



south**burlington**

V E R M O N T

Request for Proposals For Enterprise Resource Planning Software & Services

Solicitation Due Date: September 6, 2024

Time: 3:00 p.m. (Eastern Time)

All Proposals must be received by City of South Burlington, (City) by the date and time cited above. It shall be the Proposer's sole risk to assure submission by the designated time.

VENDORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.

All questions concerning the RFP must be submitted via email only, to Steven Locke, Deputy City Manager at slocke@southburlingtonvt.gov

Section 1 General Information

A. Scope

The City intends to contract with one (1) or more vendors to provide a comprehensive, fully integrated, public-sector Finance, Payroll and Human Resource information system. The priority for the City is a finance software system, but it is desired to have one software system for finance, payroll and human resource information. This Request for Proposal (RFP) states the overall scope of products and services desired, as well as desired vendor qualifications. Before submitting a proposal, vendors shall examine the specifications to understand all existing conditions and limitations.

B. Introduction

Vendors are requested to submit a proposal that meets all requirements contained herein. Proposals submitted shall be complete and include all costs associated with the proposal and shall be subject to negotiation by the City. All costs involved with preparing a proposal for submittal, including interview and travel expenses, are the responsibility of the proposal respondent.

If it becomes necessary to revise any part of this RFP due to material issues raised during the submission period, an addendum, supplement or amendment to this RFP will be sent to all vendors of record.

All material submitted in response to this RFP solicitation becomes the property of the City of South Burlington and will not be returned to the respondent. The City reserves the right to use the ideas presented in any proposal of work. An award of the contract to a different respondent does not eliminate this right.

The City reserves the sole right to evaluate the proposals submitted, waive any irregularity therein, select and/or reject any and all responses.

C. Pre-Proposal Conference

None

D. Inquiries and Submittals

All questions must be submitted prior to the Deadline for Questions and state below. Questions and submittals shall be sent to:

Steven Locke
Deputy City Manager
slocke@southburlingtonvt.gov
802-846-4147

E. Selection

Once proposals have been received and evaluated, the City may select several vendors for product demonstration and understanding. The City reserves the right to pick and choose the most advantageous software vendor to meet the needs of City. The City anticipates negotiating a final proposal and contract with the firm submitting the most advantageous proposal. If negotiations are unsuccessful, the City reserves the right to end negotiations with that firm and proceed with negotiations with the firm submitting the next most advantageous proposal.

F. Rejection of Proposals

The City may reject any and all proposals whenever it is deemed in the best interest of the City to do so, and may reject any part of a proposal. The City may also waive any minor informalities or irregularities in any proposal, such as the failure to submit sufficient proposal copies, failure to submit literature or similar attachments, or business affiliation information.

G. Validity of Proposal

The proposal submitted shall be valid for a period of up to 120 days after the date of opening for negotiation, acceptance and award by the City.

Section 2 Specifications

I. Introduction

The City of South Burlington (“City”) seeks a proposal to provide a comprehensive, fully integrated, public- sector Finance, Payroll and Human Resource Information System. This Request for Proposal (RFP) states the overall scope of products and services desired, as well as desired vendor qualifications. Before submitting a proposal, vendors shall examine the specifications to understand all existing conditions and limitations.

A. Anticipated Timeline

Listed below are projected dates and times of actions related to this RFP. These are estimated dates, and the City reserves the right to change them without notice except for the proposal due date.

Selection Process	Timeframe
RFP Issuance	July 19, 2024
Deadline for Questions	August 9, 2024
Response to Questions Shared	August 23, 2024
Vendor Proposals Due	September 6, 2024
Notification of Vendors invited for Demonstration	September 20, 2024

Demonstrations of Software	October 2024
Selection of Vendor	November 2024
Contract Negotiations & Award	December 2024

B. Project Goals and Background

The City is interested in an Enterprise Resource Planning (ERP) Software Solution that will provide our citizens and employees with the best services available with the resources provided.

The City's Goals Include:

- Increase customer service levels and responsiveness
- Implement Best Practices through process review and re-design
- Increase citizen access to information and documentation
- Implement features that allow for greater staff efficiency and return on effort
- Decentralize business processes where appropriate
- Enter data once in a fully integrated solution to guard against clerical errors and data redundancy
- Select and implement a system that is intuitive and flexible to insure high utilization
- Deliver a system on-time and within budget that will serve the City well for 10 or more years

C. Partial Response

The City feels that it is in their best interest to select a fully integrated suite of applications from one vendor. However, the most important component of this RFP is a new finance system. Vendors submitting partial responses may still submit a proposal providing the information requested on the applications they offer. Partial responses will be considered if found to best fit our needs and requirements to fulfill our responsibilities to our citizens.

II. Project Description

The City intends to contract with one (1) or more vendors to provide a comprehensive, fully integrated, public-sector Finance, Payroll and Human Resource information system. This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications. Before submitting a proposal, vendors shall examine the specifications to understand all existing conditions and limitations.

A. Software

The City utilizes and/or requires the following software applications

- Financial Modules
- General Ledger
- Accounts Receivable
- Fixed Assets
- Budgeting
- Purchasing
- Requisitions
- Project Accounting
- Grant Accounting
- Cash Receipts
- Payroll
- Time Keeping
- Contract Management
- Human Resources
- Employee Database Management

B. Services

The City anticipates utilizing the following services:

- Project Management
- Software installation
- Integration & interface Development
- Training
- Ongoing support & maintenance services

C. Demonstrations and Presentations

Vendors may be required to provide detailed on site or remote access demonstrations of proposed application software. Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of the City.

D. Proposal Scope of Work

While there is no specific proposal format that must be followed, the response should be clear and concise. Proposals must include the following content.

- A Product Description and Scope of Work that shall include a detailed description of the software products you will provide and a scope of work explaining what services you will provide.
- A detailed Cost Proposal of the software, maintenance, licenses and implementation services proposed. Cost must be included for at least three years of ownership.
- List of your firm's qualifications in the software industry.

- Experience of the staff that will perform the implementation, and a list of ALL government clients with whom your firm has executed a sales contract in the last 36 months for the same software and implementation services as proposed in your submittal.
- A list of at least five (5) municipal clients, preferably in New England, with which your firm has completed a successful implementation in the last five (5) years.

The City reserves the right to obtain clarification of any information in the proposal response. Failure of a respondent to timely and sufficiently answer such a request for additional information or t in rejection of the proposal from further consideration.

Section 3

City Demographics and Statistics

The City currently uses NEMREC Software for financial reporting and ADP to process payroll, timekeeping and leave time accruals.

City of South Burlington population	20,264
City of South Burlington General Fund Budget	\$35,251,108
City of South Burlington Budget All Funds	\$64,916,065
Fiscal Year Starts	July 1
Number of Funds	53
Number of Departments	11
Average number of accounts payable checks (Monthly)	380
Number of AP/Purchasing Vendors (Approximate)	1,000
Frequency of AP check run	Bi-Weekly
Number of full-time employees	168
Number of part-time employees	29
Payroll frequency	Bi-weekly