available licensed software program source code and related documentation, for the licensed software provided by the vendor; and

the source code and compiler/utilities necessary to maintain the system and related documentation for software developed by third parties, to the extent that the vendor is authorized to disclose such software. In such circumstances, County shall have the right to unlimited internal use of source code and documentation.

2.16 SOFTWARE LICENSE

The vendor shall grant the County a perpetual, nontransferable, nonexclusive site license under the terms of this Agreement to use the Application Software on its Network. The County shall have the absolute right to upgrade or replace any equipment in the Network and continue to use the Application Software on the Network. The County shall not be required to pay the vendor any additional licensing fee or other fees as a result of using the Application Software in conjunction with the upgraded or replacement equipment on the Network.

The County shall be granted the right to copy the software for archival, backup, or training purposes. All archival and backup copies of the software are subject to the provisions of the license, and all titles, patent numbers, trademarks, and copyright and restricted rights notices shall be reproduced in such copies. The County shall also be permitted to maintain the software on multiple machines for its own use for back-up purposes.

The County will agree not to cause or permit the reverse engineering, disassembly, or de-compilation of the software.

By virtue of the agreement, the County acquires only the right to use the software and does not acquire any rights of ownership.

2.17 SOFTWARE MAINTENANCE FEES

The vendor shall waive or discount the software maintenance fee for the first year (since the software is not in production yet). The County will not pay annual maintenance fees in advance of software being accepted.

Services provided under ongoing post implementation software maintenance agreements shall include telephone support, and software upgrades for the modules purchased by the County.

2.18 ADDITIONAL USERS AND MODULES

The County will require "price protection" for two years from the system acceptance and final payment for additional County users and modules that are listed in the RFP but are not initially purchased.

2.19 TAX

The County is exempt from all sales and Federal excise taxes.

2.20 EXCLUSIVITY

This contract will be for the goods/services described above; however, this agreement should not be considered exclusive. As deemed necessary, the County reserves the right to obtain these goods/services from any other vendor.

2.21 DELIVERY OF THE PROJECT PLAN AND DESIGN DOCUMENT

The project plan and project design document (or other substantively equivalent implementation documents as may be agreed to by the County prior to Agreement signing) are to be delivered within a contractually specified timeframe after contract signing. Non-performance in this regard will result in penalties to be defined in contract negotiations

2.22 SEVERABILITY

If any of the terms or conditions of this RFP is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or the inability to enforce a term or condition will not affect any of the other RFP terms and conditions.

2.23 EQUAL OPPORTUNITY

The vendor shall maintain policies of employment as follows:

2.23.1 The vendor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability or national origin. The vendor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

2.23.2 The vendor shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

Part 3

Detailed Submittal Requirements

GENERAL REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this part. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Vendor responses shall be in the following format and numbered with tabs as shown:

Section	Title
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Company Background
4.0	Proposed Application Software and Computing Environment
5.0	Third-Party Products
6.0	Implementation Plan
7.0	Training
8.0	Maintenance and Support Programs
9.0	Essay Responses
10.0	Responses to Functional/Technical Requirements
11.0	Client References
12.0	Cost Proposal
13.0	Exceptions to the RFP-Specifications Exception Form
14.0	Required County Documents
15.0	Sample Vendor Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

3.1.0 EXECUTIVE SUMMARY

This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. This section should not include cost quotations. Please note that the executive summary should identify the primary contacts for the software vendor and any third-party vendors.

3.2.0 SCOPE OF SERVICES

This section of the vendor's proposal should include a general discussion of the vendor's understanding of the "overall" project and a summary of the products being proposed.

3.3.0 COMPANY BACKGROUND

Vendor *must provide the following information* about its company so that the County can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require a vendor to provide additional support and/or clarify requested information. Provide this information for the primary vendor and each partner and third-party team member.

- Company Background:
 - Amount of time the company has been in business
 - Most recent audited financial statements.
 - A brief description of the company size (number of employees, revenues) and organizational structure.
 - Amount of time and what experience vendor has in the public sector, particularly public sector clients of similar size, complexity and type of business (water/wastewater) to the County.
 - Evaluations of the software and/or services firm by industry analysts.
 - List of any terminated public sector projects. Please disclose the jurisdiction and explain the termination.

- Client/User Base:
 - List of "live" public sector customer installs by name and by state and indicate modules used by these agencies. The number of users should also be included. Please include:
 - Clients in Georgia and the Southeast regions of the U.S.
 - Clients of similar size to the County in terms of FTEs, employees, and operating budget
 - Identify any national or regional user groups.
 - Identify if your company holds an annual or biannual user conference and typical locations where they are held.
 - Any material (including letters of support or endorsement from clients) indicative of the vendor's capabilities.

- Business Partnerships and Certifications:
 - Identify any certifications held by your firm if you are implementing or reselling another vendor's products.
 - If partnering, the amount of time the implementer has worked with the software vendor and how many implementations the two parties have completed together.
 - Provide resumes of key project individuals as well as all expected system implementation staff. The County will reserve the right to request assignment or reassignment of staff at any time during the project.

3.4.0 PROPOSED APPLICATION SOFTWARE AND COMPUTING ENVIRONMENT

In addition to providing an overview of the software solution proposed for the County, the vendor must present, in detail, the key features and capabilities of the proposed application software as they relate to the County. In addition to the description, please

provide in succinct narrative form (at least one paragraph per item) answers to the following questions (see Part 4 for information on the County's current technology environment):

- Modular Integration. What proposed modules are fully integrated (part of the base software) into the main ERP application? What are the proposed third-party applications? If there are proposed third-party applications, explain how are they integrated into the main ERP application (e.g., Do the third-party applications share security definitions and similar menu structures?) What processes are handled in "real-time"? What processes require batch processes?
- Technology Architecture. When identifying the proposed technical architecture requirements, please identify the **optimal** configuration, **not merely the minimum** configuration. Recognizing the County's stated preferences in Section 4, vendors must include a response for each of the following issues:

Hardware Environment: Describe the optimal hardware environment (both clients and servers) required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each.

Network Environment: Describe the optimal network environment required to utilize the proposed software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each.

Operating System: Identify the operating system required by the proposed applications software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

Database Platform: The vendor is requested to provide the ideal database platform choices for the proposed software. In the event that there is more than one suitable database platform, please list all options, including the relative strengths and drawbacks (if any) of each. The solution vendor should provide a qualitative discussion regarding the proposed solution's ability to perform backups irrespective of open records.

Software Version: Identify the most current version of the software. Detail the percentage of live customers that are utilizing the proposed version of the software. Please provide a breakdown of customers (by percentage) for each version of the software currently in use. The vendor must provide during implementation the most current version of the software. All known posted and identified fixes to "bugs" within the system must also be applied at time of implementation.

Administration/Development Toolsets. What application toolsets are included with the software? What unique programming requirements are there? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)?

Security. What security tools are included with the software? How does your application restrict access to the following: administrative tool access, application access, menu access, record access, field access, and querying/reporting access? What is included in the user security profile? How is the security profile defined?

- Reliance on Best Business Practices/Degree of Process Reengineering Imposed or Required. Please describe in detail the best business practices that are built into your software. How do these practices pertain to County operations in particular?
- Competitive Advantage. For each module, please describe any competitive advantages of your system which would distinguish your system from the competition.
- Workflow Capabilities. How does workflow (electronic routing of documents) in your system operate? How are workflow rules established? How does workflow interface with popular e-mail programs, such as Microsoft Outlook?
- Upgrade tools. What is the upgrade frequency? How are patches and fixes deployed? How are patches and fixes applied? How are upgrades applied? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? How long does a typical upgrade take to implement, in an organization the size of the County?
- Reporting and Analysis Tools. What reporting tools are available? What On-Line Analytical Processing (OLAP) tools are available? Are there any interfaces to Microsoft Office? Do the same security definitions apply to the reporting tools as to the main ERP software? Please provide a list of standard reports, by module, that come “out of the box” with the software.
- Ongoing Internal Functional and Technical Support. What is the recommended make-up of the internal (County) functional and technical support team post-implementation? What is the number of staff and skill set required to adequately maintain the system after the implementation partner has left?

3.5.0 THIRD-PARTY PRODUCTS

To the extent that a third-party product is required to compensate for functionality that is absent in the solution, the vendor should explicitly state the name of any third-party products. For each third-party product, proposals must include a statement surrounding whether the vendor’s contract will encompass the third-party product and/or whether the County will have to contract on its own for the product. Any third party will be subject to the same requirements as the primary software firm vendor. Finally, the vendor should provide proof that they have access to the third-party software source code (own or in escrow) and that the vendor has the ability to provide long-term support for the third-party software components of their system.

To the extent software needs to be developed or significantly modified, in addition to whatever other requirements exist hereunder, the vendor shall so state and explain the

extent to which this needs to be done; the ability to deliver on time; and the business partners and capabilities of those who will perform the work.

3.6.0 IMPLEMENTATION PLAN

The vendor must provide a detailed plan for implementing the proposed software. The implementation plan **MUST** include a response to the following questions/issues:

- Provide an overview of the implementation plan, as well as the methodology used to install the software.
- What is the timeframe for fully implementing the system? If the proposal contains a phased-approach, provide the specific start and end dates for each phase, as well as listing the modules proposed for each phase. The vendor should provide an implementation plan and schedule, if appropriate, based on their experience implementing their product at firms of similar size and complexity as the County.
- Any bug patches or upgrades that occur during the implementation will be the responsibility of the vendor with knowledge transfer to the County's technology staff. Describe the role of the County and vendor staff for bug and patch applications (if any). Vendors must include in their proposal a detailed Help Desk strategy for the County, both during the implementation, upon "go-live," and for the post-implementation period.
- Provide a matrix of "roles and responsibilities" for each major activity contained in the proposed implementation plan.
- Detail the vendor's proposed man hours to be spent on site during implementation broken out by module. Describe the vendor's commitment to be on-site during the "go live" period" What is the vendor's strategy to assist with problems after "go live".
- Describe the methodology and plan for implementing any third party software, if applicable. The methodology shall include the estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.
- Confirm that the proposal contains the level of work effort that will be required to provide for the known customizations, modifications, and/or custom reports that the proposal response has indicated as necessary to deliver the functionality. Identify any assumptions related to these items.
- Describe the role of the County and vendor staff for interface development. Provide the assumptions related to the work effort estimates for interfaces (e.g., the specific interfaces included in the work effort estimates). Also give a brief description of the interface development process including any special toolsets that will be utilized for the process. Refer to Part 3 Section 12 of this document for a listing and description of required interfaces.
- Describe the role of the County and vendor staff for data conversion. Provide the assumptions related to the work effort estimates for data conversion (e.g., amount and type of data to be converted). Also give a brief description of the data conversion process including any special

toolsets that will be utilized. Refer to the Table in Part 3 Section 12 of this document for a list of datasets anticipated for conversion.

- Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; and (c) stress/load testing.
- Provide resumes of the proposed Project Manager and the Managing Partner.

Proposals should include all modules that the County needs to attain the functionality stated in the detailed business requirements spreadsheets in this RFP (Part 6 -Attachment 3- Essential ERP Functionality). Furthermore, all consulting hours needed to deliver the business requirements, including customization, configuration, and reporting, must be included in the cost proposal.

3.7.0 TRAINING

The vendor must provide a software training overview that includes:

- Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the project work team, end-users, and technology personnel.
- The role and responsibility of the software and implementation vendor in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to County end-users).
- The role and responsibility of County staff in the design and implementation of the training plan.
- The knowledge transfer strategy proposed by the software and/or implementation vendor to prepare County staff to maintain the system and system training programs after it is placed into production.
- Descriptions of classes/courses proposed in the training plan. (The vendor should **specify the unit of measure** for its training (e.g., units, classes, days, etc.) and **define** the hours associated with these units of measure.)
- Use of third-party training resources. Vendor should identify third party partners that provide training on the use of their application and typical locations where that training is conducted.

3.8.0 MAINTENANCE AND SUPPORT PROGRAMS

Specify the nature of any post-implementation and on-going support provided by the vendor including:

- On-site, post-implementation support (e.g., one month of on-site support after go-live, on-site support during initial run of modules, optional "as-needed" support (7days/week)).
- Telephone support (include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.).

- Special plans defining “levels” of customer support (e.g., gold, silver, etc.). Define what level of support is being proposed.
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
- Any anticipated mid-implementation upgrades. If any are planned, the estimated work effort and related costs associated with such tasks should be included in the proposal.
- Availability of user groups and their geographic areas as well as user group contact information.
- Help Desk, problem reporting and resolution procedures.
- Bug fixes and patches.
- Support provided for third-party solutions.
- Other support (e.g., on-site, remote dial-in, Web site access to patches, fixes and knowledge base).

3.9.0 ESSAY RESPONSES

The County has some unique business process needs that must be accommodated in the ERP software. Vendors are required to answer the following questions addressing these requirements (minimum of one paragraph response). These questions may appear again during software presentations and during contract negotiations.

- Please describe your system’s data warehouse capabilities. The County desires a database that supports management decision-making processes that is able to meet the following requirements: ability to update or be updated on a regular basis; ability to contain large amounts of data from multiple systems; report writing tools that allow end users to create ad hoc reports.
- Please describe your system’s records management functionality. The County is interested in digital storage and retrieval of permanent historical County records. Many of the existing documents are in hard copy and will need to be scanned, indexed and archived while other documents have been captured on microfiche and will need to be converted, indexed and archived. Please describe the functionality that is contained within your base product offering. The County is particularly interested in such capacities for use to manage accounts payable documentation by scanning and retrieving vendor invoice.
- Please describe your system’s capability to track local, MWBE and WBE spending. Also indicate the ability of your system to track subcontractor payments for construction projects.

3.10.0 RESPONSES TO FUNCTIONAL/TECHNICAL REQUIREMENTS

Responses to the detailed business requirements listed in the Attachment 3 of Part 6 of this RFP must be provided in this section of the vendor’s proposal. Attachment 3 to this RFP is available upon request of the County in an Excel format. Vendors are required to use the format provided and add explanatory details as necessary in the “comments” column or in a separate sheet that references the requirement number. The following answer key should be used when responding to the requirements:

F = Fully Provided "Out-of-the-Box"	CU = Customization (requiring changes to source code)
CO = Configuration (table set-up required; no changes to source code)	TP = Third Party Software Required
R = Provided with Reporting Tool	NA = Not Available

Note: Vendors must use **only one response code per requirement**. Any requirement that is not answered utilizing a single code as outlined above will be treated as a negative/non-response. The selected software vendor must warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, *the detailed requirements as stated in this RFP will become part of the software license and implementation services agreements and will be warranted as such.*

All responses that indicate that functionality is available out-of-the-box, through configuration, customization, or a reporting tool, or through a third-party product should be included in the costs submitted in this proposal. The cost for any customizations should be broken out by specific requirement and included in the in Section 12.0 of your RFP response. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal.

3.11.0 CLIENT REFERENCES

The County considers references to be important in its decision to award a contract. During the selection process, the County will contact references provided. Vendors must provide a direct client reference contact who was involved in the vendor-led project.

SOFTWARE VENDORS – Software vendors should provide at least five (5) client references that are similar in size and complexity to this procurement and have utilized the proposed system in a comparable computing environment. (Reference forms are attached to this proposal as Attachment 1 in Part 6.) Submit references for fully completed (live) installations. If a separate implementation firm is being utilized, the references should be for installations that utilized the same implementation firm.

THIRD PARTY SOFTWARE FIRMS – Using the forms attached to this RFP (see Attachment 1 Part 6), third-party software firms addressing particular functionality (e.g., budget preparation software) should provide at least five (5) references that are similar in size and complexity to this procurement and that have been used with the prime enterprise software proposed for this engagement. Submit references for fully completed (live) installations.

3.12.0 COST PROPOSAL

As section 12.0 of their response to this RFP, vendors should submit fixed price project costs for software and implementation services. Attachment 2 to this RFP provides the format that vendors must use. Attachment 2 is available as an Excel spreadsheet.

The cost proposal must include all costs related to implementing the detailed business requirements in this RFP whether such implementation requires customization to the software or not. The County may award a purchase contract based on initial offers received without discussion of such offers. A vendor's initial offer should, therefore, be based on the most favorable terms available. The County may, however, hold

discussions with those vendors that it deems, in its discretion, to fall within a competitive range. It may also request revised pricing offers from such vendors and make an award and/or conduct negotiations thereafter.

Cost schedules must be presented in the spreadsheet format presented in Attachment 2 of this RFP and submitted in Microsoft Excel and in hard copy. The County reserves the right to request cost and scope clarification at any time throughout the selection and negotiation process.

Vendors must utilize the cost schedule spreadsheets provided with the RFP. **DO NOT** use “TBD” (to be determined) or similar annotations in the cells. You may identify costs as a “not-to-exceed” amount.

Additional comments may be provided in the cost schedule spreadsheets in the designated comment areas. Vendors may **not** utilize their own standard cost sheets for submitting information. The County will look to the formatted RFP cost spreadsheets for pricing information and descriptions.

Vendors must explicitly state what is included in data conversion and interfaces, i.e., reconfirm in cost matrix what files are included in conversion (or not) and what interfaces are included in costs.

If the vendor plans to demonstrate a specific product, module, functionality, or service during the selection process, they should include the cost in the proposal quotes. If you choose to reference it as an option and not price it, it must be clearly noted in your proposal response, and clearly and explicitly identified during any demonstration or discussion.

Anticipated Number of Users:

While it is difficult for the County to envision exactly who will use the system in what manner in an ERP environment, the County currently has between 300 and 400 users..

Note that the County is requiring a “site license” arrangement that will allow unlimited concurrent use of the application software by County staff. Employee self service and vendor self service should be included in this license.

Anticipated Data Conversions:

The County anticipates that there will be some automated data conversion required by the vendor. The following table estimates the County’s possible data conversion requirements. Note: The County reserves the right to add or delete data to be converted.

System	File
General Ledger	Chart of Accounts
General Ledger	Transaction File
General Ledger	Journal Entries
Project Accounting	Project Account Segment
Project Accounting	Project Transactions
Asset Accounting	Fixed Asset file

System	File
Accounts Payable	Vendor File
Accounts Payable	Invoice File
Purchasing	Requisition with supporting documents
Purchasing	Purchase Order File
Purchasing	Vendor Registration File
Payroll	Payroll Master File
Human Resources	Personnel Transaction and Position Control

Anticipated Interfaces:

The County’s ERP system must be able to exchange data with certain existing County systems. The County’s anticipated interfaces are listed below. Note: The County reserves the right to add or delete interfaces from this list.

- Fleet
- Tyler IAS World
- VCS Timekeeping
- Time Force Timekeeping
- Pentamation Utility Receipts and Billing

3.13.0 EXCEPTIONS TO THE RFP

All requested information in this RFP must be supplied with the proposal. Vendors may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and the written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County, and the description of the advantages or disadvantages to the County as a result of such exceptions. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

3.14.0 REQUIRED COUNTY DOCUMENTS

Proposer shall submit the forms outlined in Attachment 4 in this section in Section 14.0 of the RFP Response. These forms include:

- Proposal Form
- Drug Free Workplace Form
- Disclosure of Responsibility Statement
- Non-Discrimination Statement
- Schedule of Minority and Woman Owned Participation
- Contractor Affidavit
- Save Affidavit
- Lobbying Affidavit
- Bidder’s certification regarding debarment
- Bid Bond as evidence that if successful, the proposer will provide payment and performance bonds

3.15.0 SAMPLE DOCUMENTS

To establish a complete and competitive proposal, vendors must include sample copies of the following documents:

- Sample training manual
- Sample user guide
- Sample functional, technical and support documentation
- Sample software license agreement
- Sample maintenance and support agreement

Part 4

Technical Specifications

All vendors responding to either an RFP or bid package of Chatham County for information technology related services must adhere to the following policies:

1. Applications will authenticate users via the central Active Directory LDAP tree.
2. The vendor will never destroy production data in any way without written permission from the Chatham County Information and Communications Director, the County Manager, or designee.
3. The vendor will only modify production data with written permission from the data owner and ICS. Modifications to any production system files, including logs, will be completed by ICS staff only.
4. Vendors will be accompanied by ICS personnel for all work performed within the datacenter.
5. Vendors will leave a complete set of media and documentation for all applications or hardware installed. The documentation must include, at a minimum and where applicable:
 - a. Database management
 - b. Administration manuals, including performance tuning, user management, backup and recovery, and other common system tasks
 - c. System programming manuals, including the API manual(s)
 - d. User manual
6. Any database technology used must be Microsoft SQL server and the application must always support at least one prior release version of SQL Server than is most current. In addition:
 - a. The SQL server must also authenticate users by querying our LDAP tree. As of this writing, that technology is known as "Windows Authentication."
 - b. The principle of least privilege will be used for all SQL logins/users. The "sa" account will not be used or accessed by the vendor or vendor's application; neither will any logins/users be granted the "sysadmin" fixed server role.
 - c. The application must coexist on database servers with multiple other application databases from other vendors.
7. The licensing or permission to execute may not be bound to a specific processor or hard drive and instead must be licensed to run on any compatible hardware owned or purchased by Chatham County.
8. Provisions must exist for custom systems which provide Chatham County continued use of the software or hardware in the event the vendor or manufacturer should go out of business.
9. A FISMA compliance report should be submitted with the signed proposal. (An internal FISMA compliance study is acceptable. More information can be found at <http://csrc.nist.gov/groups/SMA/fisma/index.html>)

**Chatham County Information and Communications Services may choose to selectively ignore any one of these requirements as needed.

This information is provided for informational purposes only. Vendors are encouraged to recommend the optimal enterprise technology environment to support its proposed solution.

Part 5

Current Environment

The County will provide detail on key statistics as requested during the RFP process. These include such items as purchase order counts, general ledger accounts, employee accounts and pay schedules, number of pay checks etc.

Proposers should request detail on those statistics that they will need in order to prepare a response which will cover the County's requirements.

Attachment 1: Reference Forms

Attachment 2: Proposed Cost Schedule

(Note these Schedules are available at the County WEB site in Excel Spreadsheet Format)

- Schedule 1: Summary
- Schedule 2: Vendor's License Fees and Annual Support/Maintenance Costs
- Schedule 3: Third Party License Fees and Annual Support/Maintenance Costs
- Schedule 4 Professional Services – Project Management
- Schedule 5 Professional Services – Data Conversion
- Schedule 6 Professional Services – Interfaces
- Schedule 7 Professional Services – Customization
- Schedule 8 Professional Services – Configuration
- Schedule 9: Training Cost
- Schedule 10: Travel and Other Costs

Attachment 3: Essential ERP Functionality

(Note this Attachment is available at the County WEB site in MS-Excel format)

Attachment 4: County Required Forms

- Proposal Form
- Drug Free Workplace Form
- Disclosure of Responsibility Statement
- Non-Discrimination Statement
- Schedule of Minority and Woman Owned Participation
- Contractor Affidavit
- Save Affidavit
- Lobbying Affidavit
- Bidder's certification regarding debarment
- Bid Bond as evidence that if successful, the proposer will provide payment and performance bonds

Attachment 5: Software and Maintenance Agreement

Attachment 1

Reference Form

SOFTWARE AND IMPLEMENTATION REFERENCE FORM

Use this form for completion of Section 11.0 of your Response to the RFP

Please provide at least five (5) references for the software that most closely reflect similar consulting projects to the County's scope of work which have been completed within the past three (3) years and have involved the proposed software. These references should be sites at which the software has been **FULLY IMPLEMENTED** and is "Live". **References where system implementation is not complete will not suffice for the County's evaluation purposes.** Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Government or Agency: _____ Phone: _____

Address: _____

Government Project Manager: _____ Title: _____

Service Dates: _____ Software Program/Version: _____

Summary of Project: _____

Agency's Operating Budget: _____ Number of Employees: _____

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- | | | |
|--|---|--|
| <input type="checkbox"/> (1) General Ledger /
Chart of Accounts | <input type="checkbox"/> (5) Budget Preparation and
Budget Control | <input type="checkbox"/> (9) Human Resources and
Applicant Tracking |
| <input type="checkbox"/> (2) Project and Grant
Accounting | <input type="checkbox"/> (6) Purchasing | <input type="checkbox"/> (10) Work Flow |
| <input type="checkbox"/> (3) Capital Asset
Accounting | <input type="checkbox"/> (7) Inventory Management | <input type="checkbox"/> (11) Optional other: |
| <input type="checkbox"/> (4) Accounts Payable | <input type="checkbox"/> (8) Payroll and Timekeeping | <input type="checkbox"/> (12) Optional other: |

PROJECT COST

Hardware Cost \$ _____ Implementation Services \$ _____

Software Cost \$ _____ Government's Internal Cost (if known) \$ _____

Program Interface Cost \$ _____

TECHNOLOGY INFORMATION

Hardware Platform: _____

Database Platform: _____

Operating System: _____

Attachment 2
Proposed Cost Schedule
(See Separate Excel Spreadsheet)

Attachment 3

Essential ERP Functionality

(See Separate Excel Attachment)

This Attachment 3 represents Chatham County's elements of Essential ERP Functionally. This Attachment was purposefully written to concentrate on essential functions that are of unique interest to Chatham County, and does not attempt to list the common functionality that any ERP would be expected to perform.

The successful vendor will be required to warrant that its ERP will fulfill the functionality described in this Attachment, as well as, all functionality described in the vendor's literature or functionality presented in the software demonstrations.

Vendors are required to use the format provided and add explanatory details as necessary in the "comments" column or in a separate sheet that references the requirement number. The following answer key should be used when responding to the requirements:

F = Fully Provided "Out-of-the-Box"

CO = Configuration (table set-up required; no changes to source code)

R = Provided with Reporting Tool

CU = Customization

(requiring changes to source code)

TP = Third Party Software Required

NA = Not Available

Note: Vendors must use **only one response code per requirement**. Any requirement that is not answered utilizing a single code as outlined above will be treated as a negative/non-response. The selected software vendor must warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, *the detailed requirements as stated in this RFP will become part of the software license and implementation services agreements and will be warranted as such.*

All responses that indicate that functionality is available out-of-the-box, through configuration, customization, or a reporting tool, or through a third-party product should be included in the costs submitted in this proposal. The cost for any customizations should be broken out by specific requirement and included in the in Section 12.0 of your RFP response. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal.

Attachment 4

Required County Documents to be included in RFP Response

Proposal Form

I have read and understand the requirements of the request for proposal RFP No.15-0007 and hereby submit my response thereto. I hereby agree to provide the software and services in accordance with the requirements of RFP No. 15-0007 with exceptions explicitly noted in my response to RFP No. 15-0007. The proposed fees shall include all labor, material and equipment to provide the software and services as outlined including any travel or per diem expenses and any other miscellaneous expense involved.

SUBMITTED BY: _____

PROPOSER: _____

SIGNATURE: _____

NAME (PRINT): _____

ADDRESS: _____

COUNTY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____

FAX: (_____) _____

E-MAIL ADDRESS: _____

**INDICATE MINORITY OWNERSHIP STATUS OF PROPOSER:
CHECK ONE:**

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ WOMAN (non-minority)

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ OTHER MINORITY

Describe _____

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **ERP Software and Services** (PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

C-1

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State:

DPC Form #45

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, age, disability or gender in connection with any bid submitted to Chatham County or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this proposer to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this proposer has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this proposer;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this proposer may hereafter obtain and;
- (6) That the failure of this proposer to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling Chatham County to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

**Chatham County
 Minority and Women Business Enterprise Program
 M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____%

WBE Total _____%

M/WBE
 Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____

Print _____

Phone (____) _____ Fax (____) _____



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

**Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application**

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN* _____

BEFORE ME ON THIS THE _____

Alien Registration number for non-

citizens.
____ DAY OF _____, 20____

Notary Public

My Commission Expires:

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2012

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Bidder must verify Sub-Tier Contractors and Suppliers are not debarred, suspended, ineligible, pending County litigation or pending actions from any of the above government entities.

Certification – the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

**Attachment 5
Agreement Form**

Proposer shall provide their proposed agreement.

LEGAL NOTICE

CC NO. 166069

Sealed request for proposal packages will be received until 5:00 pm. on Tuesday, April 2, 2015 and publicly opened in Chatham County Purchasing Department, 1117 EISENHOWER DRIVE, SUITE C, Savannah, GA. for: **RFP NO: 15-0007-1 – ERP SYSTEM SOFTWARE AND IMPLEMENTATION SERVICES.**

PRE-PROPOSAL CONFERENCE WILL BE CONDUCTED ON THURSDAY,, MARCH 12, 2015 AT 2:00 PM IN THE COMMISSION MEETING ROOM , 2ND FLOOR 124 BULL STREET., SAVANNAH, GEORGIA 31401.

Specifications can be downloaded from the County's website at www.chathamcounty.org and are available in the office of the Chatham County Purchasing Department. For additional information concerning specifications, please contact Peggy Joyner, Purchasing Agent at (912) 790-1626 or pjoyner@chathamcounty.org. Bidders are not to contact a department directly. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL BIDS AND TO WAIVE ALL FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, PURCHASING AGENT

-Savannah News -INSERT: February 25, 2015