

CITY OF FIRCREST, WA REQUEST FOR PROPOSALS Integrated Municipal Software System

I. OVERVIEW

The City of Fircrest is requesting proposals for an integrated municipal software system including conversion and implementation services, and ongoing training and technical support for the system. The system should include all or part of the following comprehensive, fully integrated systems: Financials-including General Ledger, Annual Report Schedules, Budget Preparation, Accounts Payable, Cash Receipting, integrated Microsoft Excel options, Payroll/Human Resources, Utility Management, Asset Management, Document Management, Court, and Community Development applications. The City reserves the right to reject any or all proposals for any or no reason. This Request for Proposals (RFP) does not commit the City of Fircrest to reimburse vendors for proposal submission costs. While price will be a factor the City considers, more important factors include how well the system fits the City's needs, proven ability to adapt to advancing technologies, and references.

The City of Fircrest is a full service city with a population of 6,770. Services provided include police and fire protection, street maintenance and improvement, municipal court, parks & recreation, general administrative and financial services. The City also owns and operates water, sewer and storm systems. The accounting policies of the City conform to the Budgeting, Accounting and Reporting System for Cash Basis local governments prescribed by the Washington State Auditor.

Deadline: All proposals must be received by the City Manager no later than 5:00 PM PST, Friday, October 18, 2019.

Submittal Instructions: Answer the stated questions listed below. If additional pages are necessary, they may be attached to your proposal. If desired, you may include pre-printed product literature regarding your system(s). Provide one price quote for the entire system and a separate quote for each separate subsystem, and the length of time to which your price quote applies. If enhancements are required to accommodate a specific task identified below, identify the cost of such enhancement. For each subsystem, identify when the application was first put into production, how many sites are using the application, and how many installations are in progress. Submit (1) original with signatures, two (2) copies, and (1) electronic version of the RFP response to the following address:

Submittals shall be sealed and labeled as follows:

Municipal Software Proposal
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
spingel@cityoffircrest.net

II. RFP PROCESS

2.1 *Communication with the City*

All vendor communications concerning this RFP must be directed to the City Manager:

Scott Pingel, City Manager
115 Ramsdell Street
Fircrest, WA 98466-6999
Telephone: (253) 564-8901
spingel @cityoffircrest.net

Unless authorized by the City Manager, no other City official, employee or consultant is empowered to speak for the City with respect to this RFP. Vendors are advised that information, clarification, or interpretations from other city officials, employees or consultants should be used at a Vendor's own risk, and that the City shall not be bound by any such representations.

2.2 *Letter of Interest*

Vendors who wish to provide a proposal are requested to submit a Letter of Interest by mail or e-mail to the City Manager no later than the date listed in section 2.3. The purpose of the Letter of Interest is to ensure Vendors receive all RFP information, answers to questions posed by Vendors, and other related information. The City will consider this letter as intent to propose, without further obligation to the Vendor.

The Letter of Interest must designate the officer, employee, or agent who will officially represent the Vendor for all communications and through the RFP Process. The following information should be provided for this individual:

Name:

Title:

Company Name:

Mailing Address:

Phone Number:

E-mail Address:

2.3 *Schedule*

RFP Issued	09/30/19
Letter of Interest from Vendors	10/07/19
Vendors to submit Questions by 5pm Pacific Time	10/07/19
City's Response to Questions	10/14/19
Proposals Due by 5pm Pacific Time	10/21/19
Award of Contract to City Council	11/12/19

2.4 *Request for Proposal Overview*

HARDWARE/NETWORK CONFIGURATION

The configuration of the network is critical to the successful operation and long-term viability of the application software. The hardware, network, and application software must all work well together as a total system. Consequently, the software vendor will work with the local network administrator to ensure that the network is configured properly for use with their software.

APPLICATION SOFTWARE

The City of Fircrest requires a vendor that is committed to serving the information management needs of Washington cities. This vendor shall provide application software, as well as annual service and support that ensure that the software remains up-to-date both technically and functionally.

ALL FINANCIAL APPLICATIONS SHALL BE GENUINELY FUND-ACCOUNTING BASED, SHALL SUPPORT GOVERNMENTAL ACCOUNTING, AND SHALL BE FULLY COMPLIANT WITH APPROPRIATE GOVERNMENTAL ACCOUNTING STANDARDS.

IT IS THE RESPONSIBILITY OF THE VENDOR TO PROVIDE SUFFICIENT INFORMATION ABOUT THEIR SOFTWARE PRODUCTS TO PROVIDE A BASIS FOR TECHNICAL EVALUATION AND COMPARISON WITH SOFTWARE FROM OTHER VENDORS.

AT THE CITY'S DISCRETION, A PART OF THE EVALUATION PROCESS MAY BE A LIVE DEMONSTRATION OF THE SOFTWARE PRODUCTS OF INTEREST USING ACTUAL DATA. IN SUCH A CASE, IT WOULD BE THE RESPONSIBILITY OF THE VENDOR TO DEMONSTRATE REQUIRED KEY FEATURES OF EACH SOFTWARE PRODUCT.

PROPOSAL FORMAT

To help support the evaluation process, Proposals shall adhere to the following format.

Title Page

The title page shall include the company name, address, and telephone number to call for information regarding the Proposal.

Cost Summary Proposal Sheet

The first section shall provide itemized costs summarized on the Cost Summary Proposal Sheet provided with this RFP. This sheet shall be completed and included as the next page following the Title Page. **All** anticipated costs to the City shall be identified and itemized.

Executive Summary

The second section shall provide an overview of the Proposal. It should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

Company Profile including References

The third section shall provide a profile of the company, including the number of employees and their locations. A list of appropriate local government clients shall be provided. At least five references shall be provided. These shall provide the names, phone numbers, and titles of contacts where the vendor's software is currently in use.

Vendor Expertise, Experience and Qualifications

The fourth section of the proposal shall provide the following information:

1. Technical response: Provide a detailed technical description of the Vendor solution, including detailed information on software capabilities with specific respect to the systems or modules outlined in the RFP overview.
2. Vendor experience and qualifications: Provide an evaluation based upon the vendor's previous successful implementation of similar integrated systems. Reference and contact information must be included. References will be checked.

Additional Information

Subsequent sections may be used to present any additional information pertinent to the proposal process.

INQUIRIES

Vendors who have questions about this RFP shall submit them in writing via e-mail. Vendor's written questions and City responses will be distributed as Addenda to all Vendors who submit a Letter of Interest.

The City Manager must receive questions no later than the time listed in section 2.3 to enable the City to respond. Failure to request clarification of any inadequacy, omission or conflict will not relieve the Vendor of responsibility.

Answers to Vendors' questions will be provided in writing via e-mail by the City to all Vendors who submit Letters of Interest.

2.5 Addenda to this RFP

Changes to this RFP will be made only by formal written addendum issued by the City Manager. Any addendum will be e-mailed to all Vendors who submit Letters of Interest.

The City may make addenda to this RFP if, in the sole judgment of the City, the changes will not compromise the City's objectives. All addenda issued shall become a part of the specifications of this RFP,

and will be made part of the contract.

2.6 *Delivery of Responses*

Responses must be received at the City Manager's office no later than the time for response due date as listed in section 2.3. Submit (1) original with signatures, two (2) copies, and (1) electronic version of the RFP response.

2.7 *Cost of Preparing Responses*

The City will not be liable for any costs incurred by Vendors in the preparation and presentation of responses submitted in response to the RFP or participation in demonstrations.

2.8 *Errors in Responses*

Vendors are responsible for all errors or omissions in their responses, and any such errors or omissions will not diminish their obligations to the City.

2.9 *Withdrawal of Responses*

Vendors may withdraw their response by making a written request to the City Manager prior to the response due date and time.

2.10 *Rejection of Responses*

The City reserves the right to reject any or all responses at any time with no penalty and to waive immaterial defects and minor irregularities in responses.

2.11 *Response Disposition*

All material submitted in response to this RFP shall become the property of the City upon delivery to the City Manager.

2.12 *Clarification of Responses*

The City reserves the right to obtain clarification of any point in a Vendor's response or to obtain additional information necessary to evaluate a response. Failure of a Vendor to respond to such a request for additional information or clarification within 3 business days may result in rejection of the Vendor's response. Such request for clarification shall be made at the sole discretion of the City, and the City's retention of this right shall in no way reduce the responsibility of Vendors to submit complete, accurate and clear responses.

III. RESPONSE EVALUATION

Responses will be reviewed and scored by an Evaluation Committee comprised of staff members from the City. Responses will be evaluated and scored based primarily on the criteria below. The response(s) receiving the overall highest score(s) will be selected as the apparent successful vendor(s).

Scoring Criteria

- **The degree of responsiveness to the RFP and evidence of an overall understanding of financial and business management objectives of the City in regard to this proposal;**
- **Demonstrated competence and experience of the vendor in previous installations of similar scope;**
- **System price;**
- **References;**
- **The relative competitive standing, feature capabilities and performance capabilities of the system proposed;**
- **System architecture and overall engineering technology;**
- **Overall maintenance reputation and integrity of the vendor with an existing installed customer base;**
- **Relative and subsequent maintenance and add-on costs as well as serviceability of the system proposed;**
- **Dependability in terms of product quality control and factory support.**

Determination for any additional process steps will be at the sole discretion of the City beyond the response evaluation. Oral presentations, written questions for further clarifications, and/or site visits to similar installations may be required of some or all vendors.

When a vendor has been selected, a contract will be negotiated, and then the evaluation committee will submit their recommendation for selection and the contract to the Fircrest City Council for approval.