

CITY OF SEMINOLE
REQUEST FOR PROPOSAL

Financial and Administrative Data Processing System

INTRODUCTION

The City of Seminole is issuing this Request For Proposal (RFP) for the purpose of soliciting vendor proposals for a financial and administrative data processing system (the system) to serve the current and projected needs of the City. The application software and hardware configuration should comply with the minimum specifications as outlined in this RFP.

The City intends to seek the best solution, based on the representative criteria contained in this RFP, for its data processing needs. The successful vendor(s) will seek to establish a turnkey, integrated hardware/software environment for the City, which will satisfy the specifications contained in this RFP, bringing to bear whatever vendor resources are required from the areas of computer systems software, technical training, conversion, maintenance, and support services.

The City desires to contract with a single vendor for all software and software maintenance, installation, conversion and support. However, the City reserves the right to evaluate each software application module on its own standard of performance, regardless of whether other or remaining application modules of the Proposer are considered by the City. The City reserves the right to award the system to any one proposer or a combination of proposers.

INSTRUCTIONS TO PROPOSERS

Three original copies, marked 'original', of the proposal will be accepted until February 27th, 2012 3:00 pm. Proposals submitted must be binding for no less than ninety (90) days after the date received. The City will select the proposal, or combination of proposals, that, in its opinion, is in the best interest of the City. The City reserves the right to reject any or all proposals or portions of a proposal. The City also reserves the right to waive minor technicalities in the proposal. The City not only reserves the right at the sole discretion of the City to reject any or all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal. In addition, to accept the proposal (or proposals) deemed to be in the best interest of the City, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the City reserves the right to accept a proposal (or proposals) for any or all items separately or together. Vendor inquiries are to be directed to Harry Kyne, Director of Administration at 727-391-0204 or hkyne@myseminole.com. Three originals of the proposal, marked 'original' and clearly marked as "Financial and Administrative Data Processing System Proposal", signed by an officer of the company, are to be submitted and addressed on the outside as follows:

City of Seminole
ATTN: Harry Kyne
9199 113th Street N
Seminole, FL 33772

Proposals may also be hand-delivered to the above address by the date and time specified. It is the responsibility of the Proposer to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the City by proposal closing time, will be kept by the City, unopened.

PROPOSAL REQUIREMENTS

The written proposal, not to exceed 75 pages of content in total including font size not less than 11, should address items A-H of the criteria described in the "Required Content for Proposal" section of this RFP.

Selection Process

The selection process will be conducted as follows:

• Review of Written Proposals

Using the criteria given in items A through H described in the 'Required Content for Proposal' section of the RFP and with emphasis on application software specifications, the City of Seminole's project group shall review **all proposals** received to determine those software vendors who are fully qualified to provide the software, services, and support set forth by this RFP.

• Discussion and Interviews

The City of Seminole's project group may hold one or more discussions with the top two ranked vendors who have been deemed by the group to be fully qualified to provide software, services, and support as set forth by this RFP. Such discussions will be for the purpose of gathering additional information and understanding the firm's qualifications, expertise and experience.

• Evaluation and Ranking

Using all of the information developed during the proposal review and discussion stages, the project group shall rank the top two firms based on the information provided and present a recommendation to enter into contract with the top ranked vendor to the City of Seminole Council.

REQUIRED CONTENT FOR PROPOSAL

The City of Seminole will consider the following information in the evaluation and ranking process.

A. Company Background

Provide information pertaining to the type of business, i.e., proprietorship, partnership, corporation; primary contact information; years in business; brief company history; number of employees; % of employees devoting 100% of their time to development and support; a minimum of 2 years worth of financial statements, include information pertaining to any lawsuits ever filed against the company by a public sector customer.

Include how many public sector installations are currently live. Include any information pertaining to any currently outstanding lawsuits against the company.

Include a minimum of 6 client references in geographic proximity to Seminole that are currently using the system being proposed to the City.

Please provide the names and resumes of the project team that would be working with the City of Seminole. Provide any other company information the applicant may wish to supply.

B. Hardware Specifications

The City is seeking an open systems solutions that can be hosted with a Windows SQL/File server using windows based workstations. Provide the hardware specifications needed for both server and client machines. Describe and propose any printers that might be required.

C. Operating System Software Specifications

Describe and propose the operating system software licensing required to implement the application so as to support five concurrent users and fifteen total users.

D. Application Software Specifications

Each specification must be answered with one of the responses described below followed by an appropriate description.

[**A**] The current release of the software supports this specification. This feature is currently installed and in successful operation at one or more of the vendor's customer sites.

[**B**] This specification is not currently supported, but will be supported in a future release.

[**C**] This specification is not currently supported, but may be available as a custom development project.

[**X**] This specification is not supported and no modifications will be provided.

General Features

- [] - Describe ability for users to easily export data from screens and reports to Excel, CSV, PDF, etc.
- [] - Describe EDI (Electronic Data Interchange) by module.
- [] - Is there an ability for end-users to run ad-hoc reports.
- [] - Describe end user ability to drill down in the database via online screens and reports.
- [] - Describe highlights of application security from a user lockdown perspective as well as external penetration security.
- [] - Describe upgrade methodology.
- [] - Describe ability to customize and print in house forms without needing to buy pre-printed forms including checks w-2's, 1099's.

Financials/Budgeting

- [] - Describe main features and capabilities of budget system.
- [] - Describe Financial Reporting Capabilities.
- [] - Describe Export budget functionality.
- [] - Describe ability for department heads to see previous year actual, current year budgeted, YTD Actual, and then enter requested amount for next budget year.
- [] - Describe any special budget administrator functionality.
- [] - Describe ability to save historical development during budget preparation.
- [] - Describe ability for users to enter justifications by line item as part of the entry screen.
- [] - Describe ability to display summary data by funds, accounts, and departments.
- [] - Describe ability to enter multiple funds per department.
- [] - Describe the ability to easily print customized budget pages for presentations.
- [] - Describe ability to enter workload data, performance measurement and annual goals. Ability for requestor to describe goals and why they are requesting the funds for an overall project or request.
- [] - Describe ability to provide automatic updates to excel spreadsheets as updates are made to live database.

[] - Describe capital project tracking ability by fund and by year.

Purchasing/Accounts Payable

- [] - Describe ability to make payments on purchasing cards.
- [] - Describe ability to integrate fixed asset management with Payables.
- [] - Describe ability to create a paperless Accounts Payable Process.
- [] - Describe your encumbrance System.
- [] - Describe contract management system including items like renewal alerts for expiring contracts.
- [] - Describe automatic budget verifications for purchase orders and contracts.
- [] - Describe purchasing controls by various thresholds (IE - ability to manage different signers based on financial levels, or council approval on items over set amounts.)
- [] - Describe ability to see any history with a particular vendor.
- [] - Describe ability to generate a report of who we are buying paper from. Will it display all such vendors?
- [] - Describe Cash Register general functionality.
- [] - Describe the statement printing process.

Payroll/Human Resources

- [] - Describe Employee Self Service Functionality.
- [] - Describe main features pertaining to Human Resources (Health, life, beneficiaries, leave requests, w4 status updates, Wellness program tracking.)
- [] - Describe your ability to track overtime for public safety employees who work more than 8 hourshifts. (Garcia Pay)
- [] - Describe the ability to track base pay separately from incentives/longevity/overtime, etc.
- [] - Describe ability for tracking pension wages for gen. employees, police dept., fire dept. All have different definitions of compensation.
- [] - Describe functionality for the system to keep a history of salary increases by date and amount; Ideally a complete historical database of salary, incentives or changes. (History of anything contributing to a person's compensation)
- [] - Describe the reporting capabilities to generate various reports, by date range, to accommodate requests for employee information.
- [] - Describe ability to generate pension information by requested date range suitable for submission to each Pension Plan's Actuary.
- [] - Describe ability to post new jobs and track applicants.

Training

[] - Describe Training process, hours, and workflow. Also describe on going support.

E. Data Conversion

Describe data requirements, data matching process, data conversion process, projected timeline and any special requirements the City must meet in providing data files for electronic conversion.

F. Project Schedule

Provide a project schedule for the application software conversion and installation. Provide information

describing the general project management philosophy with regards to the implementation as well as projected man hour needs for staffing that the City must be prepared to provide for a successful conversion. Describe the conversion, implementation and training responsibilities, and work plan associated with the implementation.

G. Cost Detail

Provide an itemized list of all charges in the following order: operating system licensing, operating system software installation charges, application cost breakdown by module, training, conversion, software customization, maintenance, data conversion, and any other cost associated with the acquisition of the system.

Amounts should contain no taxes and include all transportation and delivery, FOB, Seminole, Florida. All costs shall be in actual dollar and cent amounts, "Time and Material" quotation is not acceptable. Please provide best estimate for travel costs, cables, and other miscellaneous items.

H. Contract Documents

Proposer should include a sample purchase contract, maintenance agreement, and license fee and/or franchise agreement with proposal.

TERMS AND CONDITIONS

Date and Receipt of RFP

Formally advertised Request for Proposal indicates a time and a date for receipt of the RFP. Responses are date stamped upon receipt, those received after the scheduled closing time will be kept unopened by the City of Seminole.

Withdrawal or Modification of RFP

The proposing firm may request withdrawal or modification of their sealed proposal prior to the scheduled closing date and time. You will be required to produce photo identification that satisfies the City prior to withdrawal or modification of your qualifications package. After being opened, the RFP will be valid for 90 calendar days.

Contract Award

The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or additional information. The City reserves the right to award the contract to the most responsible and responsive proposing firm, resulting in an agreement which is most advantageous to and in the best interest of the City of Seminole. The City shall be the sole judge as to whether the proposal and the resulting agreement are in the best interest of the City, and the City of Seminole's decision shall be final.

Contract Documents

Within ten (7) calendar days after the City's notification of intent to award, any successful proposer must furnish all documentation required to support the City's intent. If any successful proposer fails to furnish the required deliverables within the required time frame, the award to that proposer may be withdrawn and award made to the next highest rated proposer.

Addenda and Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to all known prospective proposing firms. Interpretations, corrections, and changes shall not be binding unless made by Addendum. The proposing firm shall not rely upon interpretations, corrections or changes made in any other manner, whether by telephone, or in person. All Addenda issued shall become part of the Contract documents. It is the proposing firm's responsibility to ascertain that it has received all addenda issued for this solicitation. All addenda must be acknowledged by the proposing firm.

Termination for Convenience

The City of Seminole shall have the right to terminate at the City's convenience, with or without cause, any contract resulting from this RFP by specifying the date of termination in a written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All work produced shall become the property of the City of Seminole.

Assignment of Contractual Rights

It is agreed that the successful proposer will not assign, transfer, convey or otherwise dispose of the contract or its right, title, interest in whole or any part thereof, without previous written consent of the City and any sureties, of which the City shall be under no obligation to grant. The City of Seminole must receive notification of any change in the members of the project team identified in this proposal.

RFP Proposal and Clarifications

The City of Seminole reserves the right to request clarification of information submitted and to request additional information of one or more Proposing firms. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made in writing to Harry Kyne. The City of Seminole shall not be responsible for oral interpretations given by any employee, representative, or others. The issuance of a written addendum signed by Harry Kyne of Seminole is the only official method whereby interpretation, clarification, or additional information can be given. The City of Seminole will provide by mail to all official RFP holders any addenda which are issued to this RFP Official RFP holders are those who obtain an RFP from the City of Seminole.

Indemnification Requirement

The City shall require the following or similar indemnification paragraphs to be made part of the contract(s) as entered into with the successful proposer(s):

- The City shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from arising out of performance of the agreement or contract, unless such claims are a result of the City's own negligence.
- The City shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City's own negligence.

Confidentiality of Documents

All proposals that have been submitted shall be open for public inspection.

Contact with City Employees.

In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the person(s) so named in this RFP. Contact with any other City employee, except at the vendor pre-bid meeting, (if conducted), is expressly prohibited without prior consent of the person(s) so named herein. Vendors directly contacting other City employees will risk elimination of their proposal from further consideration.

Software Defects

Vendor shall properly correct all software defects for which the vendor is responsible, within a time-period agreed upon by the City and the vendor.

Warranty

The vendor shall provide a minimum of a one year warranty from the date of the installation. Vendor shall warranty that, during the minimum period, the system will be free of defects in material and workmanship.

Response Preparation Costs

The City will not pay any costs incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors with the exception of costs associated with any City personnel visits to Vendor offices or other client sites.

INSURANCE REQUIREMENTS

Certificates of insurance shall be addressed to the City. All insurance shall be in effect during the term of the contract. Vendor shall provide the following coverage:

- General liability, errors, and omissions insurance not less than \$1 million for bodily injury including accidental death, to any one person and aggregate. Property damage not less than \$1 million for any one accident or aggregate.
- Vendor's Protective Liability Damage Insurance in the same minimum coverage as under General Liability Insurance.
- Worker compensation insurance in accordance with provisions of the Labor Code of Florida.