



Request For Proposals

Enterprise Resource Planning Software Solution RFP

Issue Date: December 11th, 2023

Closing Date: February 1st, 2024

Contact

Brion Humenay

Phone: 206.973.4811

Email: Bhumenay@seatacwa.gov

Vendor Information

Firm Name: _____

Contact Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

E-Mail: _____

Emails Proposals by 4:00 P.M., February 1st, 2024 to:

City of SeaTac

City Manager's Office

Brion Humenay

Email: Bhumenay@seatacwa.gov

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SUBMITTAL INSTRUCTIONS

To be eligible for consideration to this Request for Proposals or “RFP”, proposals must be received by the City of SeaTac no later than **4:00 p.m. PST, on February 1st, 2024**. Proposals must be submitted via email. Receipt time is deemed to be the email’s receipt as logged by City’s email system. **Late proposals will not be accepted.**

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Proposals shall contain all required information as defined within **Section 2.1 –SUBMISSION DOCUMENTATION**. Proposals must be submitted to the City of SeaTac, Brion Humenay, Senior Management Analyst by email at bhumenay@seatacwa.gov. The subject line should read **“Enterprise Resource Planning Software Solution RFP”**.

Hardcopy proposals will not be accepted.

Proposers shall be fully responsible for all costs incurred in the preparation and submittal of their proposals.

SECTION 1: GENERAL RFP INFORMATION

1.1 RFP PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from software Vendors, systems integrators, and/or Value-Added Resellers (VARs) who can demonstrate they possess the organizational, functional and technical capabilities to provide an Enterprise Resource Planning (ERP) Software solution that meets the City’s needs. The modules included, but not limited to, are Financials, Project Management/Accounting, Human Resources, and Payroll. The City’s preference is to select and begin implementation of a replacement ERP solution in the first half of 2024.

1.2 INTRODUCTION

Incorporated in February 1990, the City of SeaTac is located in the Pacific Northwest, approximately midway between the cities of Seattle and Tacoma in the State of Washington. The City has a population of 32,000. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people-oriented. The City boundaries surround the Seattle-Tacoma International Airport, (approximately 3 square miles in area) which is owned and operated by the Port of Seattle.

1.3 CURRENT SOFTWARE SOLUTIONS

The City currently uses Tyler Technology - Eden for its financial, human resources, and payroll modules. The Parks and Recreation Department utilizes CivicRec - Rec 1 for class and event registrations and facility bookings. Economic and Community Development utilizes the Davenport Group’s Land Management (LAMA) software for permit activity. For central cashiering, the Finance Department uses Quadrant Cashiering.. The City recently implemented CityWorks for asset management and Human Resources utilizes NeoGov for recruitments, onboarding and trainings.

1.4 OBJECTIVES

The City is seeking an integrated “commercial off the shelf”, configurable, packaged solution(s) that will meet its core requirements with minimal modifications. The City expects the Vendor to perform the related professional services (e.g. best practices guidance, training, project management, implementation, integration and report development) in a timely and professional manner. Services should be provided by experienced ERP experts who have successfully implemented the proposed solution(s) at comparable municipalities with similar requirements for

the modules in scope, including financials, human resources, and payroll.

The City is willing to consider a “best of breed” approach and will consider proposals from single Vendors or from multiple Vendors working as a team. In the event multiple Vendors submit a proposal together, the City expects there will be one primary contact responsible for the whole project and for coordinating the work of the other Vendors.

The successful Vendor shall be responsible for the final City approved design, installation, implementation, and commissioning of the ERP system, including development of user acceptance testing, system integration, and connectivity to existing resources.

This RFP process seeks to find the best overall solution(s) for the City for this investment. The award shall be made to the qualified Vendor whose proposal is most advantageous to the City with price and other factors considered. Other factors that may contribute to the selection process include but are not limited to the following:

- Project approach and understanding of the City’s objectives and requirements
- Supplier’s implementation methodology and implementation success
- Feedback from customer references
- Compliance with the City’s terms and conditions
- Ability to meet the City’s requirements including software modules, functionality, usability, performance, flexibility, integration, and technology
- Supplier’s installed base and experience with municipalities similar to the City
- Supplier’s installed base with similar municipalities in the State of Washington
- Ability to integrate with other City systems
- Cost and quality of ongoing maintenance and support

Overall, the ERP system must provide the following:

- Compatibility with the City’s Technology strategic objectives.
- A complete commercial off the shelf solution that has been successfully implemented in the last 18 months for public agencies of comparable size and that follows best practices offered by the software.
- Alignment with the functional requirements as defined in this RFP.
- A solution that requires no modification to base code but is configurable to meet the needs of the City now and into the future.
- An intuitive interface and an easy learning curve to facilitate rapid adoption and minimize the need for external on-going training services.
- A system that is stable, secure, and accessible and supports business processes, service delivery and transparency.
- Vendor must have an ongoing and sustainable product and corporate strategy to avoid obsolescence.
- Comprehensive library of standard reports and tools for end user ad hoc reporting and queries.
- Foster collaboration and process efficiencies between departments.
- Easy integration with other systems.
- Compliance with State of Washington requirements including BARS and DRS reporting.

1.5 CITY BUSINESS GOALS

The City requires an ERP solution to enable the City to meet the following business goals:

- Establish a technical foundation for the ERP solution that is reliable and accommodates the changing business needs of the City.
- Enable consistent adoption and application of policies and procedures across City departments.
- Increase efficiency to improve City services for our residential and business communities.
- Work with all stakeholders to increase the capabilities of the City workforce and optimize the

delivery of City government services.

- Reduce the effort required to convert data to actionable information and increase the accuracy and timeliness of financial, personnel, and acquisition information to enable the City to optimize resources and make better-informed decisions.
- Protect the privacy and security of City employee and resident personal information (including health and financial-related personal information and Financial Management System similar personal information of City employees and/or residents).
- Facilitate open and transparent City government operations.
- Establish core functionality within the ERP Solution that delivers the greatest business benefit to the City, by reducing the number of redundant systems and processes at the City.
- Provide an ERP solution that minimizes risk and maximizes business benefits.

1.6 SCOPE OF WORK

The City is seeking a cloud-based, integrated solution that will meet its core requirements out of the box with minimal modifications. The goal is to optimize system utilization for all users, improve response times, reduce errors, reduce manual efforts, improve analytical capabilities and improve customer service. The City intends to minimize its total cost of ownership without any degradation in performance and level of service and to implement a system which can remain on the upgrade path with minimal cost and business impact. The modules being considered in this evaluation include the following:

Required	Significant Interest	Possible Interest
General Ledger	Grant Management	Event/Class Registration
Project Management/Accounting	Contract Management	Applicant Tracking
Cash Receipting (POS)	Benefit Administration	Facility Rental
Accounts Receivable		
Accounts Payable		
Bank Reconciliation		
Purchasing		
Purchase Card Processing		
Payroll		
Time & Attendance		
Human Resources		
Employee Self-Service		
Budgeting		
Fixed Assets		

The primary focus for this evaluation is to replace the current Financial System with fully integrated modules that meet the specific requirements of the City.

The City would consider standalone 3rd Party applications for grant management and contract management, however, the preference is for an integrated suite or open integration technology such as Web Services or prebuilt API's to 3rd Party solutions.

The following chart lists other City applications currently in use that the City would like interfaced or integrated to the replacement ERP solution:

Application	Function	Integrate (Yes/No/Replace)
OnBase	Records Management	Yes
Cleargov	Digital Budget Book Capital Budgeting, Transparency Site	Yes
US Bank	Banking	Yes
Washington State Department of Retirement Systems	Enrollment, retirement contributions, reporting, etc.	Possible
Mission Square	Enrollment, retirement contributions, reporting, etc.	Possible
NeoGov	Employee Recruitment data	Yes
Quadrant	Payment System	Replace
LAMA	Permits, Planning, Code Enforcement, etc.	Possible for payments
CivicPlus Rec 1	Class registrations and Facility Rentals	Possible/Replace
City Website	Publish Financial Information	Yes
CityWorks	Asset information, Maintenance History	Possible
Dossier	Equipment Maintenance	Possible
Lansweeper	IT Inventory System	Possible
Esri ArcGIS	Geographic Information Systems	Yes

The City has identified a team of individuals that will be assigned to the implementation of replacement system(s). The City requests Vendor to indicate level of staffing needed for implementation as well as ongoing support. Vendor should estimate hours required for implementation for IT staff and business users by functional area.

1.7 CURRENT ENVIRONMENT

The City has approximately 132 regular full time employees, 8 regular part time employees and 24 seasonal/variable employees, 200 PCs and 65 servers. City employees are located at 3 primary locations, and 3 other locations all connected by fiber. Voice and data needs for these sites are served by fiber.

The City’s standard network operating system is Windows Server 2016/2019. The standard desktop operating system is Windows 10. The City is currently using applications in Office 365 and Azure.

1.8 OFFICIAL CONTACT AND PROPOSAL SUBMISSION ADDRESS

Upon release of this RFP, all Vendor communications concerning the RFP should be directed to the Senior Management Analyst listed below. Unauthorized contact regarding this RFP with any other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the Senior Management Analyst.

Name: Brion Humenay
Address: 4800th South 188th St, SeaTac, WA 98188
E-mail: Bhumenay@seatacwa.gov
Phone: 206.973.4811

Proposals must be received via email by no later than 4:00 p.m. PST, on February 1st, 2024:

1.9 PROCUREMENT SCHEDULE

The procurement schedule for this project is provided in the following table. The City reserves the right to adjust this schedule as necessary:

Milestone	Deadline
RFP Issue Date	December 11 th , 2023
Letter of Interest	December 28 th , 2023
Submit Questions Regarding RFP	January 4 th , 2024
City Response to Questions	January 17 th , 2024
Proposals Due from Participating Vendors	February 1 st , 2024
Vendor Notification and Delivery of Short List	February 22 nd , 2024
Software Demos	March 11 th through March 29 th , 2024
Contract Negotiated	May 15 th , 2024
Implementation Kick-off	June, 2024

1.10 EVALUATION PROCEDURES

The Finance Director and other implementation team staff will evaluate the submitted proposals. The initial technical and functional evaluation will be based on written responses to this RFP.

It is important the responses be clear, concise, and complete so that the evaluators can adequately understand all aspects of the proposal. The City is not interested in unnecessary sales verbiage.

The evaluators will consider the completeness of the proposal, how well the Vendor complied with the response requirements, responsiveness of Vendor additional to requests, the number and nature of exceptions (if any) the Vendor takes to the terms and conditions, the total cost of ownership, and how well the Vendor's proposed solution meets the needs of the City as described in the Vendor's response to each requirement and form.

As part of the evaluation, the City reserves the right to request additional information, conduct conference calls to review the response, or take any other action necessary to perform a thorough and objective evaluation of each Vendor's response. This evaluation includes, but is not limited to conducting customer reference checks, visiting Vendor headquarters and reviewing any other information about the Vendor and its solution (e.g. performance, viability, technology, mergers and acquisitions, organizational changes, litigation, industry analyses, etc.)

The evaluation process is intended to help the City select the Vendor with the best combination of attributes, including but not limited to total cost of ownership, ease-of-use, performance, reliability, vision, flexibility, stability, sustainability, Vendor viability and Vendor capacity to successfully implement the selected applications.

The City also reserves the right to require that a subset of finalist Vendors make a presentation and conduct a scripted product demonstration to its selection team at a location and time chosen by the City.

1.11 DESCRIPTION OF EVALUATION CRITERIA

Experience and Technical Competence

17.5 Points

The City will evaluate the experience and technical competence of the Vendor's project team to complete the project. The City will also evaluate the overall organization of the project team. Emphasis will be placed on recent team experience and expertise design and evaluation of Hardware and software configuration for an ERP system, system integrations, and training of staff to utilize the ERP system.

Scope of Work

7.5 Points

The City will evaluate the proposed Scope of Work to determine the Vendor's understanding of the project, allocation of skilled personnel to specified tasks, and overall project approach.

- a. This is an opportunity for the Vendor to demonstrate its understanding of scope and propose ideas for the Project.
- b. Be certain to identify any proposed changes to the scope by adding or subtracting items as necessary to implement the project approach.

ERP System Requirements

50 Points

The City will evaluate the ERP System Requirements submittal to determine how closely the proposed software aligns with the City's objectives. Emphasis will be placed on whether the software can meet those objectives deemed "Required".

Pricing

7.5 Points

The City will evaluate based on the total price for the purchase, licensing, implementation of the software systems, training, and the annual maintenance over a 10-year period.

Record of Past Performance and Project Examples

17.5 Points

The City will evaluate the project team's record of performance on previous projects with consideration given to quality of work, ability to meet schedules and budgets, cooperation, responsiveness, and other managerial considerations.

The City will evaluate the project examples provided with respect to the project team's experience with similar projects with local municipalities and the amount of involvement the project team members had with the project examples. The project examples provided should demonstrate the project team members' experience in providing services similar in scope to this project.

Interviews/Demonstrations

100 Points

The City will conduct interviews or demonstrations with the short-listed Proposers (finalists).

Proposers will be notified in writing of the request and provided the date, place, and time of the interview. The interview process will include a Vendor presentation and the Vendors will be given

questions to prepare for in advance of the interview. The City may choose to use different criteria for the interview, in which case the finalists will be so notified in writing.

Failure to participate in the interview process shall result in a Vendor's disqualification from further consideration.

1.12 GENERAL TERMS AND CONDITIONS

The following terms and conditions are expected to be included in the contract between the successful vendor and the City.

Payment Terms

The City prefers Milestone Payments Net 45, with no more than 10% due at signing.

Travel Policy

The Selected Vendor will abide by the City's Travel Policy using the most economical means when traveling to and from City worksites and facilities and GSA per diem for meals. Travel costs shall be invoiced the following month at a minimum.

Indemnification

The Selected Vendor shall indemnify, defend and hold harmless the City from and against any claims, based upon infringement of any United States copyright, trademark or patent by the Software. The Selected Vendor agrees to notify the City of any such claim promptly in writing. The Selected Vendor agrees to cooperate fully with the City during such proceedings. The Selected Vendor shall defend at its sole expense all proceedings arising out of the foregoing. In the event of such infringement, the selected vendor may replace, in whole or in part, Software with a substantially compatible and functionally equivalent computer program or modify Software to avoid the infringement.

Insurance

The Selected Vendor shall at its own expense, purchase, maintain and keep in force during the term of any Agreement with the City (unless otherwise stated in that agreement) such insurance as set forth below. All insurance policies provided under an Agreement shall be written on an "occurrence" basis. The insurance requirement shall remain in effect throughout the term of an Agreement with the City.

- a. Commercial General Liability Insurance - \$2,000,000.00 business liability coverage, \$4,000,000.00 general aggregate limits.
- b. Professional Liability and Cyber Liability Insurance - \$2,000,000.00 limit. Professional Liability insurance will be in force for twelve (12) months from commencement date.
- c. Automobile Insurance - \$1,000,000.00.
- d. Umbrella coverage - \$1,000,000.00.
- e. Worker's Compensation – as required by State law or \$500,000, whichever is less.
- f. The City, its officers and agents, shall be endorsed as an additional Insured under the Selected Vendor's General Liability Insurance.
- g. The Selected Vendor hereby waives subrogation rights for loss or damage to the extent same are covered by insurance. Insurers shall have no right of recovery or subrogation against the City, it being the intention that the insurance policies shall protect all parties to the Agreement and be primary coverage for all losses covered by the policies.

Proof of Insurance

The Selected Vendor shall provide the City with evidence of Certificates of Insurance promptly upon request by the City.

The Selected Vendor may replace any of its policies with equivalent policies providing it promptly

notifies the City of the substitution and provides evidence of Certificates of Insurance for the replacement if requested. The Selected Vendor shall not modify any policies by reducing the coverage below the minimum terms provide. The Selected Vendor shall not create a lapse in insurance coverage.

Resolutions of Disputes, Governing Law

In the event of litigation concerning this RFP, the proposal documents, specifications and related matters shall be governed by and construed in accordance with the law of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

Escrow

The Selected Vendor will offer the City the option to participate in an escrow program it will set up for the source code. Under the terms of that escrow agreement to be entered into by both parties, the Selected Vendor will accept the obligation of maintaining the source code and will agree to pay the initial fees associated with setting up and maintaining the escrow.

Good Faith Statement

All information provided by the City in this RFP is offered in good faith. Individual items are subject to change at any time. The City makes no certification that any item is without error. The City is not responsible or liable for any use of the information or for any claims asserted therefrom.

Cooperative Purchasing

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement the City of SeaTac may purchase from City of SeaTac contracts, provided the supplier agrees to participate. The City of SeaTac does not accept any responsibility for purchase orders issued by other public agencies.

Recordings

The City reserves the right to record and/or videotape all Webinars, demos, conference calls, or other communications relative to this RFP.

Vendor's Cost to Develop Proposal

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the city.

Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the City as necessary to gain such understanding. The City reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the City reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the Client.

Proposed Costs for ERP Software Solution

All costs related to implementation, training, configuration, data conversion, annual support, or any other component related to the proposed solution must be fully disclosed in the RFP response. The City will not be responsible to pay for any element that is not clearly identified and quantified in the RFP response.

Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

Rejection of Proposals – Waiver of Informalities or Irregularities

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

Proposal Validity Period

Submission of the proposal will signify the Vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful Vendor.

City License

The Vendor awarded said contract will be required to purchase a City Business License endorsement.

Contract Award and Execution

- The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the Vendors can offer.
- The Vendor selected as the apparently successful Vendor will be expected to enter into a negotiated contract with the City ("Negotiated Contract").
- The general conditions and specifications of this RFP as proposed by the City and the successful Vendor's response, as amended by agreements between the City and the Vendor, will become part of the Negotiated contract's documents. Additionally, the City will verify Vendor representations that appear in the proposal. Failure of the Vendor's products to meet the mandatory specifications may result in elimination of the Vendor from competition or in contract cancellation or termination.
- The Vendor agrees that this RFP, the Vendor's response to this RFP (proposal) and a mutually agreed upon Statement of Work will be included as part of the executed Negotiated Contract.
- If the selected Vendor fails to sign a Negotiated Contract with the City within five (5) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next highest-ranked Vendor.
- No cost chargeable to the proposed contract may be incurred before receipt of a fully executed Negotiated Contract or unless otherwise agreed to in writing by both parties.
- If mutually agreed upon terms cannot be negotiated, the City, at its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scored RFP response.

1.13 ADDENDA

If at any time the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written addendum to the RFP and post on the City website and send to any vendor who has submitted a Letter of Intent.

1.14 TITLE VI STATEMENT

The City of SeaTac, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined as 49 CFR part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

1.15 ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The City is committed to meeting the requirements of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Brion Humenay at bhumenay@seatacwa.gov.

1.16 EQUAL OPPORTUNITY REQUIREMENTS

The City is an equal opportunity employer and requires that all Vendors comply with policies and regulations concerning equal opportunity.

No Vendor in performance of this agreement will discriminate in its employment because of an employee’s or applicant’s race, religion, national origin, ancestry, sex, age, or physical handicap.

SECTION 2: VENDOR INSTRUCTIONS

2.1 SUBMISSION DOCUMENTATION

The Proposer shall email the Submittal to bhumenay@seatacwa.gov. Submittals should be 30 pages or less, excluding responses to:

- **Attachments 1 – ERP System Requirements**
- Any resumes and cover letters.

Attachments 1 – ERP System Requirements is available for download at <https://www.seatacwa.gov/business/rfp-rfq-bid-procurement>

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Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Proposals must be submitted to the City of SeaTac, Brion Humenay, Senior Management Analyst by email at bhumenay@seatacwa.gov. The subject line should read **“Enterprise Resource Planning Software Solution RFP”**.

The Submittal shall consist of these sections in the following order:

Section	Title Page	Submittal Form	Required?	Within Page Count?
A.	Letter of Interest	PDF	No	No
	Table of Contents	PDF	Yes	Yes
B.	Executive Summary	PDF	Yes	Yes
C.	Scope of Work	PDF	Yes	Yes
D.	Client References	PDF	Yes	Yes
E.	Project Examples	PDF	Yes	Yes
	Team Resumes/ Cover			
F.	Letters	PDF	Yes	No
G.	ERP System Requirements	Excel	Yes	No

Letter of Interest:

Vendors wishing to submit proposals are encouraged (but not required) to provide a written Letter of Intent to propose **by December 28th, 2023**. An email attachment sent to bhumenay@seatacwa.gov is acceptable.

A Letter of Intent is required if a Vendor would like to be directly notified, and receive, a list of the questions and answers that will be generated from the pre-proposal process.

The Letter of Interest shall contain the following information:

- RFP Title and project number
- Vendor's name and mailing address, contact person name, phone number, email address; and
- If the vendor will be using subcontracts, include a complete list of proposed subcontractors.

Executive Summary:

This part of the RFP should be limited to a brief narrative highlighting the Vendor's proposal. The summary should contain as little technical language as possible and should be oriented toward non-technical personnel. Please note: The executive summary should identify the primary engagement contact for the product vendor and the contact for the implementation services vendor, if different, being proposed. Contact information should include a valid email address and a telephone number. The City will only consider product vendors to be the primary point of contact throughout this engagement.

Scope of Work:

The Proposer's response will include a general statement of project understanding giving an overview of the software and key technology features proposed. Proposals will outline Project Schedule and Implementation Milestones within this section. Proposals must address the modules, asset types, and integrations found in **Section 1.6 – Scope of Work**.

Client References:

The City considers references for the software to be important in its decision to award a contract. The City will contact vendor references. The City will not call vendors to tell them that their references will be contacted. Similarly, the City will not work through a vendor's Reference Manager to complete a reference. The names and phone numbers of the agency's project manager must be listed. Failure to provide this information may result in the vendor not being elevated to the next stage.

The software vendors and named 3rd party implementation contractors should provide at least 3 client references that are similar in size and complexity to this procurement and have utilized the proposed system in a comparable municipal environment. Submit references for fully completed implementations of the software. Information should include at a minimum: starting date of contract, length of implementation, name of client reference, name of agency's project manager, name of agency, address, telephone and email. Vendors should inform their references that the City might contact them from February through March 2024.

Project Examples:

In addition to the provided references, vendors must include examples of similar projects that have been completed within the last 3 years for clients still utilizing the software, with emphasis placed on any projects completed for similar municipal governments. Vendors should highlight the project team's experience in the conversion to, implementation of, and training on of an ERP similar to the efforts outlined here. Make note of when work was performed utilizing criteria outlined in the Scope of Work, and any other relevant information of a general knowledge of municipal business lines.

Project Team Resumes and Cover Letters.

Vendor team member's role and directly relevant experience, member's resumes, and their position within the organization chart. Proposers will specify team member roles within **Section 1.6– Scope of Work**.

2.2 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the City. All proposals received shall remain confidential until the Apparent Successful Vendor is announced; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Vendor desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Vendor is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored. If a public records request is made for the information that the Vendor has marked as "Proprietary Information," the City will notify the Vendor of the request and of the date that the records will be released to the requester unless the Vendor obtains a court order enjoining that disclosure.

If the Vendor fails to obtain the court order enjoining disclosure, the City will release the requested information on the date specified. If a Vendor obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the City shall maintain the confidentiality of the Vendor's information per the court order. A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the City Clerk is required. All requests for information should be directed to the City Clerk at 206.973.4661 or cityclerk@seatacwa.gov.

2.3 VENDOR QUESTIONS

Vendors requesting clarification of the RFP requirements must submit written questions to the Senior Management Analyst by **4:00 p.m. PST, on January 4th, 2024** via email to: bhumenay@seatacwa.gov.

2.4 ERP SYSTEM REQUIREMENTS

This section includes the Requirements to be evaluated in this RFP. **Use the electronic format provided with this RFP package (Exhibit B).** This is not a comprehensive list of all of the City's requirements, but includes the key requirements that will be used to evaluate the RFP responses and will be included as part of the signed contracts. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must provide a response for every item for all Modules they are bidding on. If the requirement does not pertain to the proposal being submitted, enter "N/A". In addition, **each line item should include a brief explanation of how the required item is supported.** Do not modify the format, font, numbering, etc. of this section. If a submitted RFP includes blank responses the document may be considered in violation and rejected. If the submitted RFP response includes changes, modifications, or deletions of line items, the document may be considered in violation and rejected. Vendors are encouraged to respond by either providing a response to requirements based on Vendor-offered solutions, or by identifying third party partnership solutions.

SECTION 3: EXHIBITS

EXHIBIT A – REQUIRED SIGNATURE PAGE FOR PROPOSAL

I, the undersigned, having carefully examined the Request for Qualifications, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any consultant or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to City of SeaTac, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to City of SeaTac.

Signature _____

Printed Name _____

Firm Name _____

Address _____

Phone _____

UBI No: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH PROPOSAL

EXHIBIT B – ACCEPTANCE OF TERMS AND CONDITIONS OF RFP

ACCEPTANCE OF TERMS AND CONDITIONS

It is the intent of the City to contract with a private Vendor. All Vendor representations, whether verbal, graphical or written, will be relied on by the City in the evaluation of the responses to this Request for Proposal. This reliance on the Vendor’s represented expertise is to be considered as incorporated into any, and all, formal Agreements between the parties.

Print the words "NO EXCEPTIONS" here if there are no exceptions taken to any of the terms, conditions, or specifications of these request for proposal documents:

If there are exceptions to any of these terms, conditions, or specifications of these request for proposal documents, they must be clearly stated in the table below (“RFP EXCEPTIONS”) and returned with your proposal in the appropriate section.

If you provided a sample copy of your contract(s), you still need to identify in this document (“RFP EXCEPTIONS”) any and all exceptions you have to the City’s Terms and Conditions.

Company	
Authorized Individual Name and Title	
Telephone	
Email	
Address	

AUTHORIZED SIGNATURE _____

DATE _____

OTHER NOTES:

EXHIBIT C - RFP EXCEPTIONS

Add any additional line items for exceptions as necessary and reference any explanatory attachments within the line item to which it refers.

	Reference	Exception	Reason	Alternate Approach
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

EXHIBIT D – NON-COLLUSION CERTIFICATE

NON-COLLUSION CERTIFICATE

STATE OF _____

COUNTY OF _____

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the City of SeaTac for consideration in the award of a contract on the improvement described as follows:

(Name of Firm)

By: _____
(Authorized Signature)

Title: _____

SUBSCRIBED AND SWORN TO before me on this _____ day of , _____.

Notary Public

My Commission expires: _____

SEAL:

EXHIBIT E – ERP SYSTEM REQUIREMENTS

The ERP System requirements^F are contained within an excel spreadsheet labeled **Attachments 1 – ERP System Requirements**. The tabs in the spreadsheet are color coded: green tabs represent required modules, blue tabs represent desirable modules, and orange tabs represent modules the City is interested in obtaining information on but most likely not include in the initial implementation. The **Attachments 1 – ERP System Requirements** can be found on the City's website:

<https://www.seatacwa.gov/business/rfp-rfq-bid-procurement>