

# County of McHenry Request for Proposal

## **RFP # 16-86**

### **FINANCE SYSTEM AND IMPLEMENTATION SERVICES**

This Request for Sealed Proposal (RFP) is for the purpose of, seeking and selecting qualified firms to provide a financial system and related professional services necessary to implement the system for the County of McHenry (the County) as outlined within this document. All requirements are as per specifications enclosed herein.

**GENERAL REQUIREMENT:** This is a Request for Sealed Proposal (see attached). Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original, ten (10) hard copies, and one (1) electronic copy of the complete proposal are to be submitted.**

**SUBMISSION LOCATION:**

**Mailing Address:**

Purchasing Department  
McHenry County Administration Building  
2200 N. Seminary Avenue Room 200  
Woodstock IL 60098

**Drop Off In Person:**

Purchasing Department  
McHenry County Administration Building  
667 Ware Road Room 200  
Woodstock IL 60098  
Phone: (815) 334-4818  
Fax: (815) 334-4680

**CONTACT PERSON:**

Mr. Donald A. Gray, CPPB  
Director of Purchasing

**SUBMISSION DATE AND TIME:**

**January 5, 2017 at 2:00 PM CST**

Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

**SCHEDULE OF EVENTS**

November 28, 2016----- -	RFP Available
December 12, 2016-----	Pre-Proposal Conference to be held at the McHenry County Administration Building located @ 667 Ware Road, Woodstock, Illinois 60098 Conference Room C at 10:30 A.M. (CST)
December 19, 2016-----	Last day for vendors to submit questions by 4:00 P.M.(CST)
December 20, 2016-----	Vendors questions answered and posted on website by 4:00 P.M.(CST)
January, 5 2017 -----	Proposals due in Purchasing at 2:00 P.M. (CST). Proposals arriving after this time will not be accepted.

REGISTER FOR UPDATES ON RFP All vendors interested in receiving further correspondence regarding this RFP are required to register by submitting Attachment 16. Vendors wishing to attend the pre-proposal conference remotely should request information from the RFP contact, Donald A. Gray (815-334-4680 / DAGray@co.mchenry.il.us).

VENDOR PRE-PROPOSAL CONFERENCE A vendor pre-proposal vendor conference will be held on December 12, 2016, at 10:30 A.M. in the McHenry County Administration Building 667, Conference Room C, Ware Road, Woodstock, Illinois 60098. The County will make alternate arrangements for vendors to participate by conference call if requested. Attendance at the pre-proposal conference is not mandatory. Answers to questions submitted prior to the conference and answers to all questions asked at the pre-proposal meeting will be officially answered by addendum after the meeting.

*Location:*

McHenry County Administration Building  
667 Ware Road  
**Conference Room C**  
Woodstock IL 60098

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## A. GENERAL INFORMATION

### A.1. REQUEST FOR PROPOSALS DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

### A.2. RECEIPT AND HANDLING OF PROPOSALS

Proposals shall be opened in private by the County's evaluation committee to avoid disclosure of contents to competing vendors.

### A.3. EVALUATION OF PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

### A.4. DISCUSSION OF PROPOSAL

The evaluation committee may conduct discussions with any vendor who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the evaluation committee shall not disclose any information derived from one proposal to any other vendor.

### A.5. NEGOTIATIONS

The County reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the vendor's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County as contractually binding on the successful vendor.

### A.6. NOTICE OF UNACCEPTABLE PROPOSAL

When the evaluation committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

### A.7. AUTHORITY

This RFP is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved August 1, 2014, revised December 1, 2015. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing or visit the County's website at <https://www.co.mchenry.il.us/home/showdocument?id=59641>.

### A.8. RESERVED RIGHTS

The County reserves the right at any time and for any reason to cancel this RFP, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to

waive any immaterial defect in any proposal. ***Unless otherwise specified by the vendor, the County has no less than one hundred eighty (180) days to accept.*** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

A.9. INCURRED COSTS

The County will not be liable in any way for any costs incurred by respondents in replying to this RFP.

A.10. AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

A.11. PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

The County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

The County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

A.12. PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

The County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

A.13. PROTEST PROCEDURES

Any vendor who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be

considered, the protest must be received by the County five (5) days prior to the stated RFP submission deadline. Any adversely affected or aggrieved vendor shall have ten (10) days from the date of the proposal submission deadline to file a written protest regarding the intent to award a contract from this RFP. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

#### A.14. ADDENDUM

Should the vendor require any additional information about this RFP, please fax or email to Purchasing (815-334-4680 / DAGray@co.mchenry.il.us) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by written addendum to all vendors. No interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to propose has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County's website. Failure of the vendor to receive any such addendum or interpretation shall not relieve the vendor from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a vendor to improperly submit a proposal;

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have provided (Attachment 16). Each vendor shall ascertain prior to submitting a proposal that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

#### A.15. TAXES

The County is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

#### A.16. VENDOR RESPONSIBILITIES

The selected vendor will be required to assume responsibility for all services offered in the proposal. The County will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the vendor attempts to make such an assignment without the written consent of the County, the vendor shall nevertheless remain legally responsible for all obligations under the agreement resulting from this RFP.

A.17. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFP.

Interpretations, corrections, and changes to the RFP will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

A.18. REJECTION OF BIDS, WAIVER OF IRREGULARITIES

The County reserves the right to reject any or all proposals, to waive irregularities, and to accept that proposal which is considered to be in the best interest of the County. Any such decision shall be considered final.



## B. TERMS AND CONDITIONS

### B.1. NON-DISCRIMINATION

Vendors shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, vendors shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

### B.2. SECURITY

The vendor represents and warrants to the County that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The vendor further represents and warrants to the County that the vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by any agreement resulting from this RFP on behalf of any person or entity named as Specially Designated National and Blocked Person. The vendor hereby agrees to defend, indemnify and hold harmless the County, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

### B.3. PREVAILING WAGE

The State of Illinois requires under Public Works Contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the subcontractor under the Contractor. A copy of the prevailing wage rates is posted on the County website at [www.co.mchenry.il.us](http://www.co.mchenry.il.us) under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Contractors may access the Illinois Department of Labor website for updates at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol).

It shall also be mandatory upon the vendor to whom the agreement resulting from this RFP is awarded to insert into each subcontract and into the project specifications for each subcontract a written stipulation to the effect that not less than the prevailing rate

of wages shall be paid to all laborers, workers, and mechanics performing work under any agreement. It shall also be mandatory upon each subcontractor to cause to be inserted into each lower tiered subcontract and into the project specifications for each lower tiered subcontract a stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under any agreement. A vendor and/or any of its subcontractors who fail to comply are in violation of the Act.

**B.4. CERTIFIED PAYROLL REQUIREMENTS (PUBLIC ACT 94-0515)**

Effective August 10, 2005 vendors and any subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

**B.5. INCREASED PENALTIES FOR PREVAILING WAGE VIOLATIONS (PUBLIC ACT 94-0488)**

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

**B.6. OSHA REQUIREMENTS**

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the County must hire entities and individuals (contractors) to perform services. To this end, vendors hired by the County must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry

guidelines. It is the responsibility of the vendor to ensure that their personnel and any subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

**B.7. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT**

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

**B.8. PURCHASE EXTENSION**

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the vendor. The County shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

**B.9. PAYMENTS**

The vendor shall furnish the County with an itemized invoice as specified in any agreement from this RFP. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

**B.10. COMPLIANCE WITH LAWS**

The vendor hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

**B.11. RECOURSE FOR UNSATISFACTORY MATERIALS**

The vendor will warrant that the implemented system will conform in all material respects to the in scope requirements and specifications identified by the vendor's responses to the functional requirements in Attachment 13 (Functional Requirements) or a further revised version of Attachment 13 (Functional Requirement) to be negotiated between the County and the selected vendor for a period of 12 months after Final Acceptance. Further, the vendor will warrant that the system will conform in all material respects to the vendor's own system documentation for the current release for as long as the County remains under contract. The

rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other clause of the agreement.

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to specifications in the resulting agreement, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful vendor at no additional charge.

#### B.12. TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the vendor will be allowed thirty (30) days or as mutually agreed to take corrective action and accomplish satisfactory control. After correction, if the County deems the vendor's performance still unsatisfactory, the County may at its option cancel the contract. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful vendor will agree that the resulting agreement is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, the agreement shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful vendor will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate any agreement resulting from this RFP, without cause and without penalty.

#### B.13. DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

#### B.14. WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

#### B.15. INSURANCE

General The successful vendor shall maintain for the duration of any resulting agreement and any extensions thereof, at vendor's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$1,000,000 per occurrence combined single limit for:  
Bodily Injury Liability and Property Damage Liability;

- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

**B.16. EVIDENCE OF INSURANCE**

The successful vendor agrees that with respect to the above-required insurance that:

- (a) The County shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to the County along with the Certificate of Insurance; and

- (e) have the County of McHenry named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, **a body politic**  
2200 N. Seminary Avenue  
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department  
2200 N. Seminary Avenue, Room 200  
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of any agreement resulting from this RFP and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

**B.17. HOLD HARMLESS CLAUSE**

The vendor agrees to indemnify, save harmless and defend the County of McHenry, its agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

**B.18. CHOICE OF LAW AND VENUE**

The vendor agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The vendor further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22<sup>nd</sup> Judicial Circuit of McHenry County, Illinois, and the vendor hereby consents to the personal jurisdiction thereof.

**B.19. KEY PERSONNEL**

The vendor agrees that for all vendor project managers and lead staff

- a) The County shall have the ability to interview and approve key personnel proposed by the vendor.
- b) The County shall have the right to dismiss key personnel from the project.
- c) Vendor key personnel may not be removed from the project without the County's approval.

**B.20. SYSTEM ACCEPTANCE**

For purposes of acceptance of the system (or portions thereof), the County intends to use a two-staged acceptance procedure for each phase and for the entire project. Key points include:

- a) "Conditional Acceptance" will occur at or prior to go-live. The County will have up to forty-five (45) days to test the system ("pre-live testing") before going live.
- b) The County will have a 90-day period after going live to "live test" the system. Live testing is the County's opportunity to verify that the system complies with the functional requirements and any other written specifications delivered to the County by the vendor during the course of the project.
- c) If after the live testing the system performs in accordance with the system specifications (including the design document and functional requirements), the County will issue "Final Acceptance." The 90-day time frame for Final Acceptance shall be extended if problems are found in the live test. Specifically, the County expects to document the date the problem is found and the date it is certified as fixed. The warranty period shall begin at the time of Final Acceptance.

**B.21. FREIGHT**

Freight is all inclusive unless otherwise stated.

**B.22. FUEL SURCHARGE**

The County does NOT accept any fuel surcharges.

## C. EVALUATION

### C.1. EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and associated County staff (the Evaluation Committee).

For each decision point in the process, the County will evaluate vendors according to specific criteria defined below. The sole purpose of the proposal evaluation process is to determine which solution best meets the County’s needs. The evaluation process is not meant to imply that one vendor is superior to any other, but rather that the selected or elevated vendor has represented that it can provide and has proposed the best software and implementation approach for the County’s current and future needs based on the information available and the County’s best efforts of determination.

### C.2. SELECTION PROCESS

Selection will occur in three stages.

- a) Review of Vendor Proposals – The County will review vendor proposals for compliance with RFP requirements, apply selection criteria, and identify a short list of vendors for software demonstrations and team interviews. During the review of the proposals, the County reserves the right to ask for clarification of vendor responses if necessary.

#### Evaluation Criteria:

Criteria	Weighting
Cost	15
Response to Functional Requirements	15
Implementation Approach	20
Qualifications of Vendor	15
Conformance with RFP Requirements	15
Understanding of County Project	15
Ongoing Support / Hosting	5

- b) Software Demonstrations and Team Interviews – Software demonstrations and implementation presentations will be held on-site at the County’s offices and can cover all functional areas listed in this RFP. The County expects to elevate up to three (3) vendors for demonstrations. Demonstrations will include both presentations on software and implementation services. It is recommended that key implementation staff proposed for this project be present at the demonstration and lead presentation of any implementation topics. To avoid unnecessary delays, the County expects that vendors will be available for software demonstrations and presentation/interview sessions on the dates identified in this RFP and to identify any potential issues or conflicts in their response to this RFP using Attachment 2: Contact Information. Vendors that cannot demonstrate their software or make key members of the proposed team available onsite during the dates identified by the County may be eliminated. The agenda and software demonstration scripts will be distributed to vendors that have



been short-listed for software demonstrations approximately two to three weeks in advance of the on-site meeting dates. The County reserves the right to change the dates as needed.

Evaluation Criteria:

Criteria	Weighting
Software Functionality	25
Reporting Capabilities	15
Implementation Approach	25
Project Team,	25
Technical Compatibility	10

- c) Discovery - Discovery sessions will consist of an additional on-site meeting with elevated vendors to focus on implementation issues. After software demonstrations/implementation interviews, it is expected the County will elevate either one (1) or two (2) vendors. Each elevated proposal team will receive a Request for Clarification (RFC) letter that will ask vendors to clarify any necessary parts of the initial proposal. In addition, the RFC letter will identify a schedule for the on-site Discovery session that will include a detailed discussion of implementation issues. It is the expectation of the County that all key project team members will be available for the on-site Discovery sessions.

Evaluation Criteria:

Criteria	Weighting
Response to RFC Letter	10
Cost	20
Project Team	25
Mitigation of Project Risks	25
Overall Software Features	20

## D. SUBMITTAL REQUIREMENTS

### D.1. DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit one (1) original, ten (10) copies, and one (1) electronic submission of the completed proposal along with any support documentation to:

Mr. Donald A. Gray, CPPB  
Director of Purchasing  
McHenry County Administration Building  
2200 N. Seminary Avenue, Room 200  
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of the County. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on January 5, 2017**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

**PROPOSAL ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP TITLE, TIME & DATE OF OPENING.**

### D.2. SUBMITTAL GUIDELINES

- D.2.1. In the event that all RFP requirements are not met with products and services provided by one firm, vendors are encouraged to partner with another firm to submit a joint proposal.
- D.2.2. In the event that multiple firms partner to submit a joint proposal, the proposal must identify one firm as the primary contact. This primary contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.
- D.2.3. All third-party vendors proposed as part of a joint proposal are subject to the same requirements of this RFP, unless otherwise stated.
- D.2.4. Implementation pricing must be submitted on a "milestone" basis. For implementation services under a milestone arrangement, the County compensates the vendor a fixed amount for the completion of major milestones. The scope of

the project will be defined by the statement of work and detailed functional requirements included o

- D.2.5. Price offered shall be firm for at least 180 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

## E. SPECIFICATIONS

### E.1. ABOUT THE COUNTY

The County is located in northeastern Illinois, approximately 50 miles northwest of Chicago. The County covers a total area of 611 square miles of land and 8 square miles of water. The 2015 estimated population of the County was 307,243, which ranks sixth out of 102 counties in Illinois. Over 30 communities reside within the County, the largest of which is the City of Crystal Lake, with a population of 40,388.

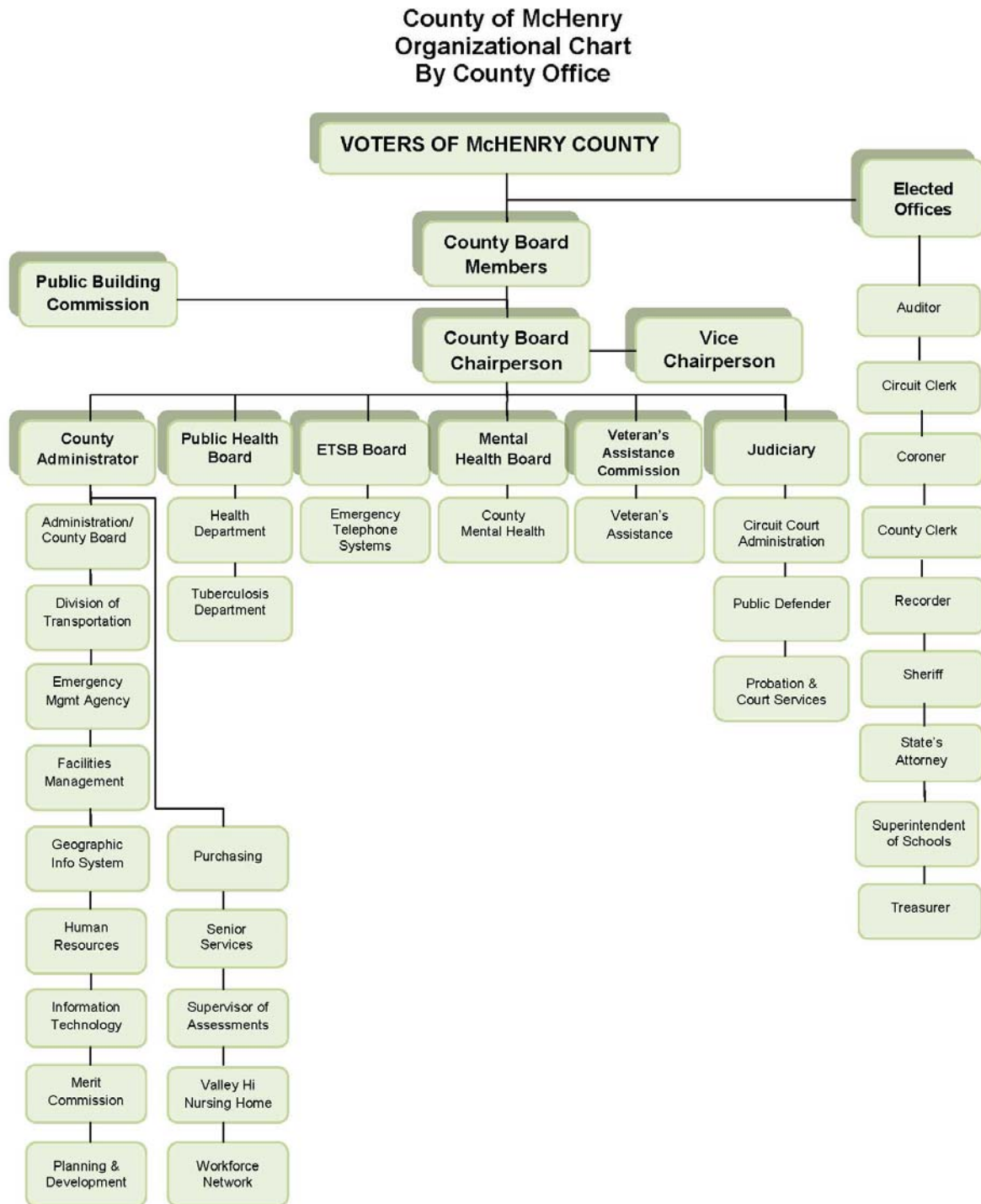
The County operates under a board-administrator structure, in addition to nine independently elected County officials. The Board is comprised of twenty-four members elected from six districts. Board members serve four year terms. The Board is both the legislative policy maker and the supervisor of County Administration. The County Administrator is the chief administrative officer and prepares and recommends the annual budget, implements policies and procedures, manages daily operations, and oversees department directors. The nine independently elected County officials are the Auditor, Clerk of the Circuit Court, Coroner, County Clerk, Recorder, Sheriff, States Attorney, Regional Superintendent of Education, and Treasurer. Elected officials serve four year terms.

The County provides a full range of services including law enforcement, construction and maintenance of roads and bridges, property assessment and tax collection, official records, elections, document recording, comprehensive planning and growth management, housing and community development programs, social service programs, judicial functions, health services, animal services, emergency disaster and response planning, storm water management, environmental protection, and administrative functions.

For further information, the County's Budgets and Comprehensive Annual Financial Reports are available on the County's website, [www.co.mchenry.il.us](http://www.co.mchenry.il.us), under County Administration and the County Auditor, respectively.

<b>Background Statistics</b>	
<b>Background Summary</b>	
Current Population (2015)	307,243
Appropriation Budget (FY 2015)	\$231.6 M
Approximate Number of Employees (FTE)	1,160
Fiscal Year	Dec 1 – Nov 30
Number of Departments	29
Total funds (approximate)	56
Active Vendors	10,989
Number of Expenditure Categories (Current Object Level 3)	236
Number of Main Revenue Codes (Current Object Level 3)	150

E.2. COUNTY ORGANIZATION CHART



**E.3. PROJECT BACKGROUND**

The County’s current financial management system is Performance Series 3.1. The system was originally designed by KPMG. The software was purchased by Tier Technology and then by Cogsdale, which is now owned by Harris Computer. The software was implemented in the County 20 years ago. Performance Series 3.1 is a client server application utilizing Microsoft SQL 2005 running on Windows 2003 server, and using a PowerBuilder based GUI. System reporting is accomplished by using SQL statements. In addition to the Performance Series 3.1, the County utilizes spreadsheets and other databases to track information and prepare other reports.

The County’s financial system has served the County well and most administrative staff is very familiar and experienced with the software. However, the software lacks many modern features found in financial systems on the market today. Additionally, the County’s business processes rely on manual and often redundant work that provides numerous opportunities for process efficiency gains.

The County has been working with the Government Finance Officers Association to assess current processes, and help the County prepare for this project. The County has established a governance structure, project charter, and project goals that will guide decision making throughout the project. The County has also been communicating with end-user departments and expects that this project will create an enterprise-wide financial system that meets the needs of all departments and greatly reduces the number of shadow spreadsheets, tracking systems, and reporting tools in existence.

**E.4. PROJECT SCOPE – SOFTWARE**

The project scope for procurement and implementation of software solutions is briefly described in the chart below. Specific functionality within each category listed below is more thoroughly described in Attachment 13: Functional Requirements

<b>Functional Scope</b>	
<b>Financials</b>	<b>Budget</b>
<ul style="list-style-type: none"> <li>• General Ledger/Chart of Accounts                             <ul style="list-style-type: none"> <li>○ Project/Grant Accounting</li> </ul> </li> <li>• Grant Management</li> <li>• Procure - Pay                             <ul style="list-style-type: none"> <li>○ Accounts Payable</li> </ul> </li> <li>• Accounts Receivable</li> <li>• Capital Assets</li> <li>• Treasury Management</li> </ul>	<ul style="list-style-type: none"> <li>• Operating Budget</li> <li>• Capital Budget</li> <li>• Position Budget</li> </ul>

**E.5. PROJECT SCOPE – BUSINESS PROCESSES**

The County expects that the project will result in the following business processes being implemented County-wide following the process documentation included in the RFP as Attachment 15: Business Process Documentation. Additionally, the County expects that the vendor will provide process documentation, process analysis, and process improvement

services for other related administrative processes under the scope of modules listed in Section E.4 and the functional requirements listed in Attachment 13: Functional Requirements

<b>Business Process Scope</b>	
<b>Functional Area</b>	<b>Process</b>
General Ledger/ Chart of Accounts	<ul style="list-style-type: none"> <li>• Chart of Accounts</li> <li>• General Ledger Transactions</li> <li>• Activity Costing</li> <li>• Internal Service Charges</li> <li>• Grant/Project Transactions</li> <li>• Financial Reporting</li> </ul>
Grant Management	<ul style="list-style-type: none"> <li>• Grant Applications</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• Operating Budget</li> <li>• Capital Improvement Planning (CIP)</li> <li>• Capital Budget</li> <li>• Budget Adjustments / Amendments</li> </ul>
Procure – Pay	<ul style="list-style-type: none"> <li>• Vendors</li> <li>• Purchase Requisitions</li> <li>• Direct Vouchers</li> <li>• Purchasing Cards</li> <li>• Purchase Orders                             <ul style="list-style-type: none"> <li>○ Contracts</li> </ul> </li> <li>• Change Order</li> <li>• Receiving</li> <li>• Accounts Payable                             <ul style="list-style-type: none"> <li>○ Invoice Processing</li> <li>○ Payment Processing</li> </ul> </li> </ul>
Customer Billing	<ul style="list-style-type: none"> <li>• Customer File</li> <li>• Billing</li> <li>• Accounts Receivable                             <ul style="list-style-type: none"> <li>○ Aging</li> <li>○ Collections</li> </ul> </li> </ul>
Treasury	<ul style="list-style-type: none"> <li>• Cash Receipts</li> <li>• Interest Allocation</li> <li>• Bank Reconciliation</li> <li>• Investments</li> </ul>
Capital Assets	<ul style="list-style-type: none"> <li>• Asset Acquisition</li> <li>• Depreciation</li> <li>• Transfer / Disposal / Retirement</li> </ul>

### E.6. TRANSACTION COUNTS

The following counts are provided for informational purposes on the quantity of transactions the County has processed in 2014 and 2015. With process change, the some of these counts may change in the future.

Transactions		
Phase	2014	2015
Invoices Processed	32,996	29,169
1099's Issued	321	317
Number of Grants Reported in Single Audit	87	73
Grant Amount Awarded	\$29.8 M	\$19.8 M
Grant Amount Expended	\$9.5 M	\$8.8 M
Number of Deposits/Wire Transfers	13,747	18,249
Number of Transfers/ACHs Processed	7,645	8,277
Purchase Orders Processed	1,876	2,265
Processed RFPs/BIDs/RFQs	109	111
Accounts Payable Checks issued	18,132	16,123
PCs/Laptops/MDCs/Thin Clients Supported	1,634	1,670
Windows Servers supported and maintained	273	262
Number of JE Docs Posted (each JE may contain multiple lines)	1,139	1,227
Number of Cash Receipts Docs Posted/ # of lines	4,670 / 17,637	4,750 / 17,932
Number of Requisitions Entered (REQ may contain more than 1 line)	1,173	1,153

### E.7. PROJECT SCOPE IMPLEMENTATION SERVICES

To ensure quality throughout the implementation, the County's project will include, at a minimum, the following critical quality assurance and project management deliverables. Each deliverable will be the responsibility of the vendor and will be formally presented to the County for review and sign off. For projects with multiple phases, the County expects each phase to contain each deliverable (unless noted)

1. **Comprehensive Project Plan** – Detailed listing of tasks for the entire project that includes the following for each task: due date, responsibility, predecessors. Tasks to itemize on the project plan will include all implementation activity, deadlines, milestones, sign offs, review periods, and deliverables. The project plan is also to include County staff resources and tasks.
2. **System Design Document** – Work product that identifies both the business process decisions as well as system configuration decisions for each in scope business process and system feature. System design documentation will be organized by business process and contain recommendations, County decisions, and detailed process and system documentation.



**3. Testing Scripts** – Test scripts based on the functional requirements and system design document that require successfully completion of each item in scope (functional requirements) and the set-up of the system (system configuration).

**4. Training Documentation** – Complete system manual for how to use the configured system. Vendors should propose services to train end-users on how to use the software and operate within new business processes

**E.8. PROJECT SCOPE – ON-PREMISE, HOSTING SERVICES AND/OR, SOFTWARE AS A SERVICE**

The County is interested in receiving proposals for both on premise systems and systems utilizing hosted, managed services, or software-as-a-service.

**E.9. TECHNICAL INFRASTRUCTURE**

E.9.1. Infrastructure – The County’s network consists primarily of Cisco switches and routers connecting the main campus buildings and 4 remote locations. Network speeds range from 1GB to 10GB. The County operates primarily a Windows server environment with servers ranging from Windows 2008 R2 to Windows Server 2012, with the domain being Windows 2008 R2. The majority of the servers are hosted in a virtual VMWare environment. Additionally, the County operates primarily a Windows SQL environment with servers ranging from SQL 2008 R2 to SQL 2014. The mail system is a premise based Microsoft Exchange 2010 server utilizing Microsoft Outlook 2013 clients.

E.9.2. Desktops – The County’s desktop environment consists of HP Z230 desktops, HP Probook 650 laptops, HP Revolve laptops, and Microsoft Surface 3 and 4 computers running Windows 7, Windows 8 and Windows 10. The desktops and laptops are running Microsoft Office 2013. Desktops and laptops are a mix of 32, and 64 bit Windows 7, 8, and 10 operating systems that utilize Internet Explorer 11. The County would prefer an HTML5 browser based client that requires no client side installation.

**E.10. PROJECT SCHEDULE**

The County expects to have a contract complete in the first half of 2017 and would expect implementation to begin during July 2017. The County is targeting a go-live to correspond with the beginning of the County’s FY2019 Fiscal Year on December 1, 2018. Budget modules would be expected for the budget preparation cycle working on the County’s FY 2019 budget.

<b>Project Schedule</b>		
<b>Phase</b>	<b>Start</b>	<b>Go -Live</b>
1) Finance	July 2017	December 2018
2) Budget	TBD	March 2018

**E.11. PROJECT STAFFING**

The County will make every effort to staff the project appropriately and understands that staffing a project is important to its success. However, the County has also identified staffing as a current risk for the project. The following table lists resources that the County expects to be

available for the project, their applicable areas of knowledge/assumed roles in the project, and the maximum participation levels in the project. The County’s Core Team is made up of individuals holding managerial positions for the County and availability for meetings may be limited at certain times due to scheduling conflicts and/or other County meetings.

County Staff Participation	
Assumed Role	Maximum Participation (FTE)
Project Manager	.5 FTE
Core Team - Accounting	.25 FTE
Core Team - Budget	.25 FTE
Core Team - Purchasing	.25 FTE
Core Team - Treasury	.25 FTE
Core Team - IT	.25 FTE
Accounting Support	.5 FTE
Purchasing Support	.5 FTE
Treasury Support	.5 FTE
IT Support	1.0 FTE

E.11.1. Project Organization

The County has identified the following roles and expects to manage and support the project using the structure defined below.

- **Project Sponsor** – The County Administrator will serve as sponsor for the project. The project sponsor will be responsible for providing top-level endorsement of the rational and objectives for the project.
- **Core Team** – The County’s core team is made up of department heads from the County’s administrative departments primarily impacted by the project including (the Auditor’s Office, Budget, Purchasing, IT, and the Treasurer’s Office). The Core Team will have primary decision making ability for the project and will be heavily involved in system design and system planning. Availability for the Core Team can be limited and the Core Team will rely on the Project Manager and Support Roles to provide additional staffing to the project.
- **Support Roles** – Each of the County’s Core Team members have identified a support role to work with throughout the project. Support Role team members would be heavily involved in system configuration, system testing, and training tasks.
- **Project Manager** – The Project Manager will be the project coordinator and primary point of contact for the vendor. The project manager will be responsible for hands on support and all administrative tasks on the project including the day-to-day issues, working with consultants, keeping County staff on schedule, and facilitating meetings.
- **Department Representatives** – When necessary, the project will involve representatives from various County departments to assist with system design, configuration, testing, and training. Department representatives will participate in the project but will likely not have an extended role due to ongoing commitments with the department.

**E.12. NUMBER OF USERS**

It is difficult for the County to envision exactly who will use the system as implementation of the system will result in a major change in the way that the County does business. Currently, the County has approximately 125 users on its Performance Series 3.1 system. Vendors should plan however on having all County departments with access to the system for at least a few users to enter transactions. The following user counts identify expected users within each functional area. Additional users may be required for extra help and vendors should plan to provide sufficient system access and implementation services for the County to fully implement their desired business processes and train users. Proposals should include services to complete implementation and any appropriate training services to prepare all County staff for using the system. (Note: Employees are counted in multiple places in the following chart).

<b>County Users</b>		
<b>Type of User</b>	<b>Estimated Number of Core Users</b>	<b>Estimated Number of End-Users</b>
Financials	13	125
Purchasing	6	100
Budgeting	6	65
Technical/Administrative Users	6	7

**E.13. INTERFACES**

Interface requirements have been included in with the functional requirements. Vendors should respond to each functional requirement, including the interface requirements, to identify the proposed scope. Any positive response – “Y” or “Y-ND” is considered to be in-scope and all pricing for the proposed scope included in the submitted milestone pricing. Interfaces to the County’s existing systems are critical to the project success

**E.14. DATA CONVERSION**

The County understands the level of effort required to convert data and is interested in converting both summary and detailed transactional data for seven years to be consistent with public records retention requirements.

**E.15. CURRENT APPLICATIONS**

The following applications are used by the organization for major business functions. Information about their replacement or interface is provided for the vendor’s convenience. The County intends to discuss the future use of these applications during software demonstrations and contract negotiations.

<b>Current Systems</b>		
<b>Functionality</b>	<b>Current Application</b>	<b>In Scope for Replacement</b>
Finance / Budget	Performance Series 3.1	Yes
Capital Assets (Fixed Assets)	Great Plans	Yes
Document Imaging	Hyland OnBase	No

<b>Current Systems</b>		
<b>Functionality</b>	<b>Current Application</b>	<b>In Scope for Replacement</b>
Permits/ Billing	Cartegraph*	No
Case Management	ICIS	No
Real Estate Collections	DEVNET	No
Receipt of Deposits	Quickbooks	No
Investments	Illinois Funds (IPTIP)	Possible
Treasurer Reports	BORIS (PowerBuilder)	Yes
Juror Checks	Access	Yes
Financial System for Mental Health	Fundware	Yes
Records Retention	Vesatile	No
Facility Management	360	No
Sheriff Maintenance, garage costs, billing	Cartegraph*	No
Grant Management	Great Plains	Yes
Case Management (Veterans)	Vetrospec	No
Case Management (State's Attorney/Public Defender)	JustWare	No
Delinquent Check System	Bounceback	No
Credit Card Collection	First Data / Moneris / GovPay	Possible
Accounts Payable for Valley Hi	MDI Achieve	Yes
Accounts Receivable for Valley Hi	Matrix Care	Yes
Medicare Billing for Valley Hi	NGS	No
Medicaid Billing for Valley Hi	ALHERS / ZERMED	No
Payroll	ADP	No
ICP Grant Reimbursement	ICP Grant Reimbursement	No
Court Fund Entry	Quicken	No
County Clerk – Cashiering	Quickbooks	Possible
Check Signing Software	ACOM EZ PaySuite	Possible
* County is currently considering replacement of these systems with a separate project		

## F. Detailed Submittal Requirements

So that competing proposals can be compared equally, vendors must assemble their proposals in strict adherence to the submittal requirements identified in this section. Failure to follow all proposal organizational requirements may result in disqualification. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address the following questions and contain the following sections.

### F.1. (PROPOSAL SECTION 1.0) EXECUTIVE SUMMARY AND INTRODUCTORY MATERIALS

The introductory material should include a title page with the RFP name, name of the vendor, address, telephone number, the date, a letter of transmittal, and a table of contents. The executive summary should be limited to a brief narrative (less than 3 pages) summarizing the proposal.

- F.1.1. Complete Attachment 1: Proposal Form for each firm participating in the proposal.
- F.1.2. Complete Attachment 2: Contact
- F.1.3. Complete Attachment 3: Authorized Negotiators

### F.2. (PROPOSAL SECTION 2.0) SCOPE OF SERVICES

This section of the proposal should include a general discussion of the vendor's overall understanding of the project and the scope of work proposed including the following:

- F.2.1. Identify all firms that are part of the proposal. For each firm, complete Attachment 7: Company Background
- F.2.2. For the any firm providing software and/or services, please complete Attachment 4: References
- F.2.3. Provide an overview of all products and services proposed in response to the County's RFP. Please be clear how these services will accomplish the County's goals.

### F.3. (PROPOSAL SECTION 3.0) FUNCTIONAL REQUIREMENTS

This section describes the software and implementation scope of the overall project and the requirements for each functional area and business process. Responses to the functional requirements should be completed to identify the capability of the software, **AND** the scope of the implementation. Responses to the functional requirements shall use the following response codes:

<b>Functional Requirements Responses</b>	
<b>Column F: Available Responses</b>	
Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product currently or will require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion

F.3.1. Submit Attachment 13:

- Failure to provide some requirements or excluding some requirements from scope will NOT eliminate the vendor from contention. The County will evaluate the proposal as a whole including price/value comparisons when evaluating proposals.
- The requirements responses submitted will be discussed with the County and a final negotiated set of requirement responses will become part of the resulting agreement from this RFP. Vendors are expected to warrant all positive responses (every response except “N” and “I”).
- The County will clarify any requirements with the response of “I” during software demonstrations. Immediately following software demonstrations, vendors would be expected to re-submit Attachment 13: Functional Requirements
- For requirement responses other than “N” or “I” vendors must indicate the module or product that is required to meet the requirement.
- For requirement responses other than “N” or “I” vendors must indicate the phase of the project that the functionality will be implemented.
- All responses which are marked Y or Y-ND will be considered to be included in the scope, and the cost proposal and all other information submitted in this proposal should reflect this. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal.
- Vendors must be ready to demonstrate any requirements listed as “Y” during software demos.

F.3.2. List and describe all proposed software products that will be delivered as part of the project and if the County will need to maintain/host the software on its servers. If software is sold by module, vendors must explicitly state the software module name and versions that are proposed.

F.3.3. Identify any licenses, hardware, or other products not included in this proposal that would be required to operate any of the proposed solutions contained in this proposal.

F.3.4. Describe the technical environment necessary for this software for any products that are to be hosted by the County on Attachment 8: Technical Specifications(if applicable).

#### F.4. (PROPOSAL SECTION 4.0) BUSINESS PROCESS / SOFTWARE CONSIDERATIONS

This section should identify both software features and provide configuration and business recommendations for issues the County will expect to encounter on the project.

F.4.1. Chart of Accounts – Please refer to Attachment 15: Business Process Documentation for information on the County’s current and expected chart of accounts. Please explain specifically how you would recommend the County structure its chart of accounts and identify capabilities in the system for:

- Chart of account segments that are independent (not hierarchical) (example both program and department where programs could span multiple departments)
- Reporting hierarchies
- Tracking multiple levels of object code detail
- Budget control at multiple levels
- Use of subsidiary ledgers to store detailed information

F.4.2. Document Management – The County currently uses Hyland Onbase Version 15 for document management. How would you propose using the proposed software along with the County’s document management system to image, store, and manage documents associated with system transactions (example: invoices or contracts).

F.4.3. Provide your recommendations on data conversion. The County is concerned with the longevity of the current system and requires the ability to access old data (at least through statutory requirements on records retention). However, the county has limited staff for the project and is concerned with the level of effort required to convert large amounts of data including detailed transaction records. Please provide recommendations on how you would approach this situation given the County’s preference for data conversion listed in Section E.14.

F.4.4. Describe your recommended process for receiving and accounts payable invoice processing. Please provide a process map/flow chart and any supporting explanation or system documentation identifying your recommendations for the County. Recommendations should be based on previous experience and/or your knowledge of the County.

#### F.5. (PROPOSAL SECTION 5.0) IMPLEMENTATION APPROACH

This section should describe the proposed implementation plan. Vendors should reference Section E.11 for listing of likely County resources devoted to this project.

F.5.1. Explain the proposed plan for implementation. This information must include:

- Proposed phasing for roll-out of proposed system
- Description of implementation tasks and activities
- Description of key deliverables (and how they relate to the implementation approach and activities). Please note the required deliverables listed in Section C.
- Proposed data conversion for the project

- Clearly explain how the proposed approach addresses common ERP risks and challenges including (lack of documentation, poor training, and weak project management).

F.5.2. Explain the proposed vendor staffing for the project including:

- How many staff will the vendor have assigned to the project
- Approximate dedication to the project of each resource and approximate time work will be completed on-site vs. off-site
- Major roles and responsibilities for each resource

F.5.3. Explain the expected County staffing for the project including:

- Assumed participation in the project (average portion of FTE). This should include all time spent working on the project (including time spent with and without vendor consultants)
- Assumptions about prior skills / competencies of resources
- Complete Attachment 12: Staffing. Refer to Section E.11 of the RFP for project staffing assumptions.

F.5.4. Explain proposed project management services including:

- Role of the vendor project manager
- Expected role of the County project manager
- On-site presence of vendor project manager
- Proposed quality assurance procedures

F.5.5. Provide an overview of proposed training plan/strategy, specifying how and when training is to be delivered for both on-site and off-site training and web training services for the core project team, end users, and technology personnel (if required).

- Explain any roles and responsibilities the County is expected to provide for the training effort including (but not limited to) training coordination, training material development, training delivery, etc.

#### F.6. (PROPOSAL SECTION 6.0) IMPLEMENTATION DELIVERABLES

This section should describe the proposed implementation deliverables. The County considers project documentation to be a critical part of both the success of the project and the County's ongoing success with the software. Vendors should review Attachment 15: Business Process Documentation and provide specific examples.

***Note: For this section, Vendors can select one process and answer all questions on the representative process. The focus of this section is to demonstrate how implementation deliverables will be used and the level of importance of deliverables as a form of quality assurance.***

F.6.1. Review the County's proposed processes identified in Attachment 15: Business Process Documentation. Comment on additional process changes, recommendations, or best practice guidance.

- Provide specific examples from the County's proposed processes



- Provide examples or show templates of how this would be identified in one of the proposed implementation deliverables
- F.6.2. Provide example deliverables or show templates of how implementation requirements / configurations would be documented to facilitate the process
- Identify how configuration decisions will be documented
  - Identify how configuration decisions will track to the County's functional requirements
- F.6.3. Explain how the configuration documents would be used to create test plans and test scripts
- Provide a listing and description of testing procedures that will be used on the project
  - Provide examples or sample templates of test scripts
  - Explain and show how test results are tracked and managed
- F.6.4. Explain how training materials are developed to include both business process decisions, system capabilities, and organizational roles
- Provide examples of training agendas and training materials
  - Identify any specific training strategies or adult-learning techniques used on the project to improve knowledge retention

#### F.7. (PROPOSAL SECTION 7.0) ONGOING SUPPORT AND HOSTING SERVICES

The proposal should specify the nature of any post-implementation and on-going support, including hosting services provided by the vendor including:

##### F.7.1. Complete Attachment 9: Hosting / SAAS (if applicable)

Describe proposed services for hosting including:

- Information on the specific hosting services provided
  - Service desk support services
  - User Setup, Authentication and Management processes
  - Application support
  - Operational support services
  - Technology infrastructure services
  - Disaster recovery
  - Will all products (including third party products) be hosted through the same provider?
  - Will the County need to host anything on its servers?
- F.7.2. For each of the services proposed explain service levels that are used to guarantee performance for the County through the proposed hosting agreement.  
Complete Attachment 10: Service Level Agreement

##### F.7.3. Complete Attachment 11: Maintenance and Support

#### F.8. (PROPOSAL SECTION 8.0) EXCEPTIONS TO THE RFP

All requested information in this RFP should be supplied. Vendors may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section, with a written explanation of the exception and an alternate proposal (if applicable). The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

***To avoid the scenario where the County is unable to negotiate successfully with its finalist vendor, any material exceptions to the RFP including those to the terms and conditions listed in Section B will be clarified prior to elevation for software demonstrations/interviews.***

#### F.9. (PROPOSAL SECTION 9.0) PRICE PROPOSAL

Vendors should submit their price proposal in a separate and sealed packet according to the format provided in Attachment 14: Price to this RFP.

F.9.1. Identify major milestones as part of the project. It is required that costs will be invoiced upon completion of major milestones. Please provide a schedule of all payments necessary to complete the proposed scope.

F.9.2. Complete and submit Attachment 14: Price

- It is important that vendors use the format presented in this RFP even if an additional format is provided. Attachment 14: Price should include total price for all software, services, and additional costs to acquire all software and services referenced in the proposal including third party prices. If vendors submit multiple pricing formats, the County will consider pricing on Attachment 14: Price to be the official pricing.
- **All pricing must be submitted as fixed by milestone. Costs listed as “to-be-determined” or “estimated” will not be scored.**
- All service costs must be provided on a task or completion basis with costs assigned to each milestone, deliverable and/or task. Vendors are required to fill in deliverables and tasks under the provided headers (project initial knowledge transfer, process analysis/system design, system build, testing, training, and closure) Additional detail may be provided to further explain deliverable/task costs.
- Vendors should include all software modules and state any limitations on software use. If no limitations are listed, the County will consider that pricing is based on full enterprise wide access for the County.
- **Vendors must submit implementation costs as fully loaded rates that include all necessary travel or other expenses.** By submitting a proposal, all vendors acknowledge that all pricing (including travel) must be a fixed fee or included in the implementation milestones.

## **G. Attachments**

G.1. ATTACHMENT 1: PROPOSAL FORM

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL  
DISQUALIFY YOUR BID; MUST BE AN ORIGINAL SIGNATURE**

WE, \_\_\_\_\_, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER  
THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE  
SPECIFICATIONS CONTAINED HEREIN.

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 180 DAYS FROM THE DAY OF  
THIS PROPOSAL AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF  
MCHENRY.

Submitting Firm: \_\_\_\_\_

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

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

Authorized Representative (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

G.2. ATTACHMENT 2: CONTACT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Software Demonstrations/Interviews:**

Software demonstrations/Interviews are currently scheduled for the following dates. Please indicate your availability and date preference to provide software demonstrations in the event your proposal is elevated. Vendors will be notified of the scheduled demonstrate date when elevated. It is expected that vendors be able to demonstrate all proposed software and represent its proposed implementation team on-site during the demos/interviews. The County will be evaluating both software and implementation approach/teams and failure to participate will result in a lowered score.

Week	Availability (Y/N)	Preference (1,2,3,No Preference)
2/20 – 2/24		
2/27 – 3/3		
3/6 – 3/10		

G.3. ATTACHMENT 3: AUTHORIZED NEGOTIATORS

AUTHORIZED NEGOTIATORS:

Name: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Title: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Title: \_\_\_\_\_

G.4. ATTACHMENT 4: REFERENCES

Please provide five (5) references for past projects that include products and services similar to those proposed for this RFP. Please use the following format in submitting references.

**GENERAL BACKGROUND**

Name of Client: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Software Program/Version: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_ Size of Operating Budget: \_\_\_\_\_

**PROJECT SCOPE**

Please indicate (by checking box) functionality installed:

- |                                     |                                                       |
|-------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Financials | <input type="checkbox"/> Budgeting                    |
| <input type="checkbox"/> Purchasing | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> HR/Payroll | <input type="checkbox"/> Other (please specify) _____ |

**TECHNOLOGY INFORMATION**

Hosted / SaaS? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, hosting provider \_\_\_\_\_

**IMPLEMENTATION INFORMATION**

Project Duration: \_\_\_\_\_

Initial Go-Live: \_\_\_\_\_

Describe Role on Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Challenges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G.5. ATTACHMENT 5: CERTIFICATIONS

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL  
DISQUALIFY YOUR BID; MUST BE AN ORIGINAL SIGNATURE**

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. \_\_\_\_\_ Yes \_\_\_\_\_ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) \_\_\_\_\_ Yes \_\_\_\_\_ No

Under penalties of perjury, I certify that \_\_\_\_\_ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- |                                                                                   |                                                  |
|-----------------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Individual                                               | <input type="checkbox"/> Real Estate Agent       |
| <input type="checkbox"/> Sole Proprietorship                                      | <input type="checkbox"/> Government Entity       |
| <input type="checkbox"/> *Partnership                                             | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> **Corporation                                            | (IRC 501(a) only)                                |
| <input type="checkbox"/> Not-for-Profit Corporation                               | <input type="checkbox"/> Trust or Estate         |
| <input type="checkbox"/> Medical and Health Care<br>Services Provider Corporation |                                                  |

\*State full names, titles and addresses of all responsible principles and/or partners below;

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**If needed please submit any additional sheets.**



G.6. ATTACHMENT 6: SIGNATURE PAGE

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL DISQUALIFY YOUR BID MUST; BE AN ORIGINAL SIGNATURE**

**VENDOR'S CERTIFICATION**

I have carefully examined the RFP, and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in RFP. I agree that my proposal will remain firm for a period of up to 180 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the vendor as its act and deed and that the vendor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County or any other vendor is interested in said proposal and that the undersigned executed this vendor's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\*\*State of Incorporation \_\_\_\_\_

\_\_\_\_\_  
(Individual - Partnership - Company - Corporation)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(By Printed Name and Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone No)

\_\_\_\_\_  
(Fax No)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Email)

G.7. ATTACHMENT 7: COMPANY BACKGROUND

<b>Company Background</b>	
Company Name:	
<b>Offering</b>	
Products / Services Offered:	
Primary Industries Served:	
<b>Vendor Experience</b>	
# of years in business:	
# of years providing systems/services to public sector:	
<b>Current Customers:</b>	
# of customers using proposed products/services	
# of new customers in past 3 years	
<b>If not Primary Vendor</b>	
# of past projects partnering with primary vendor	
Official Partnership status/certification (if applicable)	
<b>About the Company</b>	
Number of Total Employees:	
Number of Employees Providing Implementation Services (if applicable)	
Number of Employees Supporting Product (Maintenance and Support) (if applicable)	
Number of Employees Dedicated to Product Development (if applicable)	

G.8. ATTACHMENT 8: TECHNICAL SPECIFICATIONS

<b>Technical Specifications</b>	
<b>Required Licenses</b>	
Is the system available to be hosted by the County?	Yes/No
Optimal and minimum network requirements	
Optimal and minimum database requirements	
Optimal and minimum server requirements	
Optimal and minimum desktop (client) requirements. What is installed on individual workstations?	
<b>Security</b>	
Explain active directory integration	
Explain single sign on capabilities (including how single sign on would work with any proposed third parties)	
<b>Network Bandwidth</b>	
What are the bandwidth requirements for optimal performance?	
<b>Upgrade Management</b>	
How are updates/patches installed?	
<b>Reporting / Data Access</b>	
Describe the County's ability to access data through reporting tools that are both provided with the system and any available third party tools	

G.9. ATTACHMENT 9: HOSTING / SAAS

<b>Alternative Delivery Options</b>	
<b>Options</b>	
Is system available through hosted model (County owns license; system hosted by vendor)	Yes/No
Is the system available through SaaS model (County pays monthly service fee)	Yes/No
Is the system available through a managed services model (County owns and hosts system; vendor maintains system)	Yes/No
Where is the data center and disaster recovery data center located?	
<b>Network Bandwidth</b>	
If ASP or SaaS, what are the internet bandwidth requirements for optimal performance?	
<b>Contract</b>	
Describe any minimum contract periods	
After contract period, is it possible to transition to self-hosted model? Describe what is required for transition and cost	
<b>Proposed Services</b>	
Number of database instances (please list)	
Describe proposed disaster recovery services	
Describe proposed application availability service level	
<b>Security</b>	
Describe network level security	
Describe physical security of data center	
<b>Support</b>	
Describe operations support	
Describe back up procedures and testing of backups and other quality assurance processes to ensure the backup is working correctly.	
Describe process for installing patches and updates	
Describe process for roll-back of patches and updates if major functionality is broken as a result of the patch and/or update	
<b>Access to Data</b>	
Describe the County's ability to access data through reporting tools with a hosted system	

G.10. ATTACHMENT 10: SERVICE LEVEL AGREEMENT

<b>Proposed Service Level Guarantees</b>			
<b>Service</b>	<b>Metric</b>	<b>Requirement/ Guarantee</b>	<b>Remedy if Not Met</b>
System Availability (Unscheduled Downtime)			
System Response (Performance)			
Issue Response Time			
Issue Resolution Time			
System Data Restore			
Implementation of System Patches			
Notification of Security Breach			
Please list other proposed service levels			

<b>Proposed Service Level Guarantees</b>	
How is performance against service levels reported to the County	
Describe process for County reporting issue to the vendor	

G.11. ATTACHMENT 11: MAINTENANCE AND SUPPORT

<b>Proposed Maintenance and Support</b>	
<b>Post-implementation Support:</b>	
Days of on-site support after go-live	
Other on-site support after go-live (month end, quarter end, year end, open enrollment, etc.)	
<b>Telephone Support:</b>	
Hours available (and time zone)	
Problem Reporting and Resolution Procedures	
Response time for various levels of severity	
<b>User Groups:</b>	
Local User Group	
User Group Members (number)	
<b>Third Parties:</b>	
Support provided for third party products?	
<b>Upgrades/Patches:</b>	
Upgrade Frequency (major and minor releases)	
How are upgrades delivered?	
Are upgrades required?	
How many versions are currently supported?	

G.12. ATTACHMENT 12: STAFFING

**Schedule 1**  
**Estimated Vendor Staffing**

			Indicated Date for Month 1																													
			Month 1 =					Month																								
Project Summary			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	All Phases																															
	Finance																															
	Budget																															
	Technical																															
Resource/Position			Month																													
Phase	Resource Type	Resource	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	<b>Total</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Project Manager		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Finance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Budget		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Technical		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



**Schedule 2  
Estimated Government Staffing Levels**

			Indicated Date for Month 1																													
			Month 1 =					Month																								
Project Summary			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	All Phases																															
	Finance																															
	Budget																															
	Technical																															
Resource/Position			Month																													
Phase	Resource Type	Resource	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<b>Total</b>			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Project Manager		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Finance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Budget		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Technical		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

G.13. ATTACHMENT 13: FUNCTIONAL REQUIREMENTS

**Attachment 13: Functional Requirements**

Column F: Available Responses	
Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion

Req #	Function	Process	Interface	Requirement	Implementation Response	Module / System	Phase for Go Live	Comment
1	GL	Chart of Accounts		Chart of account contains fund, org unit, program, object, and project/grant segments				
2	GL	Chart of Accounts		Chart of accounts tracks hierarchy of segments as part of org unit (department/division)				
3	GL	Chart of Accounts		Chart of accounts tracks hierarch of segments as part of program/function				
4	GL	Chart of Accounts		Chart of account segments can be independent (not hierarchical)				
5	GL	Chart of Accounts		Chart of account allows for reporting on any combination of chart of account segments				
6	GL	Chart of Accounts		Chart of account allows for sub-objects (additional detail of standard object codes)				
7	GL	Chart of Accounts		Chart of account allows for reporting at summarized level of object codes (all supply objects)				
8	GL	Chart of Accounts		Chart of accounts supports project ledger (sub ledger) for detailed cost tracking				
9	GL	Chart of Accounts		System supports segments representing programs that can extend across multiple departments or funds				
10	GL	Chart of Accounts		System provides short cut key functionality to allow users to not enter full account characters				
11	GL	Budget Control		Budget control can be set to soft error (Warn user but allow)				
12	GL	Budget Control		Budget control can be set to hard error (Do not allow)				
13	GL	Budget Control		System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)				
14	GL	Budget Control		System allows budget control at summary roll up of account/object				
15	GL	Budget Control		System allows budget control at summarized roll up categories				
16	GL	Budget Control		Budget control warns or blocks at point of data entry				
17	GL	Journal Entry		System allows journal entries to be entered by departments and routed through workflow for approval				
18	GL	Journal Entry		Journal entries are validated against the chart of account structure for valid accounts				
19	GL	Journal Entry		Journal entries are validated against: Available funds (budget check)				
20	GL	Journal Entry		Journal entries are validated against balancing entries (make sure all entries balance)				
21	GL	Journal Entry		System allows users to reverse journal entry with proper security and approvals				
22	GL	Journal Entry		System allows to schedule accrual auto-reversals.				
23	GL	Journal Entry		Users can attach files for documentation to journal entry				
24	GL	Journal Entry		Users can save journal entries that have not yet been posted or cleared for all validation errors online				
25	GL	Journal Entry		System allows posting of transactions for multiple fiscal years at the same time				
26	GL	Journal Entry		System allows users to identify correct fiscal year				
27	GL	Journal Entry		When working in multiple fiscal years the detail transactions are maintained for each year. Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)				
28	GL	Journal Entry		System provides templates and notifications for recurring journal entries				
29	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries with the same dollar value				
30	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries with varying dollar amounts				
31	GL	Recurring Journal Entry		Recurring journal entries occur at regular frequency (can set start and stop dates)				
32	GL	Recurring Journal Entry		System allows journal entries to be scheduled (example: lease/debt schedules)				
33	GL	Recurring Journal Entry		System allows use of and tracks balances for multiple bank accounts				
34	GL	Cash Management		System allows import of daily bank activity and balances and reconciles to recorded receipts and disbursements				
35	GL	Cash Management	Interface	System reconciles both cash/check transactions as well as credit card payments with potential lag in posting date				
36	GL	Cash Management	Interface					
37	GL	Cash Management		System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position				
38	GL	Cash Management		System provides warning and block for insufficient cash when processing transactions				
39	GL	Cash Management		Insufficient cash warning/block is applied per fund				
40	PG	Project Set Up		Supports multiple-year projects				
41	PG	Project Set Up		System allows projects to be split into multiple sub-projects (phase/task/WBS, etc.)				
42	PG	Project Set Up		User-defined sub-levels of project can be different for each project				
43	PG	Project Set Up		System tracks funding sources (multiple funding sources for each project)				
44	PG	Project Set Up		Project tracks project start date and end date				
45	PG	Project Set Up		System uses project eligibility date for determining eligible expenditures and doesn't allow transactions outside project eligibility period				
46	PG	Project Set Up		Projects can be established across multiple funds and departments				

47	PG	Project Budget		System allows creation of project budget for select projects (not required for all projects)			
48	PG	Project Budget		Project budgets are established for entire project			
49	PG	Project Budget		Project budgets are established by fiscal year within multi-year project			
50	PG	Project Budget		Budget control for a project can be set for period other than County fiscal year (grant periods)			
51	PG	Project Budget		Budget control for a project can be set for entire Life of Project (multi-Year)			
52	PG	Project Budget		System can control budget at project level			
53	PG	Project Budget		System can control budget at sub-project level (example: phase, task, etc.)			
54	PG	Project Budget		System can set level of budget control differently for each project			
55	PG	Project/Grant Tracking		System allows for tracking direct costs (encumbrance) to project through purchasing			
56	PG	Project/Grant Tracking		System allows for tracking direct costs (expense) to project through accounts payable			
57	PG	Project/Grant Tracking		System allows for tracking direct costs and indirect costs (encumbrance and expense) to project through journal entries			
58	PG	Project/Grant Tracking	Interface	System interfaces to third party time entry systems to allow employees to charge time to projects and sub projects			
59	PG	Project/Grant Tracking	Interface	System allows for tracking salary and benefit costs (expense) to project through payroll			
60	PG	Project/Grant Tracking		System will split the cost of projects across various funding sources by Percentage (e.g. 70% grant, 30% bond)			
61	PG	Project/Grant Tracking		System will split the cost of projects across various funding sources by Priority (Grant first, local funds next)			
62	PG	Project/Grant Tracking		System will split the cost of projects across various funding sources by priority up to limit (example: Charge grant first up to \$10,000 then charge local funds)			
63	PG	Project/Grant Revenue		System allows revenue source to be split across multiple projects			
64	PG	Project/Grant Revenue		System can assign multiple revenues sources to be used for single project			
65	PG	Project/Grant Revenue		System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)			
66	PG	Project/Grant Billing		Projects link with accounts receivable to provide all billing, aging, and tracking capabilities.			
67	PG	Project/Grant Billing		Generates revenue/receivable transactions from grants expenditure data			
68	PG	Project/Grant Billing		System can generate invoice to bill for any project costs (bill to contractor, citizen, other government, or grant)			
69	PG	Project/Grant Billing		System can generate invoice for appropriate billable expenses at any point (end of project, milestone, or any time)			
70	PG	Project/Grant Billing		System tracks expenses that have been billed to date			
71	PG	Project/Grant Billing		Project billing based on actual expenses (using current salary and benefit information)			
72	PG	Project/Grant Billing		Project billing based on standard rates			
73	PG	Project Capitalization		Expenditures for capital project can be identified as capitalized expenses			
74	PG	Project Capitalization		System can prevent users from charging to a closed project			
75	PG	Project Capitalization		System will move a project to Capital Assets but allow for any subsequent expenditures to be charged to that project.			
76	PG	Project Capitalization		Transfers construction-in-progress accounts to capital asset accounts at project close or completion			
77	PG	Project Capitalization		System allows creation of asset before project close			
78	PG	Project Capitalization		One project can be converted into multiple assets			
79	PG	Project Capitalization		System allows users to determine what costs should be capitalized			
80	PG	Project Capitalization		System allows users to adjust capitalized cost			
81	PO	Purchase Requisition		Each department initiates purchasing process through requisition entry into the system			
82	PO	Purchase Requisition		Requestor can attach files to requisition at header level, files can be individually printed or printed with document			
83	PO	Purchase Requisition		Requestor can attach files to requisition at line item level			
84	PO	Purchase Requisition		Purchase requisition allows user to add commodity code (such as NIGP code) to line item			
85	PO	Purchase Requisition		System allows user to record information on competing quotes			
86	PO	Purchase Requisition		Purchase requisition allows user to identify contract number for requisition			
87	PO	Purchase Requisition		Appropriate chart of account segments (account) linked to commodity code			
88	PO	Purchase Requisition		Purchase requisition can be saved without submitting for approval			
89	PO	Purchase Requisition		When purchase requisition is submitted or saved, system provides budget check			
90	PO	Purchase Requisition		System tracks pre-encumbrances (purchase requisitions)			
91	PO	Purchase Requisition		System records pre-encumbrance when purchase requisition is saved or submitted through workflow			
92	PO	Purchase Requisition		Purchase requisition can be saved or submitted without vendor			
93	PO	Purchase Requisition		System saves purchase requisitions that have not been submitted for workflow			
94	PO	Purchase Requisition		System pre-encumbers saved purchase requisitions			
95	PO	Purchase Requisition		System routes purchase requisition for approval/notification by line total			
96	PO	Purchase Requisition		System routes purchase requisition for approval/notification by total dollar amount			
97	PO	Purchase Requisition		System routes purchase requisition for approval/notification by chart of account information (example: department)			
98	PO	Purchase Requisition		Approvers for purchase requisition can add additional detail (example: add vendor quotes)			
99	PO	Purchase Requisition		System allows users to cancel requisition before it is approved			
100	PO	Purchase Requisition		Cancelled requisitions or cancelled requisition line items release pre-encumbrance			

101	PO	Purchase Order		System links purchase order to requisition			
102	PO	Purchase Order		System allows purchasing staff to modify information on purchase order			
103	PO	Purchase Order		PO automatically created after req approval based on \$ threshold			
104	PO	Purchase Order		System allows creation of purchase order directly (no purchase requisition)			
105	PO	Purchase Order		System performs budget check for purchase orders created without requisition			
106	PO	Purchase Order		Creation of purchase order creates encumbrance			
107	PO	Purchase Order		System provides for approval process for purchase order prior to being sent to vendor.			
108	PO	Purchase Order		Approval process for purchase order can be routed by dollar amount			
109	PO	Purchase Order		Approval process for purchase order can be routed by dollar threshold			
110	PO	Purchase Order		System notifies requisitioner of purchase order creation			
111	PO	Purchase Order		System allows for encumbrance of shipping and freight and allows user to add shipping and freight to purchase order			
112	PO	Purchase Order		Shipping and freight charges distributed to accounts by line item on PO			
113	PO	Purchase Order		User can attach files to purchase order at header level, files can be individually printed or printed with document			
114	PO	Purchase Order		Purchase order sent to vendor through Email			
115	PO	Purchase Order		Purchase order sent to vendor through Hard copy (print and mail)			
116	PO	Purchase Order		Purchase order contains electronic signature			
117	PO	Purchase Order		Purchase order identifies originator of PO and contact information			
118	PO	Purchase Order		Purchase order identifies alternate contact for PO (other than originator)			
119	PO	Purchase Order		Purchase order prints with default contract terms based on type of purchase and commodity code			
120	PO	Purchase Order		System allows purchase orders to be re-sent - System identifies re-printed purchase orders as duplicates			
121	PO	Receiving		System tracks goods or services received			
122	PO	Receiving		User can acknowledge receipt of entire purchase order			
123	PO	Receiving		User can acknowledge receipt of purchase order by individual line item			
124	PO	Receiving		User can record partial receipt			
125	PO	Receiving		System tracks vendor performance at receipt (on time, damaged, other comments)			
126	PO	Receiving		Receipt of a capital asset requires that the receiver complete asset record (serial number, asset tag, other information, etc.)			
127	PO	Receiving		System identifies orders that have not been received by delivery date on PO			
128	PO	Modify PO/Change Order		Any open purchase order can be modified by change order			
129	PO	Modify PO/Change Order		Department users can initiate request for a change to purchase order for increase quantity or amount			
130	PO	Modify PO/Change Order		Department users can initiate request for a change to purchase order for decrease quantity or amount			
131	PO	Modify PO/Change Order		Department users can initiate request for a change to purchase order for canceling line items			
132	PO	Modify PO/Change Order		Departments can initiate request for a change to purchase order for canceling entire PO			
133	PO	Modify PO/Change Order		Departments can initiate request for a change to purchase order for adding line items			
134	PO	Modify PO/Change Order		Departments can initiate request for a change to purchase order for change of chart of account string			
135	PO	Modify PO/Change Order		Requests to change purchase order routed through workflow			
136	PO	Modify PO/Change Order		Change order combined with initial purchase for evaluating purchase thresholds in purchasing ordinance			
137	PO	Modify PO/Change Order		System prevents change order can't exceed 5% of original PO without proper workflow approval			
138	PO	Modify PO/Change Order		Request to change purchase order (for increase) pre-encumbers funds			
139	PO	Modify PO/Change Order		Request to change purchase order (for decrease) release encumbrance when change request is approved			
140	PO	Modify PO/Change Order		Approval of change to purchase order encumbers funds or releases encumbrance of funds			
141	PO	Modify PO/Change Order		Printing of modified purchase order clearly labels that purchase order has been changed			
142	PO	Modify PO/Change Order		Purchase order identifies information that was changed on header and line item			
143	PO	Purchasing Cards	Interface	System provides automatic transfer of information from bank with purchasing card transaction details			
144	PO	Purchasing Cards		System allows users to identify correct account for each p-card transaction			
145	PO	Purchasing Cards		System allows users to identify correct project (including sub-project) for each p-card transaction			
146	PO	Purchasing Cards		System allows users to identify correct contract for each p-card transaction			
147	PO	Purchasing Cards		System allows users to identify correct purchase order for each p-card transaction			
148	PO	Purchasing Cards		System allows users to identify correct NIGP commodity code for each p-card transaction			
149	PO	Purchasing Cards		System allows upload of scanned receipt			
150	PO	Purchasing Cards	Interface	System allows users to identify correct work order (from third party system) for each p-card transaction			
151	PO	Purchasing Cards		System allows payment of purchase order with p card			
152	PO	Purchasing Cards		System allows multiple accounts for each p-card transaction			
153	PO	Purchasing Cards		System allows user to identify p-card vendor (link to vendor file)			
154	PO	Purchasing Cards		System automatically identifies vendor based on file from bank			
155	PO	Purchasing Cards	Interface	Any new vendor (not in vendor file) where P-card is used is added to vendor file			
156	PO	Purchasing Cards		System provides workflow approval of p-card transactions			
157	PO	End of Year Process		Open purchase orders at year end can be rolled to next fiscal year			

158	PO	End of Year Process		Any open purchase order rolled to next fiscal year can roll associated encumbered budget to next fiscal year				
159	PO	Contract Set Up		Purchase requisitions can be converted to contracts				
160	PO	Contract Set Up		Workflow approval process for establishing contract is determined by chart of accounts (example: department)				
161	PO	Contract Set Up		Workflow approval process for establishing contract is determined by type of contract				
162	PO	Contract Set Up		Workflow approval process for establishing contract is determined by dollar amount				
163	PO	Contract Set Up		Contract module can track payment schedules				
164	PO	Contract Set Up		Contract module can track insurance, bond, liquidated damages, etc. requirements				
165	PO	Contract Set Up		System allows option of encumbering value of contract or not encumbering				
166	PO	Contract Set Up		System allows encumbrances to be split across multiple fiscal years (user can identify encumbrance in each fiscal year)				
167	PO	Contract Set Up		Contracts treated as purchase order				
168	PO	Contract Set Up		System allows users to attach files to contract record (example: PDF of contract)				
169	PO	Contract Set Up		System tracks non-purchasing contracts (example: economic development agreements, IGA, revenue contracts)				
170	PO	Contract Set Up	Interface	System interfaces to document management system to retain actual contract document				
171	PO	Contract Administration		System can apply purchase orders/requisitions against contracts				
172	PO	Contract Administration		Purchase orders encumber funds against a contract				
173	PO	Contract Administration		The system tracks service performance against a contract (e.g., milestones and/or deliverables).				
174	PO	Contract Administration		The system tracks and auto flag contract expiration dates with sufficient lead time to extend or re-solicit contract.				
175	PO	Contract Administration		Contract tracks and manages payment schedule required by contract and creates payment request automatically				
176	PO	Contract Administration		System tracks contract renewals and contract renewal periods				
177	PO	Contract Administration		System provides alert to specified user or role for expiring contracts / upcoming renewals				
178	AP	Vendor File		Vendor approval workflow for new vendors				
179	AP	Vendor File		Workflow checklist includes (w-9, insurance, etc.)				
180	AP	Vendor File		System uses one vendor file for purchasing and accounts payable				
181	AP	Vendor File		System separates vendors by type to identify accounts payable vendors from purchasing prospective vendors				
182	AP	Vendor File		Vendor file is linked to customer file used for accounts receivable				
183	AP	Vendor File		System warns of duplicate vendors by identifying duplicate tax id, vendor name, vendor address, etc.				
184	AP	Vendor File		Supports Parent/Child relationships for vendor records				
185	AP	Vendor File		Maintains multiple location addresses for each vendor				
186	AP	Vendor File		Vendor supports foreign addresses				
187	AP	Vendor File		System identifies default payment remittance address				
188	AP	Vendor File		System identifies 1099 vendors				
189	AP	Vendor File		System identifies cumulative purchase history by vendor to identify common vendors				
190	AP	Vendor File		System identifies one time vendors - vendors set up in normal vendor file but identified as one-time vendor for easier data entry and system search functions				
191	AP	Vendor File		System allows changing status of one time vendor to "real" vendor				
192	AP	Vendor File		System allows placing all payments to vendor on hold				
193	AP	Vendor File		Vendor file stores insurance levels information				
194	AP	Vendor File		Vendor file stores vendor payment preference (ACH or check)				
195	AP	Vendor File		Vendor files can identify terms and conditions that are applied to purchase orders for that vendor.				
196	AP	Vendor File		Separate vendors by category (reimbursement, election judge, etc.)				
197	AP	Vendor File		System allows users to flag problem vendor and not allow transactions to vendor				
198	AP	Vendor File		System supports backup withholding				
199	AP	Invoice Processing		System fills information for invoice from purchase order				
200	AP	Invoice Processing		System allows entering of direct claims without purchase order				
201	AP	Invoice Processing		System provides workflow approval path for invoices from purchase orders				
202	AP	Invoice Processing		System provides workflow approval path for invoices without purchase orders				
203	AP	Invoice Processing		Invoices routed through workflow for approval based on amount				
204	AP	Invoice Processing		Invoice routed through workflow based on point of entry (entered by department vs. AP)				
205	AP	Invoice Processing		Invoices routed through workflow for approval based on PO vs no PO				
206	AP	Invoice Processing		Invoices routed through workflow for approval based on chart of account information				
207	AP	Invoice Processing		Supports partial payments (partial payment of invoice)				
208	AP	Invoice Processing		System supports applying credit memo to invoice for incorrect invoices (for both direct vouchers and invoices from PO)				
209	AP	Invoice Processing		Allow payment of multiple purchase orders from one invoice				
210	AP	Invoice Processing		Allow multiple invoices to be received and processed for one purchase order				
211	AP	Invoice Processing		System will automatically check for and prevent duplicate invoice numbers for the same vendor (don't pay same invoices twice)				
212	AP	Invoice Processing		System allows files to be attached in the system to the invoice (scanned image of invoice)				

213	AP	Refunds		System processes refunds to one time customers			
214	AP	Refunds		System allows upload of refund payments from other system			
215	AP	Refunds	Interface	System interfaces to third party system for refund payments (Load check information from processing payment through AP)			
216	AP	Third Party System Payments	Interface	System allows upload from third party system for routine payments (juror payments)			
217	AP	Matching		Supports 2 way matching (purchase order, invoice)			
218	AP	Matching		Supports 3 way matching (purchase order, receiving document, invoice)			
219	AP	Matching		System defaults either 2 or 3 way matching based on commodity code			
220	AP	Matching		System defaults either 2 or 3 way matching based on chart of accounts			
221	AP	Matching		System provide workflow approval for invoice for services and other purchase goods/services without receipt			
222	AP	Matching		Matching occurs at line item detail level			
223	AP	Matching		System provides notification when match does not occur			
224	AP	Payment Process		After approval, schedule invoices for payment based on payment due date			
225	AP	Payment Process		After approval, schedule invoices for payment based on date entered by AP clerk			
226	AP	Payment Process		After approval, schedule invoices for payment based on grouping of invoices (example: employee reimbursement)			
227	AP	Payment Process		System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (ctx).			
228	AP	Payment Process		The system prints checks based on regular schedule			
229	AP	Payment Process		The system prints on-demand checks (single check printing)			
230	AP	Payment Process		The system creates/sorts checks based upon chart of account information (example: fund or department)			
231	AP	Payment Process		The system creates/sorts checks based upon vendor			
232	AP	Payment Process		The system creates/sorts checks based upon payment type (employee reimbursement, one time vendors, need to route to department, etc.)			
233	AP	Payment Process		System sends electronic remittance advice for EFT payments to vendor through email			
234	AP	Payment Process		System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run).			
235	AP	Payment Process		System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)			
236	AP	Payment Process		System itemizes invoices (including the vendor invoice number) on the remittance advice			
237	AP	Payment Process		System allows users to place a payment on hold			
238	AP	Payment Process		Enter broadcast messages which appears on all AP check stubs			
239	AP	Payment Process		Users may enter a message for one specific vendor which appears on that specific check stub			
240	AP	Payment Process		System supports positive pay			
241	AP	Payment Transparency		System provides capability for "open checkbook" feature and provides report identifying all payments made by County with vendor, payment date, amount, and description			
242	AP	Payment Transparency		System provides portal for public to view/search open checkbook			
243	AP	Void and Cancel		System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract/PO balances			
244	AP	Void and Cancel		System allows user to void check and re-issue replacement check			
245	AP	Void and Cancel		System allows users to cancel current and prior fiscal year checks and have the system automatically credit back designated accounts			
246	AP	Tax Reporting		Monitors cumulative payments to 1099 vendors			
247	AP	Tax Reporting		On-demand 1099 form generation			
248	AP	Tax Reporting		Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)			
249	AP	Tax Reporting		System can produce electronic file to send 1099 related forms to IRS for all 1099 types			
250	AP	Tax Reporting		System provides 1099 MISC			
251	AP	Tax Reporting		System provides 1099 S			
252	AP	Tax Reporting		System provides 1099 R			
253	AP	Tax Reporting		System provides 1099 INT			
254	CA	Asset Set Up		System is used to track capitalized items			
255	CA	Asset Set Up		System is used to track non-capitalized items			
256	CA	Asset Set Up		Identifies assets based on capitalization threshold (and different threshold for each asset type)			
257	CA	Asset Set Up		Asset can have multiple account distributions (including multiple funds)			
258	CA	Asset Set Up		System accommodates parent child relationships for assets			
259	CA	Asset Set Up		System stores photo for asset			
260	CA	Asset Set Up		System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information and depreciable life.			
261	CA	Asset Set Up		Asset tracks expiration date of asset			
262	CA	Asset Set Up		Asset tracks warranty information on asset			
263	CA	Asset Set Up		Assets identify custodian for asset (employee linked to asset) (example: cell phone identifies user)			
264	CA	Asset Set Up	Interface	System interfaces to third party system to transfer new assets to system for asset management			
265	CA	Asset Tracking	Interface	System interfaces to third party asset management system to receive updates to asset initiated in third party system (including transfer, disposal, asset modification, preventative maintenance history costs)			
266	CA	Asset Acquisition		Allows effective date posting for asset acquisition			

267	CA	Asset Acquisition		System identifies potential capital assets from purchasing module by chart of accounts (example: purchased from capital account)			
268	CA	Asset Acquisition		System identifies potential capital assets from purchasing module by dollar amount			
269	CA	Asset Acquisition		System identifies potential capital assets from purchasing module manually (user flags purchase as fixed asset)			
270	CA	Asset Acquisition		System identifies potential capital assets from accounts payable module by chart of accounts (example: payment from capital account)			
271	CA	Asset Acquisition		System identifies potential capital assets from accounts payable module by dollar amount			
272	CA	Asset Acquisition		System allows creation of asset manually that does not flow through purchasing or accounts payable (for example: asset below threshold or donated asset)			
273	CA	Asset Acquisition		System is able to copy an asset record to create a similar asset record			
274	CA	Asset Acquisition		System is able to identify/record all capitalized costs associated with the construction or purchase/acquisition of an asset (from project accounting)			
275	CA	Asset Acquisition		System allows users to identify/classify costs as capitalized costs / non capitalized costs			
276	CA	Asset Acquisition		System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed/closed			
277	CA	Physical Inventory		System produces asset list by department for physical inventory			
278	CA	Physical Inventory		System produces asset list by location for physical inventory			
279	CA	Disposal		Upon disposal, system calculate partial period depreciation and generate appropriate profit/loss calculation			
280	CA	Disposal		System flags assets with disposal restrictions (for example: items purchased under grant)			
281	CA	Disposal		System tracks reason for disposal			
282	CA	Disposal		System stores information on disposed assets			
283	CA	Disposal		System provides workflow approval/notification for disposed assets			
284	CA	Depreciation		System calculates depreciation in accordance with the depreciation method and convention designated for an asset			
285	CA	Depreciation		System provides the straight line depreciation method			
286	CA	Depreciation		Depreciation calculated at End of Year			
287	CA	Depreciation		Depreciation calculated at End of Month			
288	CA	Depreciation		System calculates pro-rated depreciation for assets sold mid-year or mid-month			
289	CA	Depreciation		System can designate some assets as non depreciable (i.e., land, assets not in use)			
290	CA	Capital Budget		System prepares multi-year schedule and forecast for asset replacement costs			
291	AR	Customer File		Customer file is shared with vendor file used for purchasing and accounts payable			
292	AR	Customer File		Single customer master is used for all receivables in the system			
293	AR	Create Receivable		System creates receivable for all general billing			
294	AR	Create Receivable		System allows user to create receivable manually for bill generated outside system			
295	AR	Create Receivable	Interface	System allows for import of receivables (aggregate) from bills generated from external system (property tax)			
296	AR	Miscellaneous Billing		Departments will use system to create invoices for various charges			
297	AR	Miscellaneous Billing		System allows users to create invoices for each type by entering dollar amount			
298	AR	Miscellaneous Billing		System allows users to create invoices for each type by entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules			
299	AR	Miscellaneous Billing		System allows users to create invoices for each type by identifying expenses from project accounting to reimburse			
300	AR	Miscellaneous Billing		Expense billings apply overhead rate			
301	AR	Miscellaneous Billing		Invoice prints with statement balance information			
302	AR	Recurring Billing		System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: rent)			
303	AR	Recurring Billing		System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount			
304	AR	Recurring Billing		System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts			
305	AR	Recurring Billing		System saves templates for generating invoices (different template for each AR type)			
306	AR	Receivable Tracking		System provides receivable tracking and aging reporting capabilities			
307	AR	Receivable Tracking		System stores schedule of penalties and interest to apply to open receivables			
308	AR	Receivable Tracking		System generates customer statement that shows all outstanding bills/receivables			
309	CASH	Payment Receipt		System records payments against open receivables			
310	CASH	Payment Receipt		System records payments for point of sale transactions			
311	CASH	Payment Receipt		System accepts credit card payments			
312	CASH	Payment Receipt		System provides scan of checks			
313	CASH	Payment Receipt		System applies one payment to multiple receivables / point of sale transactions			
314	CASH	Payment Receipt		System allows using multiple payment types to pay for one invoice (example: cash and credit card)			
315	CASH	Payment Receipt		Automatically generate general ledger distribution entries needed to record receipts			
316	CASH	Recording Payments		When processing payment, system provides capability to look up the customer master file by any value in customer file			
317	CASH	Recording Payments		System applies one payment to multiple receivables / point of sale transactions			
318	CASH	Recording Payments		System allows using multiple payment types to pay for one invoice (example: cash and credit card)			
319	CASH	Recording Payments		System allows departments to enter daily deposits into system			
320	CASH	Recording Payments		System generates a receipt to the payee			
321	CASH	Deposit		System generates bank deposit slip			
322	CASH	Deposit		System generates deposit slip			



323	CASH	Deposit		System routes deposit slip for workflow approval				
324	CASH	Deposit		Produces report listing total of all transactions processed by cashier during shift (z-tape report)				
325	CASH	Web Payments		System allows customers to create an account and make web payments to any receivable in the system				
326	CASH	Web Payments		System allows customers to create an account and make web payments to other point of sale transactions (example: permit applications)				
327	BUD	Position Structure		System tracks all county positions				
328	BUD	Position Structure		All positions are tied to job classification				
329	BUD	Position Structure		System allows multiple positions in each job classification				
330	BUD	Position Structure		Each position identified by unique position control number				
331	BUD	Position Structure		Positions tied to funding source / chart of account information				
332	BUD	Position Structure		Positions identify salary range				
333	BUD	Position Structure		Positions identify benefit costs				
334	BUD	Position Structure		Positions identify FTE and headcount limit				
335	BUD	Position Structure		System allows split funded position (funded from multiple accounts/departments/programs)				
336	BUD	Position Control		System can set FTE limit for position (not always 1)				
337	BUD	Position Control		System allows for position reclassification (moving position to different classification)				
338	BUD	Position Control		System provides for online request for reclassification				
339	BUD	Budget Requests		Budgets preparation system accommodates entering budget detail for departmental budgets (by accounts within a department)				
340	BUD	Budget Requests		Budgets preparation system accommodates entering budget detail for project budget (over multiple years - up to life of project)				
341	BUD	Budget Requests		System pre-populates budget entry fields with past budget version, and actual expenditures and revenues				
342	BUD	Budget Requests		System used to prepare budgets for revenues and expenses				
343	BUD	Budget Requests		Departments enter budget requests through system including requested budget amount				
344	BUD	Budget Requests		Departments enter budget requests through system including changes/additions/deletions of positions				
345	BUD	Budget Requests		Departments enter department and narrative information along with budget requests (Example: department goals, challenges, highlights of major changes, etc.)				
346	BUD	Budget Requests		Departments can attach documents to budget request items				
347	BUD	Budget Requests		Budget requests can be grouped into decision packages (multiple line items that go together)				
348	BUD	Budget Requests		Budget requests can be identified as supplemental requests				
349	BUD	Budget Requests		Budget requests (decision packages) can be prioritized				
350	BUD	Budget Requests		System allow users to create different budget projections/scenarios (example: what if 5% cut)				
351	BUD	Budget Requests		Users can flag one-time budget events and the system automatically removes them from the next years' budget				
352	BUD	Budget Requests		Users can create multiple versions of a budget request for "what if" scenario simulation				
353	BUD	Budget Requests		System supports multi-year budgeting				
354	BUD	Budget Requests		System supports budgeting for one year and forecasting multiple years				
355	BUD	Budget Requests		Lock users out of budget system by role. Open by role				
356	BUD	Internal Services		System distributes budget for internal services to other departments based on defined cost drivers (example: IT budget spread by # of computers in each department)				
357	BUD	Budget Development		System maintains history of multiple budget versions including requested budget, adopted budget, and amended budget				
358	BUD	Budget Development		System allows budget users to modify all department budget worksheets within allowed permissions for each user				
359	BUD	Budget Development		System allows budget users to roll budget to new version				
360	BUD	Budget Development		System allows for the development of published budget documents				
361	BUD	Capital Budgeting		Capital budgets prepared by project				
362	BUD	Capital Budgeting		Project budgets created roll up to create department capital budget and overall capital improvement plan				
363	BUD	Capital Budgeting		System allows individual capital project budgets created in project module to feed budget module				
364	BUD	Capital Budgeting		System must allow for the reappropriation of funds from one fiscal year to the next for projects with capital carryover.				
365	BUD	CIP		System tracks multiple year CIP summarizing all project requests				
366	BUD	CIP		System allows for prioritization of CIP projects				
367	BUD	CIP		System tracks funding sources for each project				
368	BUD	Personnel Budgeting		System projects and budgets tax and benefit costs based on current incumbent salary and default benefit elections				
369	BUD	Personnel Budgeting		System projects and budgets tax and benefit costs based on position salary range and default benefit elections				
370	BUD	Personnel Budgeting		System allows user to propose new position in proposed budget				
371	BUD	Personnel Budgeting		System provides ability to propose changing position status as part of budget development (funded - unfunded positions)				
372	BUD	Personnel Budgeting		System provides ability to request new positions as part of budget process				
373	BUD	Budget Adjustments		System allows departments to propose budget transfers within department authority with workflow approval				
374	BUD	Budget Adjustments		System provides workflow based on transfer to/from (example: within department/division/fund or between department/division/fund)				

				System provides workflow based on transfer based on within or between budget categories (example: salary/supplies/materials/etc.)				
375	BUD	Budget Adjustments		System allows departments to propose additional budget requests				
376	BUD	Budget Adjustments		System validates and enforces rule that all budget amendments and transfers must balance				
377	BUD	Budget Adjustments		System provides funds availability check when entering budget amendments				
378	BUD	Budget Adjustments						

G.14. ATTACHMENT 14: PRICE

## Attachment 14 (Costs)

Vendor:

Cost Categories	Total Costs	Explanation/Notes (if necessary)
<b>Project Costs</b>		
Software Fees (Schedule 2)	\$ -	
Professional Services (Schedules 3):	\$ -	
Other Fees (Schedule 4)	\$ -	
<b>Total Cost During Project Period</b>	<b>\$ -</b>	
<b>Ongoing Costs</b>		
Average Annual Maintenance Cost	\$ -	
Average Annual Hosting/SaaS Cost	\$ -	
5 Year Maintenance Costs	\$ -	
5 Year Hosting / SaaS Costs	\$ -	
<b>Total 5 Year Costs</b>	<b>\$ -</b>	







G.15. ATTACHMENT 15: BUSINESS PROCESS DOCUMENTATION



# Attachment 15 – Business Process

This attachment contains business process maps for expected process the County plans to implement as part of this project. Proposers should review these business process descriptions and consider implementation of these processes to be a key part of the project scope.

During the implementation, the County expects that consultants will review the processes and make necessary adjustments to best utilize the software and/or improve process efficiency or effectiveness.

## Process Descriptions:

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## Chart of Accounts

### Chart of Account Structure

The County plans to utilize the following segments in its revised chart of accounts:

Segment Type	Segment	Digits
Fund	Fund	3
Org Unit	Department	2
Program	Function	4
Program	Program	5
Object	Object Level 1	2
Object	Object Level 2	3
Object	Object Level 3	4
Object	Object Level 4	2
Project/Grant	Project/Grant	6
Project/Grant	Project/Grant Details	TBD

The County expects each segment to be an independent segment that could be used on transactions in combination with other segments to create valid accounts.

For segments that exist in the same segment type, segments would be organized hierarchically. For example, programs would roll up to a function. Similarly, the various object levels identify additional levels of detail within object level 1.

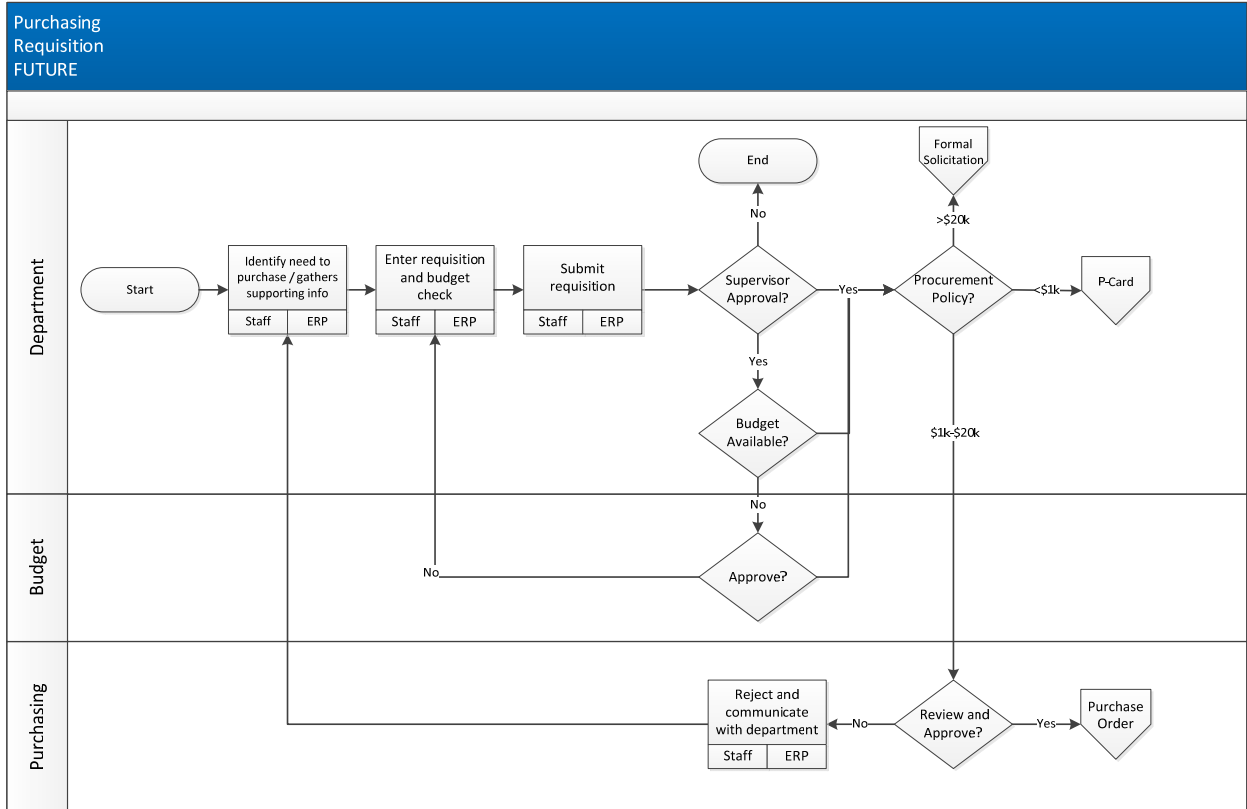
Between segment types, there is no hierarchical relationship. For example, programs and functions could cross multiple org units.

The County expects to utilize a sub ledger to account for detailed project data where additional segments and values could be defined on a project-by-project basis.

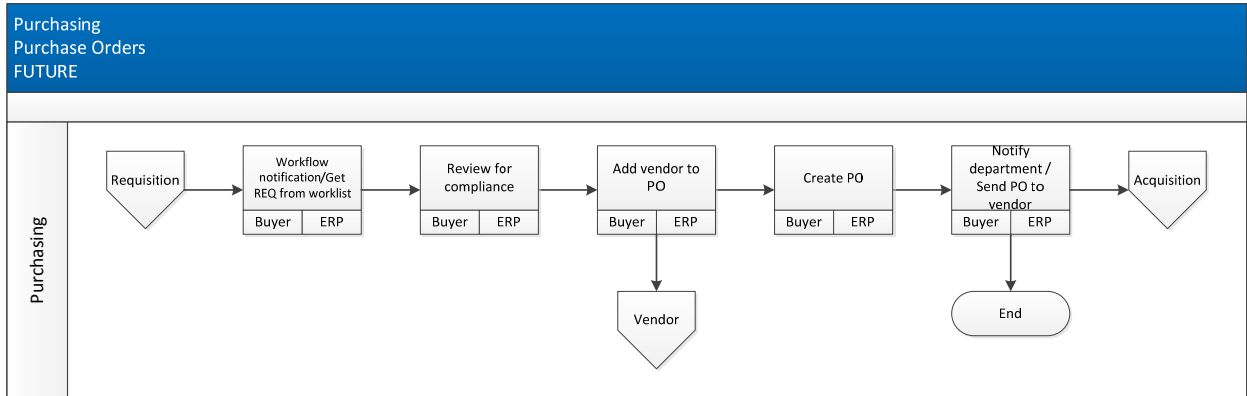
All reporting throughout the County would utilize a consistent chart of accounts.

# Purchasing

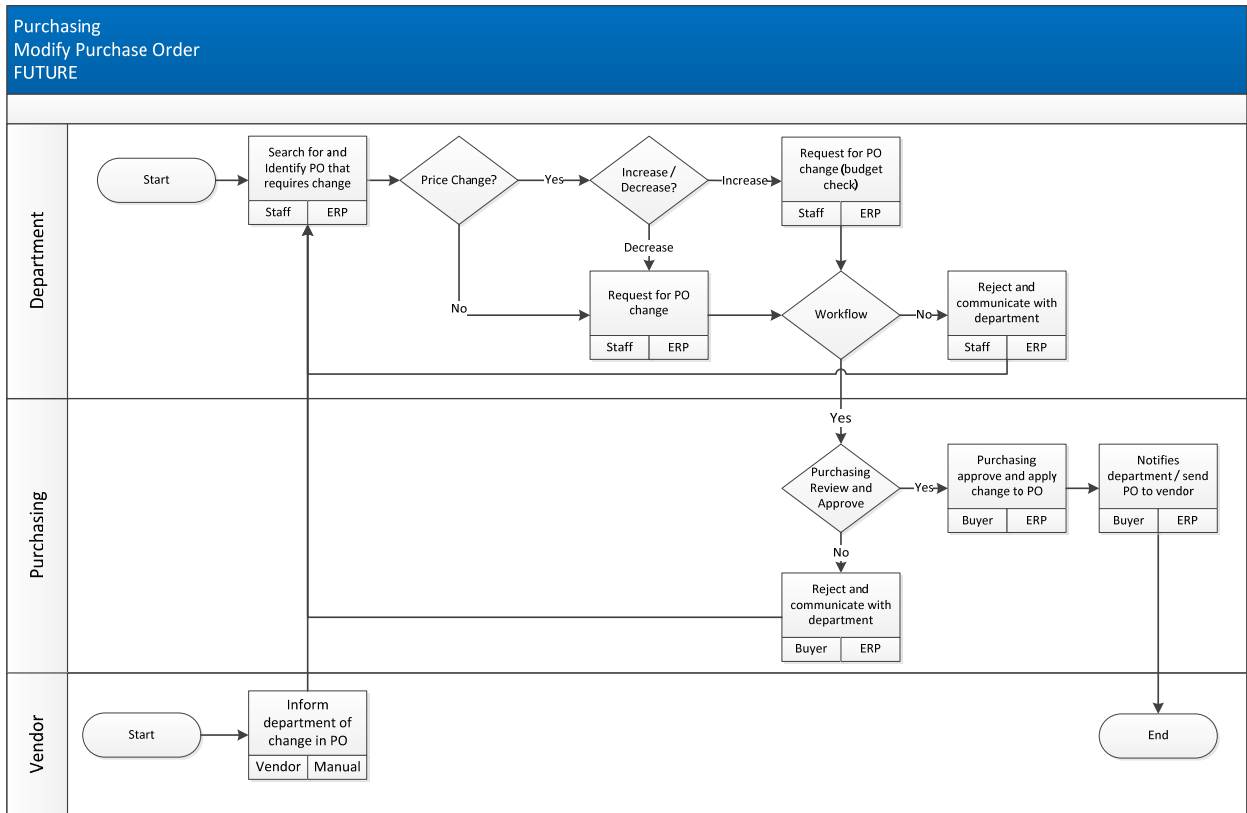
## Purchase Requisition



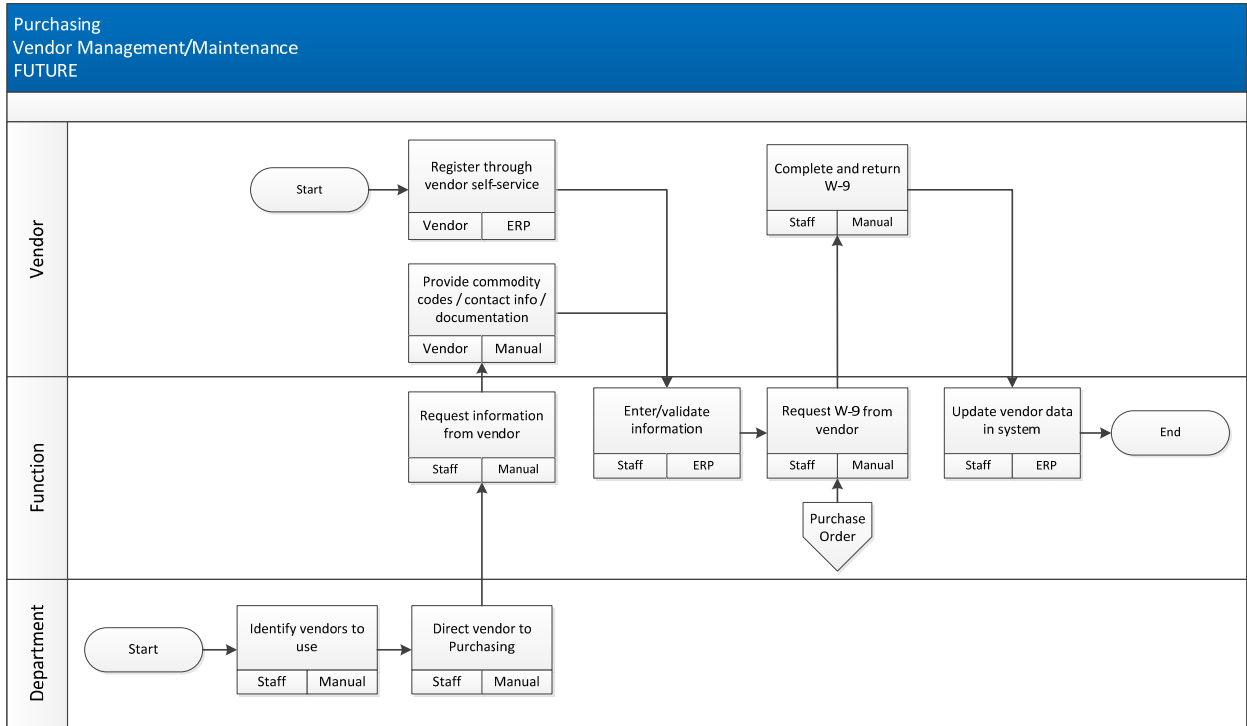
# Purchase Order



# Modify Purchase Order

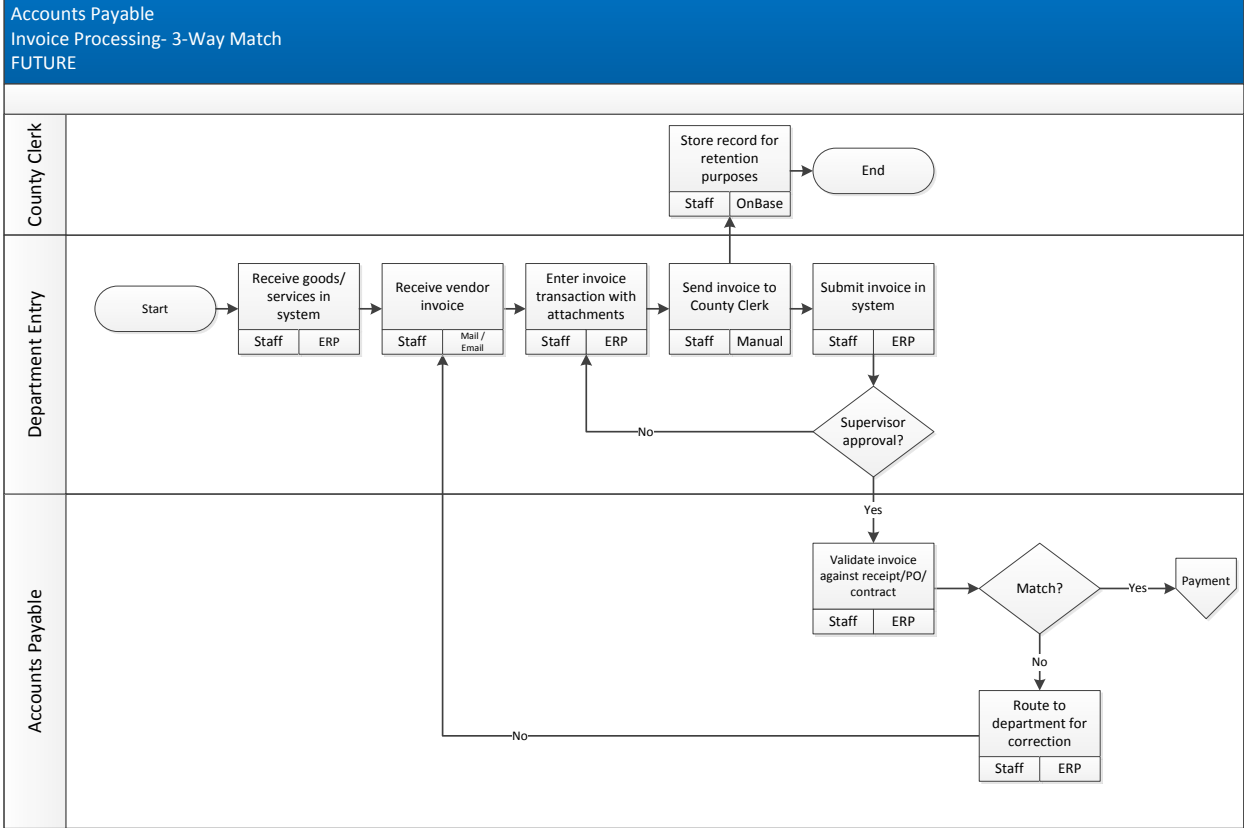


# Vendor Management



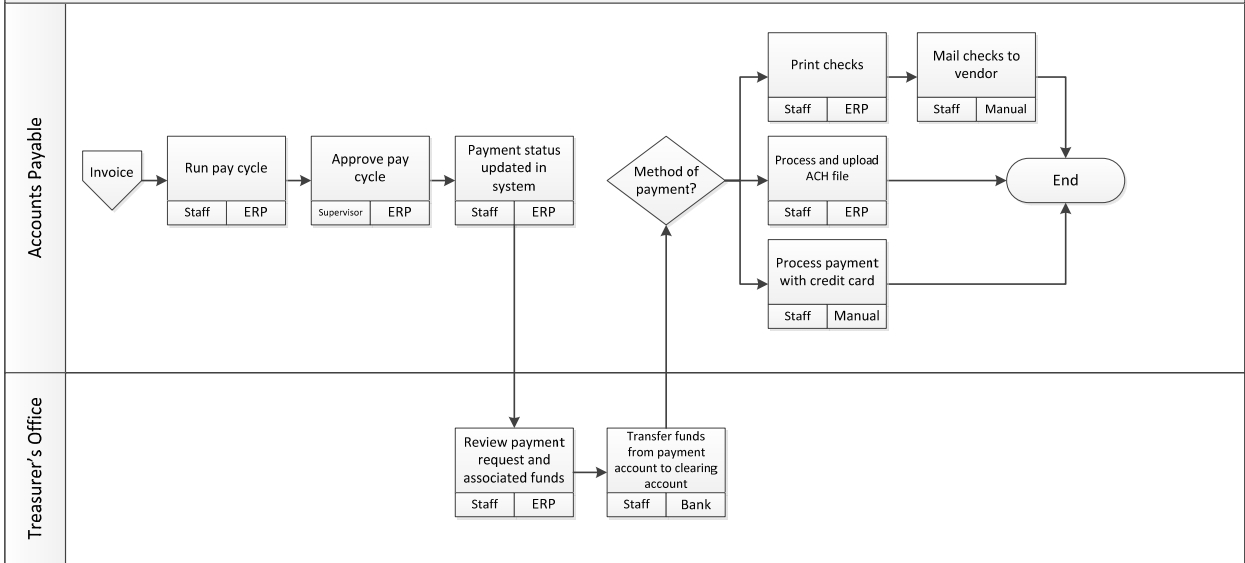
# Accounts Payable

## Matching



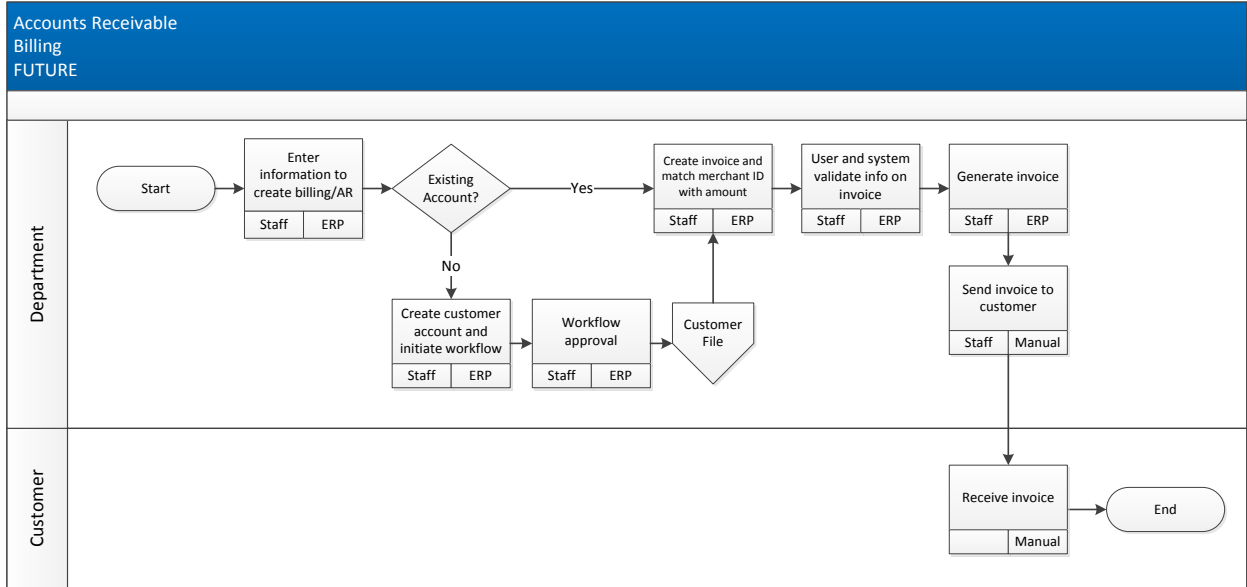
# Invoice Processing

Accounts Payable  
Payment Processing  
FUTURE

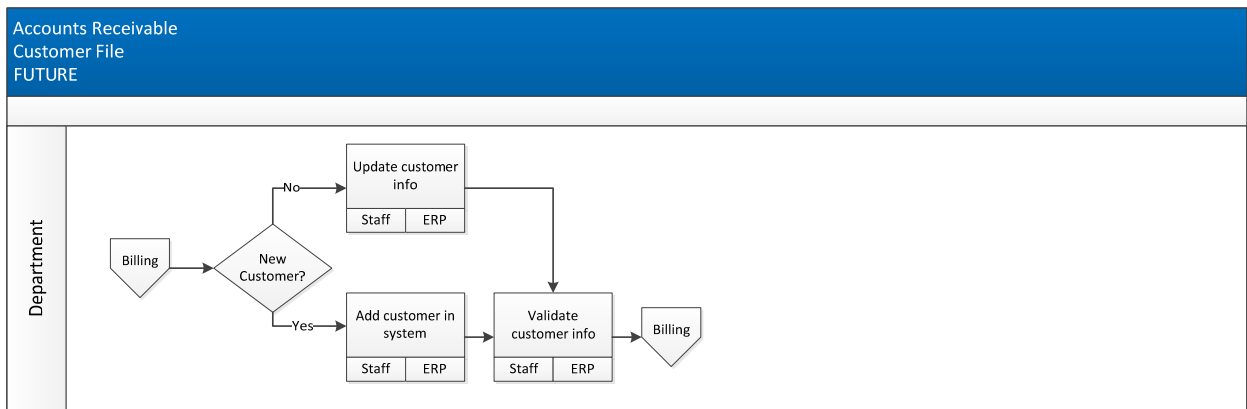


# Accounts Receivable

## Billing

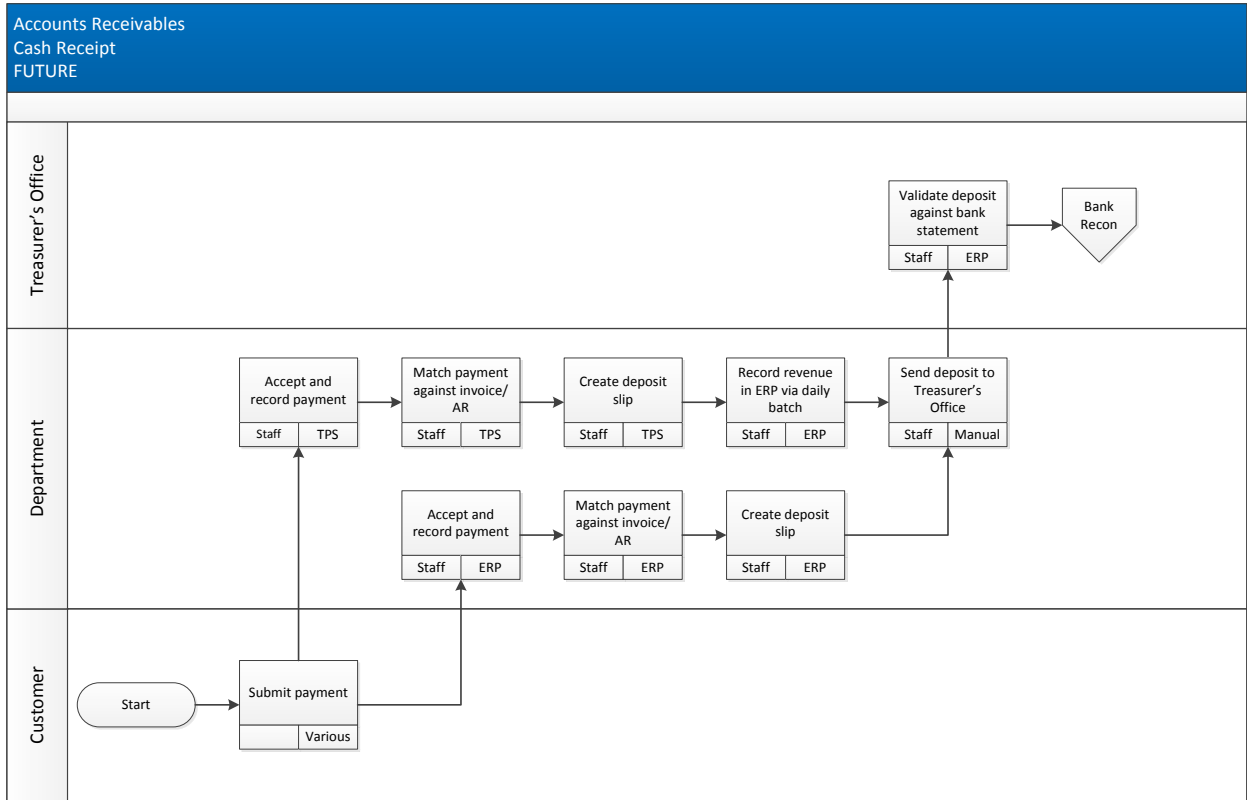


## Customer File



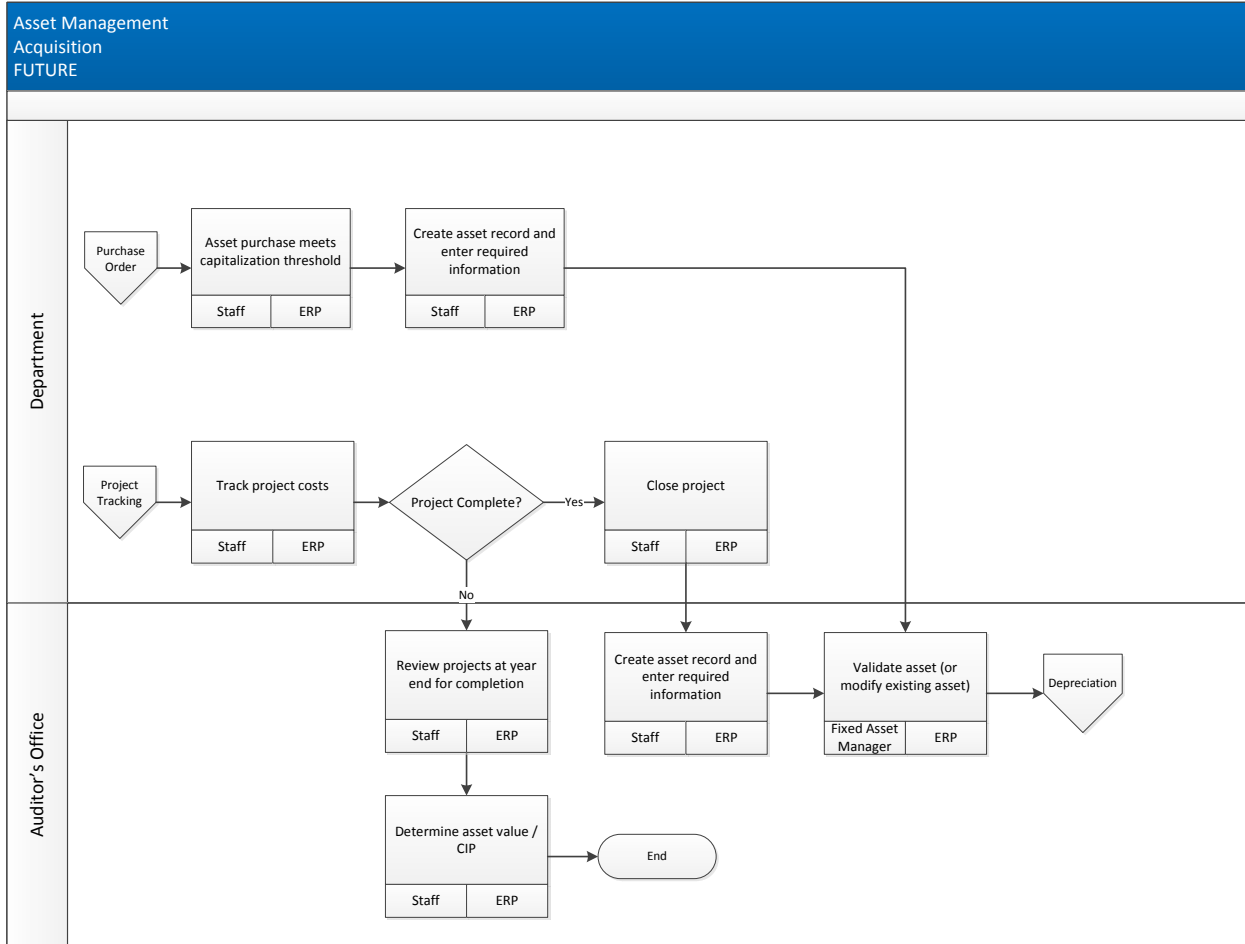


# Cash Receipt

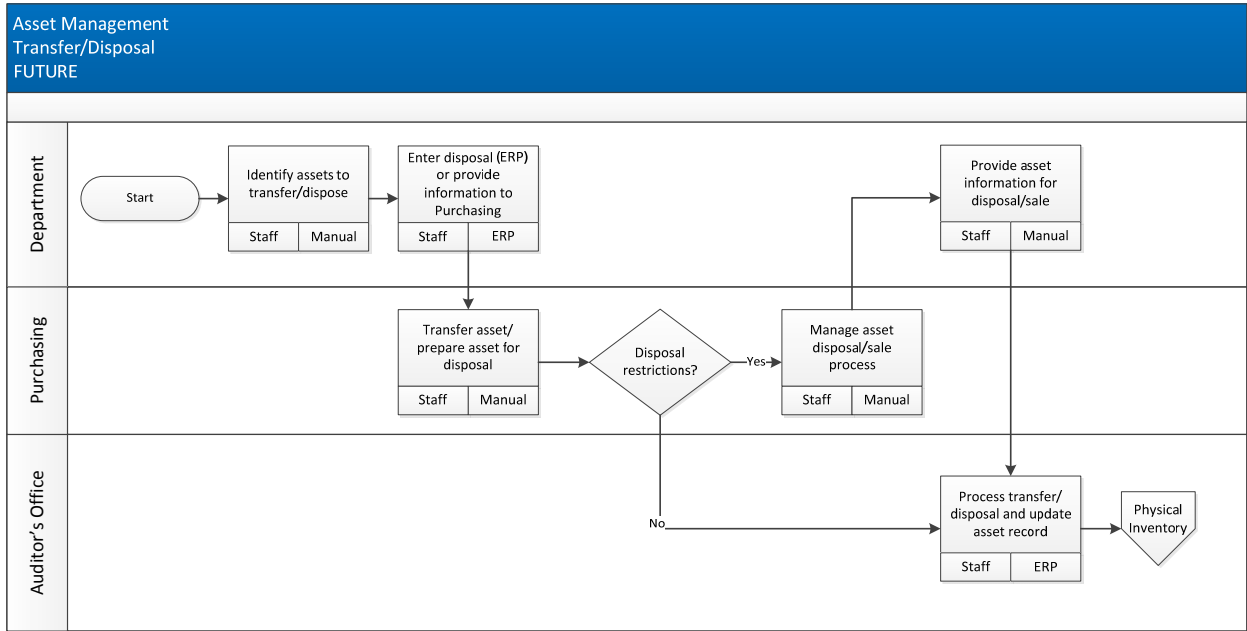


# Capital Assets

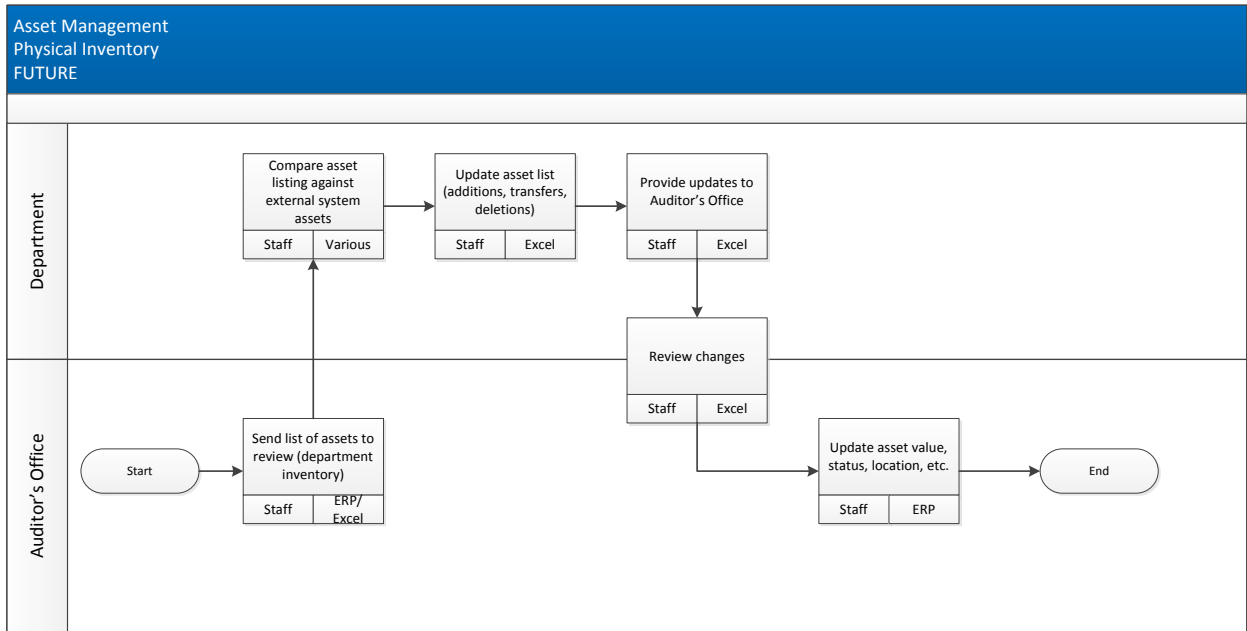
## Asset Acquisition



# Asset Transfer

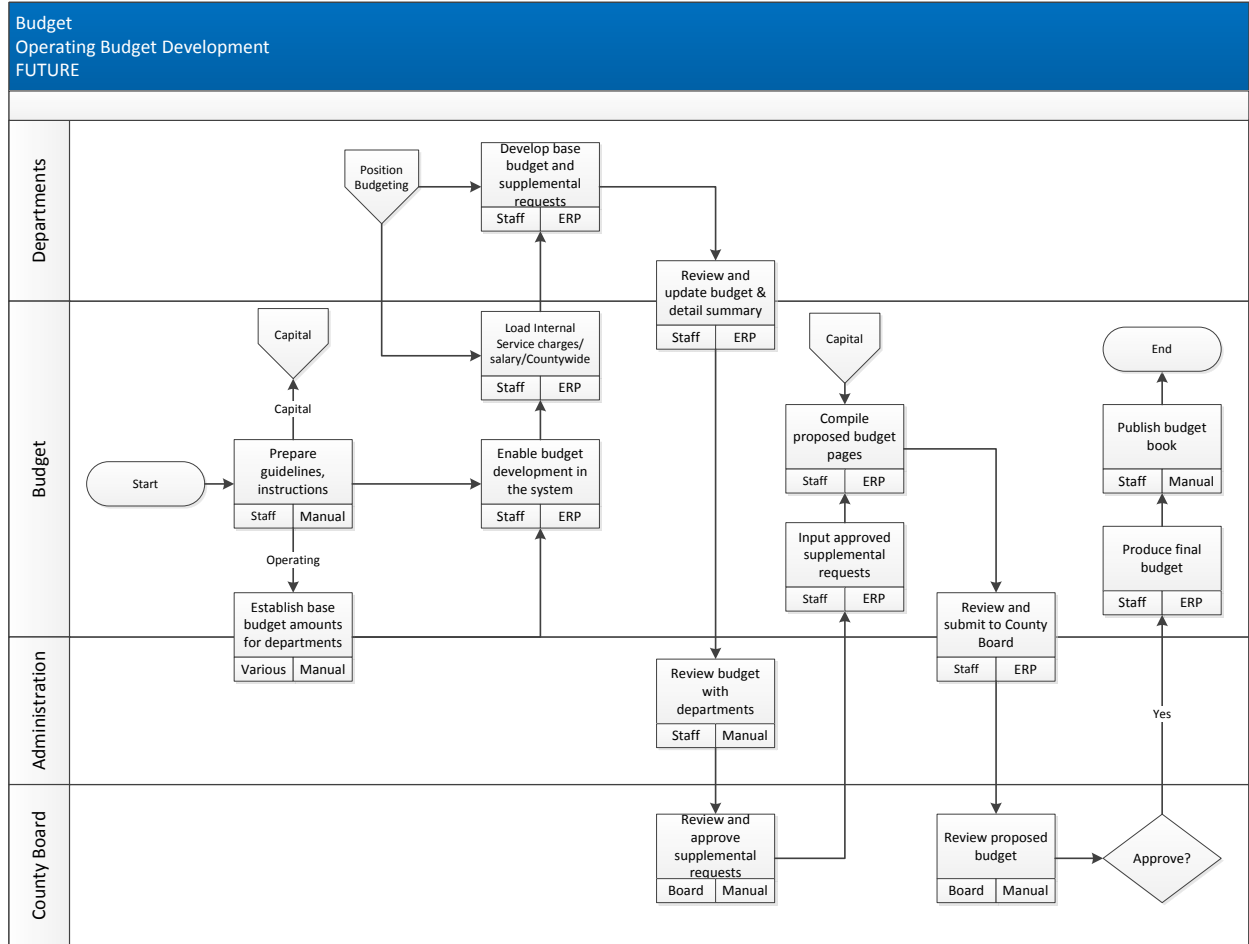


# Physical Inventory

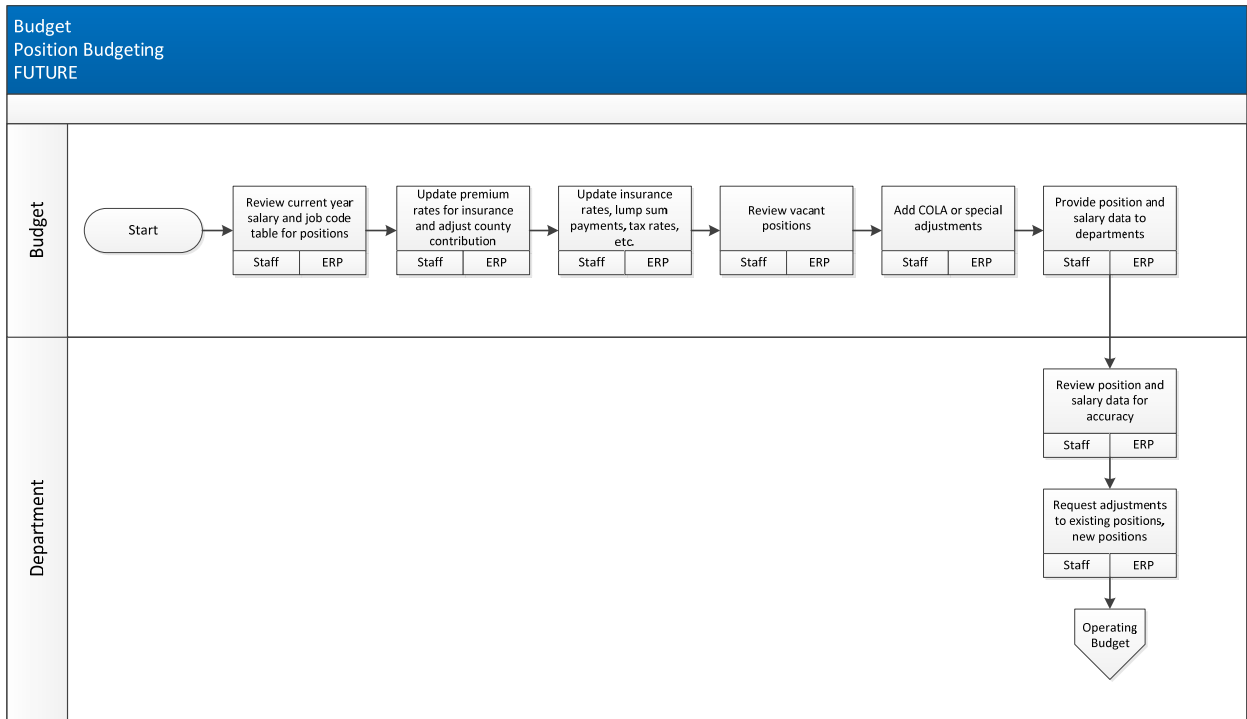


# Budgeting

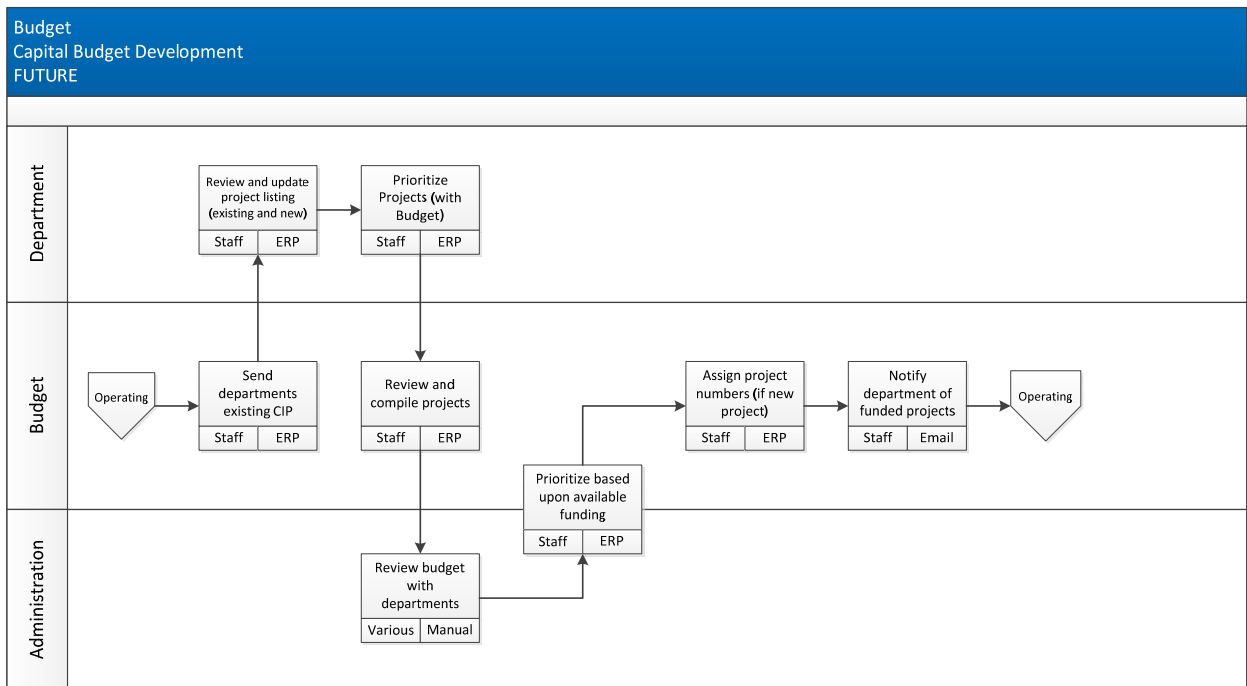
## Operating Budget Prep



# Position Budgeting



# Capital Budgeting



G.16. ATTACHMENT 16: VENDOR REGISTRATION FORM

County of McHenry  
Request for Proposal

**RFP # 16-86**  
**FINANCE SYSTEM AND IMPLEMENTATION SERVICES**

Please complete and return this form to register your intent to propose to this RFP.

*Vendor Name* \_\_\_\_\_  
*Vendor Address* \_\_\_\_\_  
*Vendor City, State Zip* \_\_\_\_\_

\_\_\_\_\_

*Contact Name* \_\_\_\_\_  
*Email* \_\_\_\_\_  
*Phone* \_\_\_\_\_

	<b>Yes</b> , we intend to submit a response to this RFP
	<b>No</b> , we do not intend to submit a response to this RFP

**Pre-Proposal Conference:**

Please indicate the number of individuals that will be attending the pre-proposal conference

	On-Site. McHenry County Administration Building located @ 667 Ware Road, Woodstock, Illinois 60098 Conference Room C
	Phone Conference. The County will email call in instructions approximately 3 days prior to the pre-proposal conference.

End of Document