

*PLIR-3 Ex 2  
Additional Attachment*

**Solicitation 735-11244**

**Consulting Services for an Enterprise Resource Planning  
System (ERP)**

**Bid designation: Public**



**CITY OF FORT LAUDERDALE**

**City of Fort Lauderdale**

**Bid 735-11244****Consulting Services for an Enterprise Resource Planning System (ERP)**

Bid Number **735-11244**  
 Bid Title **Consulting Services for an Enterprise Resource Planning System (ERP)**

Bid Start Date **Jun 4, 2013 11:49:23 AM EDT**  
 Bid End Date **Jul 8, 2013 2:00:00 PM EDT**  
 Question & Answer End Date **Jun 24, 2013 5:00:00 PM EDT**

Bid Contact **Richard Ewell**  
**Procurement Specialist II**  
**Procurement Services**  
**954-828-5138**  
**rewell@fortlauderdale.gov**

Pre-Bid Conference **Jun 19, 2013 1:30:00 PM EDT**  
**Attendance is optional**  
**Location: City of Fort Lauderdale City Hall**  
**2nd Floor Conference Room**  
**100 N. Andrews Avenue**  
**Fort Lauderdale, FL 33301**

**Changes made on Jul 3, 2013 2:33:12 PM EDT**

New Documents **11244 Adden 3 FINAL.doc**

**Changes were made to the following items:**

Consulting Services for an Enterprise Resource Planning System (ERP)

**Description**

The City of Fort Lauderdale, Florida is seeking proposals from qualified proposers, for services of a professional Consultant to assess the City's comprehensive software needs and assist City staff in selecting and implementing an enterprise resources planning (ERP) system in accordance with the terms, conditions, and specifications contained in this Request for Proposals.  
 For a copy of the RFP go to [www.bidsync.com](http://www.bidsync.com).

**Added on Jun 7, 2013:**

The City of Fort Lauderdale, Florida is seeking proposals from qualified proposers, for services of a professional Consultant to assess the City's comprehensive software needs and assist City staff in selecting an enterprise resources planning (ERP) system in accordance with the terms, conditions, and specifications contained in this Request for Proposals.  
 Addendum #1 Attached.

For a copy of the RFP go to [www.bidsync.com](http://www.bidsync.com).

**Added on Jun 19, 2013:**

Pre-Bid Conference has been changed to the 2nd floor conference room. Same date and time.

**Added on Jul 3, 2013:**

Addendum #3 attached.

**Changes made on Jul 3, 2013 2:33:12 PM EDT**

RFP #: 735-11244

TITLE: Consulting Services for an Enterprise Resource Planning System (ERP) RFP

## PART I – INFORMATION

### 01. PURPOSE

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, for services of a professional Consultant to assess the City's comprehensive software needs and assist City staff in selecting and implementing an enterprise resources planning (ERP) system in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

### 02. INFORMATION OR CLARIFICATION

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VII – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

### 03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

### 04. PRE-PROPOSAL CONFERENCE

There will be a pre-proposal conference scheduled for this Request for Proposal as stated in PART II – RFP Schedule. It is strongly suggested that all Contractor's attend the pre-proposal conference.

It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractor's attend the pre-proposal meeting. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

### 05. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale.

06. PRICING/DELIVERY

All pricing should be identified in PART VIII - PROPOSAL PAGES – SECTION III - COST PROPOSAL Page. No additional costs may be accepted, other than the costs stated on the Proposal pages.

07. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

08. AWARD

Award will be made to the highest ranked responsive and responsible proposer, for that product/service that will best serve the needs of the City of Fort Lauderdale.

The City reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

09. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

**PART II - RFP SCHEDULE**

<b>EVENT</b>	<b>DATE/TIME</b>
Release of RFP	June 5, 2013
Pre-Proposal Conference Meeting, also available via Phone Conference for this date	June 19, 2013 City Hall, 8th Floor Large Conference Room, 1:30 -3:30 PM EST - Conference Bridge Information will be provided prior to the meeting
Deadline for Questions/Request for Clarifications	June 24, 2013
Proposal Due Date/Time (Deadline)	July 8, 2013 - 2PM EST

**PART III – SPECIAL CONDITIONS**

01. **GENERAL CONDITIONS**  
RFP General Conditions Form G-107 Rev. 5/13 (GC) are included and made a part of this RFP.
02. **NEWS RELEASES/PUBLICITY**  
News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.
03. **RFP DOCUMENTS**  
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.
04. **CONTRACTORS' COSTS**  
The City shall not be liable for any costs incurred by Contractor in responding to this RFP.
05. **RULES AND PROPOSALS**  
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.
06. **INSURANCE**  
The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance  
Limits: Workers' Compensation – Per Florida Statute 440  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

### **Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors
- f.

### **Automobile Liability Insurance**

Covering all owned hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

### **Professional Liability (Errors & Omissions)**

#### Consultants

Limits: \$2,000,000 per occurrence

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale  
Procurement Services Division  
100 N. Andrews Avenue, Room 619  
Ft. Lauderdale, FL 33301

07. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all Contractors' subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

08. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

09. OWNERSHIP OF WORK

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

10. CONTRACT PERIOD

The initial contract term shall commence upon date of award by the City and shall expire two years from that date. The City reserves the right to extend the contract for two (2) additional, one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

11. COST ADJUSTMENTS

Prices quoted shall be firm for the initial contract term. No cost increases shall be accepted in this initial contract term. Please consider this when providing your pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms (Hourly Rate Item #2 only) shall be subject to



an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

12. CONFLICT OF INTEREST

Consultant shall not be affiliated with any potential vendor or show any bias toward any particular vendor. Consultants who are deemed the most qualified may be invited to present to a review committee their statement of work to be performed and conceptual approval to the development of the RFP.

13. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

14. MODIFICATION OR DELETION OF SERVICES

The city reserves the right to add to the services specified in this proposal, or to delete any portion of the resulting contract at any time, and if such right is exercised by the City, the total fee shall be increased or reduced in the same ratio as the estimated cost of the work added or deleted to the estimated cost of the work as originally planned. If the work/service has already been accomplished on the portion of the contract to be deleted,

the consultant(s) shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

15. **SAMPLE CONTRACT AGREEMENT**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website <http://fortlauderdale.gov/purchasing/general/contractsample021412.pdf>

16. **UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

17. **PUBLIC ENTITY CRIMES**

NOTE: Contractor, by submitting a proposal attests they have not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

18. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

19. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

<http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf>.

20. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at [http://www.fortlauderdale.gov/purchasing/notices\\_of\\_intent.htm](http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm). Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

21. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

A payment schedule based upon agreed upon deliverables may be developed with the awarded vendor.

This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

22. SUBSTITUTION OF PERSONNEL

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

## 23. RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

## 24. LOCAL BUSINESS PREFERENCE

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement, Exhibit E of this RFP, as applicable to the local business preference class claimed **at the time of proposal submittal**:

Upon formal request of the City, based on the application of a local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of proposal submittal shall result in the Proposer being found ineligible for the local business preference.

**THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**  
**<http://www.fortlauderdale.gov/purchasing/index.htm>**

**Definitions:** The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

25. LIST OF EXHIBITS
  - Exhibit A – Organizational Chart
  - Exhibit B – Software Information and Analysis by Department
  - Exhibit C – In-House Developed Web Applications
  - Exhibit D – FAMIS Application Data Flow
  - Exhibit E – Local Vendor Preference Statement

## PART IV – INTRODUCTION/BACKGROUND

### 01. PURPOSE

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, for services of a Professional Consultant to assess the City's comprehensive software needs, develop a RFP for an Enterprise Resources Planning (ERP) system for distribution to potential vendors, participate in the evaluation of proposals with the objective of providing a shortlist of the top five (5) ERP vendors that would best meet the needs of the City, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

### 02. INTRODUCTION

The City of Fort Lauderdale is situated on the southeast coast of Florida, centrally located between Miami and Palm Beach, encompassing more than 33 square miles, with a population of about 168,528. Fort Lauderdale is the largest of Broward County's 31 municipalities.

The City was established March 27, 1911. The Form of City Government: Commission – Manager. Fort Lauderdale is a city providing citizens with a full complement of municipal services. The major services provided by the City are administration, public works, water and sewer utility, parks and recreation, planning, permitting, code enforcement, public safety police and fire and Parking Services.

The City's fiscal year 2013 All Funds Budget is approximately \$476 million and the City employs approximately 2500 full time employees. The City's high level organizational structure can be found in **Exhibit A**.

### 03. PROBLEM STATEMENT/PROJECT DEFINITION AND OBJECTIVE

The City currently utilizes multiple software applications. The lack of integration between the software applications requires duplication of efforts and data across systems, computer tasks and manual data entry. The current software applications do not meet the financial reporting or other operational needs of the organization, including our ability to keep pace with increased informational and online processing demands. In an effort to reduce cost and work more efficiently, the City desires a consultant to assess and analyze the various software applications being used by the City and to develop a RFP and assist staff in the selection of a vendor for an ERP system so that cross-departmental processes and systems are more closely aligned.

*A description of responsibilities and list of applications used by each Department as well as other pertinent information has been prepared by departmental staff and can be found in **Exhibit B**.*

### 04. OVERVIEW of CITY NETWORK|OPERATING ENVIRONMENT

The City of Fort Lauderdale's network environment consists of four data centers utilizing the Cisco 6500 series switching platform. The data centers are interconnected by redundant one gigabit fiber optics links in a Cisco core distribution model. Two of the four data centers provide core and distribution level network services, while the other two provide distribution services only. There are several local and remote access layer locations connected to the various distribution layers via high-speed and low-speed connections in a star topology. Each access

layer location is connected via a high-speed one gigabit fiber optics link or a low-speed 128Kbps up to a 1.5Mbps link. Internet communications is provisioned via the two core data centers, each having a 15Mbps connection to the Internet. Both Internet connections provide geographically redundant failover services using the BGP protocol.

The City utilizes Microsoft Windows Server 2003/2008 as the standard network operating system. The City prefers its database to be SQL Server or Oracle. The City prefers Windows 2008 Operating System, for all new implementations.

Workstation Operating Systems - Microsoft Windows XP and Windows 7 is the standard operating system and is a fully supported environment.

Workstation Software Standards – The software that is made available to the user is based on the needs of the individual. The standard software is detailed below.

- Groupware – Microsoft Outlook/Exchange Server 2010: Includes e-mail, calendaring, scheduling, etc.
- Outlook 2010 is used but software should have Outlook 2003/2010 compatibility.
- Application Suite – Microsoft Office: Word, Excel, Project, and PowerPoint, etc.
- Internet Access: Microsoft Internet Explorer.
- Utilities: Sophos Endpoint and Security and Control and Microsoft SMS Server/ Client.

The City uses the Oracle Database Management System (RDBMS) for many computer applications including the Utility Billing (Cayenta), Financial Reporting (FAMIS/BPREP Datamart), and Parking Citation Management System.

The City utilizes Microsoft SQL Server for many other city-wide and/or departmental specific applications. (e.g., GIS, EDMS, Purchasing, etc.).

The City utilizes a variety of Hewlett-Packard equipment and operating system software. There are three high-end servers that support many of our critical software applications (SunGard's Community Plus [upgrading to OneSolution Community Development Product] SumTotal Systems, Inc. Payroll System, and Cayenta Utility Billing). The city uses a variety of Dell Server equipment for server and data storage applications.

The City also has Hewlett Packard "blade server" hardware and software system (for virtual server capabilities), disk storage, and an uninterruptible power supply (UPS).

Financial Management and Budget Preparation Software, Cogsdale Holdings, LTD. (FAMIS/BPREP) - This software is used for financial accounting and budget preparation and is the only software used for those purposes. There are over 500 users throughout the City departments who access this system and numerous interfaces into the system from other computer systems.

The City's Financial FAMIS/BPREP system utilizes a query software (reporting tool) called Cognos to perform financial data analysis and reporting via the Oracle data mart.

The City utilizes Symantec NetBackup and Quest vRanger backup software. Those software packages utilize off-site Exagrid disk-based backup appliances, which make use of data deduplication for efficient storage.

The City also subscribes to various Cloud Solutions, such as Granicus Legistar (Agenda Management Software, GovernmentJobs.com/NeoGov Insight, and ClearPoint Strategy for its Performance Management and Scorecarding Solution. The OneSolution Community Development application will also be a cloud solution once implemented.

The City uses various web apps and has also developed several in-house web applications. A listing can be found in **Exhibit "C"**.



## **PART V – TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES**

The City plans on replacing its current core Financial packages, including Procurement, Human Resources, Benefits and other systems as deemed necessary beginning in the years 2014/2015. The current applications and others, lack features and integration capabilities required to support the growth that has occurred within the City. The new system must provide capabilities that will encourage new process development and extend the system's usage into each department of the city. The city's growth requires forward thinking and flexibility in the feature set of the new application. There is also a current need for other systems such as a CRM solution and a more fully integrated Electronic Document Management system – for file scanning, storage, including electronic forms processing (internal and external) and Workflow that will easily and seamlessly integrate with an ERP system.

The City intends to move forward with acquiring and implementing an ERP solution. This procurement will result in a contract for consulting services to aid the City in the development of a RFP and implementation of an Enterprise Resource Management (ERP) solution. This procurement is not for system integration services.

There will be subsequent procurement for ERP software and system integration services. The City seeks a vendor with extensive ERP consulting experience and skills, with a particular emphasis on ERP as it relates to public sector implementations.

This “experience” must be for a state or local government and the ERP project must have involved multiple functional areas.

### **01. ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) RFP PROJECT**

The consulting services will be provided on an hourly, as-used basis, and will include the following:

- Perform a Review of Application use and “Needs Assessment” and develop a Plan of Action for addressing the issues identified. This would include any software that is redundant in use.
- Examination of current business practices and processes;
- Recommendation on current business practices and processes;
- Conducting the analysis for, and the development of, an RFP to procure an ERP solution for the City;
- Assisting in the evaluation of proposals, shortlisting the top five (5) vendors, selection of an ERP vendor and advising the City throughout the procurement process for the ERP solution;
- Project Coordination;
- Assisting the City in the execution of the final contract resulting from the RFP process;

- Advising the City on the necessary qualifications of City team members for all phases of the ERP implementation;
- Advising the City in the development and execution of change management processes throughout the life of the ERP project;
- Project Status Reports;
- Other ERP System services as deemed necessary as mutually agreed upon by the City and Consultant.

## **02. CONSULTANT QUALIFICATIONS**

Consultant shall not be affiliated with any potential vendor or show any bias toward any particular ERP Company/provider.

Consultants who are deemed the most qualified may be invited to present to a review committee their statement of work to be performed and a conceptual approach to the assessment and development of the City's Enterprise Resource Planning (ERP) RFP and the acquisition of services.

Due to the nature of this project, the selected vendor should have significant experience in the following areas:

- Project scheduling;
- Accurate project cost estimation;
- RFP Development;
- Vendor evaluation and scoring;
- Municipal/Governmental bid specification requirements.

Selected firm must have a minimum of 5 years' experience providing applicable services and solutions.

Assigned project staff to the City's project must have a minimum of 3 years' experience leading and facilitating the ERP requirements analysis process.

Selected firm must have successfully completed a minimum of 3 government engagements with the state, city, county or similar municipal government in the past 5 years.

Lead consultant must have served as a lead consultant in a similar engagement with at least one similar size government agency within the past 3 years.

## **03. CONSULTANT SERVICES**

The work will be accomplished by the consultant and with the full cooperation and direction of the City's Project Team. Weekly oral progress reports will be presented to the Review Committee, at which time management policies and guidelines will be established.

The Contractor shall submit brief, periodic, progress reports to the City as requested.

#### **04. CONSULTANT RESPONSIBILITIES**

The Consultant shall provide Project Management activities in conjunction with . All activities of the Consultant shall be performed in a legal and ethical manner.

The Consultant is responsible for the assessment of current software needs, development of an RFP, assisting in the evaluation of proposals, providing specific time frames, and status reports, as mutually agreed to in conjunction with the City's Project Manager. The Consultant must be dedicated to servicing the City during the project. The responsibilities include, but not limited to the following:

- Provide qualified consultants to deliver project;
- Conduct work in an efficient and expedient fashion;
- Assess, plan, and execute in conjunction with the City;
- Review of tasks, responsibilities and expected deliverables;
- Identification of primary/lead for the duration of this project

#### **05. CITY RESPONSIBILITIES**

- Identify, schedule and confirm availability of support staff and management for interviews and meetings;
- Schedule meeting rooms or conference calls as necessary;
- Provide suitable workspace and/or training room for contractor personnel to accomplish their tasks; Provide cooperative access to knowledgeable staff that may be required during the examination phase of the project;
- Obtain and provide information, data, decisions and approvals;
- The City will designate a project manager from among its personnel who will be dedicated to this project. The City's Management or Governance Team for this project will provide project oversight on an as-needed basis.

#### **06. PROJECT PHASES**

*(To include those items above in 01. Enterprise resource Planning System (ERP) RFP)*

##### **Phase One**

- Project Kick-Off
- Attend Meetings;
- Examine and report on recommended business practices and processes;
- Conduct and Prepare needs assessment;
- Prepare timeline schedule for project in conjunction with the City;
- Other Related tasks as required in this Phase.

##### **Phase Two**

- Develop RFP working with City's Project Team and the Procurements Services Division;
- Develop vendor evaluation, Cost and scoring criteria with City's Project Team;

- Prepare and present estimated project cost report for City's Project Team;
- Prepare timeline schedule for project;
- Work with City's project Team and the Procurements Services Division to Release RFP;
- Attend meetings with the City's Project Team;
- Other Related tasks as required in this Phase of the RFP Process.

**Phase Three** (Duration of this Phase will/shall be completed upon all requirements being met and accepted by the City's Project Team).

- Conduct and Assist City's Project Team with the vendor evaluations process.;
- Prepare and present status reports to City's Team;
- Develop a shortlist of the Top five (5) ERP Vendors;
- Complete vendor selection, negotiations and/or award;
- Attend meetings of City's Project Team;
- Other Related tasks as required in this Phase.

### **COST**

All prospective vendor responses must provide the total cost of completing all phases of this project. The cost should further be divided into cost estimates for each of the planned project phases. Under no circumstance should the cost of all phases exceed the total project price quoted. The quoted cost is to be the cost for all resources by the vendor both anticipated and unanticipated.

**All travel, lodging & per diem expenses are to be incorporated within the total project cost and will not be paid in addition to the consulting fees, unless additional travel is specifically directed by the Project Committee.**

Work requested outside the scope of this contract shall be approved by the Project Manager, in writing, prior to commencement of work. Each proposer shall provide as a part of their proposal response, an hourly fee schedule for services over and above those encompassed by the total cost for each of the disciplines provided for in the proposer's response.

## PART VI – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

The City will consider qualifications and experience, technical approach, references and cost in the evaluation of proposals. The maximum points that shall be awarded for each of these categories are detailed below:

CATEGORY	MAXIMUM POSSIBLE
<b>Qualifications and Experience</b>	<b>30 %</b>
<b>Technical Approach</b>	<b>25 %</b>
<b>References</b>	<b>15 %</b>
<b>Cost Proposal</b>	<b>30 %</b>
<b>TOTAL Available</b>	<b>100 %</b>

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one; the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive, responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criteria, from each proposer, giving their first ranked proposer as number 1, and second proposer as number 2 and so on. The City shall average the ranking for each criteria, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified in the RFP. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

## **PART VII – REQUIREMENTS OF THE PROPOSAL**

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

**THIS IS A PAPER RFP WITH CD.** All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

### **PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS (2) COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS**

**THE ABOVE REQUIREMENT TOTALS 3 HARD COPIES OF YOUR PROPOSAL. CONTRACTOR SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. CONTRACTOR SHOULD PROVIDE (8) CD COPIES OF YOUR PROPOSAL. CD COPIES MUST MATCH THE ORIGINAL HARDCOPY. IN CASE OF ANY DISCREPENCY BETWEEN THE ORIGINAL HARD COPIES AND THE CD, THE ORIGINAL HARD COPY PREVAILS. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.**

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

**A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.**

**PART VIII - PROPOSAL PAGES - TECHNICAL PROPOSAL**

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

- Tab 1: Bid/Proposal Signature page
- Tab 2: Required Documents:  
Non-Collusion Statement  
Local Vendor Preference Statement  
Sample Certificate of Insurance
- Tab 3: Letter of Interest: The letter of interest may contain any other information not in the proposal but should not exceed two (2) pages.
- Tab 4: Business Licenses. Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida.
- Tab 5: Response to Part VIII – Section I – Qualifications and Experience (include information for any subcontractors as well)
- Tab 6: Response to Part VIII – Section II – Technical Approach
- Tab 7: Response to Part VIII – Section III – Cost Proposal Page
- Tab 8: List a minimum of three clients/references of similar size to the City of Fort Lauderdale for whom you have provided similar services (in scope and size) in the last five years; Provide agency name, address, telephone number, contact person, and date service was provided. Provide a summary of services provided. Be prepared to provide, upon request, evidence of work product, ability to meet schedules, cooperation, and responsiveness. A letter of reference may be submitted from each client. Attach additional sheets if necessary.
- Tab 9: List those City of Fort Lauderdale agencies with which the proposer has had contracts or agreements during the past three (3) years.
- Tab 10: Any additional attachments to your proposal.
- Tab 11: List any and all subcontractors with related information being used for this project.



**PART IX –PROPOSAL PAGES****SECTION I - QUALIFICATIONS & EXPERIENCE ITEMS**

- 1) Describe the Proposer's form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, Limited Liability Company) and detail the name, mailing address, and telephone number of the person the City should contact regarding the proposal.
- 2) Provide a statement of whether there have been any mergers, acquisitions, or sales of the Proposer company within the last ten years, and if so, an explanation providing relevant details.
- 3) Provide a statement of whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony, and if so, an explanation providing relevant details.
- 4) Provide a statement of whether there is any pending litigation against the Proposer; and if such litigation exists, an attached opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.
- 5) Provide a statement of whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.
- 6) Provide a statement of Proposer's experience and qualifications. Should include the number of years the proposer has been providing similar services.
- 7) Describe the Proposer organization's number of employees, client base, and location of offices.
- 8) Have you ever failed to complete work awarded to you? If so, where and why?
- 9) Provide a brief, descriptive statement indicating the Proposer's credentials to deliver the services sought under this RFP.
- 10) Briefly describe how long the Proposer has been performing the services required by this RFP and include the number of years in business.
- 11) Provide a personnel roster and resumes of those who shall be assigned by the Proposer to perform duties or services under the contract assuming a start date of August, 2013 can be achieved.
- 12) The resumes shall detail each individual's title, ERP experience, education, current position with the Proposer, and employment history.
- 13) Provide a statement of whether the Proposer intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform.

**PART IX – PROPOSAL PAGES**  
**SECTION II - TECHNICAL APPROACH**

- 1) Provide a narrative that illustrates the Proposer's understanding of the City's requirements.
- 2) What have been the significant problems with ERP implementations in other agencies? Describe how you will help the City of Fort Lauderdale avoid similar problems.
- 3) Provide a narrative that illustrates how the Proposer will complete the scope of services and accomplish required objectives.
- 4) Provide a narrative that illustrates how the Proposer will manage the Proposer's portion of the project, ensuring completion of the scope of services, and accomplishing required objectives.
- 5) Describe your actual experiences in dealing with "cultural change management" in ERP implementations.
- 6) Describe your company's approach and methods for retaining a stable consulting staff. Include processes you have in place for motivating your staff to perform at their maximum capability. Also, address plans you have for ensuring technical competence in a changing technological environment.
- 7) In your opinion, what are the top five critical success factors (in priority order with #1 being most important) in an ERP project in the public sector? Discuss how you would help the City of Fort Lauderdale deal with each of these to mitigate the risk of failure.
- 8) Statement of proposed services timetable and availability: Should respond to scope of work. Provide a summary of timetable and availability of proposer to prioritize the City's project. Timetable shall cover the total hours provided in the financial proposal section.

**PART IX – PROPOSAL PAGES**

**SECTION III – COST PROPOSAL**

**NOTICE TO PROPOSER: This Cost Proposal MUST be completed EXACTLY as required.**

Consultant will perform the Scope of Services on a Phased approach and a fixed Hourly Fee Schedule. Any additional services authorized by the City of Fort Lauderdale shall be billed utilizing an Hourly Fee Schedule.

**All costs including travel are to be included in your proposal. The City will not accept any additional costs.**

The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the City.

**1. Cost per phase/time frame**

Phase I	\$ _____	Estimated Hours & Duration _____
Phase II	\$ _____	Estimated Hours & Duration _____
Phase III	\$ _____	Estimated Hours & Duration _____

**TOTAL COST OF ALL PHASES    \$ \_\_\_\_\_**

**2. Firm, Fixed Hourly Fee for Additional Services performed outside the RFP Scope of Work.**

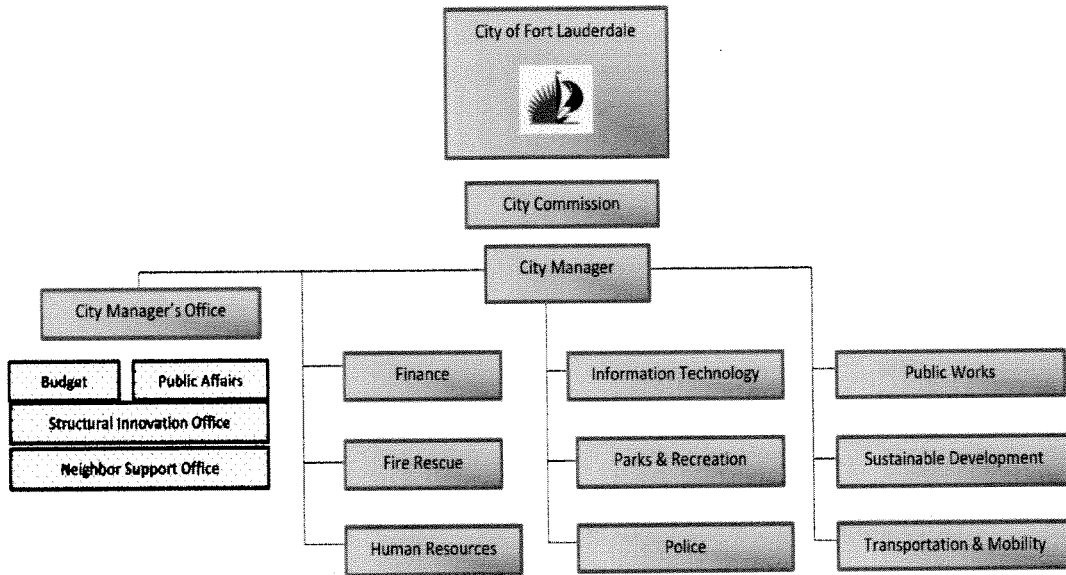
\$ \_\_\_\_\_ /Hr.

**3. Proposer agrees to reimbursement for per diem expenses on travel, lodging, and any other travel related expense outside the Scope of Services, which are approved in advance by the City of Fort Lauderdale’s Project Manager, in accordance with the City policies and limits. A copy of the Travel Policy may be obtained by visiting the City of Fort Lauderdale’s web site at:**

[http://www.fortlauderdale.gov/purchasing/TravelPSM\\_121002.pdf](http://www.fortlauderdale.gov/purchasing/TravelPSM_121002.pdf)

Yes \_\_\_\_\_ No \_\_\_\_\_

### EXHIBIT A - Organizational Chart



\*The City Attorney's Office, the City Auditor's Office, and the City Clerk's Office report to the City Commission.

## **EXHIBIT B - SOFTWARE INFORMATION AND ANALYSIS BY DEPARTMENT**

### **Software Applications - those that are common across all City Departments**

- Granicus Legistar (SaaS – Commission Agenda software).
- Periscope BuySpeed Online (Procurement, Purchase Orders, Master Blankets, Receipts, Invoicing – Real Time Interface to FAMIS).
- NeoGov – GovernmentJobs.com (SaaS - Personnel Requisitioning, Application Submittal System).
- FAMIS – Financial Accounting and Management Information System, Account reconciliation, Cash receipts, payment processing.
- BPREP – Budget Preparation System, Budget Forms (interfaces with an In-house web app).
- SumTotal System, Inc., Payroll Processing (Cyborg) Administers salary data, leave accrual, leave tracking, longevity, etc.
- Clearpoint Strategy – Ascendant Strategy Management Group (SaaS - Performance Management/Scorecarding Solution).
- MS Office Suite of Products and various desktop applications.
- CIP – Capital Improvement Program – In-House Web App.
- BidSync - SaaS - e-procurement service for the purpose of posting competitive solicitations. issued by the Division of Procurement Services.
- Sophos Endpoint Security and Control.
- GFax.
- GIS Mailers 3.0 Web Based City mapping.
- Cognos Reporting Tool
- AS Service - Payroll self-service application, allows personnel to enroll in benefits. It is will also allow personnel to view paycheck information and W2 information online

### **Newer Software Applications/Services that the City does not desire to replace**

- Cayenta Utilities.
- SunGard's OneSolution Community Development Product (Project Kickoff Phase).
- Granicus Legistar, InSite and related Modules.
- TeleStaff Scheduling Software (Fire and Police).
- Kronos Timekeeping. Various Departments to be implemented.

## SOFTWARE ANALYSIS AND DESCRIPTION BY DEPARTMENT

It is important to note, significant use of Excel and/or Microsoft Access are used by some departments to help supplement these systems as well as bridge the gap in communications between them.

### CITY ATTORNEY'S OFFICE

- ProBill – Abacus
- Lawbase

### CITY AUDITOR'S OFFICE

- TeamMate – Audit Management Software

### CITY CLERK'S OFFICE

- Granicus Legistar - SaaS- Agenda Creation and Publishing
- Digital, Audio DCR
- EthicsTrac – Meeting Log for Commissioners and Lobbyists, In-house web app
- Lobby Manager – Lobbyist Registration Data, In-house app
- Lobby Search – Registered Lobbyist and Meetings search, In-house app

### CITY MANAGER'S OFFICE

#### ➤ **Budget, CIP and Grants Division**

The Budget/CIP and Grants Division provides budgetary support services to all City departments in the development of the City's Annual Budget; prepares revenue and expenditure projections, maintains a Budget Preparation Guide, implements budget monitoring and controls, focusing on long-range forecast, trend analysis and the development of strategic planning. The Division is also responsible for conducting a monthly financial analysis of the City's revenues and expenses through the use of the Monthly Financial Reports. The Divisions are comprised of nine (9) employees.

The following systems are used:

- Audit Compliance Tracking System- In House app for tracking audit issue findings, notes & resolutions.
- Grants Management Tracking (GMTS) - Organize and track grants, Budget Forms, BPREP, In-house web. app – FAMIS Interface - Reads / lookup from data warehouse for reporting.
- FAMIS – Financial Accounting and Management Information System.
- BREP – Budget Preparation.
- Budget Forms – BPREP – Includes an In-house web app - budget forms for data entry, printing and reporting –FAMIS Interface - Reads / lookup from data warehouse for use on forms.
- FAMIS Datamart - an extract program on the IBM mainframe for the FAMIS accounting and FAMIS budget data. This data is sent to a server with Informatica, where it is cleaned and formatted to insert into an Oracle database. This Oracle database is then queried by Cognos 8.3.

#### ➤ **Office of Neighbor Support**

Under the leadership of the City Manager, the Neighbor Support Office provides additional outreach and enhanced services to our neighbors, while fostering transparency in government.

The office serves as a central resource to effectively address issues of interest and concern. The department is comprised of six (6) full time employees.

The Office of Neighbor Support provides assistance:

- Addressing concerns;
- Answering questions ;
- Keeping you informed about City programs, activities and services ;
- Facilitating staff contact;
- Coordinating meetings with City staff;
- Attending neighborhood meetings ;
- Providing follow up.

The following systems a being used

- Amicus is the application used to enter and track neighbor inquires and complaints. The Division is looking into alternative CRM solutions.
- NEIGHBORHOODS - Web interface for residents upload WOW neighborhood nominations

#### ➤ **Public Affairs**

The Public Affairs Division oversees the city's marketing and communication initiatives. The division educates and informs residents, visitors, businesses and employees about city services, activities and programs. Using targeted communication strategies, Public Affairs engages the community in the governmental process, enhances tourism, supports local industries, stimulates redevelopment, promotes business attraction and retention, increases participation in city programs and activities to generate additional revenue, and strengthens quality of life. The Division of Public Affairs is comprised of seven (7) Employees.

Software used- MS Office Suite and Adobe products

Software Needed: Media tracking subscription software service like Vocus or Meltwater news. Using a service like this would provide us with hard data on the effectiveness of our media activities. It also has capabilities of running reports that cover items like reach, audience, impact, etc.

#### ➤ **Structural Innovation Division**

The Structural Innovation Division (SI) directs the FL<sup>2</sup>STAT, the results oriented approach to strategic planning, performance management, and process improvement. The division works to build the foundation for innovation, including inclusive leadership, creativity, internal collaboration, external partnerships, and community development. SI is a dedicated resource to departments to achieve this through training and support. The Structural Innovation Division is comprised of five (5) employees.

Our core services are described as follows:

- Develop and implement the Strategic Plan
- Conduct performance measure training, review, and analysis
- Facilitate and analyze benchmarking
- Perform project management for the Community Visioning initiative and linking to the Strategic Plan
- Implement and manage the performance management software
- Conduct process improvement events

The following system is used in the Structural Innovation Division:

- ClearPoint – Performance management software that allows the City to monitor, analyze and improve performance in the PerformanceSTAT approach, as linked to the Strategic Plan and Departmental Scorecards. Although this applications is relatively new, it has wide spread use and visibility within the organization.

It is important to highlight that as part of the Process Improvement efforts underway, SI will be working closely with IT to identify technological solutions for improvement projects. As of today, the Neighbor Support Division is looking into alternative CRM solutions (identified by IT) for their neighbor request process.

## **FINANCE DEPARTMENT**

The Finance Department consists of Administration, Accounting and Financial Reporting, Procurement, Utility Billing and Collection and Revenue and Debt. The Finance Department is responsible for all cash receipts and disbursements, and maintenance of an internal control structure that adequately safeguards the assets of the City. This includes the traditional processing of all of the City's invoices for goods and services and recording of all related general ledger transactions for active funds in order to prepare financial statements in conformity with Generally Accepted Accounting Principles. The Revenue and Debt Management Division manage the cash, investments, and liquidity of the city to ensure the resources are secure and available when needed to meet the needs of the city. The Department is comprised of fifty-eight (58) full time employees and one (1) part-time employee.

### ➤ **Administration**

The Finance Division works to safeguard the City's assets, financial affairs, and provide for the long-term financial stability, integrity and accountability of resources.

### ➤ **Accounting and Financial Reporting**

The Accounting and Financial Division is responsible for providing the departments and the public with timely financial information to assure accuracy, accountability and transparency. Reporting mechanisms include; monthly financial reports, quarterly payroll tax reports, State Annual Financial Report, Annual Single Audit Report and the Comprehensive Annual Financial Report.

The division is also responsible for processing payroll in-house for about 2,500 employees and 2,200 retirees bi-weekly; accounts payable process an average of 1,800 vendor payments a month; monitor and reconciliation of Federal, State and Local grants; monitor capital and non-capital project expenditures and maintain fixed assets records.

### Current Software

- FAMIS - Financial Accounting and Management Information System (Cogsdale Holdings, Inc.) - Major Functions include: general ledger accounting, accounts payable, purchasing, interest distribution, fixed assets, labor distribution.

Various systems interface to FAMIS or depend upon FAMIS data. These include the following citywide systems: Payroll System, the Budget System, Procurement System (BuySpeed OnLine - Real Time Interface), including in-house developed web apps such as Budget Forms, CashCloud, Engineering Tracking, Fuel Charge System, Grants



management Tracking System and Procurement Cards Management System. See Exhibit "D" for flowchart of current systems.

- SumTotal Systems, Inc. Payroll Processing (Cyborg)
- Companion Pay - This system issues credit card payment through CPS services for paying vendors. Transactions are entered into FAMIS in a particular manner. They are extracted using a Cognos report into Excel, and this Excel file is uploaded into CPS. They are using this for paying FPL accounts, a few other vendors.

➤ **Revenue and Debt**

The Revenue and Debt Division is responsible for the City's investment portfolio, debt activity and cash management. This division also manages Cash Receipts, Accounts Receivable, Revenue, and Banking and Investment Management.

Other Software currently in use:

- Wachovia – Check Image Viewer
- SunTrust PCARD?
- Cash Cloud – Cash Receipts data entry interface to FAMIS - In-House Web App - produces file to be imported to FAMIS
- ECenter – Web based laser check printing system
- Cognos FAMIS –FAMIS Reporting (data not real time for reporting purposes)
- FAMIS Web – Web Based Interface to FAMIS System
- Tele-Works payment module for Business Tax, IVR Payments (previously existed in Community Plus)

➤ **Utility Billing and Collection**

This division is responsible for processing the billing for all water, sewer, sanitation, special assessments, business tax, and other accounts receivables. Monitors and applies liens to delinquent accounts. Performs Notice Processing, Meter Inventory, Lockbox Service, Collections and Lien Tracking.

The division will continue to use Cayenta .

Current Software (no desire to replace)

- Cayenta Utilities– A Division of N. Harris Computer Corporation
- Community Plus (upgrading to SunGard's OneSolution Community Development Product Product)

➤ **Procurement**

The Procurement Division provides centralized procurement of goods and services. It is the responsibility of the Procurement Division to assist City departments in obtaining necessary goods and services at the most economical prices while ensuring compliance with all applicable laws and policies. Procurement directs the purchase of all goods and professional services. Heavy equipment, vehicles, and other goods and services as required. The Procurement staff consists of nine (9) full time employees.

Current Software

- Periscope's BuySpeed Online e-procurement system (Requisitions, Purchase Orders, Receiving and Invoicing via Finance Accounts Payable/BuySpeed Online consists of a real-

time interface with FAMIS capturing required transactions (Includes a Warehouse Inventory Module used by the Public Works Warehouse)

- BidSync - SaaS - e-procurement service for the purpose of posting competitive solicitations issued by the Division of Procurement Services.
- Spikes Cavell (Used By IT)– Spend and Contract Analytics – Reporting against the FAMIS Datamart
- Excel Spreadsheets – Used for processing Travel and Expense authorizations and reimbursement forms for FAMIS manual input of information, Insurance Certificates for Vendors/contractors, Contracts.
- Procurement Cards Management System – Includes FAMIS Interface - Produces file to be imported to FAMIS

The Finance Department is looking to replace all systems with the exception of the Cayenta Utility Billing System.

## **FIRE-RESCUE DEPARTMENT**

The Fire-Rescue Department is responsible for providing fire, dispatch, inspections, ocean rescue, special events, and EMS services to the citizens of Fort Lauderdale. For each of these disciplines we have software that assists us with the tracking and reporting of each. The fire inspections division is responsible for the inspection of all buildings on a rotating schedule and the investigation of fire incidents. The operations division is responsible for responding to 911 calls for service and maintaining equipment and stations in a state of readiness. Dispatch is responsible for taking incoming 911 calls and dispatching appropriate units. The Ocean Rescue division is responsible for safeguarding our beaches. The Fire-Rescue staff is comprised of 452 full time employees and 9 FTE's.

### **Current Software**

- TeleStaff- Scheduling software for personnel.
- TripTix- EMS Report Writing. This software is used to capture our data on 911 and Interfacility calls for service. The vendor TripTix supplies the Fire Department with laptops that are utilized on calls. They also provide a cloud based solution where users can log into the website and update/review reports.  
(<https://emr.intermedix.com/common/Frames.jsp>)
- Fire Mobile and I/Mobile - Software for MDT's used in all Fire apparatus. The apparatus receives the calls from dispatch on these computers and they also have access to maps of the City on them.
- Access Control and DVR - Video monitoring and door card control system.
- Beach Alerting System - Public alerting system that has preset recordings that can be played or voice announcement.
- CAD/Deccan- Dispatch software

### **Software we are in the process of replacing**

- Community Plus- Prevention Inspection software (Firehouse Software module will be integrated as part of the OneSolution Community Development implementation).

### **Software we would like to replace:**

- SunPro- Records Management Software. We need to look into the possibility of switching from SunPro to Firehouse. One of the Fire House software modules will be implemented as part of the OneSolution Community Development Product

Implementation and should evaluate the possibility of purchasing the incident module to replace SunPro, and possibly other software needed

- Electronic Forms Management software- We need a solution for storing and tracking our important issues and paperwork. Laserfiche would be a good replacement for this.
- Inventory / RFID – Current system and hardware are obsolete. Most hardware inoperative. Requires new hardware, prefer software to where we have control and users can access logs (read only). Looking to advance system with RFID use. (needs to be barcode and RFID capable) IT assistance in regards to software and accessibility would have to be worked out prior to going out to bid.
- If a CRM type of software is purchased Citywide the Fire Department would like the ability to communicate with Public Works on work orders for fire station maintenance. The ideal situation would be if we could open a work order and Public Works could place comments on it and close it out. We would also need the ability to run reports or query old or pending work orders. We also communicate with the garage for apparatus repair and a similar setup with them would be helpful.
- Fire-Rescue uses EmPower 360 for Electronic Fire Training Records and Retention.

## **HUMAN RESOURCES DEPARTMENT**

The City of Fort Lauderdale Human Resources Department is a full-service department encompassing the following functions: Recruitment, Testing and Selection; Classification and Compensation; Benefits; Organizational Development and Training; Employee Relations; Labor Relations; and Risk Management. The Human Resources Department is the centralized work area responsible for administering all of these functions for the approximately 2,400 employees, which expands to over 4,000 when counting retirees and dependents for purposes of health insurance. The Human Resources Department is comprised of almost 30 employees.

Current software:

- SumTotal Systems, Inc., Payroll Processing (Cyborg) – serves as the Human Resource Information System to manage employee and position records. The classification, compensation, and benefits programs are all maintained within this system. (This is also the system used by Finance for payroll in conjunction with FAMIS, the City's financial system and Position Budget Projections.)
- COGNOS Reporting Tool
- Employee Performance Reviews - Performance reviews are a custom process written to our specs in the payroll system
- NeoGov – Job Description maintenance, Recruitment, Application submittals, Pre Screening, Applicant Tracking, test scoring and Selection.
- EmPower - digitizing employee personnel files & Employee Benefits forms, electronic document management.
- TRAC Systems Applicant Tracking SW used in conjunction with NeoGov (SW is unsupported)
- Kronos – used for time and attendance tracking in some other departments; otherwise, time and attendance tracking is done through time clocks with manual entry.
- Risk Master – used as a Risk Management Information System
- RiskFacs – used as a Workers Compensation information system
- Union Contracts administration (Word Documents)
- LXR Recruitment Testing Creation

- ICS -Identifying Criteria for Success, job analysis software from DDI (Development Dimensions International). We do the job analysis first to determine the most important dimensions to test for in an oral interview or other assessment exercises.
- ID Badge- Employee Photo Generation with Employee ID

The Human Resources Department is open to replacement of all systems as long as the replacements are modern technology with easy querying and reporting mechanisms, and are capable of communicating or integrating with each other. Systems should include additional features not currently in place to track assets distributed to employees, report the total cost of compensation (including City's contributions for retirement and benefits) for an employee or group of employees, and tracking certificates of insurance and expiration dates from vendors. Additionally, the Human Resources Department is interested in procuring a Learning Management System (including performance evaluations; knowledge, skills and abilities databases; succession planning tools; etc.) to facilitate its Organizational Development and Training program.

### **INFORMATION TECHNOLOGY SERVICES DEPARTMENT (ITS)**

The Information Technology Services Department (ITS) is a centralized service department that provides technical resources (support, software, hardware, services, direction, and leadership) to the various departments for the City of Fort Lauderdale. The ITS Department delivers customer care, provides computers, telephones, radios, Intranet, Internet, electronic mail, telephones, radios, wireless communications, Web site, business software applications, GIS Applications, desktop software applications, and training. The ITS group is responsible for all system implementations, security, and the tactical and strategic planning for technology solutions and services to support City functions and service delivery to the citizens. The ITS Department is comprised of sixty (60) full time employees and four (4) part-time employees.

In addition to applications that are common across city departments, the City of Fort Lauderdale ITS Department uses the following systems and applications.

- BMC Software, Inc., Track-It! – Helpdesk Issue, assignment and tracking software, and Assets/Inventory Tracking
- Spiceworks SharePoint
- Chargebacks – Time Accounting and Tracking
- SMS
- Sophos Endpoint Security and Control
- ArcGIS Desktop
- ArcGIS for Server
- ArcPad
- Spikes Cavell and Analytics
- Cognos Reporting
- SumTotal Systems, Inc. Payroll/Benefits
- Web Application Development
- GIS App Development
- WebSense
- Radio Shop - In-house Web App - Inventory management, service tickets, and data management

The Department desires an efficient method to track Contracts/Agreements with its various application vendors, to include pertinent information and expiration notifications.

## **PARKS AND RECREATION DEPARTMENT**

The City of Fort Lauderdale Parks and Recreation Department is a full service department comprised of the following divisions: Parks, Recreation, Facility Maintenance, Cemeteries, Aquatic Complex, Marine Facilities, Tennis Center, War Memorial, Park Rangers, Real Estate and Sanitation. The parks and Recreation Department is comprised of 451 full time employees and at peak times can employ up to 400+ part time employees.

The following systems are used in the Parks and Recreation Department:

- KRONOS – used for time and attendance tracking in Parks Division and some other departments; otherwise, time and attendance tracking is done through time clocks with manual data entry
- GMTS – Grants Management Tracking System
- REC TRAC\* – Activity registration, facility reservations, pass management, POS, league, trips
- WEB TRAC\* – On line registration for Athletic and other Programs offered
- MAIN TRAC – Requesting, generating and tracking work orders
- ALL PRO LEAGUE SCHEDULER – League scheduling software
- HYTEK MEET MANAGER – Swim team scheduling and reports
- THE MARINA PROGRAM\* – Maps 3 City Marinas, shows slip availability, data base of City slip rentals and history
- CRPD - City Real Properties Database – In-house Web App
- GIS - Electric meter monitoring

The above programs, marked with a \*, involve the collection of money. These systems will need to integrate with the new ERP system, if not incorporated into it. A primary concern for Parks and Recreation is the ability to have all part-time employees placed on a time clock where their time would be automatically uploaded into the payroll system. This would greatly reduce the manual entries required by our current timekeepers.

## **POLICE DEPARTMENT**

As stated in the Police Department's mission statement: "Provide a safe and orderly environment in our city through professionalism, dedication, an active partnership with the community and concern for individual dignity." The Police Department is comprised of 673 employees (511 Sworn, 46 PSA, and 116 Civilian).

In addition to applications that are common across city departments, the City of Fort Lauderdale Police Department uses the following systems and applications.

**The following systems are used in the Police Department**

- **Community Plus Alarm Billing** – Currently using Community Plus, to be upgraded to CryWolf
- **Intergraph Public Safety CAD** – Computer Aided Dispatch system includes calltaker, dispatcher, CADDDBM, Netviewer.
- **Intergraph Public Safety I/Mobile** – Mobile application on Patrol laptops.
- **Intergraph Public Safety RMS** – Records Management System

- **ESRI ARCView** – Used by Crime Analysts for geospatial crime analysis.
- Kronos Time Keeping and Kronos Telestaff – Personnel Scheduling
- **Coban In-car video** – In car video and back office applications
- **EvidenceOnQ** – Management of physical Evidence
- **Foray** – Management of digital evidence.
- **Fishbowl** – Police Supply inventory
- **ISYS** – Enterprise search and information access system.
- **Courtrack** – Subpoena tracking program.
- **IAPro** – tracks complaints and Internal Affairs cases.
- **MorphoTrack** – Latent Fingerprint Identification and processing.
- **WinPAK SE** – Access control software to control access to the facility.
- **EpiSuite Pro** – Management, design, and printing of ID cards.
- **Ocularis** – Video camera monitoring application
- **VisionCMS** – Web site content management system.
- **BAIR** – Crime analytics
- **InfoRAD** – Paging application
- **RMS application** – Custom Informix 4GL application to access Pre-1999 RMS data.
- **TrainingTrack**
- **Captain's Sheet** – Eureka Report that automatically prints key events based on CAD data.
- **Trespass Affidavits** – Custom Informix 4GL application used to track trespass affidavits
- **Citation Book Tracking** – Custom application used to track Citation Books.

Systems/Applications planned for replacement or in process of being replaced

- **CA Jasmine Portal** – This is an unsupported Intranet platform planned for migration to a Microsoft SharePoint environment.
- **CA Eureka Report server** – This is an unsupported Intranet platform planned for migration to an SAP Business Objects report server.
- **CA Eureka** – Reporting tool planned for replacement by Crystal Reports.
- **Avel-Tech Automatic Vehicle Location** – This is going to be replaced upon conclusion of the current RFP process.
- **Police is responsible for ALARM Billing and this would be a good candidate for replacement**

## **PUBLIC WORKS DEPARTMENT**

### ➤ **Administrative Support/Strategic Planning**

This division provides managerial, technical, and administrative support to the department including budget, finance, public information, agenda management, safety, training, and human resources.

Software Applications used:

- Engineering Tracking System – The Engineering Tracking System (ETS) is a software tool used by the Engineering Division to manage engineering projects. Information on the various phases of a project is entered and tracked in the system such as planning, permitting, designing, bidding, contracting and construction. Also the system is used to capture staff time spent on projects, purchase order information and is utilized as a reporting tool. Includes FAMIS Interface reads / lookup from data warehouse for reporting. Currently the department is assessing applications.
- ACDC – Picture viewing
- SPSS – statistical software
- Hansen/Info – Call Accounting Software – Currently working with Neighbor Services for replacement, City-wide solution preferred
- Cayenta
- Cognos Report Writer
- Honeywell Fusion Remote (Security Cameras)
- DCR & FPR recording
- Kronos – used for time and attendance tracking
- Guard Card
- Code Red – Emergency notification system (telephone/text/email)

#### ➤ **Sustainability**

The City of Fort Lauderdale's Office of Sustainability strives to advance a culture of sustainability resources in the community. Through the fundamental practices such as "conservation, protection, and enrichment of natural resources," the Office of Sustainability seeks to expand green initiatives through collaboration with staff and neighbors of the City. The City's proverb "Green Your Routine" encourages our stakeholders to implement a sustainability lifestyle today to guarantee us a tomorrow.

Software Applications used:

- Hansen/Info
- Cayenta Utilities
- Community Plus (upgrading to SunGard's OneSolution Community Development product)
- Kronos – used for time and attendance tracking
- GMTS – Grants Management Tracking Software

#### ➤ **Engineering**

The Engineering Division provides engineering, architectural, and project management services. It recommends to the City Commission projects for contract award which include seawall replacement, major renovations, utilities replacements, neighborhood improvement projects, and annual resurfacing dredging and stormwater programs. It also processes all construction and consultant payments for projects plus all operating budget expenses.

The division administratively manages the capital funds including general capital projects, water and sewer fund, stormwater, and grants for certain projects. In addition, it serves as the main resource to other City departments and neighbors regarding the capital improvement program.

Software Applications used:

- Engineering Tracking System - The Engineering Tracking System (ETS) is a software tool used by the Engineering Division to manage engineering projects. Information on the various phases of a project is entered and tracked in the system such as planning, permitting, designing, bidding, contracting and construction. Also the system is used to capture staff time spent on projects, purchase order information and is utilized as a reporting tool. *This is a candidate for replacement.*
  - Auto CADs Maps
  - AutoCad 2013
  - AutoCad Electric 2013
  - AutoCad Civil 3d 2013
  - Autoturn Insite
  - Cascade
  - ICPR
  - Arch Map 10
  - Cayenta
  - Hansen/Info Call Accounting Software
  - H2OMap Water Suite 6.0
  - InfoSWMM 5.0
  - Bluebeam RevuCAD
  - Photoshop Elements
  - Irender nXt
  - ARC GIS – ARC View
  - Kronos – used for time and attendance tracking

➤ **Utilities – 24 Hour Customer Service**

Customer Service provides a 24/7/365 call center in support of the department's services, receiving calls and inquiries via online system and Android application for service (water, wastewater, stormwater, sanitation, other ROW issues, and provides afterhours call support for other City departments). In addition to answering pertinent questions, investigating complaints, and solving unusual problems in an effective manner, the Call Center also tracks customer contacts to ensure that satisfactory resolutions are achieved.

Software Applications used:

- Hansen/Info Call Accounting Software
- Cayenta
- Symposium
- Dispatch Radio System
- BuySpeed Online & Client (Warehouse/Pipe Yard Inventory)
- Sunshine One Database
- CitecSCADA software for monitoring of pump stations
- EXACQVision – security system
- Cognos Report Writer
- Kronos – used for time and attendance tracking
- Community Plus (being replaced with SunGard's OneSolution Community Development Application).

➤ **Distribution and Collection Division**

This division operates and maintains a 770 mile potable water distribution system, 330 mile wastewater collection system, including over 200 wastewater pump station, and a 127 mile



stormwater collection system with 2 stormwater pump stations, serving 57,000 accounts within Fort Lauderdale, as well as several adjacent large user cities. The division also maintains and repairs asphalt road surfaces and road shoulders (swales).

Software Applications used:

- Hansen/Info Call Accounting Software
- Cayenta
- CitecSCADA software – used for data acquisition and monitoring pump stations
- Allen Bradley PLC software used to control pump stations
- Allen Bradley Drive Explorer
- Allen Bradley Factory Talk
- Acrones – imaging software
- AutoCAD Electrical
- ARC - GIS – ARC Info (views maps – created)
- VZAccess Manager (Verizon)
- Verizon Mobile Broad Band Manager
- ACE Manager – Radio Software
- Data Logger – to measure pump station pressure
- Northrop Grumman - Route Manager for meter reading, Northrop Grumman Versa-Term handheld system for meter reading – used by contractor, Meter Reading office, and Customer Service
- Data Logger – to measure customer consumption
- GIS Database
- Sunshine One Database
- Radio System for communication
- Internet applications - Google Earth and Google Maps
- Kronos – used for time and attendance tracking
- Flexidata
- Dicksonware
- Symantec

#### ➤ **Environmental Services Division**

The Environmental Services section is charged with protecting the infrastructure of the Public Works Department either by damage or misuse. This infrastructure includes, but is not limited to; water mains, lines and meters; wastewater mains and pumping stations; and stormwater lines, catch basins, and outfalls.

The section administers the State and County required backflow and cross-connection control program, the federally mandated and stated controlled industrial pretreatment program, and the federally mandated stormwater permitting program. It is also in charge of hazardous materials disposal and many forms of environmental sampling for the entire City.

All Public Works Department operational permits with all regulatory agencies including EPA, FDEP, BCDNP, and SFWMD are renewed and updated by this section.

Software Applications used:

- TOKAY
- Hansen/Info Call Accounting Software
- Cayenta

- Community Plus (upgrading to SunGard's OneSolution Community Development product)
- Radio system for communication
- ARC - GIS – ARC Info (views maps – created)
- Auto CAD Viewer Software (need)
- ImportantDatesPlus by Infoware– Permit Tracking Software
- Benefit Cost Analysis (BCA) FEMA software
- Analytical Software – for Environmental Field Sampling

### ➤ **Treatment Division**

The City of Fort Lauderdale provides regional water and wastewater services to approximately 250,000 residents of the central portion of Broward County. In addition to serving the citizens of Fort Lauderdale directly, the City contractually provides these services to adjacent communities through master metering points.

This division operates and maintains two water treatment plants (Fiveash and Peele-Dixie) with an average daily distribution of 40 million gallons per day (MGD) and a regional wastewater treatment plant (G. T. Lohmeyer) with a collection capability of 55.7 MGD serving Fort Lauderdale and other adjacent municipalities throughout Broward County.

The Environmental Laboratories section provides compliance monitoring services as well as chemical and microbiological analysis for drinking water, wastewater, recreational water and stormwater systems to ensure that these functions comply with expanding local, state and federal health and environmental rules and guidelines. The laboratory is State-certified and performs testing services for other city departments and municipalities.

#### Software Applications Used:

- CitectSCADA Fiveash Water Treatment Plant
- CitectSCADA George T. Lohmeyer Regional Wastewater Treatment Plant
- Comcept – PD
- Environmental Systems RE
- Intellution Peele Dixie Water Treatment Plant
- Win911 - George T. Lohmeyer Regional Wastewater Treatment Plant
- OPC SNMP – Sever – GTL Control System
- Symantec Endpoint Protection
- ARC – GIS – ARC Info
- ABB Control Builder
  - ABB AC800M IP Config.
- ABB Process Panel Builder
- ABB OPC Server
- BB Electronics Vlinx Manager
- Microsoft SQL Server
- iFAK Software
- Schneider Electric Concept
- Schneider Electric Advantys STB
- Schneider Electric Sycon
- Schneider Electric Vijeo Designer
- Auto CAD 2005
- PLC Workshop for Modicon
- Lenel OnGuard

- EXACQVision – security system
- Rotork InSight
- AVTECH Device Discovery Utility
- Sierra Wireless AceManager
- iFIX
- Software ToolBox- Top Sever
- RS Logix 5
- RS Logix 500
- RS Linx
- Cisco Network Assistant
- Microsoft Baseline Security Analyzer
- APC IP Device Configuration
- AVTECH Device Discovery Utility
- Maple Systems OITware-200
- Paint.net
- Campbell Device Config. Utility
- Campbell Datalogger Config Utility
- Loggernet
- Maple Systems Easybuilder 5000
- Apollo ASW-35
- SolarWinds TFTP Server
- CiscoKits TFTP Server
- Ashley Audio Protea NE Software
- Acromag Inellipack Configuration
- Kronos – used for time and attendance tracking

### ➤ **Fleet Services**

City's fleet is comprised of approximately 1,504 vehicles and equipment consisting of anything from automobiles, vans, pickups, bucket trucks, dump trucks, rack trucks, compressor trucks, backhoes, trenchers, loaders, cranes, etc. to Fire Department pumpers and aerial ladders and Police Department marked and unmarked vehicles. It is Fleet Services responsibility to recommend and furnish functional, reliable and economical vehicles and equipment necessary for the conduct of City operations, write the necessary specifications for bidding purposes, assist the Purchasing Department with vehicle and equipment auctions, and to prepare and administer the annual fleet budget shown in the "FLEET PLAN" prepared annually for approval of the City Commission.

Software Applications used:

- E.J. Ward (Fuel Management system)
- First Source (Fleet Management Software)
- Fuel Chargebacks – Chargeback system for fuel billing - Manage vehicle data, import fuel-pump data, billing reports, output fuel billing file for FAMIS

### **SUSTAINABLE DEVELOPMENT DEPARTMENT**

Department consists of three divisions with the following main functions and is comprised of 132 full time employees:

- Issue building permits and perform building inspections to ensure compliance with the Florida Building Code
- Conduct fair and equitable code enforcement to encourage voluntary compliance efforts and prompt corrections of violations.
- Promote the attraction, retention and expansion of businesses, provide business liaison functions for the business community and implement the Community Redevelopment Agency's (CRA) plan with the primary goal of eliminating slum and blight and encouraging economic development.
- Encourage and direct orderly growth and well-designed development through sound planning principles that focus on community development, urban revitalization, long-range planning, and historic preservation.
- Administer Federal and State grant programs for housing and community development in compliance with applicable regulations including technical assistance, program reporting, audit review and on-site monitoring of all Grant program sub-recipients and community partners.

The Department of Sustainable Development utilizes the following programs:

- FAMIS – Account reconciliation, Cash receipts, payment processing
- Community+ (Moving to SunGard's OneSolution Community Development Product) – Permitting, Code Enforcement, Development Review
- GIS – Need for a more user-friendly property inventory database tied into #2 above
- eGovPlus - This is a web component of the current Community Plus used by Citizens which will be upgraded to the OneSolution Community Development Module
- TeleWorks – Also used for inspection scheduling and payment module for Permitting,
- Permit inspections and Payment IVR
- CoStar – Real Estate Data Reporting
- IDIS, GMTS – Federal and State Grant maintenance and reporting
- Claritas – Analytical demographic and retail trend reporting
- Empower 360 - Electronic Document Management
- Community Housing and Development Division uses Excel Spreadsheets to track:
  - Client demographics (income category, age of head of household, household size, race, etc.)
  - Grant Awards for multiple years through multiple grant sources
  - Grant Expenditures for multiple years through multiple grant sources
  - Grant Drawdowns from the Federal system for multiple years through multiple grant sources
  - Individuals who have received funds and the multiple draws made on those funds.
  - Agencies who receive funds and the multiple draws on those funds.
    - ✓A more efficient system would be preferred

Significant needs/opportunities for improvement include:

1. More fully integrated Electronic Document Management system – file scanning, storage, and integration with above programs
2. Online electronic forms processing (internal and external) – i.e. applications, code violation notices, etc. – integrating into the programs listed above
3. Account reconciliation between IDIS, GMTS, and FAMIS, together with the CIP

## TRANSPORTATION AND MOBILITY DEPARTMENT (T&M)

The Transportation and Mobility Department has three Divisions with significantly different functions and technology needs.

### ➤ Parking Division

Parking Services is responsible for providing, maintaining, collecting, protecting, and enforcing the City's 10,100+ metered public parking spaces in 4 garages, roughly 30 lots, and on-street parking as well as responding to inquiries and complaints from our neighbors and area visitors. Technology needs can be categorized in five primary areas: meter maintenance and collection; customer service; enforcement; physical plant maintenance and security; and accounting/financial. This division has about 65 employees, collects nearly \$14 million in revenue, and some units (Enforcement, Security, and Maintenance) operate 24/7/365. Approximately 100,000 parking violation citations are issued and over 85,000 citations payments are collected annually.

### Currently in use:

- Meter maintenance and collection
  - **MeterTrac:** POM single-space meter transaction tracking and recording (revenue based) by location, collection tracking (audits) and reporting
  - **Parkfolio and EMS:** Wireless communication of meter activity to back office, malfunction warnings and reporting; and credit card point-of-sale authorization software proprietary to meter vendors, histories of meter maintenance
  - **GIS-Parking:** tracking (meters, vehicles)
  - **Pay-by-Phone:** Cashless parking program integration
  - **Parker:** Smartphone application to locate available parking spaces via parking space sensors to reset meters and communicate with smartphones and track usage
  - **RFID:** Meter collection can RFID for tracking collection cans issued and returned
- Customer service
  - **Flex (T2 Systems, Inc.):** Parking citation and permit A/R and inventory/tracking database; cash receipts and reporting; cashiering; customer database (private, per DMV confidentiality agreement) of vehicle ownership, address, violation status, payment history, correspondence history; customer letters, interfaces to delinquent collection agencies.
  - **Tele-works:** Phone-based automated citation payments system (IVR)
  - **SmartPark:** in-car meter debit card reloads
  - **Adobe:** Document imaging and on-line storage
- Enforcement
  - **AutoIssue:** Automated parking citation file transfer from handheld ticket writer to Flex.

The handheld ticket writers currently in use are Duncan "AutoCites" with on-board digital color camera, ticket printer, and keypad for data entry. They accept scofflaw lists and create audible warnings if a vehicle about to receive a citation is a scofflaw (bootable) vehicle.

- Physical plant maintenance and security
  - **BLM:** RFID employee route and task management handhelds (security checkpoints, maintenance checkpoints, etc.)
  - **GPS-**vehicle tracking
- Software Needed: Red Light Camera Appeals Process – Capture and Track appealed citations, schedule Hearings, track revenue and customer contacts.
- Accounting and financial
  - **WinWedge:** Coin and currency high-speed machine counting, recorded automatically by location and meter to an Excel spreadsheet
  - **Parking Management System (PMS):** database developed in-house to collect and aggregate granular citation, parking permit, and meter collection cash deposit details and produce revenue collection reports, summarized by location
  - **Kronos:** Payroll and time accounting
  - Grant Management and Tracking System (**GMTS**): Grant tracking and administration

Additional software or interfaces needed:

- Inventory and tracking of meters, high-cost parts, and tools/equipment from receipt to ultimate disposal and each point in its life (shelf, truck, meter, repair, disposal)
- Centralized invoicing (A/R) system to integrate with Flex for monthly and one-off invoicing for parking permits, meter mitigation, valet contracts, and miscellaneous sales.
- Automated check imaging and deposit system
- Customer call center monitoring system for customer service training and statistical measures
- License Plate Recognition System for scofflaw vehicle immobilization 'boots'
- Project labor and time costing system
- Interface to export revenue detail to FAMIS (City financial system) from PMS

➤ **Transportation Division**

This division is responsible for the planning and development of a multi-modal transportation network throughout the City. Some examples are implementation of sidewalks and pedestrian paths, greenways, bicycle lanes and paths, the Wave modern streetcar project and the Community Bus System. The division is also charged with regional planning and coordination of the transportation system with agency partners such as the Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County Transit, the Broward Metropolitan Planning Organization, Downtown Development Authority, Broward

County Transit and the Downtown Fort Lauderdale Transportation Management Association (SunTrolley). In addition to the planning functions, the Transportation Division engineers develop and oversee the implementation of traffic calming and safety devices and review development proposals for impacts on transportation network and safety in the City.

**Currently in use:**

- **GIS:** creating maps, locating property
- **CIP:** Community Investment Plan Application
- **GISZoning**
- **LOS:** Level of Service Software

Software (or similar functionality) needed:

- AutoCADD
- Hansen \ Call Accounting Software
- Community Plus
- GANTT charting
- ArcGIS
- Pedestrian LOS
- Sydro (roundabouts)
- Storage and sharing of large image (poster size maps) and large document files (contracts, studies, consultant's reports)

➤ **Airport Division**

The Airport Division manages, operates, develops, and maintains the Fort Lauderdale Executive Airport (FXE), the Executive Airport Industrial Airpark, and the John Fuhrer Helistop; leases airport properties and assists in the development of tenant properties; manages noise abatement programs; administers grants from Federal and State agencies; provides outreach resources for tenants; coordinates with the Federal Aviation Administration and others for the operation of airport and helistop facilities according to Federal regulations; and administers a Foreign-Trade Zone program.

- Lease Administration
  - Track and manage 47 aeronautical and non-aeronautical leases
  - Track Insurance Certificates
  - Register and track tenants and sub-tenants
  - Maintain Physical Client File
  - Invoicing and payment collection
  - Calculate annual CPI and rent adjustments
  - Schedule and coordinate appraisals
  - Calculate and invoice for late payment fees
  - Receive and log rent and fuel flowage payments and forward to Treasury for deposit and posting to FAMIS
  - Prepare revenue reports
  - Prepare financial Reports
  - Prepare Spreadsheets

Approximately half of the Lease Administration function is managed through Microsoft Access, while invoicing and tracking is done via Excel Spreadsheets. Access is utilized to

track all information related to lease terms and conditions, sub-tenants, addresses, contact information, rent adjustment terms and dates, geographic property details, PDF's of leases, property tax information, etc. Invoice generation, payment tracking, late fee calculations and annual CPI adjustments are managed with Excel spreadsheets. Reports are generated from Excel spreadsheets and are also extracted from Access. The Airport receives approximately \$7M in revenue annually. Staff is actively seeking options for a Lease Administration System to automate the lease management, operations management, and revenue collections processes.

- Accounting and Financial
  - Accounts receivable
  - Financial reports
  - Spreadsheets
  - Purchasing
  - Payroll and time keeping
  - Contract administration
  - Budget preparation and monitoring
  - Performance measurement and reporting

The accounting and financial section utilizes Excel spreadsheets to track accounts payable and contracts. Payments, Requisitions and Purchase Orders are processed through the City's BuySpeed Online (BSO) System. The Airport processes expenditures of approximately \$3M annually. Reports are generated from FAMIS and Excel Spreadsheets. The Budget process is managed and tracked through the City's FAMIS and BPREP Systems. ClearPoint is used to manage and report performance measures.

- Operations Management
  - Daily Airfield Inspections
  - Maintenance Requests
  - Work Orders
  - Notices To Airmen (NOTAM's)
  - Gate Card/Airfield Badge Management
  - Airfield Security Management

The Airport Operations department is currently looking into acquiring airfield management/inspection software. Currently inspection results are maintained in PDF form that is filled out after each inspection. This makes it impossible to monitor trends and difficult to enhance safety. A software suite such as Eagle Integrated Solutions AIROps would allow trend analysis, more accurate discrepancy location tracking, and also automatically generate work orders for discrepancies found during the inspection in real time. Trend analysis and data collection will be imperative when the FAA fully implements its airport Safety Management System requirements. Ideally the software would also maintain a wildlife tracking/dispersal feature to aid in the implementation of the soon to be required Wildlife Plan. Additionally the software can aide in tracking equipment lifespan and replacement potentially leading to a reduction in cost. The software should also be able to assist in tenant lease and code non-compliance. The software would be used in the inspection vehicles, utilizing a tablet or laptop and some form of wireless connectivity.



All operations personnel require the following software MS Word, MS Excel, MS Power Point, MS Access, MS Outlook, Adobe Acrobat X or higher, and Google Earth. MS Access is required because many FAA safety and obstruction databases are in an Access format. Google Earth is used to determine height restrictions for crane locations around the airport. Additionally, ArcGIS is used to create various maps for the security plan, construction safety plans, tenant notices, FTZ materials.

- Airport Noise Abatement Office

Fort Lauderdale Executive Airport administers a comprehensive Noise Abatement Program that relies upon collaboration between the community, airport users, and City staff to minimize aircraft noise over neighboring communities. A vital element of the Airport Noise Abatement Program is the Airport Noise and Operations Monitoring System (ANOMS), which includes seven permanent noise monitors located throughout the community, passive radar equipment, and reporting software. The monitoring system collects information on aircraft noise levels, altitudes, and flight paths over the community. The information helps Airport staff analyze individual noise events, monitor the effectiveness of existing noise procedures, and develop new ones.

All noise abatement personnel require the following software MS Publisher, MS Word, MS Excel, MS Power Point, MS Access, MS Outlook, Adobe Acrobat X or higher, and Google Earth. Google Earth is used to analyze locations of residences in relationship to the Airport and flight tracks. Additionally, the following software is used to conduct staff duties, utilize online subscription services, and develop materials: Adobe Photoshop, Crystal Reports, Inspiration 9, Java, Adobe Flash Player, ANOMS, CyberTech Recording Solutions, 3DAAP, Adobe InDesign.

- Maintain and operate seven (7) noise monitors in conjunction with Airport Noise and Operations Monitoring System (ANOMS).
- Record noise reports from Hotline, log, and match flight tracks on a spreadsheet
- Conduct and log resident call backs
- Conduct daily counts and insert data to corresponding spreadsheets
- Prepare letters to pilots of aircraft generating over 80 dB
- Produce monthly statistics for the Aviation Advisory Board on Excel tables with graphics
- Conduct a Pilot Education Program, including:
  - Contacting individual pilots and logging interactions
  - Conducting Pilot Noise Abatement Workshops (Jets, Helicopters, and Propellers) including preparing informational materials and meeting invitations
  - Annually presenting the Achievements in Community Excellence (ACE) awards and coordinating the event and all promotional and informational materials using desktop publishing
  - Developing and posting of airfield noise abatement advisory signs
  - Producing and distributing noise abatement procedure inserts, diagrams, and brochures for pilots

The Airport Noise Abatement Program is currently evaluating aircraft identification equipment/software. Currently, aircraft that are operating under Visual Flight Rules (VFR) may not be on a flight plan, whereby the flight data is accessible to passive

surveillance radar and collected into our monitoring system. Aircraft that fly VFR are usually small propeller airplanes and helicopters. These aircraft require the most research by staff members to positively identify. A hardware/software system such as Vector Airport Solutions would photograph each aircraft at specific points on the airport; accurately identify the aircraft; and automatically generate a database. The data that would be collected in the database would consist of the photo taken, aircraft registration number, event date and time. At night, infrared photography is used to take clear photos. This equipment/software would automate aircraft identification and reduce staff time in researching aircraft, allowing staff to increase their efforts of noise abatement awareness to pilots.

Additional software needs, include Microsoft Office 2010 and Crystal Reports to be compatible with ANOMS for the dedicated ANOMS client computers.

The following is an internal analysis of functionality in use or in need of that could be part of an Enterprise Resource Planning (ERP) system as described by the City's Finance Department:

#### **1) Accounts Receivable**

- Marina, Airport, Parking, Fire, Police, Code enforcement do various types of billings not centrally recorded in G/L. The application must be able to separate types of customers and individual accounts so we can have varied aging, late payment charges and interest calculations. Loan servicing capabilities including escrow accounts for taxes and insurance. A flag to forgive the note after a number of years. Ability to research by land, etc. A special assessments/liens module.
- Miscellaneous but powerful and flexible Accounts Receivable system, with an option to not have revenues recorded immediately. There is a need for Sidewalk repair billing using an amortized billing schedule.
- Housing and Community Development (HCD) has problems with program income now, we book the revenues but it may never be collected so the AR is not program income. Ability to book revenues as deferred revenue.
- Online Payment Portal.

#### **2) Accounts Payable**

- City-wide payment application for all costs incurred not payroll or related costs. Vendors with bill to/pay to addresses. Flag for p-card, EFT/ACH payment, discounts type and percentage or calculated amount.
- Ability to calculate various dates such as; invoice date, due date, transaction date and payment/check date.
- Adherence to GASB Statement 34, Basic Financial Statements-And Management's Discussion and Analysis-For State and Local Governments.

#### **3) General Ledger**

- Account for balance sheet, Revenue and Expenditures/Expenses. Maintain control accounts for sub ledgers such as AR, Inventory, Purchasing, retainages, etc.
- Ability to drill down on general ledgers accounts to the source of the information.

#### **4) Payroll**

- Include the ability to assign and track grant and project costs and work orders for maintenance.

- We are currently implementation Kronos City Wide for Timekeeping.
- Auto generate year end accruals and reversals.
- Payroll and employee self-service, Employee Benefits, Pension, etc.
- Ability to handle pay rules changes due to Union negotiations without custom programming.

**5) Grants Tracking**

- Provide all requirements as defined by the various federal granting agencies.
- Grant accounting system, with a module to capture grants that will satisfy all grantors. System that can have each grant in an individual fund and the system able to roll like grants together at the end of the year.
- Ability to calculate interest earnings.

**6) Project Tracking for Operating and Capital**

- Proved life cycle tracking (budget and actual) for each project from financial inception to completion across multiple years and funding sources.

**7) Budget Development/implementation**

- Provide the ability to perform cost calculations for payroll and benefits for current and future years by employees groups or bargaining and providing verbiage space for the justification of each line item within an individual budget. A system that will allow variable levels of budgetary controls based on fund/fund type, etc.

**8) Purchasing/Inventory**

- Provide the ability to process req to PO to receipt to payment in the AP application. Provide tracking on construction, multiple payments and retainage. Provide the use of commodity codes, project and grant information to the various tracking applications. Allow for a centralized multi location inventory system to track an inventory item by location, reorder points and assign inventory for future projects to ensure availability of the parts to do the project. Use of work orders to track maintenance activity, assign payroll costs, equipment costs and other related costs.
- Provide eSourcing and electronic vendor self-service portal.
- Capability of electronic interchanges between city and vendors (Purchase Order distribution and receipt).
- Capability of electronic receipt of bid responses in electronic lockbox.

**9) Fixed Assets**

- Must be able to track acquisition, life, depreciation, location, tagging, transfer and retirement of capital assets and possibility those assets not capitalized but need to be accounted. Also, ability to interface with accounting and bar-code tag or RFID applications.

**10) Fleet Maintenance**

- Ability to capture the cost of repairs/fuel and labor, provide information on each piece of equipment.

**11) Work Order tracking**

- Ability capture the assignment of employees to specific tasks such as the design of a project or the time worked on a water line replacement using in house labor.

**12) Cash Receipts**

- A city-wide cash receipts system with the ability for each department to process their payments and upload to the Financial System and for accounting to be able to research any cash receipt transaction. This will eliminate the double work now being done.
- Ability to select a specific date range for transactions.
- Provide the ability to apply cash receipts through various A/R systems.
- OnLine payment portal.

**13) CAFR (Comprehensive Annual Financial Report)**

- CAFR preparation software to assist Finance in the compilation of data and producing presentation quality reports more efficiently.

**14)** System that will automatically reverse year end accruals so we don't have to enter the JE a second time.

**15)** Have the option for departments to do journal entry corrections with level one approval and Finance will do the final approval of the entry.

**16)** A system that can interface with the bank to upload cleared checks, deposits, etc.

**17)** The ability to generate reports directly from the system and the ability to select different time frames for the report such as; dollar value, revenue, expenditure, specific date range, monthly, quarterly, calendar and fiscal.

**18) Pooled Investments** - We have several investment pools that are associated with specific investments and must be maintained separately. Causing the need for multiple investment pools within the general ledger to automate the allocation of interest income as required by various debt covenants. This requires establishing individual locations for each investment pool.

- Multiple interest allocation

**19)** Electronic document capture such as A/P, A/R, cash receipts, payroll, etc.

**20)** A City-wide Citizen Inquiry/Complaint tracking application.

**21)** Contract Management Application with the ability to track leases, rentals, insurance certificates, licenses, permits, and various agreements, etc.

**EXHIBIT C - In-House Developed Web Applications**

Audit Compliance Tracking System	Tracking & Management of Audit Compliance Findings.
BCPA Property Load	Middleware to process file from BCPA for import into Community Plus.
Budget Forms	Budget BPREP forms data entry, printing, & Reporting
CASHCLOUD	Cash Receipts processing.
Chargebacks	IT Chargeback system (Time & Project Accounting).
Community Investment Planning System	CIP data entry, reports & analysis.
City Real Properties Database Application	City Real Properties Database.
Engineering Tracking	Tracking & Managing engineering project data & reports.
Fuel Chargeback System	Manage vehicle data, import fuel-pump data, billing reports, output fuel billing file for FAMIS.
GRANTS Management Tracking System (GMTS)	Organize & track grants and related, files.
LOBBY (Ethics Track)	Mobile Phone App interface to input lobbyist meetings. Data used by Lobbyist Search.
LauderServ	Free Customer Service Application for Android-based Mobile Devices
Lobby Manager	Used by City Clerk's office update lobbyist registration data
Lobby Search	Current registered lobbyists & lobbyist meetings search
MAILLIST	Email Newsletter subscription
Procurement Cards Management System	Middleware used to process PCARD files into another file to import to FAMIS
Resident Beach Parking Permits	Order Resident Beach Parking Card Parking Permits on line
Parking Management System	Manage, process & report parking revenue data
RADIOSHOP	Radio shop inventory Management, tickets, & other services
Red Light Camera Hearsay Processing	Process red light camera citation hearsay notices

UB Log Viewer	Log Viewer of Utility billing online website payments transaction log. Used by treasury during balancing.
UB Web Pay	Payment processing interface for Cashiers
UTILITYBILLING ONLINE	Pay utility bills on line, view billing history, consumption, & etc.
UTILITYTOFNP	Middleware to process data file of accounts scheduled for turn off for import into IVR Payment Reminder Auto dialer service

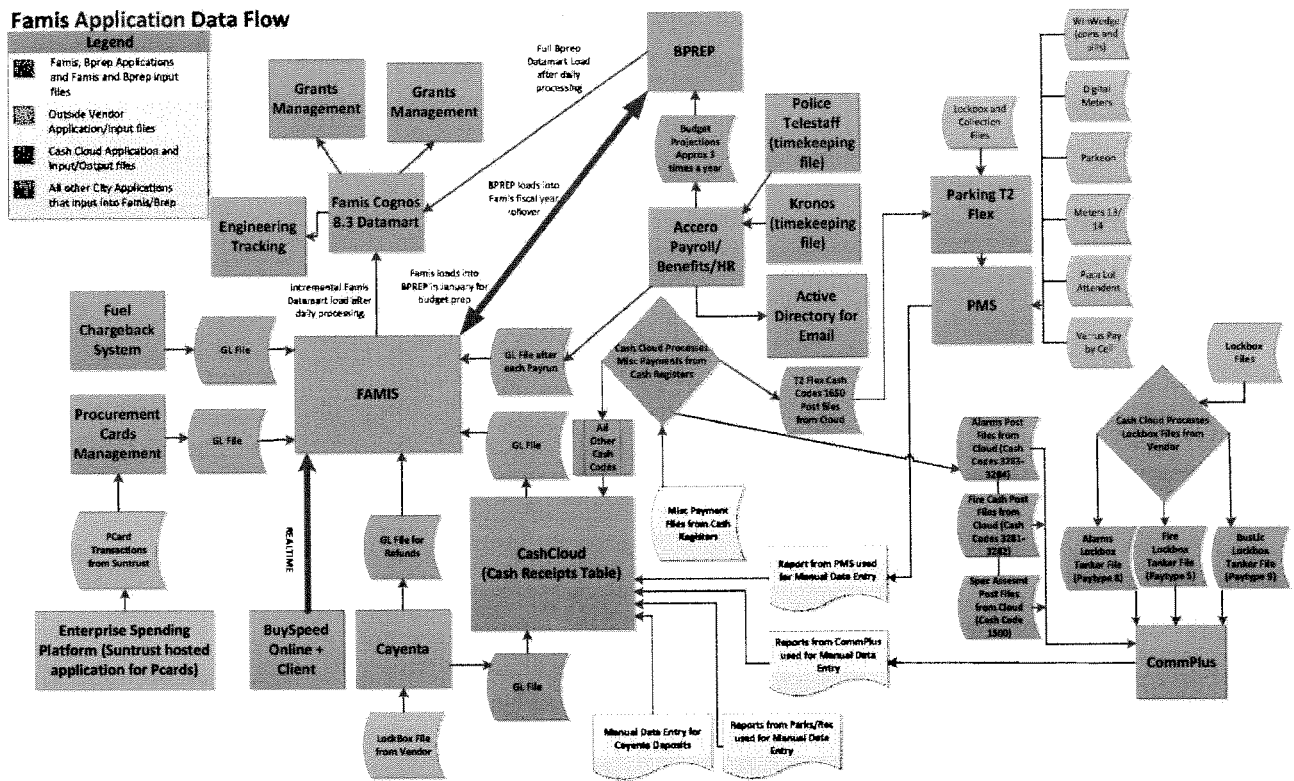
GIS has custom developed (2) applications that are used by citizens and staff. They are called Code Case Tracker and Permit Tracker.

#### **Other Miscellaneous Web Applications**

ALARM REGISTRATION	Alarm Registration.
BUYSPEED ONLINE	Procurement System.
EGOVPLUS	Business Tax, Permits, Inspections Code, Fire Safety, etc.
Granicus Legistar Insite /Cloud	Web Page to view Published Agenda, Item and Vote Summaries.
FAMIS WEB	Web based interface to FAMIS System.
LISTS	Online purchasing contacts lists.
MEET MANAGER	Organizes & Displays Athletic Events.
NEIGHBORHOODS	Web interface for residents upload WOW neighborhood nominations.
PARKING (Garage, Lots, Parking)	Displays lists of parking garages, lots, beach parking etc.
Procurement Cards Management System	Middleware used to process pcard files into another file to import to FAMIS.
PARKING SERVICES	Parking Services / Citations web.
PARKING SERVICES SWITCH	Place Parking Services web in maint mode.
PARKING MANAGEMENT SYSTEM	Manage, process & report parking revenue data.

POWERPARK	Parking customer service application for customer's tickets, permits, etc.
RECOVERY	List of links of Grants ARRA documents.
SELECTALERT	Subscribe to receive building services alerts & messages.
WEBTRAC	Register for Parks activities online.
Telvue Webus	Web-based interface used to post to & manage bulletin slides played on FLTV Channel 78.
Telvue Princeton	Web based interface for scheduling & managing videos that play on FLTV Channel 78.
VIRTUAL MERCHANT	Interface for managing, entering, balancing, settling batches and reporting of credit card payments.

EXHIBIT D – FAMIS APPLICATION DATA FLOW





RFP NO. 735-11244  
TITLE: ERP Consultant

ATTACHMENT "E"  
LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this RFP. Violation of the foregoing provision may result in contract termination.

(1) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(2) \_\_\_\_\_ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt **or** a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration. (Notary not required for Class "D")  
Business Name

PROPOSER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
NAME SIGNATURE DATE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ as \_\_\_\_\_ and \_\_\_\_\_ respectively, of \_\_\_\_\_ identification. They are  personally known to me or  have produced \_\_\_\_\_ as (SEAL)

\_\_\_\_\_  
Notary Public, State of  
(Signature of Notary taking Acknowledgment)

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Commission Number

August 1, 2012

**CITY OF FORT LAUDERDALE  
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

#### 1.10 **MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

#### 1.11 **SCRUTINIZED COMPANIES**

This Section applies to any contract for goods or services of \$1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

#### 1.12 **DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS**

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

### **Part II DEFINITIONS/ORDER OF PRECEDENCE:**

#### 2.01 **BIDDING DEFINITIONS** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.

REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.

RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.

CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.

CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.

The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

#### 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

### **PART III BIDDING AND AWARD PROCEDURES:**

#### 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

#### 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

Form G-107 Rev. 05/13

- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold

harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.
- 3.19 BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: [http://www.fortlauderdale.gov/purchasing/notices\\_of\\_intent.htm](http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm)**
- THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>**

#### PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

#### PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
  - All City Departments being advised to refrain from doing business with the Bidder.
  - All other remedies in law or equity.

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- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, Form G-107 Rev. 05/13

and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.
- 5.21 LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

<u>NAME</u>	<u>RELATIONSHIPS</u>

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**



**BID/PROPOSAL SIGNATURE PAGE**

**How to submit bids/proposals:** Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

**Please Note:** All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: \_\_\_\_\_  
(signature) (date)

Name (printed) \_\_\_\_\_ Title: \_\_\_\_\_

Company: (Legal Registration) \_\_\_\_\_

**CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/> ).**

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): \_\_\_\_\_

Payment Terms (section 1.04): \_\_\_\_\_ Total Bid Discount (section 1.05): \_\_\_\_\_

Does your firm qualify for MBE or WBE status (section 1.09): MBE \_\_\_\_\_ WBE \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.

Date Issued

**P-CARDS: Will your firm accept the City's Credit Card as payment for goods/services?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variations:

\_\_\_\_\_



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

## ADDENDUM NO. 1

RFP 735-11244  
Consulting Services for an Enterprise Resource Planning System (ERP)

ISSUED June 4, 2013

1. This addendum is being issued to make the following changes:

A. Bid Description on the title page is changed to read;  
**The City of Fort Lauderdale, Florida is seeking proposals from qualified proposers, for services of a professional Consultant to assess the City's comprehensive software needs and assist City staff in selecting an enterprise resources planning (ERP) system in accordance with the terms, conditions, and specifications contained in this Request for Proposals. For a copy of the RFP go to [www.bidsync.com](http://www.bidsync.com).**

B. Part I – Information, Section 01. Purpose is changed to read;  
**The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, for services of a Professional Consultant to assess the City's comprehensive software needs, develop a RFP for an Enterprise Resources Planning (ERP) system for distribution to potential vendors, participate in the evaluation of proposals with the objective of providing a shortlist of the top five (5) ERP vendors that would best meet the needs of the City, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).**

2. All other terms, conditions, and specifications remain unchanged.

Kirk W. Buffington, CPPO, C.P.M. MBA  
Deputy Director of Finance

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

### ADDENDUM NO. 3

RFP 735-11244

Consulting Services for an Enterprise Resource Planning System (ERP)

ISSUED July 3, 2013

1. This addendum is being issued to add the following:

Part III, Special Conditions

#### 26. PUBLIC AGENCY CONTRACT FOR SERVICES

If applicable, for each public agency contract for services, Contractor is required to comply with F.S. 119.0701, which includes the following:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

2. All other terms, conditions, and specifications remain unchanged.

Kirk W. Buffington, CPPO, C.P.M. MBA  
Deputy Director of Finance

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Question and Answers for Bid #735-11244 - Consulting Services for an Enterprise Resource Planning System (ERP)

### OVERALL BID QUESTIONS

#### Question 1

- 1) What funding source has been secured (or is being considered) for the ERP SYSTEM?
- 2) Can you provide an estimated project cost for the ERP SYSTEM?
- 3) What procurement method(s) for the ERP SYSTEM are being considered (release of solicitation, sole source, state contract, etc.)?
- 4) Can you provide a timeframe for the procurement of the ERP SYSTEM? **(Submitted: Jun 5, 2013 1:21:48 PM EDT)**

#### Answer

- 1) The funding source(s) have not yet been identified. The funding source(s) and amounts will be identified during the annual Budget preparations. Our Fiscal year begins October 1 of each year and ends September 30.
- 2) This will be available once we select an ERP Consultant (which is the purpose of this RFP). Once these steps including requirements are completed, we will have the estimated project amount.
- 3) Per the scope and one of the requirements of this RFP, an RFP will be developed in conjunction with the City and a Request for Proposal (RFP) will be released.
- 4) The City is hoping to procure and begin implementation late 2014-2015. **(Answered: Jun 5, 2013 1:48:35 PM EDT)**

#### Question 2

- 1) What funding source has been secured (or is being considered) for the ERP SYSTEM?
- 2) Can you provide an estimated project cost for the ERP SYSTEM?
- 3) What procurement method(s) for the ERP SYSTEM are being considered (release of solicitation, sole source, state contract, etc.)?
- 4) Can you provide a timeframe for the procurement of the ERP SYSTEM? **(Submitted: Jun 5, 2013 1:21:50 PM EDT)**

#### Answer

- See Question 1. **(Answered: Jun 5, 2013 1:48:35 PM EDT)**

#### Question 3

- 1) What funding source has been secured (or is being considered) for the ERP SYSTEM?
- 2) Can you provide an estimated project cost for the ERP SYSTEM?
- 3) What procurement method(s) for the ERP SYSTEM are being considered (release of solicitation, sole source, state contract, etc.)?
- 4) Can you provide a timeframe for the procurement of the ERP SYSTEM? **(Submitted: Jun 5, 2013 1:21:52 PM EDT)**

#### Answer

- See Question 1. **(Answered: Jun 5, 2013 1:48:35 PM EDT)**

#### Question 4

The ERP Consultant RFP mentions the need for a CRM Solution and a fully integrated Electronic Document Management system. Will these be future procurements and if so, will they be procured together or individually? Will the ERP implementation services be an independent procurement and what methods will the City consider for these procurements? **(Submitted: Jun 6, 2013 11:23:14 AM EDT)**

#### Answer

- 1) This depends on the outcome of this first step. However, whatever the outcome, we will require that the final selected ERP system have a robust integration toolset to allow for the needed integrations between systems.
- 2) At this time, implementation of the ERP system is not included in this RFP. We are in the process of clarifying this and correcting the description of this posted RFP. It is possible that the chosen ERP vendor will be required to provide these services once a system is selected and awarded. **(Answered: Jun 7, 2013 8:23:05 AM EDT)**

#### Question 5

Will the City post the name of the firms that have requested the RFP? **(Submitted: Jun 7, 2013 9:08:44 AM EDT)**

#### Answer

- No. However we will post a tabulation of proposals submitted in accordance with State of Florida law after bid opening. **(Answered: Jun 7, 2013 9:28:44 AM EDT)**

#### Question 6

Will there be a conference call option for the pre-bidder's conference? **(Submitted: Jun 17, 2013 2:56:46 PM EDT)**

#### Answer

- Remote Participants Instructions:
  - 1) Dial the Conference Bridge Telephone Number: 954-828-7451
  - 2) Follow the first prompt instructions:
    - o "Please, enter your meeting ID followed by # sign" 1112 #
  - 3) Follow the second prompt instructions:
    - o "Welcome to the Conference Call, please say your name after the tone" **(Answered: Jun 18, 2013 6:58:43 AM EDT)**

#### Question 7

Will there be a conference call option for the pre-bidder's conference? **(Submitted: Jun 17, 2013 2:56:54 PM EDT)**

**Answer**

- Remote Participants Instructions:

1) Dial the Conference Bridge Telephone Number: 954-828-7451

2) Follow the first prompt instructions:

o "Please, enter your meeting ID followed by # sign" 1112 #

3) Follow the second prompt instructions:

o "Welcome to the Conference Call, please say your name after the tone" **(Answered: Jun 18, 2013 6:58:43 AM EDT)**

**Question 8**

Part V, Section 04. Consultant Responsibilities, there appears to be a word or words missing at the end of the first sentence. Can you clarify? **(Submitted: Jun 24, 2013 10:14:13 AM EDT)**

**Answer**

- The Consultant shall provide Project Management activities in conjunction with 'the City'. Clarification: "in cooperation with", ""to work together". **(Answered: Jun 24, 2013 10:34:05 AM EDT)**

**Question 9**

1. Has the City determined which specific modules will be procured as part of the RFP that is developed?
2. Could the City provide a list of functional areas that are considered in scope of the assessment? (i.e., purchasing, accounts payable, inventory, work orders, project tracking, human resources, payroll, time and attendance, etc.)
3. Does the City desire the selected consultant to participate in vendor demonstrations onsite at the City?
4. Could the City clarify the frequency in which status reports described in Part Five, Section 01 are desired (i.e., bi-weekly or monthly)? **(Submitted: Jun 24, 2013 10:37:17 AM EDT)**

**Answer**

- 1. Has the City determined which specific modules will be procured as part of the RFP that is developed? At this time not all specific modules have been identified, this should be the outcome of this engagement, as stated in the RFP this would include the current core Financial packages, Procurement, Human Resources, Benefits etc. The City has identified those systems that will not be replaced, such as the Utility Billing system, Kronos Time and Attendance capture for inclusion to payroll etc.
2. Could the City provide a list of functional areas that are considered in scope of the assessment? (i.e., purchasing, accounts payable, inventory, work orders, project tracking, human resources, payroll, time and attendance, etc.) Please see response to item 1 above.
3. Does the City desire the selected consultant to participate in vendor demonstrations onsite at the City? Since any vendor demonstrations will be part of the evaluation process, yes the City would require them to be part of this process. The demonstrations are usually required of the vendors that have been shortlisted. A minimum of (3) vendors are normally shortlisted, we are hoping for (5) five.
4. Could the City clarify the frequency in which status reports described in Part Five, Section 01 are desired (i.e., bi-weekly or monthly)? **(Submitted: Jun 24, 2013 10:37:17 AM EDT)** This will be mutually agreed upon once a consultant is selected. **(Answered: Jun 24, 2013 11:21:10 AM EDT)**

**Question 10**

1. Does the scope of the RFP include all the elements of integrating a two tier ERP platform or is the scope limited to the proposal for a new ERP layered on top of legacy systems?
2. Are electronic signatures acceptable for the RFP response submission?
3. What is the extent of assistance that the City is asking for from the Contractor in terms of accumulating and including cost estimate data related to upgrades or modifications to legacy systems (Cayenta, Kronos, Etc.) that will keep in order to integrate with a new ERP?
4. What is the timeframe that the City is upgrading to SunGard's OneSolution Community Development Product? Are there any special requests of the Contractor as it relates to this timeframe?
5. Is the Contractor prohibited from using offshore resources?
6. What is considered to be "other related tasks" to be performed by the Contractor in Phase One? **(Submitted: Jun 24, 2013 4:00:08 PM EDT)**

**Answer**

- 1. Does the scope of the RFP include all the elements of integrating a two tier ERP platform or is the scope limited to the proposal for a new ERP layered on top of legacy systems? The Scope of this RFP is for procuring the services of an independent Consultant to assist the City in developing the requirements and scope for a RFP for an ERP system. The scope for an ERP system is to be developed.
2. Are electronic signatures acceptable for the RFP response submission? Since this is a paper bid and not an electronic submittal the answer is no.
3. What is the extent of assistance that the City is asking for from the Contractor in terms of accumulating and including cost estimate data related to upgrades or modifications to legacy systems (Cayenta, Kronos, Etc.) that will keep in order to integrate with a new ERP? The City would like for a Consultant be aware of these needs, and should be included in a final ERP System RFP. Both Cayenta and Kronos are new systems and we are not expecting to upgrade them. It is expected that requirements of the RFP to be developed, include the City's need for Integration between these systems and others, financial data, etc. We would require that an ERP system have a robust integration toolset. I would suspect that a selected ERP System Vendor would provide this information in their response proposals which would be evaluated by the Consultant and Staff.

4. What is the timeframe that the City is upgrading to SunGard's OneSolution Community Development Product? Are there any special requests of the Contractor as it relates to this timeframe? The OneSolution Product upgrade project has been approved and awarded by our Commission. The Project is in its initial planning stages. No special requests as to the timeframe of this RFP for a consultant, other than what is specified in this RFP.

5. Is the Contractor prohibited from using offshore resources? The Consultant? Could you please clarify this question? Just a note, if a consultant is associated with an ERP system vendor, this vendor would be prohibited from submitting a proposal for an ERP System..

6. What is considered to be "other related tasks" to be performed by the Contractor in Phase One? (Submitted: Jun 24, 2013 4:00:08 PM EDT) Once a plan is mutually developed between the City and the awarded Consultant, it may include other items not detailed in this phase (or any phase for that matter) that an experienced consultant would be aware of, or should be included. Tasks that would be required could be that of either city staff or the consultant. **(Answered: Jun 25, 2013 8:38:32 AM EDT)**

#### **Question 11**

1. Does the scope of the RFP include all the elements of integrating a two tier ERP platform or is the scope limited to the proposal for a new ERP layered on top of legacy systems?

2. Are electronic signatures acceptable for the RFP response submission?

3. What is the extent of assistance that the City is asking for from the Contractor in terms of accumulating and including cost estimate data related to upgrades or modifications to legacy systems (Cayenta, Kronos, Etc.) that will keep in order to integrate with a new ERP?

4. What is the timeframe that the City is upgrading to SunGard's OneSolution Community Development Product? Are there any special requests of the Contractor as it relates to this timeframe?

5. Is the Contractor prohibited from using offshore resources?

6. What is considered to be "other related tasks" to be performed by the Contractor in Phase One? **(Submitted: Jun 24, 2013 4:00:14 PM EDT)**

#### **Answer**

- 1. Does the scope of the RFP include all the elements of integrating a two tier ERP platform or is the scope limited to the proposal for a new ERP layered on top of legacy systems? The Scope of this RFP is for procuring the services of an independent Consultant to assist the City in developing the requirements and scope for a RFP for an ERP system. The scope for an ERP system is to be developed.

2. Are electronic signatures acceptable for the RFP response submission? Since this is a paper bid and not an electronic submittal the answer is no.

3. What is the extent of assistance that the City is asking for from the Contractor in terms of accumulating and including cost estimate data related to upgrades or modifications to legacy systems (Cayenta, Kronos, Etc.) that will keep in order to integrate with a new ERP? The City would like for a Consultant be aware of these needs, and should be included in a final ERP System RFP. Both Cayenta and Kronos are new systems and we are not expecting to upgrade them. It is expected that requirements of the RFP to be developed, include the City's need for Integration between these systems and others, financial data, etc. We would require that an ERP system have a robust integration toolset. I would suspect that a selected ERP System Vendor would provide this information in their response proposals which would be evaluated by the Consultant and Staff.

4. What is the timeframe that the City is upgrading to SunGard's OneSolution Community Development Product? Are there any special requests of the Contractor as it relates to this timeframe? The OneSolution Product upgrade project has been approved and awarded by our Commission. The Project is in its initial planning stages. No special requests as to the timeframe of this RFP for a consultant, other than what is specified in this RFP.

5. Is the Contractor prohibited from using offshore resources? The Consultant? Could you please clarify this question? Just a note, if a consultant is associated with an ERP system vendor, this vendor would be prohibited from submitting a proposal for an ERP System..

6. What is considered to be "other related tasks" to be performed by the Contractor in Phase One? (Submitted: Jun 24, 2013 4:00:08 PM EDT) Once a plan is mutually developed between the City and the awarded Consultant, it may include other items not detailed in this phase (or any phase for that matter) that an experienced consultant would be aware of, or should be included. Tasks that would be required could be that of either city staff or the consultant. **(Answered: Jun 25, 2013 8:38:32 AM EDT)**