

REQUEST FOR PROPOSALS

CONSULTING SERVICES – Software Acquisition and Implementation of an Enterprise Resource Planning (ERP) System



CITY OF MOORHEAD

ISSUE DATE: April 11, 2017

DUE DATE: May 10, 2017 @ 4:00 p.m.

A. Introduction

The City of Moorhead is requesting proposals from qualified professional service firms to provide a detailed work plan for providing system selection services to the City of Moorhead for the selection, acquisition and implementation of an Enterprise Resource Planning (ERP) System. Proposals must be received no later than 4:00pm on May 10, 2017.

Please submit two (2) hard copies and one electronic version of the proposal to:

Wanda Wagner,
Finance Director
Moorhead City Hall
500 Center Ave
Moorhead, MN 56560

Email: accounting@ci.moorhead.mn.us

B. Background

The City of Moorhead was incorporated in 1881 and is situated in the heart of the Red River Valley, 250 miles northwest of Minneapolis. Moorhead is part of a growing metropolitan region and covers approximately 17.74 square miles with an estimated population of 41,900. The City's 2017 General Fund budget is just over \$23M with a total citywide budget of nearly \$81M and an authorized staffing level of 266.38. The City's current financial software package is FundWare and the payroll/HR system is Springbrook. Both systems are windows based running on city-owned servers supported by City IT staff.

C. Scope of Services

The Project shall include the following steps:

- 1) Initial Project Planning and Project Work Plan/ Schedule
- 2) Identify Progress Milestones and Related Deliverables
- 3) Project Kickoff Meeting and On-Site Fact-Finding Meetings
- 4) Needs Assessment Report
- 5) Develop a Request for Proposal (RFP) for Software
- 6) Coordinate and Lead RFP Evaluation
- 7) Coordinate and Lead System Selection
- 8) Assist in Contract Negotiation
- 9) Implementation Assistance (Optional) – *(Provide a separate cost proposal)*

D. Proposal Format

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness and clarity of content. All proposal responses must be in the following format:

1. Cover Letter
2. Company Background /Qualifications
3. Proposed Project Coordinator/Staff
4. References
5. Scope and Methodology
6. Cost Proposal
7. Attachments

The desired information in each of these sections is described below.

1. Cover Letter

The cover letter should contain the name of the proposing Company, the address of the proposing officer(s), and the contact individual(s) authorized to answer technical questions. Contact information should include telephone number, fax number, mailing address, and email address.

The Proposer shall briefly state the professional firm's understanding of the information being requested and why the firm believes it to be best qualified to perform the engagement. Proposer shall also provide a list of relevant projects in the last five (5) years to include the timeliness in which they were completed, the result of budget estimate vs. actual cost for each project and any other relevant information.

2. Company Background / Qualifications

This section should include the full name and principal address of the company, as well as the distance of your nearest office to Moorhead. Include the state in which the Company is incorporated to operate and the date of incorporation. Provide a brief overview of the general background and services provided by your firm, including size of organization, description of organization structure, number of years in business, and experience in serving local governmental entities.

3. Proposed Project Coordinator/Staff

Identify key staff in your company that would be assigned to the project. Provide their resumes with job descriptions and other detailed qualification information. Include the proposed role and estimated amount of time to be spent on this project for each person.

4. References

Provide a minimum of three (3) client references for prior consulting services related to software acquisition and/or implementation involving entities of at least 25,000 in population for which the proposer has served in a similar capacity. Provide a contact person, telephone number, and email address for each reference customer.

5. Scope and Methodology

Provide in detail how your firm would add value to this process. Set forth a work plan, including the methodology and processes to be followed to perform the services as identified in Section C. Also outline a project timeline from award of a contract to selection of vendor to final implementation.

6. Cost Proposal

Provide an all-inclusive, not to exceed cost estimate for the engagement.

7. Attachments

Additional information that the proposer believes is critical to the City's assessment of the proposal should be included in this section.

E. Evaluation

Proposals will be evaluated by a committee of City professional staff. Evaluations will be based upon the criteria outlined herein which may be weighted by the City in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

1. Responsiveness to RFP

The City will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP. It is important that the responses be clear and complete so that the evaluation committee can adequately understand all aspects of the proposal.

2. Ability to Perform Required Services

The City will consider all the material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type. The proposer shall furnish acceptable evidence of their ability to perform, regarding such categories as expertise and experience. Municipal experience will be taken into consideration.

3. References

The City may contact references directly to inquire about the quality and type of services that have been or are currently being provided to other customers.

4. Fees

The City's evaluation process is not designed to simply award the contract to the lowest cost proposer. Rather, it is intended to help the City select the vendor with the best combination of attributes including price.

5. Optional Interviews

At the discretion of the City, interviews may be arranged with the top finalists to assist in making a final selection. Selection shall be based upon evaluation criteria, committee's recommendations and subject to City Council approval. It is the City's intention to select one firm to perform all services.

F. Questions

As questions are submitted and/or clarification needed, city responses will be posted on the City website at <https://www.cityofmoorhead.com/government/rfps-and-bids>.

G. Public Records

The documents submitted in response to this request for proposal become a public record upon submission to the City subject to mandatory disclosure upon request by any person unless the documents are exempted from public disclosure by a specific provision of the Minnesota Government Data Practices Act. The City assumes no obligation to enforce any exemption on behalf of a respondent to this RFP.

H. Inquiries

Prospective proposers may make inquiries regarding the process by contacting the Finance Director at:

City of Moorhead
P.O. Box 779
Moorhead, MN 56561

Phone: (218) 299-5318

Email: accounting@ci.moorhead.mn.us (preferred)