REQUEST FOR PROPOSAL FOR

Financial Services System

Issue Date
July 12, 2019

Response Due Date
August 30, 2019 - 5:00 P.M.

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1. RFP Overview

1.1 Purpose of RFP

The objective of this Request for Proposal (RFP) is to solicit responses from qualified vendors offering a proven public sector financial system that provides the functionality and features listed below in order to identify, select and implement said system and replace the Ventura Regional Sanitation District's existing Microsoft Dynamics Great Plains (GP) software. The District seeks a qualified firm (Proposer) with the experience, expertise, and qualifications to provide a fully integrated, proven state-of-the-art solution (New System).

The proposed New System should consist of the following integrated modules:

- Financial Management:
  - General Ledger
  - Budget Preparation and Management
  - Bank Reconciliation
  - Requisitions/Purchasing
  - Accounts Payable
  - Fixed Assets
  - Payroll
  - Cash Management/Receipting
  - Accounts Receivable
  - Project Accounting
  - Human Resources
- Utility Billing (Metered Water, sewer service):
  - Customer Billing
- Service Billing (By Customer and Project):
  - Customer Billing – including labor, equipment charges and material expenses

In addition to the software modules identified above, the District is seeking a Proposer to provide professional services that will ensure a successful implementation. The professional services should include the following:

- Software installation and configuration (including chart of accounts design & development)
- Implementation consulting
- Data conversion
- Documentation
- Business Process Review
- Training
- Project Management
- Software maintenance and support

Proposers are encouraged to describe additional offerings that may be of interest to the District based on the Proposer's experience in working with similar agencies. To this end, proposals should clearly describe optional offerings and the pricing associated with the optional offerings.

1.2 RFP Timeline

The following table, Table 1 – RFP Schedule of Events, identifies the RFP schedule that will be followed.

Table 1 – RFP Schedule of Events

RFP SCHEDULE	DATE/TIME
District Issues RFP	**07/12/19**
Deadline for Proposer Questions	**08/09/19**
District Responses to Questions	**08/15/19**
Deadline for Proposal Submission	**08/30/19 5 PM**
District Completes Evaluations	**Week of Sept 2-6**
Finalist(s) Notified	**Week of Sept 9-13**
Finalist(s) Provided Proof-of-Capabilities (POC) Packet	**Week of Sept 9-13**
POC Demonstration(s)	**Week of 10/07/19**
Contract Negotiations	**October 2019**
Award of Proposal & Contract Execution	**November 2019**
Project Start Date	**December 2019**

Proposers should be aware that finalist(s) would be required to perform a one day scripted proof-of-capabilities (POC) demonstration to allow staff to fully understand the proposed solution. The POC is not intended to be a generic demonstration of the application, but rather a demonstration of specific product functionality deemed most critical to the District using scenarios provided by the District. **Proposers must be prepared to invest the time and resources in the POC to be successful on this procurement.**

The District reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all Proposers who comply with Section 1.7 (Intent to Propose).

1.3 RFP Coordinator

All communications concerning this RFP must be submitted by email to the RFP Contact identified below. The RFP Contact will be the sole point of contact for this RFP:

Tina Rivera – Director of Finance
tinarivera@vrsd.com

Contact with personnel of the District other than the above regarding this request for proposal may be grounds for elimination from the selection process.

1.4 Questions Pertaining to the RFP

Specific questions concerning the RFP should be submitted via e-mail to the RFP Coordinator, before the date identified in Section 1.2 – (Timeline) – Deadline for Proposer Questions of August 09, 2019. Proposer questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked. Copies of all questions and the District's responses will be emailed to all Proposers complying with Section 1.7 (Intent to Propose).

1.5 Proposal Preparation Costs

The District is will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

1.6 RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, it will be provided to all Proposers complying with Section 1.7 (Intent to Propose). Proposers will be required to respond to the final written RFP and any exhibits, attachments, and amendments issued by the District.

1.7 Intent to Propose

Each Proposer who plans to submit a proposal should register by email to the RFP Coordinator (Section 1.3). The email should indicate the Proposer's intent to respond to this RFP and must be submitted by August 15, 2019. The email should include:

Proposer name
Name and title of Proposer main contact
Address, telephone and email address

Submittal of the Intent to Propose by email is necessary to ensure receipt of RFP amendments, responses to vendor questions, and other communications regarding the RFP. The Intent to Propose is not intended to bind Proposers to submitting a proposal.

1.8 Proposal Submittal

Proposals will be submitted no later than the “Deadline for Proposal Submission” as identified in Section 1.2. Proposers assume the risk of the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service. A Proposer's failure to submit a proposal as required before the deadline will cause the proposal to be disqualified.

Proposers must submit in a sealed package three (3) copies, and one (1) electronic copy of all submitted material (in a .pdf format).

The package should be clearly labeled as follows:

Proposal for Financial Services System
Name of Proposer
Proposer’s Address
Proposer’s Contact Person
Proposer’s Telephone Number

The proposal package should be mailed, couriered, or hand delivered to the address as follows:

Ventura Regional Sanitation District
ATTN: Tina Rivera, Director of Finance
1001 Partridge Drive, Suite 150
Ventura, CA 93003

All proposals must be received by the District by 5:00 P.M. on the Deadline for Proposal Submission date as indicated in Section 1.2. Proposals received after this time and date will not be considered. Postmarks will not be accepted as proof of receipt.

1.9 Public Records Law

Materials submitted by Proposers are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

2. Project Objectives

The District has placed a high priority on improving existing processes by eliminating many of the paper-based business processes and inefficiencies by implementing a new system that is fully integrated, flexible, easy to support and use, and open to allow connection to external systems using integration tools provided by the selected vendor. This desire is driven by the following factors:

- To improve reporting and staff access to financial data
- Obtaining an integrated Budget module to replace FileMaker Pro
- Committing to a long-term business solution that is provided by a vendor that supports continual innovation to encourage implementation of best business practices (i.e. encourage streamlining and automation of standard business transactions, enhanced processing, on-line capabilities, etc.)
- Desire to enhance features and functionality to support increased automation and operational efficiencies
- Provide customers with online self-service options to update addresses, make payments, etc.
- With this RFP, the District seeks to replace its existing financial system with a proven, commercial-off-the-shelf (COTS) system. The New System should meet the following objectives:
    - Provide a tightly integrated and comprehensive solution to manage the District's business functions
    - Streamline business processes through automation, integration, and workflows
    - Provide enhanced reporting capabilities to improve decision making
    - Promote implementation of best practice processes
    - Provide user friendly and intuitive user interface with access to data through inquiry or drill down capabilities
    - Provide enhanced features and functionality
    - Reduce / eliminate the reliance and need for "offline" systems to support financial activities, thereby eliminating redundant data entry
    - Improve data integrity
    - Provide interface capabilities where possible
    - Comprehensive documentation tailored to the latest software version

3. District Background

VRSD is an enterprise public waste management agency organized in July 1970 under the California County Sanitation District Act (Health & Safety Code Section 4700 et seq.). It covers about 1,600 square miles and serves approximately 90% of Ventura County.

District Services

The District employs a full-time staff of approximately seventy-five (75 FTEs) employees. It provides the following services:

SOLID WASTE OPERATIONS AND MANAGEMENT: It provides integrated solid waste treatment and disposal services to eight cities within Ventura County (excludes Moorpark and Simi Valley). The District operates an active landfill (Toland) and oversees post-closure activities for a handful of inactive landfills.

WATER & WASTEWATER CONTRACT SERVICES: It provides varying levels of services ranging from system maintenance, operation and/or management to over a dozen cities and special districts.

ACCOUNTING/BOOKKEEPING AND UTILITY BILLING CUSTOMER SUPPORT SERVICES: The District provides full bookkeeping and accounting services (includes A/P, payroll, utility billing, financial reporting, budgeting etc.) to three other organizations—two special districts and one joint powers agency. This requires the District to be able to have multiple checking accounts, employer federal and state accounts for financial, payroll and accounts payable reporting.

The District's Finance Division consists of 9 employees providing financial reporting to the District Board and other departments as needed. The Finance Division monitors the department budgets; and performs the following functions:

- General Ledger Accounting
- Accounts Payable
- Financial Analysis
- Accounts Receivable – Service Billing
- Cash Management
- Fixed Asset Accounting
- Debt Management
- Payroll
- Utility Billing

4. Current Environment

4.1 Technology Standards

The following table, Table 2 – Current Technology Standards, identifies minimum technology standards for the District. Proposals will conform to these minimum hardware and software standards when applicable. If documents, tables, spreadsheets, PDFs, or any other data products are produced by later versions of these applications through the vendor's interface, then they shall be backward compatible to these minimum standards. Proposers will be required to confirm conformance to these requirements or clearly articulate proposed alternatives.

Table 2 – Current Technology Standards

Technology	Current Standard
Database	Microsoft SQL 2016
Server OS	Microsoft Windows Server 2012 R2
Desktop OS	Microsoft Windows 7 Professional or higher
Server Hardware	HP DL380 Gen9
Virtual Environment	VMWare ESXi
Desktop Hardware	HP DL380 Gen9 (Windows Server 2012r2/ERP server), various Dell workstations
Laptop/Mobile Hardware	VPN access
Office Productivity	Microsoft Office 2013
Email Server/Client	Microsoft Exchange 2007, Microsoft Outlook 2013
Storage Area Network (SAN)	HP MSA 2040
Active Directory	Microsoft Windows 2008 Standard
ISP Service Level	55 Mbps down / 12 Mbps up
Scanners	Sharp MX3551 (Finance), Sharp MX2651 (Admin), Sharp MX6070 (Copy Room)

4.2 Current Financial System Use and Processes

This section provides a high-level overview of how the District uses the Microsoft Dynamics GP system (GP) and information about manual processes performed outside of GP. The District uses the following modules in the GP system:

- General Ledger
- Purchasing
- Accounts Payable
- Accounts Receivable
- Inventory (used with Service Billing)
- Payroll
- Human Resources
- Budget (only linked data)

The following are third-party software programs linked with GP to perform specialized processes:

- Key2Act (formerly Wennsoft) Service Billing and E-Time
- Integrity Data Leave Manager and Negative Pay
- Diamond Utility Billing
- Aqurit check scanner (links with Diamond)
- File-Maker Pro for budget creation
- Blue Moon Budget Ledger to link budget to GP
- Mekorma MICR for accounts payable checks
- Rockton Smartfill
- Paymentus online payment services (linked to Diamond Utility Billing)
- Sensus – utility meter reading
- Report Designer – used to extract information and used to create reports

The following bullets provide additional information regarding core financial functions performed by the District. Automation of these processes in the New System is desired.

- Staff has a heavy reliance on Microsoft Excel to support many finance and payroll functions. In the future, the District's desire is to minimize the use of offline spreadsheets and the reliance on independent data repositories.
- The budget process is supported using Excel spreadsheets and FileMaker Pro. After the budget is adopted by the Board, it is manually linked/imported into GP. The District wishes to automate the budget process by using the New System to enter proposed budget data, generate proposed budget information, and post the proposed budget to the general ledger once adopted by the Board. In addition, to the extent feasible, the District wishes to generate a budget document directly from the New System.
- Purchase orders are generated utilizing manual processes including a requisition request form, which then gets routed to various approvers. In addition, the GP system does not provide the requester with the status of the purchase order's approval or funds expended against it. The District's hope is that the new system will have various electronic approval levels for POs depending on the dollar amount, the ability to modify purchase order amounts, as well as the option to view the progress of the purchase order through its integration with the Accounts Payable system.

  The Accounts Payable function processes and prints approximately 200 payments by check or EFT each month. Paper or email invoices are routed to managers for signatures, then entered into the GP Accounts Payable module. After checks/EFTs are generated, the checks and invoices are filed. The District would like this to be a completely electronic process from approval to filing.
- The District's CIP budget management and financial reports are supported with Excel.
- The District's payroll frequency is biweekly for approximately 75 employees. The District participates in the Ventura County Employees' Retirement Association as well as contributing to social security.
- Staff inputs their timesheet information into an online time program (Key2Act E-Time) which is

electronically approved by the designated supervisor. Time can be split between various accounts depending on the hours spent on specific projects which is extracted and downloaded in the third-party Key2Act service billing by project. Time is then billed out to customers based on labor rates assigned by position. The time is also imported into the GP payroll application for payroll processing. Project information is not imported into the GP general ledger since we are not using the GP Project Module. The District would like to have the time entered for billable activities automatically transferred to the billing module as well as to payroll.

- Fixed Assets are handled via Excel and the depreciation posted manually to the GP application.
- Financial statements are created in the Report Designer module for GP. Other management reports are created by downloading information from GP Smartlists into Excel, and then custom Excel reports are provided to District staff.
- There is limited ability to obtain purchase order information (i.e., approval status, open purchase orders, current purchase order balances, original PO amount, change orders, encumbrance and balance).
- There is limited ability to search vendor information including purchase orders (open and closed) and invoices.
- There is some integration of document imaging with GP but it is not an automatic process and is simply an attachment to the file.
- Personnel information used for Human Resources purposes is tracked with the GP HR Module. Personnel action forms are generated separately and manually routed for approval. Performance evaluations are generated using MS Word forms, manually routed for approval, and then stored in hard copy not readily available for review by supervisors.

The District seeks a system that will automate as many processes as possible and help align the financial and payroll work processes with best practices. The District understands that existing processes and procedures may change to align with the best practices methods incorporated into the Proposer's solution.

4.3 Key Business and Operational Volumes

The following table, Table 3 – Key Business and Operational Volumes - provides Proposers with key information that will help promote an understanding of the current environment.

Table 3 – Key Business and Operational Volumes

Category	Count
Number of Users - Active	25
Number of Users - Casual	50 (time-entry and work orders only)
Number of GL Accounts	320
Number of Funds (Currently)	8
Number of Funds (Desired)	To be determined
Number of Departments (Currently)	30 (not in traditional sense)
Number of Departments (Desired)	360 (maybe setup project as department)
Vendor Master File-total	938
Purchase Orders (per year)	275
1099s	70
AP Checks (monthly)	200
Invoices (monthly)	550

Employees – Full Time	72
Employees – Part Time	3
Payroll cycle	Biweekly
Pay Types (Codes)	50 (may be able to reduce)
Pay Deductions (Codes)	90 (may be able to reduce)

5. New System Module Requirements

The District seeks a proven, fully integrated public sector financial system. It is seeking to modify existing business processes to accommodate best practices, and will be looking to select a system that drives the implementation of best practices. More specifically, the New System should provide the following capabilities:

- All transactions are processed in real-time and immediately available for inquiry and reporting
- Fully integrated system where data is only entered once
- Ability to import/export data and reports to Microsoft programs
- Workflow capabilities across all modules
- Flexibility in navigation, reporting, and easy access for user modification (i.e. exporting to Excel, user friendly GUI, etc.)
- Audit and transaction logging capabilities
- Extensive search capabilities, with the ability to drill-down and drill-across from a transaction to the supporting source documents
- Comprehensive training material, specifically on how to modify configuration without the ongoing assistance of Proposer.
- Allow limitations based on user defined groups to view/utilize certain modules

The remainder of this section identifies selected key features, functions, and capabilities the District is seeking from a New System, with the assumption that Proposers have the ability to meet basic finance functions inherent to most COTS systems. Proposers must respond to each section explaining how the proposed system meets the needs of the District, as well as identifying any features and functions that can further improve District processes.

5.1 General Ledger

The New System should be capable of managing all of the District's revenues and expenditures. The New System should provide robust, easy to use reporting capabilities to support budget and expense reporting and financial analysis.

The General Ledger module should feature a rich set of functionality for journal management and bank reconciliation supporting the following:

- Journal entries:
    - Allow for various type of journal entries including one-time, recurring, reversible, etc.,
    - Support having multiple journals open at a time
    - Provide templates for efficient data entry
    - Provide import capability
- Support sub-ledgers
- Allow for configuration of workflows and approval options, including secondary level approvals
- Integration with all other modules
- Ability to reconcile all transactions in the general ledger

- Ability to drill-down and drill-across to view transactional data
- Provide out of the box reporting and inquiry ability to address budget vs. actual, expense reporting, journal reporting, and transactional reporting
- Ability to share/distribute said reports with users via email
- Provide users access to GL information based on security roles
- Provide easy to use and customizable reporting for periodic financial statement reporting

The GL Account String / Chart of Accounts must have flexible segment options that provide the following:

- Support to the District's management structure (in terms of multiple funds, departments, programs, projects, etc.) level control
- Provide reporting on all chart of account string components

5.2 Budget

The New System should include a budget module that allows for:

- Multi-level approval and rolling/carryovers
- Integration with Microsoft Excel, including the ability to import from external files
- Projection modeling for conditional scenarios and/or long term forecasting
- Options for populating budgets with historical data (e.g., last year's actuals) or developing zero-based budgets
- Pre-formatted outputs
- Support for base-line budgeting and priority based budgeting
- Allow multiple budget versions to track the evolution of the budget from initial to proposed to adopted
- Integration with Payroll module for salary projections
- User friendly interface for departmental management
- Updating budget based on various rates, including COLA rates, variable benefits, etc.

The Budget module should provide reporting to include:

- Extensive use of budget vs. actual on-screen and hard-copy reporting
- Ability to include justification details by line item in budget creation
- Multi-year reporting for both historical and projected figures
- On-screen and reporting drill-down & drill-across
- Track and report all budget adjustments
- Outputs that are exportable to various file output formats (particularly Excel)

5.3 Purchasing

The District seeks to implement a fully integrated Purchasing module as part of the New System. The module should be capable of managing all of the District's products and services acquisition activities.

The District seeks to obtain a purchasing module that has the following capabilities:

- Integrate with Accounts Payable, Fixed Assets, Project Accounting and General Ledger
- Alerts integrated with Microsoft products (i.e. prompts in Outlook alerting supervisors of pending transactions, notifying staff of requisition approval etc.)
- Track information for the entire life-cycle of the procurement (i.e. requisition through payment)
- Provide an open purchase order report by program/project number or by multiple program/project numbers
- Provide search ability for both open and closed purchase orders by:
    - Vendor name

Project

Program number or multiple program numbers

- Support contractual retention (i.e. 5% holdback until the project is satisfactorily completed)
- Perform budget checking during requisition and purchase order creation for availability of funds
- Capture internal or external justification, notes, or comments on a purchase order, with the ability of internal comments being visible only to District staff
- Electronic Workflow support for the approval of requisitions based on user defined pre-established criteria (security features which would allow restriction of users to specific general ledger accounts, set amounts)
- Ability to electronically send purchase orders to vendors in PDF format
- Prevent a purchase order from being issued to an inactive vendor
- Issue blanket purchase orders
- Support year-end activities such as the following:
  - Provide the ability to roll purchase orders to the new fiscal year
  - Allow purchase orders to be entered for the new fiscal year prior to the start of that fiscal year
  - Support for accruals (in terms of receiving records)
- Allow change orders for purchase orders
- Support certificate of insurance expirations
- Strong audit tracking
- Support for imaging and archiving of purchasing-related documents viewable in the system when the purchase order is accessed.
- Provide real-time ability to see the original purchase order amount, encumbrance and balance
- Provide access for remote approval from mobile device.

5.4 Accounts Payable

The District seeks an accounts payable module that should have the ability to:

- Integrate with other modules including Fixed Assets, GL, Project Accounting etc., for posting upon issuance of checks
- Receive invoices electronically, log them, and queue to staff member for processing
- Allow multi-line items for the purchase order/invoice for payment and to select by line item, with the ability to split charges amongst funds, programs, projects, etc.
- Automatically identify and flag invoice for which the amount due or payment terms are not consistent with contract provisions
- Allow for re-billable expenses and automatically create a workflow task to generate invoice for recovery of expenses
- Provide accounting for retention-based payments
- Provide the ability to view and select vendors by a search feature criteria
- Allow vendors to be classified as “inactive” without deleting their payment history, until archived
- Provide ability to short close a PO
- Verify budget availability during data entry
- Attach relevant document images to accounts payable items (i.e. invoice, purchase order, payment, and receipt documents) and make viewable in vendor inquiry
- Generate more than one check for a vendor during a check process and generate multiple page checks
- Allow for document storage so that images of the invoice/purchase order, payment, and backup are viewable in vendor inquiry (above)
- Automatically calculate payment discounts
- Automatically calculate taxes payable (with varying rates) for items where no sales tax is charged.
- Support California EDD reporting requirements for independent contractors
- Include the email address and web site address in the vendor master record
- Provide security for the vendor master record by limiting viewing access of tax id’s to certain users
- Provide workflow support for check issuance and approvals, including a warning for duplicate checks

- Generate ACH and alternative payment options that interface with bank for processing
- Allow staff to view vendor detailed payment history (i.e. see all PO's outstanding and payments made)
- Support 1099 reporting requirements

5.5 Fixed Assets

The future Asset Management module should capture and maintain information associated with the District's leased, capitalized, and non-capitalized assets. Information maintained in this module should include acquisition cost, asset type, location, asset description, model number, serial number, insurance information, and replacement cost. Depreciation schedules should be included. Specific areas of functionality should include:

- Asset creation through purchasing requisition, AP voucher and journal entries
- Provide for mass entry or electronic import
- Allow for an individual asset to have multiple funding sources but maintain the same asset id
- Allow for full account string to be associated with asset
- Provide asset tag management or interface of data
- Full asset maintenance (including transfers)
- Allow for users to add additional information to a fixed asset record after purchase
- Asset depreciation schedules, and ability to change depreciation methodology from a point in time and recalculate the depreciation based on the remaining life
- Automatically post depreciation amounts, after calculations, into the GL without the need for a journal entry
- Managing sale of an asset and revenue receipt and asset disposal/retirement
- Extensive reporting at all data levels, specifically supply reports required GASB 34
- Track non capitalized assets for inventory control
- Provide image upload ability for picture of assets
- Allow for view only access to pre-defined user groups

5.6 Bank Reconciliation

The District seeks to implement a Bank Reconciliation module that supports the automatic reconciliation of all banking and investment accounts. This module should:

- Integrate with all aspects of the New System that affect cash accounts (i.e., Cash Receipts, A/P, Payroll, GL etc.).
- Reconcile to the GL
- Allow clearing of outstanding checks individually, in groups, or electronically by downloading from the financial institution.
- Prepare reconciliation statement.
- Easily handle the posting of bank generated transactions that have not been posted to GL.

5.7 Payroll

The District seeks to implement a full feature payroll system with employee time and attendance entry.

The Payroll Module should have the ability to:

- Allow for electronic time entry and approvals for various groups of employees, with schedule templates for employees with fairly set schedules
- Use electronic workflow for review and approval of timecards and time-off requests with the option to notify users of errors (i.e. insufficient leave balances) and approvals to be entered from a mobile device
- Integrate with other modules (i.e. Project Accounting for posting charges to appropriate projects and GL for charging accounts accordingly; Human Resource to automatically reflect personnel changes, etc.)

- Generate paychecks, direct deposit notices (supporting deposits across multiple accounts on a single check), EFT files, and related positive pay files
- Support multiple concurrently open payrolls (e.g. vacation, sick or comp time cash outs, etc.)
- Support check and direct deposit imaging, sharing and archiving
- Support garnishments and the issuance of manual checks
- Automatically update State and Federal tax rates, withholding, etc.
- Define leave accruals by employee group or individual designation
- Alert employee/supervisor that leave accrual cap has been/will be reached
- Ability to create mass change templates for various global changes
- Withhold and remit all taxes/garnishments to the appropriate government agencies via EFT/ACH
- Generate off-the-shelf and ad hoc reports that support data requirements associated with CalPERS, auditors, deferred compensation providers, along with ongoing process reports including a comprehensive payroll register, sick and vacation accrual reports for management, overtime reports, tax reports, auto allowance reports, extensive exception and payroll calculations, etc.
- Provide month end reports for life insurance deductions, health insurance deductions, etc. for monthly payments to carriers
- Output VCERA files in the required format and provide the ability to support potential changes to current VCERA requirements.
- Support tiered benefit calculations for PEPRA employees
- Ability to flexibly define what earnings are pensionable, including different setups for different employee groups
- Ability to compute FLSA regular rate for overtime on a weekly basis based on types of pay.
- Print W2s, Employer's Federal Tax Return (form 941), State Quarterly Contribution Return and Report of Wages (forms DE-9 and DE-9C), 1094C Affordable Care Act report, State Compensation report, etc.
- Support attachment of additional documents to employee payroll records

5.8 Human Resources

The District seeks to replace its existing Dynamics GP HR Module, to allow for integration with payroll.

The HR Module should have the ability to:

- Provide administration of health and other benefit programs
- Track certifications and trainings, including expiration date
- Support employee photo/profile management. This should include regular/emergency contact information, agency job and pay history, and a capability of attaching relevant documents
- Provide reports to determine FMLA eligibility (based on hours worked and excluding certain leave types)
- Provide workflow for tracking and reporting functionalities such as performance evaluation and other personnel based actions
- Allow for benefit administration including COBRA tracking and billing updates to interact with the Accounts Receivable module
- Provide Employee Portal/Self-Service to allow employees to access personnel forms, paystubs, W-2s, MOUs, policies and procedures, employee handbook, etc.
- Implement strict security measures concerning employee ID and access to the system
- Implement an electronic Employee Performance input and review process.

5.9 Utility Billing

The District seeks to replace its Diamond Utility Billing system to accommodate monthly processing of water and sewer billing. The proposed solution for Utility Billing management requires the following:

- Provide full capabilities to manage financial needs for water and sewer billing.
- Support fixed fees and tiered billing rates, special charges, penalty and interest charges, etc.

- Support bill generation, reprints, closing bills, closed and delinquent bill notices, reminders, etc.
- Interface with an electronic storage solution for bill and statement electronic storage.
- Ability to override or adjust with security permissions
- Ability to view payment history while in the payment screen, customer screen, or location screen
- Robust key word inquiry that searches the entire Utility Billing database (i.e. route #, customer name, etc.)
- Ability to create payment arrangements for past-due statements and generate reports to ensure compliance with the agreed upon payment schedule
- Ability to enter meter reading remotely from a mobile device
- Provide a public portal for customer self-service to view account balance, make payments, updated billing address, etc., along with the ability to upload documents (such as application forms, waiver request forms, etc.)
- Support E-billing
- Provide ease of access to accounts, via multiple fields inquiries such as address, name, meter, etc.
- Accept all payments; full, partial, and pre-payments
- Ability to place an account on hold or legal dispute and write off balances as bad debt
- Contain "Out of the Box" reporting and inquiry ability to address customer inquiries on the fly and provide monthly, quarterly, and annual reporting for usage, revenues, trends, forecasting, etc.
- Provide a report of accounts with periods of zero usage
- Ability to generate a report to identify accounts with a credit balance
- Ability to create refunds for closed accounts in accounts payable
- Ability to generate aging reports by date range (including prior periods) to identify delinquent accounts
- Ability to generate a final and manual bill for real-time print and mail, and flag to exclude from the next bill generation
- Ability to process and enter utility bill payments using remote desktop scanner to identify the MICR codes at the bottom of payment stubs
- Ability to reconcile revenue and receivables to the General Ledger
- Support various methods of calculations for billing based on different multipliers/dividers
- Support integration with electronic meter system (Sensus)
- Ability to create a sewer service billing file to record on County tax roll

5.10 Accounts Receivable/Service Billing

The District seeks to replace its Key2Act Service Billing system to accommodate monthly processing of customer service billing. The proposed solution for Service Billing management requires the following:

- Integrate with Cash Receipting and GL
- Allow for payments to be made via ACH and online
- Allow ability to reverse payment receipts (i.e. account corrections or insufficient funds)
- Provide customizable templates for service billing.
- Provide multiple levels of control in generating invoices (creator, reviewer, etc.)
- Ability to allocate charges to various GL accounts and projects
- Update the A/R Customer account outstanding balance with payments recorded in the Cash Receipts module automatically.
- Automatically recognize revenue and create receivable upon creation of the invoice
- Track unapplied credit balances
- Track collection or write-off history
- Provide for electronic mailing of PDF statements to customers
- Calculate late payment fees and generate notices on past-due accounts
- Provide for pass-through charges from accounts payable with markup by standard amounts or percentages.
- Calculate scheduled rate increases (i.e. labor rates, equipment charges)
- Print various accounts receivable reports (i.e. aging report by customer/project, by invoice type, accounts forwarded to collection, etc.)

- Provide for labor rates based on job classification and ability to assign an equipment piece to a position
- Provide for equipment charges rates per piece of equipment with the ability to upload and enter equipment usage by project number
- This may be part of the Project Module in some systems

5.11 Project Accounting

As part of a fully integrated system, the District wants a Project accounting module which can:

- Track budget and expenditures over the life of a project
- Allow for automatic GL entries (AP and Payroll) to flow into the Project Accounting module
- Provide project reports that cover multiple years
- Provide users view-only access to the module for department tracking independent of Finance involvement
- Provide budget vs actual reporting on a year to date or project to date basis
- Ability to track operating budget for project revenue and expenditures over multiple years
- Track multiple revenue funding sources for each capital project and set priority of which funds are to be used first or for specific expenditure line items
- Robust tracking and reporting capabilities for projects

5.12 Cash Management/Cash Receipting

The District utilizes cash management for the entry of miscellaneous cash receipts into the general ledger, along with posting the cash to appropriate bank account(s). The module also provides for tracking of transfers between bank accounts and for bank reconciliation processes. The New System should:

- Provide a detail treasurer's report showing available cash balances
- Allocate investment earnings based on ending cash balances in each fund
- Calculate and track investment earnings and accruals
- Keep Track of upcoming Debt Service payments to ensure prompt payment and help determining cash flow needs
- Provide the ability to post transactions into the general ledger
- Provide posting to one or more bank accounts
- Support the transfer of cash between bank accounts
- Provide appropriate functionality for bank reconciliation needs
- Provide templates for recurring receipt types
- Allow for remote check deposit, credit card transactions, and online payments
- Allow integration with other modules including Utility Billing, Accounts Receivable, General Ledger, etc.
- Prepare batch deposits, either end of day or week

6. New System General Capability Requirements

The District seeks a New System that provides the following general system characteristics in terms of its user interface:

- An intuitive, consistent (within and across modules), well designed user interface that is preferably browser-based
- One-time / single-points of data entry to eliminate re-keying of information
- Extensive search capabilities
- Electronic Workflow for all approval processes (i.e., purchase requisitions, invoice approval, timecard

entry/approval, time off requests, performance evaluations, annual leave conversions, etc.)
- Comprehensive online documentation and training materials
- Ability to drill-down and drill-across from a transaction to view the supporting source documents
- Ability to easily export information directly to Excel, Adobe, Word, etc.
- Provide user-defined tables, fields, screens, reports, hot keys, and business rules / workflows
- Ability to modify setup / configuration (i.e. setup codes, report parameters, etc.) without the assistance of the Proposer
- Support opening a new fiscal year prior to closing the previous fiscal year and support transactions and journal entries into the appropriate fiscal year

6.1 Document Imaging

The New System should be able to accommodate document imaging and work to streamline processing in order to capture, store, index, search and retrieve electronic images associated with financial, and payroll transactions as they are being handled by the system. The document management capabilities integrated with the New System should provide the following basic capabilities:

- Provide imaging of documents created by the system including purchase orders, payroll checks, accounts payable, W2's, 1099's, etc. The images should be available by individual record. For example, an individual's paycheck and not the entire check run for the pay period
- Allow manually scanned images to attach to appropriate transaction records - the module should prompt for scanned attachments and accommodate multiple pages
- Conform to records management requirements including retention schedules
- Provide drill-down ability for the user to view related documents associated with financial, payroll, and personnel transactions. For example, vendor inquiry should provide the ability to view images of accounts payable checks, associated purchase orders, the requisition and associated manually scanned documents including bids and packing lists
- Provide system coordination to allow batch processing of images. For example, allow accounts payable invoices received to be scanned in a batch and then associated with each purchase order
- Provide the ability to export images

6.2 Reporting

The District seeks to obtain strong reporting capability to support the finance and payroll functions. The ability to export data to Excel is required. A user-friendly report writer with drill-down / drill-across capability is desired. Flexibility including the ability to schedule reports to run and distribute automatically, generate reports to HTML and pdf formats, and email reports is desired.

6.3 System Audit and Security

The District seeks to implement a New System with robust security and transaction audit / logging capabilities. The system audit capabilities should include the ability to track transaction processes and updates to the database. The New System should create audit trails for transactions processed through the system allowing authorized staff to drill down on transactions to view supporting detail. Audit logging should allow authorized staff to easily determine the source of each transaction to include identifying user ID and date / time for all table changes.

The system should provide flexibility to control access to modules based on pre-determined user defined groups or individuals based upon particular supervisory responsibilities.

6.4 Workflow

The District seeks to implement a New System with workflow capabilities to help automate common financial and payroll transactions. The system workflow capabilities should include the ability to notify a user automatically when action is needed. The system should include automated approvals and notifications supporting a paperless environment. The New System should have the ability to:

- Track transactions submitted for approval and review with the date / time stamp
- Automate approval notification both at the system level and via the District's email system
- Implement best practice workflow templates for all core financial and payroll transactions (i.e. payables processing, purchase order approval, GL transaction approval, payroll processing, journal entries, etc.)
- Integrate with the District's email system to assist in the notification and approval steps
- Create custom workflows based on the Districts business rules and regulations
- Employ a rich set of attributes in determining what users participate in which steps in the approval processes (i.e. GL number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)
- The ability to perform approvals on smartphones or tablets is highly desirable, so that approvals can be done at any time instead of solely when present at workstations

6.5 Technical Requirements

The District desires to leverage its existing technology infrastructure and IT staff expertise to support the implementation of the New System. The following bullets identify the District's minimum expectations concerning technical requirements for the New System:

- Virtualization – VMWare vSphere 5 Essentials Plus
- Server – Microsoft SQL Server 2012 R2
- Database - Microsoft SQL Server 2012
- Desktop – Windows 7 Professional
- Email Client – Microsoft Office Outlook 2007
- Desktop Productivity Software – Microsoft Office 2007
- Desktop Browser – Internet Explorer 11.0
- Remote Access – Desktop Gateway

Conversion Requirements: Likely vendor, employee and customer master files and possibly some General Ledger and AP history.

The District will acquire new infrastructure as deemed necessary in order to make optimal use of the New System. The District wants to make use of the best practices in technology as long as it is financially feasible.

Proposers should state clearly not only the minimum IT requirements for their software, but more importantly the optimal requirements for best use of their software.

7. Proposal Submission Requirements

7.1 General Instructions

Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Proposals must be organized consistent with the outline provided in this section of the RFP. Proposers must follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the District's information requirements.

7.2 Proposal Format

Proposals must be structured, presented, and labeled in the following manner:

- Cover Letter
- Table of Contents
- Section 1 - Executive Summary
- Section 2 – Company Background
- Section 3 – Company Qualifications
- Section 4 – References
- Section 5 – Proposed Solution
- Section 6 – Implementation Approach
- Section 7 – Other Requirements
- Section 8 – Pricing
- Section 9 – Software Licensing and Maintenance Agreements

Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the District's sole discretion, result in rejection of the Proposal.

All proposal pages should be numbered.

Cover Letter

The proposal must include a cover letter that provides the following:

- Proposer's legal name and corporate structure
- Proposer's primary contact including name, address, phone, and email
- Identification of the use of subcontractors and scope of work to be performed by subcontractors
- Identification of any pending litigation against the Proposer
- Disclosure of any bankruptcy or insolvency proceedings in last ten years
- Statement of the Proposer's credentials to deliver the services sought under the RFP
- Statement indicating the proposal remains valid for at least 120 days
- Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g. employment by the District)
- Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it

The Proposal Cover Letter should be concise and brief and not exceed two pages unless Proposer's exceptions to the District's legal documents require it.

Table of Contents

All pages are to be numbered and figures, tables, charts, etc. must be assigned index numbers and identified in the Table of Contents.

Section 1 – Executive Summary

This section of the proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP. The Executive Summary should not exceed three pages.

Section 2 – Company Background

This section of the proposal should identify the following:

- 2.1 - A brief description of the Proposer's background and organizational history
- 2.2 - A statement of how long the Proposer has been performing the services required by this RFP
- 2.3 - Identify the location of headquarters, technical support, and field offices and hours
- 2.4 - Identify the location of the office which would service the District
- 2.5 - Identify the number of employees by the following functions: Corporate (sales, marketing etc.), Implementation Support, Ongoing Maintenance Support, and Research and Development
- 2.6 - Identify Proposer's annual company revenues and profit for the last three (3) company fiscal years

The Background section should not exceed three pages.

Section 3 – Company Qualifications

In this section of the proposal, the Proposer should identify company qualifications and experience in implementing solutions similar to what the District is seeking:

- 3.1 - Describe the Proposer's familiarity with public sector ERP systems and associated business processes, and experience with the requirements of the State of California.
- 3.2 - Identify Proposer's existing client base including the number of existing clients using the version / release of the software being proposed. Clearly identify the number of California public agency installations

The Company Qualifications section should not exceed 3 pages.

Section 4 – References

The Proposer must provide at least five (5) references with at least three (3) of the references for systems that have been implemented in the last five (5) years. The District prefers references from California agencies of similar size to the District. For each reference, Proposer must provide the following information:

- Agency name and contact information (i.e. name, title, address, phone, and email)
- Brief project description, including identifying the software version and modules implemented
- Number of agency employees
- Implementation date
- Implementation timeline and cost

In addition to the above reference list, the District desires each Proposer to identify examples of their clients who are fully utilizing the system and describe how those clients have implemented their software to its fullest capability and creatively structured processes around the system to make their business processing and customer service highly effective and efficient.

Section 5 – Proposed Solution

In this section of the proposal, the Proposer should identify the proposed solution up to and including the following:

- 5.1 - Provide a brief solution overview identifying origin of system, release history, current release being proposed, and number of operational installations for the proposed software solution.

- 5.2 - Provide a written response to each area identified in Section 5 of the RFP. It is important to note that the level of detail must be sufficient to allow the evaluators to understand your product's features, functions, capabilities and potential shortcomings / challenges. Proposers are allowed to supplement their response to Section 5 using additional product information as an attachment to their proposal; however, prepackaged product information should not be used alone to address this requirement. At a minimum, Proposers must provide a written summary response at the module level such that the evaluators can obtain an adequate understanding how the proposed solution will meet the District's needs.
- 5.3 - Identify any additional or recommended modules or services that were not identified in RFP Section 5 but that the Proposer recommends that the District consider. Include a description of the features and functions of each additional proposed module, why it is being proposed, and how it would benefit the District's goals as stated in the RFP.
- 5.4 - Describe alternative service delivery models (i.e. Software-as-a-Service, Application Service Provider, Hosted, etc.) available to the District and indicate how these might impact the proposed solution.
- 5.5 - Confirm ability to meet requirements in RFP Section 4.1 (Technology Standards) or clearly articulate proposed alternatives.

Section 6 – Implementation Approach and Work Plan

The Proposer should identify the proposed implementation approach, clearly identifying each phase, the timeline proposed, roles and responsibilities to be performed by the Proposer and those to be performed by the District.

- 6.1 - Describe your implementation and project management methodology and approach to ensure a successful implementation
- 6.2 - Provide a project organization chart highlighting the key staff who will be assigned to the project. Provide biographies for the project manager and other key assigned personnel indicating their experience with the modules that they will be working on
- 6.3 - Provide a detailed work plan that identifies major activities, tasks, deliverables, and resources. The work plan should assume a December, 2019 start date. If the Proposer is recommending additional phases, please include those in the work plan so that the District can clearly understand what the additional phases would include and the timeline for their completion. If Proposer cannot meet the December, 2019 "start date" date or recommends a different timeframe, please explain the rationale
- 6.4 - Describe the roles and responsibilities of the District staff during implementation and provide an estimated level of effort.
- 6.5 - Describe the conversion methodology that will be used to implement the New System, should the District wish to convert some history from the GP system. Also identify the conversion alternatives, history detail versus history summary and describe the tasks required of the client in order to accomplish each alternative.
- 6.6 - Describe your training methodology and how you ensure users are prepared to use the New System.
- 6.7 - Describe how the use of any alternative service delivery models (see Section 1.1) would impact the proposed implementation approach, work plan, and District staff level of effort.

Section 7 – Other Requirements

In this section of the proposal, the Proposers should address the following items in a concise manner:

- 7.1 - Describe ongoing maintenance, release / upgrade, and support services. At a minimum, Proposers should address the following items:
    - Help desk processes and procedures
    - Hours of support (stated in Pacific Standard Time)
    - Escalation procedures
    - Response time commitments
- 7.2 - Identify if there are solution user groups and / or user conferences

- 7.3 - Provide hardware and database specifications for the New System. As part of Proposer's response, confirm your acceptance of the District's technical standards.
- 7.4 - Describe the frequency that application patches and releases have been made available within the past two years. In addition, clearly identify the roles and responsibilities of the District to complete updates
- 7.5 - Describe software and hardware requirements for on-site installation

Section 8 – Pricing

The District seeks a clear and comprehensive understanding of all costs associated with the implementation and ongoing maintenance of the proposed system. In this section, the Proposer must itemize all costs associated with the implementation and ongoing maintenance The District will evaluate proposals based on the "Total Cost to Implement" (TCI) and the "Total Cost to Operate" (TCO). TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual maintenance fees.

The Proposer must identify all costs required to complete a successful implementation including:

- Software Licensing and Maintenance Costs
- Implementation Services
    - Software Installation and Configuration
    - Conversion
    - Consulting
    - Training
    - Documentation
    - Project Management
    - Change Management
    - Assistance in the District's creation of a new Chart of Accounts
- Third party products required for New System (i.e. software, hardware)
- Optional Offerings
- Professional Service Rates

The District will evaluate Proposer price proposals based solely off the information provided in this section. Proposers should identify any assumptions or comments that will ensure the District understands what is being proposed.

The Proposer's response to the Pricing Section must include the following components:

- Software Licensing and Maintenance Price Sheet – This section of the pricing proposal should clearly identify the proposed software modules that are required to meet the RFP requirements, as well as the ongoing costs associated with the software if applicable. Proposers are strongly encouraged to provide a detailed breakout of software module pricing in order to help the District assess the cost of the proposed solution. Proposers must identify the number of user licenses being proposed for each module and clearly describe the basis for software licensing and method to justify number of licenses being proposed.
- Implementation Services Price Sheet – This section of the pricing proposal should clearly identify the quantity, hourly rate, and total cost for all professional services the Proposer will provide to ensure a successful implementation. Proposers are encouraged to provide a breakdown of the service categories that will be provided to support the implementation such that evaluators can understand the level of effort, resources, and cost of services.
- Conversion Price Sheet – This section of the pricing proposal should clearly identify the costs associated with data conversion from the existing systems to the New System.
- Third Party Products Price Sheet – This section of the pricing proposal should clearly identify any third party software and / or specialty hardware that will be required to fully implement the proposed solution to meet the RFP requirements.
- Optional Offerings Price Sheet – This section of the pricing proposal should identify any optional product or

service offerings the Proposer would like the District to consider. The District is interested in understanding and evaluating other products and services of the Proposers. If Proposers believe they have additional products and services that may be of interest to the District, please itemize that information in the Optional Offerings Price Sheet.

- Consultant Travel – This section of the pricing proposal should clearly identify the projected travel costs associated with Proposer's implementation services. The Proposer should identify the anticipated number of trips, days of service per trip, and estimated per trip cost. Estimates should be based on realistic expectations taking into consideration the District's location and the applications acquired. This District will be relying on the consultant's travel estimate to establish a budget, that estimate should therefore be conservative to ensure adequacy to complete the project.
- Professional Services Rate Price Sheet – The District seeks hourly pricing for additional services that may be required during the implementation. Proposers should provide an hourly rate for any professional services categories offered as part of the proposal. If necessary, the District will use these rates to purchase additional services.
- Other costs – This section should cover all other costs not covered in the points above.

Section 9 – Software Licensing and Maintenance Agreements

In this section, the Proposer must provide any software licensing and maintenance agreements that will be required to implement the Proposer's solution.

8. Proposal Evaluation

An Evaluation Committee shall review all proposals to determine which Proposers have qualified for consideration. The evaluation will include at least an initial review and a detailed review. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and / or fail to satisfy the mandatory requirements. Only those proposals that meet or exceed the intent of the mandatory requirements will be further evaluated.

Submitted proposals will be evaluated on the following criteria:

- Quality, clarity, and responsiveness of proposal
- Compatibility & integration with existing hardware & software not being replaced
- Ability to meet the needs of the District
- Well thought out timeline and roadmap for desired "go live" date with an agreed upon phased approach negotiated during contract
- Proven technical ability to design, install and support the proposed system
- Demonstrated ability to work in a cooperative and collaborative manner with clients
- Anticipated value and price
- Perceived risk or lack thereof
- Company viability, strength, and momentum
- References for each application proposed
- Results of interviews, demonstrations, and site visits
- Ability to prepare and execute a contract in a timely manner
- Experience with extraction & conversion of GP software data
- Commitment to continually evolving the system to remain current with evolving best practices

The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure a full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be held after initial evaluation of Proposals is complete. If clarifications are made as a result of such discussions, the Proposer shall put such clarifications in writing.

9. General Requirements

Collusion

By submitting a response to the RFP, each Proposer represents and warrants that its response is genuine and not made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

Gratuities

No person will offer, give or agree to give any District employee or its representatives any gratuity or offer of employment in connection with the award of contract by the District. No District employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity or offer of employment in connection with a District contract.

Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”). Comments concerning RFP objections must be made in writing and received by the District no later than the "Deadline for Written Questions and Comments" detailed in the Table 1, RFP Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the District, in writing, by the Deadline for Written Questions and Comments.

Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District’s contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District’s contractors. Accordingly, all Proposers entering into contracts with the District will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Proposal Withdrawal, Errors, and Amendment

To withdraw a proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

The District will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

Incorrect Proposal Information

If the District determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

Assignment and Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior written approval from the District.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, will be the prime contractor and will be responsible for all work performed and will be responsible for all costs to subcontractors for services provided by the Proposer. The Proposer is prohibited from performing any work associated with this RFP or using contractors for any service associated with this RFP offshore (outside the United States).

Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The District may require any or all Proposers to submit evidence of proper licensure.

Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Contract Negotiations and Execution

After a review of the proposals and completion of the proof of capabilities, the District intends to enter into contract negotiations with the selected Proposer. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the District will open negotiations with the next ranked service provider.

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the District.

If the selected Proposer does not execute a contract with the District within fifteen (15) business days after notification of selection, the District may give notice to that service provider of the District's intent to select from the remaining Proposers or to call for new proposals, whichever the District deems appropriate.

Right of Rejection

The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety. Any proposal received that does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the District or otherwise qualify their proposals. If a Proposer does so, the District may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFP.

Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act, (Government Code Section 6250-6270 and 6275-6276.48). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the District and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

Warranty

The selected software Proposer will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP, demonstrated in both the software demonstration and subsequent proof of capabilities. Further, that requirements as stated in this RFP will become part of the selected software Proposer's license and the software Proposer will warrant to the requirements. The selected Proposer must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional / technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all application modules included in the implementation.

Rights of the District

The District reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals
- Issue subsequent Requests for Proposals
- Postpone opening proposals, if necessary, for any reason
- Remedy errors in the Request for Proposal process
- Approve or disapprove the use of particular subcontractors

- Negotiate with any, all, or none of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposals
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the District
- Refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors.

An agreement will not be binding or valid with the District unless and until it is approved by the District Board of Directors and executed by authorized representatives of the District and of the Proposer.