
THE VILLAGE OF TINLEY PARK

Cook County, Illinois

Will County, Illinois

RESOLUTION

NO. 2022-R-136

**A RESOLUTION AUTHORIZING THE PURCHASE OF PROFESSIONAL SERVICES
FOR ERP SELECTION CONSULTANT**

**MICHAEL W. GLOTZ, PRESIDENT
NANCY M. O'CONNOR, VILLAGE CLERK**

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DIANE M. GALANTE
DENNIS P. MAHONEY
MICHAEL G. MUELLER
COLLEEN M. SULLIVAN
Board of Trustees**

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Tinley Park
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Cook County, Will County, Illinois

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FOR ERP SELECTION CONSULTANT**

WHEREAS, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Tinley Park, Cook and Will Counties, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to purchase equipment; and

WHEREAS, the Village of Tinley Park ("Village") requires professional services for ERP Selection Consultant for the collect functional requirements, create an RFP, and assist with vendor ERP selection as the Village moves to update the financial software; and

WHEREAS, the Village has invited request for proposal (RFP) for professional services for ERP Selection Consultant for the collect functional requirements, create an RFP, and assist with vendor ERP selection pursuant to Illinois law and Village Code, and Baecore Group ("Baecore") has been selected of the eight (8) RFPs by the Village. See Exhibit 1, the response to invitation for RFP from Baecore (the "RFP") to provide said professional services, attached hereto; and

WHEREAS, the President and Board of Trustees of the Village of Tinley Park believe and hereby declare that it is in the best interest of the Village and its residents to approve the RFP for professional services for ERP Selection Consultant for the collect functional requirements, create an RFP, and assist with vendor ERP selection, at a cost not to exceed \$34,815.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: The President and Board of Trustees hereby approve the purchase of professional services for ERP Selection Consultant for the collect functional requirements, create an RFP, and assist with vendor ERP selection, at a cost not to exceed \$34,815. The Village President, Village Manager and/or their designees are authorized to accept the Exhibit 1 RFP attached hereto, to and enter into any ancillary agreement documents between Baecorp Group and the Village, and to do any and all things deemed necessary to effect the execution and performance of this Invoice as shall be desirable to carry out the intent and purposes of this Resolution, including the preambles to this Resolution.

SECTION 3: Any policy, resolution, or ordinance of the Village that conflicts with the provisions of this Resolution shall be and is hereby repealed to the extent of such conflict.

SECTION 4: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 15th day of November, 2022.

AYES: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan

NAYS: None

ABSENT: None

APPROVED THIS 15th day of November, 2022.


VILLAGE PRESIDENT

ATTEST:


VILLAGE CLERK

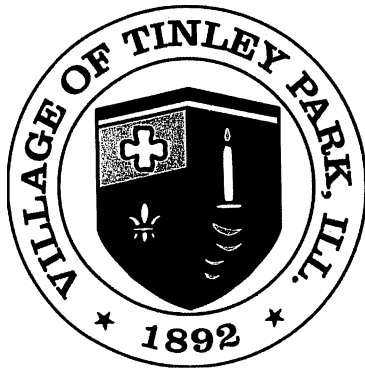
EXHIBIT 1

PACE SYSTEMS INC.

Request for ERP Selection Consultant

2022-RFP-007

RFP Response
October 2022



Mary Smith – Managing Partner
Baecore Group, Inc.
Smith@baecore.com
Phone: 847-585-1486
Fax: 877-223-2673

Public Sector Solutions
Baecore
Group™

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QUALIFICATIONS & EXPERIENCE

BACKGROUND

Baecore Group is a boutique Public Sector Consulting firm that has been providing consulting services, including system assessment, RFP development, system selections, project management, implementations, workflow and systems automations, for municipalities in the Chicagoland area for the last twenty years. As a boutique firm we are small by design, so we have been able to develop a company culture and philosophy that focuses on you, the client, and the work you do. We have consciously targeted our business focus to develop a deep level of expertise in local government. This expertise informs our approach to the work we do.

ABOUT

Our consultants are local government specialists. We are dedicated professionals that can bring knowledge, experience and perspective gained from working exclusively in the public sector across a variety of organizations and throughout all departments.

WHY CHOOSE

We bring innovative solutions
Public sector Project Management experience
Baecore works with local government at all levels
Flexible offerings and engagements
We compliment your staff's expertise

FOCUS ON LOCAL GOVERNMENT

At Baecore Group we know local government. We understand municipal operations, structure, and challenges you face. We know that every city and village has its unique attributes and we work within your culture to provide you with solutions and processes that suit your needs. While maintaining solid methodologies and practices we work to tailor our structure and processes to provide the best outcome for your organization.

We are not distracted with other business focuses such as audits, staff augmentation, accounting, tax planning, business advisory or other unrelated areas. We have developed a specific focus on Business Process Improvement, Continuous Improvement,

"The highest quality"

The Baecore Team and Leadership is of the highest quality. I needed them to help lead a huge project and they achieved every step and need that I defined. We would not have been successful without them



Todd Wolf

City Administrator, City of Sheboygan, WI

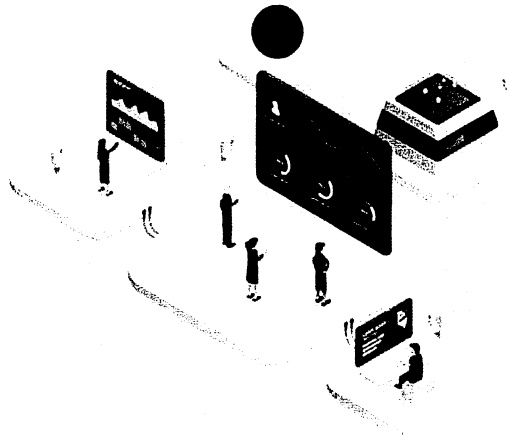
and Systems integration and utilization in municipal government. Strategy, Design, and Implementation are all part of the engagement with Baecore. We help our clients solve problems beyond the initial implementation, integrate processes in existing and new systems and automate workflows.

Quick Facts

In a single project, **small** process changes can have **BIG** impacts

Whether implementing a new system or updating an existing one, Baecore Group has helped many municipalities achieve big benefits through minor adjustments - **and we can do the same for you!**

Just one example



50%

**Reduction of
Customer Wait Time**

6,240

**Personnel Hours
Gained**

1,296

**Pounds of Paper
Saved Annually**

Process Improvement

- ✓ Reduce processing time
- ✓ Mobile solutions
- ✓ Elevated customer service levels
- ✓ Improved cross-department communication
- ✓ Improved access to Information
- ✓ Personnel time savings
- ✓ Automated workflows
- ✓ System integrations
- ✓ Increased auditability & transparency

Who we've helped

- ✓ Board/Council
- ✓ Finance
- ✓ Administration
- ✓ Purchasing
- ✓ Fire
- ✓ Utility Billing
- ✓ Facilities
- ✓ Engineering
- ✓ Public Works
- ✓ Recreation
- ✓ Payroll
- ✓ Human Resources
- ✓ Fleet Management
- ✓ Code Enforcement
- ✓ Permitting
- ✓ Planning & Zoning
- ✓ Public Safety
- ✓ Streets & Sanitation
- ✓ Environmental Services
- ✓ IT
- ✓ GIS
- ✓ Wastewater
- ✓ Public Utilities

OUR PARTNERSHIP APPROACH

Baecore takes a partnership approach to our engagements. We make sure your systems and processes support your organization's overall goals and that you know exactly how to get from point A to point B. We guide your team to execute the plan and keep it on track. Once complete, we help you monitor the results to ensure that you are provided with a lasting solution.

"Couldn't have done it without you"

Thank you for your patience and perseverance and during the last 2 years of implementation. We could not have made it without you



Roseanne Benson

Finance Director/Treasurer, Village of Addison, IL



Flexible Support: Our methodologies and processes allow us to provide consistently high-quality services to our clients. As a boutique firm, we have the advantage of being flexible. We will take the time to listen and understand your goals and your challenges to tailor our services to those needs.



Return on Investment: We are successful at providing a solid return on your investments. Baecore Group differentiates itself from our competitors by designing solutions that will improve efficiencies, eliminate redundancies, and provide measurable impacts.

Our approach combined with our understanding of the public sector has provided significant time and cost savings for our clients. Baecore Group can help you leverage your existing technology and streamline integrations with new technology solutions boosting your return on both new and existing technology.



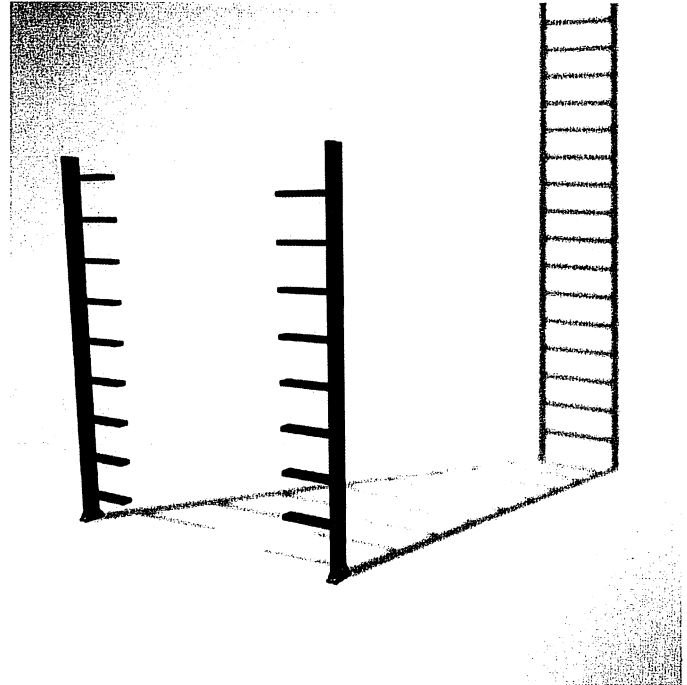
Proven Experience & Methodologies: We have developed proven methodologies and process we can apply to your project based on more than twenty years' experience assisting public sector clients with ERP and system:

- ERP selections
- Best of breed selections
- ERP implementations
- Best of breed implementations
- System integrations
- Business process improvement
- Workflow analysis and design
- Project management
- Risk analysis
- Change management

HOLISTIC APPROACH

At Baecore Group we offer a holistic approach. Individual challenges, goals, needs, or department processes are never considered in isolation because your municipalities activities don't take place in one. Information is shared and processes cross departments. Changes or challenges in one area impact others. Your Baecore project team has an understanding that surpasses base-line system evaluation, selection, and project management. Our team members all understand the processes and best practices in and transactions between all departments.

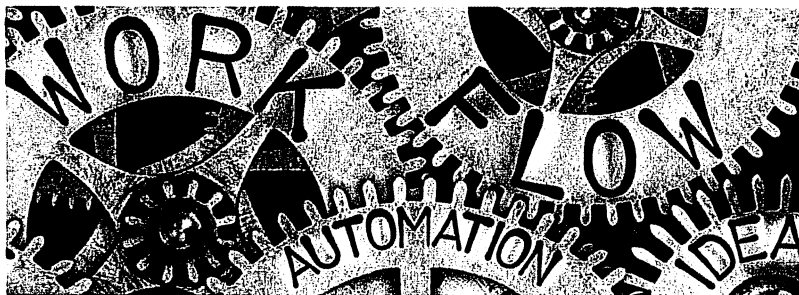
We know many of the decisions you will make during your project may be once or possibly two-time career decisions. Our staff are willing and able to guide and assist you in your decision-making. ***Others merely present you with conceptual options, we take the next step and make actionable recommendations, work with you through implementation of the recommendations,*** share best practices and failed practices to ensure your ERP selection and implementation aligns with and meets the needs of all your departments, considers all processes, and integrates with existing systems.



PROVEN EXPERIENCE

Our staff has proven experience in providing assessments of your organization's current state, processes, procedures, systems, and needs. We have expertise in developing targeted, focused system and solution selections that are based on your specific requirements and objectives. With expertise in ERP and best of breed systems as well as change and project management methodologies, Baecore Group's skilled project managers have the experience to guide your team through the implementation of process changes to ensure a project that is on time and on budget.

Our in-depth knowledge and understanding of municipal operations combined with our years of municipal experience in system assessment, selection and implementation means that we can provide you with a unique solution tailored to your village and your existing operations. Our goal is to provide an integrated system that maximizes your efficiency and return on investment and, we have experience implementing new system solutions and integrating that solution with existing systems that support your overall goals and needs.



Systems & Workflow Assessment and Process Improvement

The combination of our in-depth knowledge of local government operations, experience in process improvement and extensive knowledge of available Municipal systems allows us to provide comprehensive workflow assessment and process design solutions. For 100% of our customers, we have identified opportunities to streamline workflow, reduce manual processes, and eliminate redundant staff activities as well as design custom solutions in dozens of operational areas in multiple municipalities. Our proven workflow and systems solutions have resulted

Process Expertise
General Ledger
Project Ledger
Budget
Fixed Assets
Grant Accounting
Purchasing
Inventory Management
Contract Management
Accounts Payable
Vendor Management
Vendor Self Service
General Billing
False Alarm
Utility Billing/CIS
Meter Inventory
Service Orders
Work Orders
Job Costing
Business Licenses
Liquor Licenses
Payroll
HR Management
Personnel Actions
Benefit Enrollment
Timekeeping
Scheduling
Employee Self Service
Employee Evaluation
Customer Service
311
CRM
Permitting
Inspections
Violations
Administrative Hearing
PIN Management
Parking Tickets
Parking Permits

in thousands of hours of staff time saved through a reduction in inefficient or redundant activities.

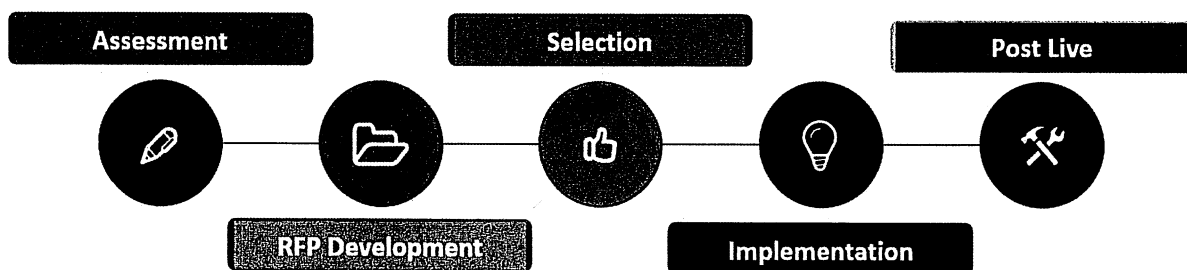
Recognized Expertise in Municipal Implementations

Baecore Group developed a reputation as experts in implementation of Municipal implementations. We have assisted our clients to complete implementations through project management, business process review, system integration/ modifications, and implementation assistance in all areas and modules. As a result of our knowledge and reputation, municipalities that have implemented on their own or with competitors have retained Baecore to assist in fixing their municipal systems after installation that aren't working, don't support processes, or have other difficulties. This has given us the unique opportunity to see first-hand the negative outcomes from a selection process or implementation that has not been done correctly or thoroughly. Accordingly, we have seen the many ways a system selection or implementation can fail to provide the desired efficiencies and improvements. Through redesigning and re-implementing these systems we know how to avoid these pitfalls and have developed a serious appreciation and understanding of the cost and impact when a system solution is not implemented with an organization-wide perspective that aligns with your goals.

ASSESSMENT & RFP DEVELOPMENT

OVERVIEW

The selection and implementation of an ERP system can be a time-consuming and difficult undertaking that occurs over multiple phases. The primary phases of a selection project, from end-to-end, are depicted in the image below.



Whether utilizing an ERP system or integrating various “best of breed” solutions, such purchases and implementations can be complex, especially with today’s automation, workflows, and organization-wide systems integrations. To support your selection of a software solution(s), we assist you in identification of cross-department needs and requirements and the overall plan for integration, while keeping in mind the Village’s strategic objectives. As part of an assessment, Baecore Group collects information about the day-to-day activities and processes throughout the Village for each of the core

Village functions. We evaluate your current processes and the tools and resources currently available within your organization. As part of an assessment, we also review existing documentation, identify gaps with current functionality, and identify Village needs, reporting objectives and challenges.

To identify the software solution(s) that best fit the Village's needs and objectives, it is critical to clearly establish what those needs and are. Gaining an understanding of the Village's current processes, needs, objectives and opportunities to improve efficiencies, customer services, data transparency, and data access are important to a successful selection process. This provides the foundation for identifying the needs and requirements to produce the necessary RFP and identify supporting services for managing and implementing subsequent changes within the Village.

Assessment Process

A successful assessment process consists of three primary components necessary to gain an understanding of the Village's overall objectives, department needs and requirements. These phases include reviewing existing documents to better understand the current state and stakeholder objectives, conducting business unit interviews and roundtable discussions to gather current processes, challenges and opportunities, and consolidation and analysis of the information to provide the best possible recommendations.

Document Review

The assessment begins by understanding your current environment and the business requirements specific to your Village. This is accomplished by reviewing existing documentation such as:

- ❖ Current systems documentation
- ❖ Relevant existing contracts
- ❖ Current systems maintenance costs
- ❖ Current policy and procedures
- ❖ Organization charts
- ❖ Audit recommendations

A review of these documents sets the foundation for the assessment, introducing us to the Village's current environment.

Business Unit Interviews & Roundtable Discussions

The next component of the assessment includes the business unit interviews and round table discussions. Focusing on one area at a time, Baecore Group meets with your department staff to understand their processes and how they carry out their day-to-day activities. During these discussions we identify:

- ❖ Gaps where current software is not meeting the Village's or department's needs
- ❖ Efficiencies that can be gained and automation could be deployed with the implementation of more up-to-date technologies
- ❖ Current department staff challenges
- ❖ Opportunities for
 - process improvement
 - increased reporting capabilities
 - improved access to information and communication across departments

Identify Existing Systems

As part of an assessment, we identify existing systems used by the Village to complete day-to-day activities and processes. Baecore Group gathers information about other stand-alone systems and software used by Village staff alongside the current system to be replaced. This information is used to identify:

- ❖ Functionality needs for a proposed solution
- ❖ Integration needs
- ❖ Existing technology solutions that can be leveraged

Consolidation and Analysis

Once the business unit interviews are complete, Baecore Group consolidates the information provided to identify themes and patterns in the information gathered. We conduct a thorough analysis of the challenges, process gaps, and opportunities identified for further process review and potential business process change to gain efficiencies, improve customer service, increase data transparency, or improve data access and reporting.

Document Assessment Findings

On completion of the assessment, Baecore Group documents the assessment findings. These findings and recommendations detail your organization's concerns, process, policies, objectives, and needs. The documentation provides a clear summary, by functional area, of:

- ❖ existing challenges
- ❖ functional and system needs
- ❖ opportunities for process improvement

Assessment Deliverables

On completion of the assessment, the Village of Tinley Park will have a roadmap that will identify:

- ✓ functional areas and processes for which benefits may be gained through the implementation of new solutions
- ✓ functional requirements necessary for any new software
- ✓ potential integration needs

The assessment will also identify opportunities for:

- ✓ automation and the elimination of manual workflow
- ✓ increased personnel efficiencies and time savings
- ✓ customer service improvements

The information described above will be found in the following documentation:

- ✓ Payroll Current State Evaluation Recommendations
- ✓ ERP Financial Recommendations/Existing Systems
- ✓ Community Development Assessment

PROJECT MANAGEMENT

Baecore Group has performed and provided project management services for numerous assessments, selections, implementations, and other projects. With this experience comes a knowledge-base and tool set that we can bring to your project from assessment to implementation. In addition to our experienced project management team, Baecore Group provides project tools to ensure that your team has access to the right project information at the right time. This helps your team work most efficiently and effectively on your project.

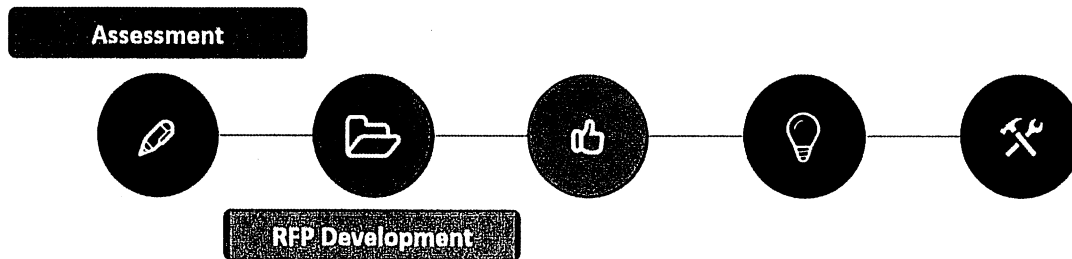
Interactive Project Dashboards

We provide an integrated project management tool that provides a collaborative environment for team members to communicate and work together on your project. The Project Dashboard is an online, web-based, consolidated resource for all components of your project information including:


- | | | |
|---------------------|---------------------|-----------------------------------|
| ❖ Project plan | ❖ Decision log | ❖ Action items & task assignments |
| ❖ Project schedule | ❖ Project documents | ❖ Meetings |
| ❖ Incident tracking | ❖ Agendas | |

Your up-to-date project information is available, “on demand” through our interactive project dashboard. Key project documents, action items, schedule, and issue tracking are available in a single location and accessible to your project team at any time.

RFP DEVELOPMENT



Using the knowledge and information gained from the Assessment stage, Baecore Group will create an RFP tailored to the Village of Tinley Park. Our extensive knowledge and experience with municipal government as well as our understanding of the department activities and cross-departmental impacts enables us to provide a comprehensive evaluation and identification of the functional, workflow, automation, and integration requirements as well as areas for process improvement.



CITY OF HIGHLAND PARK
REQUEST FOR PROPOSAL
Enterprise Resource Planning System (ERP)
RFP# 18 Sample

Proposal Due: August 9, 2018 @ 10:00 AM

Software and Services Pricing

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what software is proposed and price for all software and services to be provided. The proposal shall include a description of what software is proposed and price for all software and services to be provided. The proposal shall include a description of what software is proposed and price for all software and services to be provided.

Hardware Pricing

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what hardware is proposed and price for all hardware and services to be provided. The proposal shall include a description of what hardware is proposed and price for all hardware and services to be provided.

Section 1 - Hardware Requirements

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what hardware is proposed and price for all hardware and services to be provided. The proposal shall include a description of what hardware is proposed and price for all hardware and services to be provided.

Section 2 - Software Technology Solutions

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what software is proposed and price for all software and services to be provided. The proposal shall include a description of what software is proposed and price for all software and services to be provided.

Section 3 - Third Party Systems

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what third party systems are proposed and price for all third party systems and services to be provided. The proposal shall include a description of what third party systems are proposed and price for all third party systems and services to be provided.

Section 4 - Integration Requirements

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what integration requirements are proposed and price for all integration requirements and services to be provided. The proposal shall include a description of what integration requirements are proposed and price for all integration requirements and services to be provided.

Section 5 - Implementation Philosophy, Project Plan and Timeline

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what implementation philosophy, project plan and timeline are proposed and price for all implementation philosophy, project plan and timeline and services to be provided. The proposal shall include a description of what implementation philosophy, project plan and timeline are proposed and price for all implementation philosophy, project plan and timeline and services to be provided.

Section 6 - Maintenance, Support and Upgrade

The proposal shall identify all items to be purchased and needed to support the proposed design. The proposal shall include a description of what maintenance, support and upgrade are proposed and price for all maintenance, support and upgrade and services to be provided. The proposal shall include a description of what maintenance, support and upgrade are proposed and price for all maintenance, support and upgrade and services to be provided.

Development of Functional Requirements

Using the information about how the departments in your Village work we develop Functional Requirements tailored to your Village based on your processes, goals, objectives, and needs. These requirements, are not intended to be used only for the system selection process. Your Functional Requirements are developed and designed to create a road map that will carry through and provide value from your selection through your implementation.

Combining our knowledge of how your Village works with our experience implementing ERP and CDD systems, we develop functional requirements lists for your RFP that ***focuses on the differentiators*** not a generic list of hundreds of requirements that are standard for nearly every solution.

By keeping the focus on the critical functional requirements, the scores obtained from the functional requirements list provide ***meaningful information*** about how well the proposed solution will work for your Village. Vendor's responses to a targeted and focused Functional Requirements provides information about areas to investigate further during the demonstration rounds.

Clear objectives maintain the focus on the Village's priorities and needed functionality.

Pick list option standardizes vendor responses and encourages vendor compliance resulting in consistent and "scorable" responses

ATTACHMENT A
FUNCTIONAL REQUIREMENTS

City of Highland Park, IL - 10/1/2014

Contents:
Introduction
Objectives
General Ledger
Accounts Payable
Accounts Receivable
Fixed Assets
Inventory
Budget Management
Financial Reporting
Human Resources Management
Fixed Asset Accounting
Fixed Asset Management
Contract Management
Utility Billing
Purchasing and Procurement
Inventory Management

General Ledger

Area	Objective
General Ledger	1) Overall system use needs to be user friendly
General Ledger	2) This Village can "lock close" a period or year prior to completing the close
General Ledger	3) Allow the Village to control the periods that transactions can be posted to
General Ledger	4) Paying and receiving into transactions is easy to use
General Ledger	5) Detailed income tax and source records are available from general ledger account summary balances
General Ledger	6) Reporting process is user friendly
General Ledger	7) Security that supports division of responsibilities for creation and posting of journal transactions
General Ledger	8) Automated processing available for transactions such as recurring journal entries, creation of due to/due from entries and managing accruals

in an effort to avoid the creation of an accounting system that is too complex, the specifications and functional requirements of proposed functionality that may need within a system for the general ledger. The functionality and specifications included in this document are those that are beyond the basic requirements for general ledger activities. Proposed solutions should contain the minimum level of functionality and capabilities such as the ability to create and manage accruals.

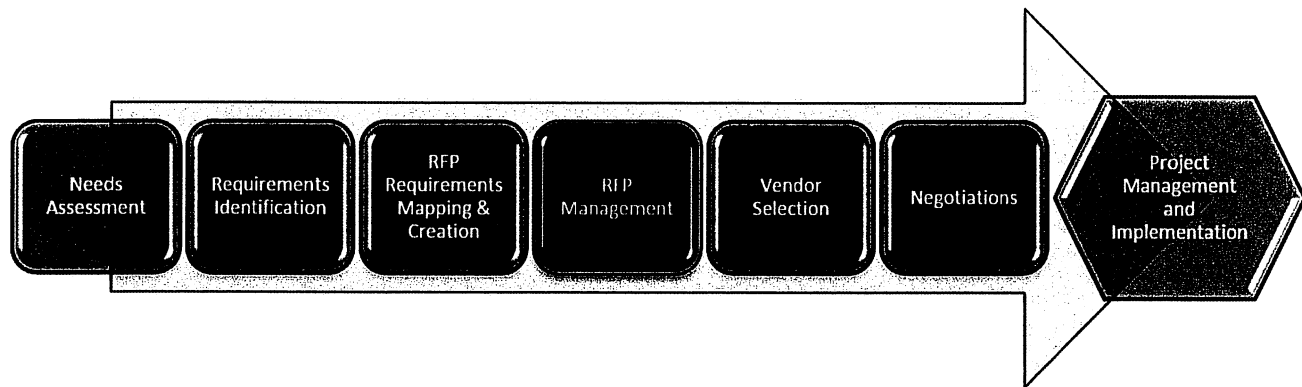
City of Highland Park, IL - 10/1/2014

No.	Area	Specification	Priority	Comment
101	General Requirements	System supports operations for next five years	Pick List P/S Item Drop Down	
102	General Requirements	System is maintained and updated	Pick List Drop Down	
103	General Requirements	System maintains a retained record of accounting data and data from	Pick List Drop Down	
104	General Requirements	System supports the ability to view data and view it in a web browser or an automated system	Pick List Drop Down	
105	General Requirements	System supports multiple time periods	Pick List Drop Down	
106	General Requirements	System provides the ability to attach electronic documents including images in an effort to be purchased in the	Pick List Drop Down	
107	General Requirements	System provides the ability to attach electronic documents including images in an effort to be purchased in the	Pick List Drop Down	
108	General Requirements	System provides the ability to attach electronic documents including images in an effort to be purchased in the	Pick List Drop Down	
109	General Requirements	System provides the ability to attach electronic documents including images in an effort to be purchased in the	Pick List Drop Down	

City of Highland Park, IL - 10/1/2014

Pick List Drop-Down
Meets requirement as stated
Meets with minor risk/work around
Does not meet currently
Upgraded system required
P/S Item
Drop Down

Unlike our targeted Requirements, functional specifications with hundreds of requirements discourage vendor participation, increases the "noise" to be filtered to identify potential solutions, and don't provide significant value or information.

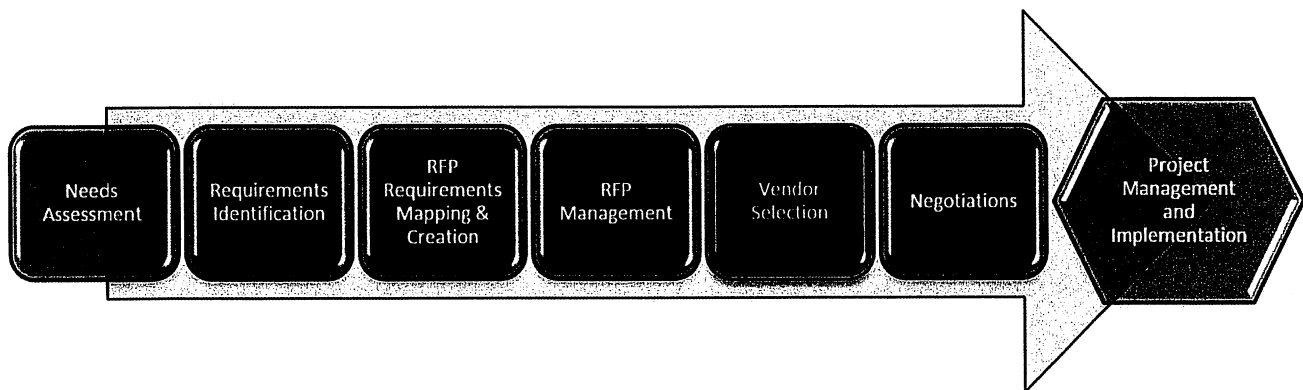


During the RFP Management point in the project Baecore staff will ensure your bidders have the information they need in a timely fashion while maintaining the integrity of the RFP process.

Activities	Deliverables
<i>Project Management</i>	
Identification of scope, objectives, and project stakeholders Development of schedule and project plan	Online interactive project plan dashboard & incident tracking tool
<i>RFP Development</i>	
Identification of desired implementation timeline based on assessment for inclusion in RFP Development of detailed RFP including components necessary to gather information from vendors for consideration and evaluation	ERP and Community Development Software RFP and Functional Requirements
<i>RFP Management</i>	
Coordination of vendor question and answer session Facilitate vendor question and answer sessions Review vendor written questions and development of RFP addenda as needed	RFP Addenda (as needed)

SELECTION & CONTRACT NEGOTIATION SUPPORT

VENDOR SELECTION



This phase of the project will allow the field of the RFP respondents to be narrowed. Baecore Group will review proposals and with the input of the selection committee develop a list of vendors that best fit the Village's documented requirements to proceed through the selection process. During the selection, Baecore will handle all aspects from establishing the vendor demonstration scripts, scoring guides, scheduling, and conducting vendor demonstrations.

Baecore Group provides exceptional service for our clients during software selection demonstrations. Based on our experience in implementation and selection we are acutely aware of how important vendor demonstrations are to providing our clients the information needed to make the right selection for them. During the demonstrations, we assist our customers with evaluating the functionality shown (or not shown). Based on our wide range of experience with ERP, Community Development systems and implementations as well as knowledge gained from the assessment, we support our clients by asking the necessary follow up questions to ensure that the system is thoroughly demonstrated and your team has seen the details necessary to meet your Village's evaluation objectives.

Demonstration Script Development

Baecore Group develops tailored demonstrations scripts based on the outcomes and learnings from the assessment and the functional requirement responses from vendors. During the demonstrations your selection team will review and evaluate a wide range of processes in multiple systems. There is a lot of important topics to cover and a finite time in which to cover it. Quality, tailored demonstration scripts support your team to ensure the time is used well to cover the system capabilities that matter to your Village and departments to meet your goals.

Purchasing	
Objective To show the flexibility of the approval process to route requests based on the account used as well as the dollar amount of the request. In addition, provide the Village personnel with an understanding of the ease of use of requestor approvals including the ability to see where the request is in the approval process and for requestors to see what requests are pending approval. To demonstrate the flexibility and ease of use of the receiving functionality to allow users to both fully and partially receive on a purchase order at the PO and the system level.	
Included in Request 3 Demonstration	
<ul style="list-style-type: none"> Entry of requests Requestor approval workflow Creation of blanket purchase orders 	<ul style="list-style-type: none"> Converting requests to purchase orders
Demonstration Requirements	
1. Show how Village personnel can enter a request (request a Purchase Order) including: <ul style="list-style-type: none"> Account access limited to the requestor's department Ability to see account balance when entering request 	

Period	
Demonstration Requirements	Comments
4. Show how Payroll personnel can report personnel time from a 3-party system including: <ul style="list-style-type: none"> 3-party system 	

General Introduction and System Overview	
Objective To familiarize attendees with the system's overall user interface including look, feel and ease of use.	
Included in Request 3 Demonstration	
<ul style="list-style-type: none"> System navigation Self Service Log ins 	<ul style="list-style-type: none"> Dashboards Mobile applications Reporting structure
Demonstration Requirements	Comments
1. Introduction	
2. Provide an overview of the dashboard screens available	
3. Provide an overview of the system navigation overall look and feel	
4. Show how Village personnel's "custom" page menu can be customized for them demonstrating how the screen can be set up for each of the types of users	
5. Review the basic reporting structure	
Score (circle one)	Poor Fair Satisfactory Outstanding
Overall Ease of Use	0 1 2 3 4 5 6 7 8 9 10
Overall Functionality	0 1 2 3 4 5 6 7 8 9 10

Page 1 of 12

During demonstrations, your team will have the opportunity to evaluate and score system functionality based on your organization's needs.

Specific municipal workflows are included to assist your team in determining whether they could understand and visualize how the proposed solutions can help your organization and departments meet their goals

Clear scoring criteria assist you in making "apples to apples" comparisons of the proposed solutions.

Vendor Cost Comparison

Baecore Group will provide cost analysis of the proposed solutions, including all components, so your team can make an “apples to apples” comparison and understand the true cost of the proposed solutions.

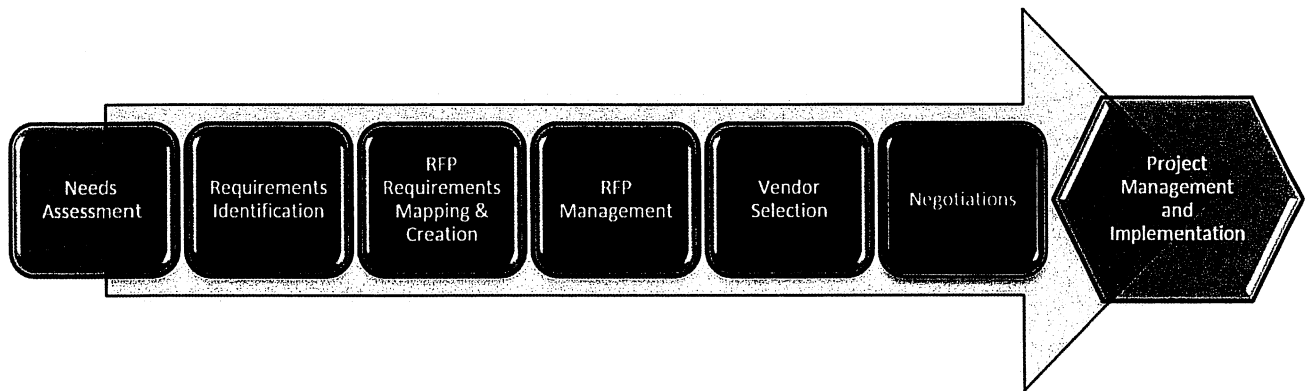
VENDOR 8 RESELLER 1	VENDOR 4 RESELLER 1	VENDOR 3	VENDOR 2	DESCRIPTION
\$ 718,747	\$ 475,287	\$ 120,175	\$ 158,137	Implementation
\$ 131,345	TBD	\$ 23,460	\$ 33,350	Integrations
\$ 128,628		\$ 20,700	\$ 2,300	1 way application A
\$ 2,717		\$ 2,760	\$ 28,750	2 way application C
			\$ 2,300	1 way application B
\$ 20,700	\$ 20,700	\$ 5,520	\$ 20,700	Hosting Services
\$ 241,017	\$ 79,465	\$ 34,500	\$ 253,000	Software Implementation
\$ 575			\$ 13,800	Miscellaneous
\$ 800,400	\$ 386,400	\$ 160,080	\$ 266,800	2-5 Costs
\$ 800,400	\$ 303,600	\$ 138,000	\$ 184,000	Years 2-5 Maint & Support
inc above	\$ 82,800	\$ 22,080	\$ 82,800	Years 205 Hosting
\$ 1,112,384	\$ 575,452	\$ 149,155	\$ 478,987	FY 1 Costs No Maint prior to Jan 'X1
\$ 180,550	\$ 96,600	\$ 40,020	\$ 66,700	FY 2 Costs (ongoing annual)
\$ 1,912,784	\$ 961,852	\$ 309,235	\$ 745,787	Total 5 year costs

Project Justification and Board Presentation

Baecore Group will consolidate the vendor responses, selection committee input and Village selection team demonstration feedback. We will compare how well each solution met the Village requirements as well as its ease of use, long-term maintenance, references, cost effectiveness and implementation plan. Incorporating the cost information, the solution completeness and the demonstration feedback, Baecore Group will develop project justification documentation and Board presentation materials that provide the basis for the Village’s selection and how the selected solution(s) best meets the Village’s requirements.

Activities	Deliverables
Project Management	
Ongoing project plan and schedule management	Online interactive project plan dashboard & incident tracking tool
Coordination of project meetings as needed in conjunction with Village personnel	
Vendor Response Review	
Review and evaluation of vendor responses in conjunction with core project team	List of respondents that meet minimum functionality and cost requirements
Establish functional requirements minimum threshold	
Review of vendor response capability to meet minimum functional requirements	
Identification of supported hardware, database platforms and third-party software requirements	
Evaluation of vendor costs	Initial analysis of vendor costs as proposed in the RFP response
Vendor Selection	
Coordinate/schedule demonstrations with selected vendors.	Vendor demonstration script
Development of demonstration script or requirements (based on Village priorities and functional needs)	
Determine the format & time required for each component module in each demonstration.	
Identify the Village personnel recommended to attend each module demonstration.	
Coordinate with vendors to address any questions on the demonstration scripts or agenda.	
Manage the schedule and meeting invitations for Village personnel for demonstrations	Vendor demonstration agenda
Support Village personnel during demonstrations ensuring all topics are addressed.	
Development of written recommendation for ERP system finalist/purchase based on Village requirements and feedback from Village reviewers on system functionality, support, implementation services and other key selection criteria.	
	Documents for board presentation & project justification.

NEGOTIATION SUPPORT



During the negotiations phase of the project Baecore Staff will assist the Village with the logistics of contract negotiations with the selected vendor. Baecore Group will obtain the contract and statement of work from all finalist vendors. We'll review and verify that all of the necessary contract components have been gathered to help the Village save time and evaluate the contract documents effectively. As a result of our review will provide a list of items for the Village's consideration for negotiation based on our project knowledge and experience. We will further support your team by coordinating the exchange of "red-line" documents, help to ensure that responses are received timely, follow up on outstanding responses, and, where necessary, coordinate meetings with the vendor to complete the negotiation.

Activities	Deliverables
<i>Negotiation</i>	
Obtain and review the vendor's contract to ensure all components (attachments, etc.,) are received for Village review	Provide a list of items for Village consideration during the negotiation based on our experience with system implementations. (<i>Does <u>not</u> include legal analysis or advice.</i>)
Obtain and review the vendor's statement of work to ensure all components (attachments, etc.,) are received for Village review	
Obtain and review vendor pricing to ensure all components (attachments, etc.,) are received for Village review	
Coordinate the exchange of red-line documents between the Village and vendor.	
Follow up-as needed on responses to help ensure the process moves forwards.	
Coordinate with the Village and vendor as needed to schedule meetings.	

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PROJECT TIMELINE (APPENDIX B – RESPONDENT WORKSHEET)



APPENDIX B – Respondent Worksheet

Complete the column titled "Estimated time" for each row below. Please clearly indicate what unit of time this number represents (14 days, 8 weeks, 1 year etc...). Do not list the professional service hours, the intent is to determine the time each section will take on a calendar, not to convey consultant billable hours.

The Village understands this is an estimation, but should be based on prior experience. Reasonable extensions may be needed, however these extensions cannot impact the price submitted on the proposal sheet without significant justification. Please avoid entering multiple date ranges in a single row, all submissions will use the longest time period provided for a section.

The Village is committed to the ERP and CDD projects and will make all reasonable accommodations with regard to Village staff availability to this endeavor notwithstanding their need to still perform the expected daily duties.

Section	Description	Estimated time
1. Assess/Collect Functional Requirements	Time needed to collect information regarding Village's needs and wants for new ERP/CDD system.	10 days
2. Create RFP	Time needed to create the RFP document and begin advertisement (do not include time needed for section 1)	2 weeks*
3. Assist with Vendor Selection	Time from when RFP is advertised until a winning respondent is chosen by Village staff (does not include time for board approval)	5-6 months**

* This time period would overlap with the Assess/Collect Functional Requirements step above.

** Time frame is dependent on staff and vendor availability

Project Timeline

Activity	December	January	February	March	April	May	June	July
Assess & Collect Village Information								
Release RFP		Jan 1st						
Vendors response deadline				Mar 1st				
Vendor demonstrations								
Board approval pending attorney review								
Contract Negotiations								

NOTE: If your process will allow, we find it very successful to take the recommendation to the full Board pending attorney review. This, at times, can help expedite negotiations.

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RFP PRICING & PROPOSAL SHEET

Village of Tinley Park RFP/ERP Selection Consultant Proposed Services		
ERP & CDD Selection		\$34,815
Assessment		
Payroll Current State Evaluation Recommendations	ERP Financial Recommendations/Existing Systems	
Community Development Assessment		
RFP Development		
Develop RFP for release	Develop RFP timeline	
Develop Functional Requirements	Define selection objectives	
Define technology requirements/ limitations (integrations & tech environment)		
RFP Management		
Release RFP	Facilitate vendor Q&A session	
Prepare response to vendor questions		
Vendor Selection		
Define functional requirement minimum threshold	Eliminate vendors not meeting minimum requirements	
Initial Cost analysis of proposed solutions (from RFP response)	Pre-demonstration proposal comparison	
Prepare demonstration agenda	Develop demonstration scripts	
Manage vendor communications & questions	Coordinate and schedule vendor demonstrations	
Facilitate demonstrations	Compile Village selection team demonstration feedback	
Coordinate and facilitate meetings with throughout selection for key decisions	Post demonstration cost analysis	
Documents for board presentation & project justification		
Contract Negotiation Support		
Obtain and review contract for completeness (all attachments/exhibits)	Obtain and review statement of work (all attachments/exhibits)	
Obtain and review pricing for completeness (all modules/components)	Coordinate exchange of red-line documents	
Coordinate Village & vendor meetings as needed.	Checklist of considerations for negotiation.	

Additional Pricing Details & Information

The services in this response are proposed at the price in the chart above per the scope of services described. This pricing allows for three two-day demonstrations. If the number of demonstration days the Village elects to complete goes under this allotment, a credit may be applied. Similarly, additional demonstration days may result in additional charges from \$2,500 – \$5,500* per day depending on required resources, if it is a new demonstration area, and scheduling logistics of the overall project.

This pricing expires in sixty days from the receipt of this proposal. In addition, the pricing is based on the services being completed in 2023.

The proposed services are billed 50% upon delivery of the RFP and the remainder on completion of the vendor demonstrations but no later than 60 days from the date vendor responses are due.

** Depending on the reason for the additional demonstration days the complexities for coordinating and compiling the outcome varies. Such additional days may require coordination with the same vendor(s) or new vendor(s), creation of new demonstration scripts, new agendas, the evaluation and consolidation of selection team feedback and other activities.*



PROPOSAL SHEET

Note: The Proposer must complete all portions of the Proposal Sheet.

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating and is not delinquent in any taxes to the Illinois Department of Revenue.

It is understood that the Village reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than ninety (90) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

Proposing Company Name: **Baecore Group, Inc.**

ERP SELECTION CONSULTANT	
Total cost for professional services engagement	\$34,815.00

INDEMNIFICATION: The bidder hereby agrees to protect, defend, indemnify, and save harmless the Village against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Village.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

Baecore Group, Inc. (Company Name) is not barred by law from submitting a bid to the Village for the project contemplated herein and is not delinquent in payment of any taxes to the Illinois Department of Revenue.

Baecore Group, Inc.

Bidder's Firm Name

684 S. Barrington Road, Suite 329

Street Address

Streamwood, IL 60107

City

State

Zip Code

847-585-1486

Phone Number

Signed Name and Title

Mary Smith

Print Name and Title

smith@baecore.com

E-mail Address

10/19/2022

Date

The Village of Tinley Park
ERP selection consultant RFP

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REFERENCES

Municipality	Project	Contact Name & Number
Village of Olympia Fields	July 2021 - Present	
	<p>Project Management for Payroll/HR Implementation (Paylocity)</p> <p>Project Management for Advanced Scheduling Implementation (InTime)</p> <p>Project Management for ERP Implementation (BS&A):</p> <ul style="list-style-type: none"> • Financials • Utility Billing • Community Development <p>ERP & Advanced Scheduling Selection</p> <ul style="list-style-type: none"> • Financials • Utility Billing • Community Development • Payroll & HR • Advanced Scheduling <p>Village-wide Assessment</p> <ul style="list-style-type: none"> • Financials • Utility Billing • Community Development • Payroll & HR • Advanced Scheduling 	<p>Betty Zigras Finance Director (708) 503-8002</p>
City of Rochelle	September 2020 – Present	
	<p>Project Management for ERP Implementation (Tyler Incode):</p> <ul style="list-style-type: none"> • Financials • Utility Billing • Community Development <p>Project Management for EAM Implementation (VUEWorks)</p> <p>ERP & EAM RFP & Selection</p> <p>ERP Assessment</p>	<p>Chris Cardott Finance Director (715) 561-2043</p>

Municipality	Project	Contact Name & Number
Village of Itasca	June 2020 – Present	
	<p>Project Management for EAM Implementation (VUEWorks)</p> <p>Project Management for ERP Implementation (Tyler Incode):</p> <ul style="list-style-type: none"> • Financials • Utility Billing • Community Development <p>ERP & EAM RFP & Selection</p> <p>Community Development Advanced Assessment</p> <p>Public Works Advanced Assessment</p> <p>ERP Assessment</p>	<p>Carie Anne Ergo Village Administrator (630) 773-2455</p>
Village of Addison	January 2017 – January 2019	
	<p>Project Management for Community Development Implementation (CityView)</p> <p>Project Management for ERP Implementation (Tyler New World):</p> <ul style="list-style-type: none"> • Financials • Utility Billing • Payroll/HR <p>Project Management for EAM Implementation (Lucity)</p> <p>PD Scheduling Assessment & Selection (InTime)</p> <p>EAM RFP & Selection</p> <p>RFP ERP & Selection</p> <p>Village-Wide Assessment</p>	<p>Roseanne Benson Finance Director/ Treasurer (630) 693-7561</p>

Municipality	Project	Contact Name & Number
Village of Flossmoor	August 2018 – August 2019	
	ERP RFP and Selection (BS&A) <ul style="list-style-type: none"> • Financials • Utility Billing • Payroll/HR ERP Assessment <ul style="list-style-type: none"> • Financials • Utility Billing • Payroll/HR 	Scott Bordui Finance Director (708) 335-5405
Village of Homewood	April 2018 – November 2018	
	ERP RFP and Selection (Civic Systems) <ul style="list-style-type: none"> • Financials • Utility Billing • Payroll/HR ERP Assessment <ul style="list-style-type: none"> • Financials • Utility Billing • Payroll/HR 	Dennis Bubenik Director of Finance (708) 206-3370

“Worked us through many issues”

Baecore provided us a much-valued service in our recent software replacement project. Baecore worked us through many issues that would have bogged down our staff had we opted to run this project internally. The end product was a well thought out and vetted selection of the best vendor for our software needs. The Village of Homewood is much appreciative of Baecore group.



Dennis Bubenik

Finance Director, Village of Homewood, IL

WHAT OUR CLIENTS ARE SAYING

"We're in such a better position now"

Thank you so much. Without Baecore Group's help, I would not be in the comfortable position I currently find myself in with our project. I can't begin to express my gratitude to you!



David Mackley

Building Services Director, City of Joliet, IL

"Your expertise and ability made it work"

Thank you for the good job you did for the City. Your services have been important on the ERP project, as a whole, but I find your assistance especially beneficial on the EAM portion of the project. It was daunting, we don't know what we don't know, so having your experience and ability to translate how the technical and process come together is really important. I'm a Baecore fan!



Phil Kuchler

Deputy Public Works Director, Warrenville, IL

"Removed duplicate processes and data silos throughout the city"

Baecore Group was able to help us bring the collective needs of our departments throughout the City and assisted developing a plan to meet these needs in one ERP system. Without Baecore's assistance the same duplicate processes and data silos would still be in use today.



Bobbi Johnson

Assistant Finance Director, City of LaCrosse, WI

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, NANCY O' CONNOR, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 2022-R-136, "A RESOLUTION AUTHORIZING THE PURCHASE OF PROFESSIONAL SERVICES FOR ERP SELECTION CONSULTANT," which was passed by the President and Board of Trustees of the Village of Tinley Park on the 15th day of November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 15th day of November, 2022.



NANCY O'CONNOR, VILLAGE CLERK