

Request for Bid
Design/Build Proposal

Enterprise Resource Planning System
and
Implementation Services

Becker County
915 Lake Ave
Detroit Lakes, MN 56573

Issue Date August 3, 2021
Deadline for Proposal Submittal September 3, 2021

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1. RFP Overview

A. Overview

Becker County is accepting proposals from qualified vendors offering a proven public sector enterprise resource planning system to replace the County's current finance, payroll, billing, purchase order, and HR software systems and other manual processes.

B. Objectives

The county has a priority of improving existing business processes by implementing a new system that is fully integrated, flexible, and easy to support and use. With the implementation of a new system, the County hopes to accomplish the following:

- Increase productivity by eliminating redundancies
- Increase productivity by streamlining processes and workflows, automating and integrated processes
- Enhance effectiveness by having more timely, accurate, and complete information available to managements and Board of commissioners, staff, customers and vendors
- Optimize data integrity and security by reducing manual processes, controlling permissions to data, and eliminating disparate systems with weak to no security and integrations.
- Optimize ability to work off premise and socially distance
- Optimize ability to reduce paper hand delivery materials that may carry Covid-19 or a variant of said virus or other virus detrimental to life

C. RFP Timeline

- RFP Issued by Becker County – August 3, 2021
- RFP published in Paper and Website August 8 – August 29, 2021
- Vendor Proposal submission due date – September 3, 2021
- Vendor selection and Notification – October 4, 2021
- Contract Notification and Execution – no later than October 29, 2021

D. RFP Coordinators Contact information

Stacie White
IT Director
218-846-7200 ext 7332
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Nicole Ecker
Finance Manager
218-846-7200 ext 7267
Nicole.ecker@co.becker.mn.us

E. Proposal submittal

Proposals must be received by the County by 430PM CST on September 3, 2021. Submissions should be received via USPS, UPS, Fedex, or your chosen shipping company in a sealed package addressed to the following

Stacie White, RFP Coordinator

Becker County

915 Lake Ave

Detroit Lakes, MN 56501

2. County Overview

Becker County is located in west central Minnesota and was established on March 18, 1871. As of the 2010 census, Becker County's population is 32,504 and encompasses 1440 square miles. The county contains more than 400 lakes, 11 communities and 37 townships. The county employs about 375 employees.

3. System Requirements and Project Scope

A. The county is seeking a new system that will accomplish the following:

- Real-time transaction processing available for immediate inquiry and reporting
- Fully integrated with minimal repeat data entry
- Ability to export data for reporting to Microsoft software systems and Adobe
- Workflow capabilities across modules
- Intuitive user interface and reporting
- GIS integrations
- Identity management and strong authentication capabilities
- Robust auditing/reporting capabilities
- Extensive search capabilities
- Comprehensive training and ongoing support
- Software that complies with the provisions of GASB87
- Meeting management, agendas, minutes, digital signatures software add-on

B. The proposed solution should include the following functionalities:

- General Ledger
- Budget Management
- Accounts payable with ACH capability
- Accounts receivable with ACH capability
- Purchasing
- Fixed Asset
- Cash Receipts
- Bank Reconciliation

- Payroll Processing with Direct Deposit
- Personnel Management & HR
- Grant Management
- Record Retention capabilities

C. *Meeting and Agenda Management software*

- *Agenda Request approval automation*
- *Meeting Agenda creation*
- *Meeting Minutes Automation & Management*
- *Digital Forms*
- *Preferably -- Integrate meeting management with Microsoft Teams for viewing materials & agenda items on computers, tablets, and phones*
- *Digital access to meeting agendas, minutes and possibly recordings on the County website*
- *Indexing Minutes and digitized forms for search capabilities*
- *If vendor does not have meeting management module included, please indicate this on the proposal bid*

D. *The county also requires the following professional services as part of the RFP*

- Implement planning and consulting
- Business process reviews
- Implementation project management
- Software installation and configuration
- Data conversion
- System testing and Go live
- Documentation
- Training
- Software maintenance and support

4. Current Environment

A. *Current Technical Environment*

Server Operating Systems	Microsoft - 2012r2-2019
Network Server Hardware	VmWare
Network Storage Hardware	Nimble
Network Backup Software	Veeam
SQL Version	Microsoft SQL Server 2016-2019
Desktop versions	Windows 10, intel based
Printing	Microsoft Print Server with desktop and MFP devices
Active Directory	Microsoft server 2019

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B. Existing Applications

The county currently utilizes the following applications:

Product/Process	Purpose
IFSpi	Financial system
Excel	Fixed Assets
Kronos Payroll	Payroll processing
RTVision	RTVision for time entry
Quickbooks & manual entry	Accounts receivable
Accounts Payable	Manual PO Process
Cash Register by IFS	Cash Drawer/Registers
Office 365	Office Excel, Word, Powerpoint and email
Certicheck	Check signing
Ingencio	Credit card processing
Purchasing	Manual PO Process
HR Hiring	Applicant stack
Adobe	PDF viewer
NewRoads	Highway Cost Accounting (keeping this)
Microsoft Teams	Collaboration Software

C. Key business volumes currently:

- Number of employees – 320 and up to 360 in summer months
- Number of board members – 5
- Number of Daily IFS users with full rights – 2
- Number of occasional IFS users with limited rights – 50 or less
- Number of pay codes – 50 or less
- Number of GL accounts – 3,234
- Number of Departments – 15 (not including sub-departments)
- Number of funds - 16
- Number of monthly AP payments – 400 approximately
- Number of monthly AR invoices – 50 or less
- Number of monthly purchase orders – 350 approximately
- Number of active vendors – 500 approximately
- Number of monthly journal entries – 10 or less

5. Proposal Submission Requirements

A. *General instructions*

Proposals should provide a straightforward and easy to understand description of solution, capabilities, and quote numbers.

B. *Format and content*

- Cover Letter
- Summary with company background, qualifications, references, and list of Minnesota counties, agencies, and companies if possible.
- Proposed solution with implementation approach and project plan that outlines the responsibilities of the county in the implementation including tasks, licenses, and purchases.
- Pricing for Hardware, software licensing and Maintenance agreements for year 1, for years 2-5, along with hardware lifecycle expectations if on premise, and pricing for hardware refresh
- Agenda/Meeting management module – indicate if this is an offering or if the county should acquire secondary proposal to fulfill this requirement.

6. Proposal Evaluation

Submitted proposals are evaluated based on:

- Compatibility and integration of existing hardware, software, and solutions in place today
- Ability to meet the needs of the County
- Agreeable timeline, roadmap and Go-Live date
- Anticipated value/price
- Proven ability to design, install and support the system (references and Minnesota business listings – especially counties are helpful)

7. RFP Terms and Conditions

- Collusion:* Proposer's response is genuine and not made in interest on behalf of any person, and that the proposer was not solicited by anyone to produce a sham response, and that the proposer has not sought collusion to secure any improper advantage over other submitters
- Gratuities:* No proposer will offer, give, or agree to give to any county representative, employee, or board member any gratuity, reward, or offer, in connection with this proposal. No county employee will engage in, or initiate said gratuity activity.
- Withdrawing:* Proposer may withdraw their proposal by contacting the RFP coordinator with a written statement. However, the county will not accept amendments and revisions after the deadline of proposal submission date.
- Contract:* After review of the proposals, the County intends to go into contractual agreement with the selected Proposer by executing a signed contract within 30 days after notification.

E. *Rejection*: The county reserves the right, at its discretion, for any reason or no reason, to reject any and all proposals or cancel the RFP in its entirety.

8. *County Rights and Agreement Terms*

The county reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals for any reason or no reason
- Issue subsequent requests for proposals
- Postpone opening proposals if necessary
- Correct errors in the RFP
- Negotiate with any, all, or none of the proposers
- Accept other than the lowest offer for reasons that benefit the county
- Waive informalities and irregularities in proposals if warranted
- Cancel the proposed vendor in the event the proposer defaults, fails, or cannot execute the agreement as promised
- Becker county owns all rights and retains its ownership to its data, software and processes, located on premise or in the cloud, before, during and after contract agreement

An agreement will not be binding or valid unless and until it is executed by the authorized representatives of the County and the proposer.

9. Pricing and Quote preferences

A. *Cost of Ownership*

Breakdown of the cost of ownership for the 1st year, and then subsequent years 2-5 in terms of initial cost and ongoing support & maintenance costs. If on premise solution is proposed, clarify the hardware lifecycle expectancies in years and approximate costs of hardware replacement and any software, licensing, or support components that might need to be renewed.

If on-premise solution is proposed, breakdown of the costs of hardware, software, and maintenance/support costs.

For on-premise or cloud, a breakdown of numbers/costs of licenses for each piece of software, as well as pricing for each proposed module.

B. *Maintenance/support agreement*

Break down of costs - maintenance/support costs, software costs, hardware costs

Years 2-5 maintenance/support agreement costs

Maintenance/support agreement inclusions & exclusions, such as hours and days of support, phone or on-premise support options, upgrades to software and hardware and frequency and if downtime is caused, things that are not covered or expected, unwritten, unclarified, or undeclared inclusions/exclusions.