



City of Merriam

REQUEST FOR PROPOSAL

For

Enterprise Resource Planning (ERP) Software

Release Date: May 3, 2022

Due Date: June 10, 2022 at 5PM Central Time

REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by the City of Merriam (City) for Enterprise Resource Planning Software. The main contact for this Request for Proposal is:

Donna Oliver, Finance Director
City of Merriam
Finance Department
9001 W. 62nd Street
Merriam, KS 66202

Telephone: (913) 322-5504
E-mail: doliver@merriam.org

Proposals must be received via email to Donna Oliver:

Due Date and Time: June 10, 2022 at 5:00 PM

Proposal Submission via Email: doliver@merriam.org

Proposals submitted after the due date and time will not be considered.

Questions regarding this Request for Proposal can be submitted via email to Donna Oliver and are due Wednesday May 18, 2022, at 5PM. The City will respond to the questions on or before Wednesday May 25, 2022.

RFP Questions Due Date and Time: May 18, 2022 at 5:00 PM

RFP Question Submission via Email: doliver@merriam.org

The City of Merriam reserves the right to:

- Reject any or all proposals for any reason, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal, including but not limited to a respondent doing a scripted product demonstration. Furthermore, the RFP does not obligate the City to accept or contract for any services.
- Accept the proposal(s) or parts of a proposal deemed most advantageous to the City of Merriam.

- Amend the RFP in any manner prior to contract award.
- Cancel, postpone or reissue the RFP.
- Obtain clarification of any point in a vendor's proposal. Such clarifications can be in any form such as but not limited to conference calls, email communications, web demonstrations, onsite demonstrations or vendor headquarters visits.
- Share the RFP, proposals and subsequent vendor provided information with its consultant(s) to secure expert opinion.
- Conduct investigations with respect to the qualifications and experience of each respondent included in its proposal.
- Materials submitted to the City will not be returned to the proposer and will become public information upon the City's receipt. Submittals and all documents shall not be marked confidential, trade secret or any similarly asserted grounds to resist public disclosure.

Public Disclosure Notice

In order to protect the integrity of the contracting process, proposals will not be disclosed until after award and signing of any and all contracts that may result from this Request for Proposal.

All responses to this RFP will become the property of the City. Once a final award is made, all responses, including financial and proprietary information, become a matter of public record and shall be regarded by the City as such. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a public records request.

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1. PURPOSE

The purpose of this RFP is to solicit proposals from software vendors, implementation partners and/or Value-Added Resellers (VARs) who can demonstrate that they possess the organizational, functional and technical capabilities to provide an Enterprise Resource Planning (ERP) Software system that meets the City of Merriam's needs.

The ideal vendor shall have experience in successfully implementing and supporting the proposed solution at comparable cities with similar requirements to Merriam. The successful vendor shall be responsible for the final approved design, installation, implementation and commissioning of the ERP System, including development of user acceptance testing, system integration and connectivity to existing systems as well as supporting the system long term.

2. BACKGROUND INFORMATION

The City of Merriam is a city with a population of approximately 11,000 citizens and is located in Johnson County, Kansas. The City operates under a non-partisan Mayor/Council form of government with the addition of a City Administrator.

The City's current ERP software is CentralSquare NaviLine HTE with approximately 35 active users. This system was originally purchased and implemented by the City in 1999. Below is a list of the functional components of the current software platform:

- General Ledger
- Budget
- Accounts Receivable
- Purchasing
- Fixed Assets
- Cash Receipts
- Payment Card Processing

Laserfiche currently stores documents related to transaction activities within the ERP system. The City is interested in storing documents within the ERP software.

Other applications that could potentially integrate, or that have data that interacts with CentralSquare NaviLine HTE ERP system are:

- UKG Payroll Time and Attendance (All Departments)
- Citizen Serve (Community Development and City Clerk)
- LUCITY Asset Management Software (Public Works Department)

- Justice Systems’ FullCourt (Municipal Court)
- Vermont Systems’ RecTrac (Parks & Recreation)
- Elavon, Authorize.net & CardConnect (Credit Card Processors)
- UMB Bank download for Purchasing Cards (Finance)

The project has an ERP Steering Committee consisting of the Finance Director, Information Technology Network Administrator and City Administrator.

3. ERP SYSTEM SCOPE

The scope of the software includes the following areas of functionality:

Functionality	
General Ledger	Accounts Receivable
Budgeting	Capital Projects
Purchasing	Fixed Assets
Accounts Payable	Reporting

Detailed functional requirements are in Exhibit A – Key Requirements & Pricing Estimates.

4. SUBMITTAL REQUIREMENTS

Responses to this RFP must adhere to the submittal format described below with the information as identified in the following table. **Section 5 – Key Requirements and Pricing Estimates must be submitted in MS Word format.**

SECTION	TITLE	INFORMATION TO BE INCLUDED
Section 1	Cover Letter	Provide a signed Cover Letter.
Section 2	Company Background	Provide company background and experience. Please limit this to no more than 3 pages.
Section 3	Customer References	Complete the Customer References form – Exhibit B.
Section 4	Implementation Methodology	Provide a brief overview of your implementation project team and methodology and the expected timeframe for this project. Please limit this to no more than 3 pages.

SECTION	TITLE	INFORMATION TO BE INCLUDED
Section 5	Key Requirements & Pricing Estimates	Complete the Key Requirements & Pricing Estimates form – Exhibit A. <u>Must be provided in MS Word format.</u>

5. RFP SCHEDULE

These dates are given as current estimates, and are subject to change without notice by the City of Merriam.

Event	Date
Release RFP	5/3/2022
Questions (if any) Due	5/18/2022
City Response to Questions	5/25/2022
Proposal Responses Due	6/10/2022
Short List Vendor Demonstrations	September 2022
Follow Up/Reference Checks	September 2022 – October 2022
Contract and Statement of Work Negotiations	November - December 2022
Contract Award	December 2022

6. RFP COORDINATOR/COMMUNICATIONS

Upon release of this RFP, all vendor communications should be directed to Donna Oliver. PROPOSERS ARE SPECIFICALLY INSTRUCTED NOT TO CONTACT ANY OTHER CITY PERSONNEL BETWEEN THE TIME OF PROPOSAL SUBMITTAL AND AWARD. Failure to strictly observe the foregoing prohibition may result in rejection of the violating proposer’s proposal, and, at the City’s discretion, rejection of future proposals submitted by the violating proposer. Any oral communications will be considered unofficial and non-binding.

7. PROPOSAL EVALUATION CONSIDERATIONS

The City of Merriam will make the final determination of the selected vendor and have engaged SoftResources to support the City's core team in evaluating the submitted proposals.

The City evaluators will consider the completeness of the proposal, how well the vendor complied with the response requirements, responsiveness of vendor to requests, the total cost of ownership and how well the vendor's proposed solution meets the needs of the City as described in the response to each requirement.

SoftResources may request additional information, conduct clarifying conference calls, ask for a web demonstration, or take any other action it deems necessary in order to review and clarify submitted information for the City evaluation team. In addition, the City will require that a short list of finalist vendors conduct a scripted product demonstration for its selection team.

Factors that will contribute to the decision of the selected vendor include but are not limited to:

- Pricing based on 5-year total cost of ownership
- Project approach and understanding of the City's objectives and requirements
- The implementation timeframe
- Ability to meet the City's requirements (software functionality, usability, performance, flexibility, integration and technology)
- Vendor's install base and experience with customers similar to the City of Merriam
- Feedback from customer references
- Vendor's implementation methodology and history of success
- Ongoing maintenance and support

8. CONTRACT NEGOTIATION

The City reserves the right to negotiate with the selected vendor that, in the opinion of the City, has submitted a proposal that is the "best value." In other words, the City will select a vendor that they determine provides the best functionality/price/implementation value – which may mean they select a vendor that does not have the lowest cost. In no event will the City be required to offer any modified terms to any other vendor prior to entering into an agreement with a proposer and the City shall incur no liability to any proposer as a result of such negotiation or modifications. It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement.

9. CONTRACT AWARD

The City reserves the right to make an award without further discussion of the proposals. The selected vendor will be expected to enter into a contract with the City. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

10. OWNERSHIP OF DOCUMENTS

Any proposals, reports, studies, conclusions, software modifications and summaries prepared by the vendor for this project shall become the property of the City.