Request for Proposals

Enterprise Resource Planning/Utility Billing Software & Implementation Services for Government Consortium

| Description	Date and Time
RFP Number	RFP L2021_1
Release Date	September 9, 2021
Pre-Proposal Conference (Remote)	September 21, 2021 10:00 am CST Visit RFP site for call-in instructions: https://www.logis.org/index.php/rfp-rfq
Proposal Submittal Due Date	October 29, 2021 at 2:00 PM CST

Table of Contents

Section 1: RFP Introduction

1.1 Purpose of the RFP

The purpose of this RFP is to purchase an Enterprise Resource Planning (ERP) and Utility Billing (UB) solution for Local Government Information Systems (LOGIS) - a Joint Powers, intergovernmental consortium of Minnesota local governments. The solution will be managed by LOGIS and used by the LOGIS headquarters as well as the LOGIS member governments participating in the consortium. Current LOGIS ERP system functionality includes financials, human resources, and payroll on an Oracle (JD Edwards) platform and a utility billing solution on an Advanced Utility Systems (CIS Infinity) platform. Both solutions are currently hosted by LOGIS for LOGIS members who access the solutions via a WAN. LOGIS desires to replace JD Edwards and CIS Infinity and purchase or otherwise acquire rights for a replacement ERP/UB solution that meets the requirements identified in this RFP. LOGIS requires that any proposal for a software solution also include professional services necessary to implement the system.

The vision of the future solution is summarized below:

Table 1.1
LOGIS Vision

LOGIS Technology (Host)	LOGIS Headquarters (HQ)	LOGIS Consortium Member (Member)
Description: • System Administrators at LOGIS responsible for maintaining the ERP application.	**Description:** • LOGIS headquarters users of the future application to maintain business operations with LOGIS headquarters.	**Description:** • LOGIS local government unit member user of the future ERP solution.
Functional Scope: • System Administration • Security Administration • Workflow Administration	**Functional Scope:** • Financials • Human Resources • Payroll • Utility Billing • Report Writing	**Functional Scope:** • Financials • Human Resources • Payroll • Utility Billing • Report Writing
Operational Scope: • Serves as System Administrator for shared application.	**Operational Scope:** • Provides transactional assistance to LOGIS users. • Uses ERP application for internal operational purposes.	**Operational Scope:** • May select all or a portion of the LOGIS functionality. • Uses ERP/UB application for operational purposes.
Relationship Scope: • Serves as primary contact to ERP Software Company.	**Relationship Scope:** • Manages ERP license and LOGIS member ERP subscriptions. • Maintains ERP master configuration. • Manages LOGIS member user groups.	**Relationship Scope:** • Subscribes to the LOGIS shared solution. • Solution is based on an initial template but configured for each member unique uses.

LOGIS members will have the option to select the functionality that they wish to implement. Functionality will be based on a template defined by LOGIS and an initial pilot group of LOGIS members. The first priority is to replace the current ERP application for all of the LOGIS members and LOGIS Headquarters. LOGIS then plans to offer the solution to other local government units within Minnesota. Rollout of the new

solution is expected to take place in multiple phases over multiple years. LOGIS' goal is to implement a new system within three years; however, the organization wants to hear implementation strategies and timeline recommendations from proposing vendors. A detailed scope is presented in Section 2 – Project Scope.

1.2   Schedule Summary

Table 1.2
Major Project Milestones

Date and Time	Event
September 9, 2021	RFP Release
September 21, 2021 at 10:00 am CST	Non-mandatory Pre-Submittal Conference Call
October 1, 2021 at 4:00 PM CST	Inquiry Deadline
October 8, 2021 at 4:00 PM CST	LOGIS Releases Answers to All Inquiries
October 29, 2021 at 2:00 PM CST	Proposal Submittal Deadline
January 11 – 27, 2022	Software Demonstrations/Interviews for Select Vendors
February 2022	Discovery Sessions
Spring 2022	Negotiations
Spring/Summer 2022	Project Start

1.3   About LOGIS

Headquartered in Golden Valley, MN, Local Government Information Systems (LOGIS) is a Joint Powers, intergovernmental consortium of Minnesota local governments. The mission of LOGIS is to "Facilitate leading-edge, effective and adaptable public sector technology solutions through the sharing of ideas, risks and resources in a member-driven consortium."

The LOGIS consortium is controlled by its members. LOGIS' Board of Directors is composed of one representative from each agency. All funding decisions are controlled by the members through an annual budget, an annual work plan, and by action of an Executive Committee, acting as officers of the Board. This committee meets quarterly and establishes operating policies, sets service charges, and approves expenditures.

LOGIS was founded in 1972 by seven cities – Golden Valley, Crystal, Eden Prairie, Edina, St. Louis Park, Coon Rapids and Brooklyn Center – that were looking to pool resources and save taxpayer dollars. LOGIS currently has 52 IT member organizations and serves more than 2.3 million residents throughout Minnesota.

Table 1.3
LOGIS Members

LOGIS Member	LOGIS Member
Alexandria	Metro Transit Police
Anoka County Joint Law Enforcement Council	Minnetonka
Apple Valley	Moorhead
Austin	New Hope
Blaine	Northwest Community Television
Bloomington	Orono
Brooklyn Center	Ramsey
Brooklyn Park	Ramsey County Emergency Communications Center
Burnsville	Rice County
Chaska	Rice/Steele County Consolidated PSAP
Coon Rapids	Richfield
Crystal	Robbinsdale
Dakota Broadband Board	Rochester
Dakota Communications Center	Rogers
Dakota County Sheriff	Rosemount
Delano	Savage
Eagan	Shakopee
Eden Prairie	South Metro Fire
Edina	South St. Paul
Farmington	SouthWest Transit
Golden Valley	St. Louis Park
Hastings	St. Paul
Hutchinson	Waconia
Inver Grove Heights	West Metro Fire
Lakeville	West St. Paul
Le Sueur	White Bear Lake
LOGIS Internal & Apps	Willmar
Maple Grove	Woodbury
Mendota Heights	West Metro Fire
Metropolitan Airports Commission	

The LOGIS staff provides the following services:

- Conducting periodic user seminars or workshops on LOGIS applications
- Advising, training, and assisting users daily and during/after a LOGIS conversion
- Writing and maintaining user manuals and online help
- Enhancing applications as needed
- Providing ongoing user and technical support

The functionality that is provided to LOGIS members that are related to the scope of this project is summarized below:

Table 1.4
LOGIS (In Scope) Functional Offerings

Category	Application	Function
Financials	JD Edwards E1 (Oracle)	• General Ledger • Budgeting • Job/Project • Accounts Payable • Accounts Receivable • Cash Receipts • Purchasing • Encumbrance • Fixed Assets • Inventory
Human Resources	JD Edwards E1 (Oracle)	• Employee Records • Benefits
Payroll	JD Edwards E1 (Oracle)	• Time Entry/Attendance • Payroll
Utility Billing	CIS Infinity (Advanced Utility Systems)	• Billing • Payment Processing • Meter Reading • Meter Inventory • Service Order

1.4   Project Governance

This project is being managed by LOGIS Headquarters. The Director of Finance and Administration is serving as the internal Project Manager with LOGIS staff serving as the functional owners. LOGIS staff are supported by a stakeholder team consisting of LOGIS members organized into Process Improvement Teams (PIT Crews). PIT Crew members represent the entire end-to-end process of a function (e.g., time entry to payroll processing). LOGIS staff and PIT Crew members also serve as liaisons to the LOGIS members.

LOGIS has hired the Government Finance Officers Association (GFOA) to assist the organization through the planning and selection process. GFOA is an independent organization and has no affiliation with any technology firm. GFOA will not be scoring the proposals or making selection decisions. Those tasks are the sole responsibility of LOGIS and LOGIS Members serving on the Evaluation Team.

A Project Management Office (PMO) has been established to coordinate the project team and the stakeholders. The PMO provides guidance to the team and coordinates the ERP project with other LOGIS projects. The PMO consists of the LOGIS Executive Director, the Director of Finance and Administration, the Functional Owners, and GFOA.

Figure 1.1
Governance Structure
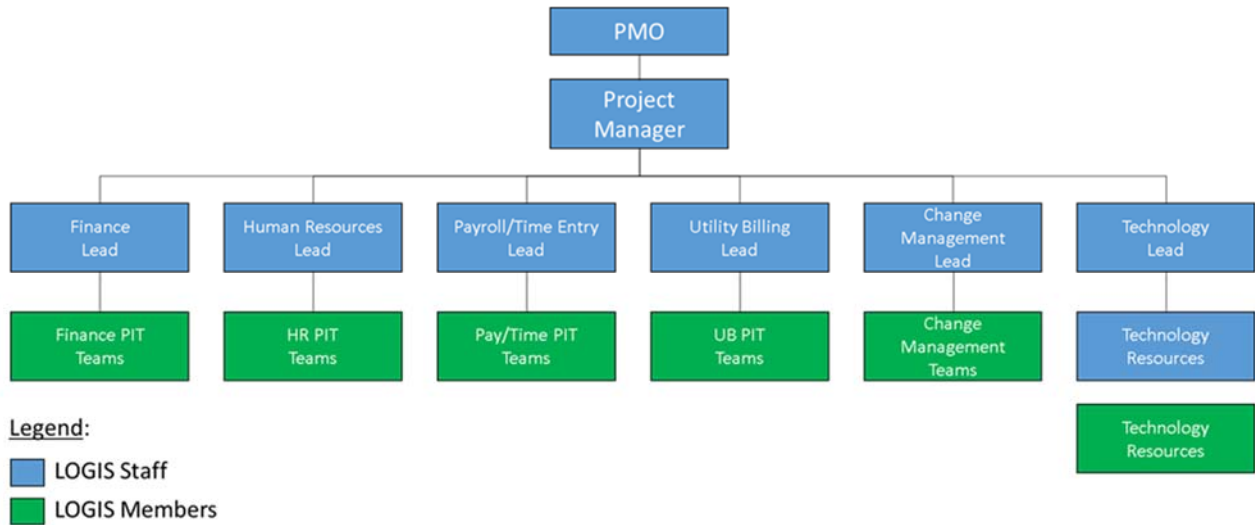
1.5   Notice to Proposers

Failure to carefully read and understand this RFP may cause the proposal to be out of compliance, rejected by LOGIS, or legally obligate the Proposer to more than it may realize. Information obtained by the Proposer from any officer, agent or employee of LOGIS shall not affect the risks or obligations assumed by the Proposer or relieve the Proposer from fulfilling any of the RFP conditions or any subsequent contract conditions. Attempts by or on behalf of a Proposer to contact or to influence any member of the selection committee, any member of LOGIS or any employee of LOGIS with regard to the acceptance of a proposal may lead to elimination of that Proposer from further consideration. Only the format described in the RFP and the attachments included with this RFP will be accepted as compliant for the submitted proposal.

1.6   Conditions

1.6.1   Joint Proposal

If all RFP requirements are not met with products and services provided by one firm, proposers are encouraged to partner with another firm to submit a joint proposal. Failure to meet all requirements will not disqualify a firm. However, LOGIS will evaluate each proposal to determine if its overall fit is in the best interests of the organization.

1.6.2   Primary Firm

If 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.

1.6.3   Pricing

Pricing for services must be submitted on a fixed fee basis upon completion of pre-identified "milestones." For implementation services under a milestone arrangement, the vendor shall invoice LOGIS when LOGIS has accepted the Services included as requirements for each milestone. The scope of the project, including

the milestones, will be defined by the statement of work that describes both functional requirements of the software and business process expectations.

1.6.4   Proposal Validity

All proposals and any subsequent clarification or response to LOGIS questions shall be valid for a minimum of 180 days.

1.7   LOGIS Rights Reserved

1.7.1   Reservation of Rights

LOGIS reserves the right to select the proposal(s) that best meets the needs of the organization. LOGIS has established an Evaluation Team for this selection process. The Evaluation Team will select the best solution for the best value; meaning, the lowest proposed cost will not be the sole criterion for recommending the contract award.

1.7.2   Multiple Contracts

LOGIS reserves the right to award multiple contracts from this RFP.

1.7.3   Right of Rejection

LOGIS reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by LOGIS to be in the organization's best interest.

1.7.4   Modification

LOGIS may modify this RFP by issuance of one or more written addenda.

1.7.5   Additional Information and Scope

LOGIS reserves the right to meet with select proposers at any time to gather additional information. Furthermore, LOGIS reserves the right to remove or add functionality (i.e., modules, components, or services) until the final contract signing.

1.7.6   Committal

This RFP does not commit LOGIS to award a contract.

1.7.7   Property

All proposals submitted in response to this RFP become the property of LOGIS and public records, and as such, may be subject to public review. Proposers concerned with release of proprietary or confidential information are encouraged to not submit that information in the proposal.

1.7.8   Expenses

LOGIS shall not be liable for any pre-contractual expenses incurred by prospective Proposers, including but not limited to costs incurred in the preparation or submission of proposals. LOGIS shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

1.8   Communication Regarding the RFP

All communication from prospective proposers regarding this RFP must be in writing by email to the address listed in Section 1.9 Inquiries and Requests for Clarification. Communication by telephone or in person will not be accepted.

Attempts by or on behalf of a prospective or existing Proposer to contact or to influence any member of the Evaluation Team, any member of LOGIS or any employee of LOGIS regarding the acceptance of a proposal may lead to elimination of that Proposer from further consideration.

1.9   Inquiries and Requests for Clarification

To maintain fairness in the process, inquiries concerning this procurement, including questions related to technical issues are to be directed through email to the following contact:

Contact: Ms. Tonya Kusmirek
Title: Director of Finance and Administration
Email: tkusmirek@logis.org

Questions over the phone will not be accepted.

1.9.2   Clarifications

All questions concerning the RFP must reference the RFP section heading. Questions will be answered and posted to the LOGIS website (https://www.logis.org/index.php/rfp-rfq) in the form of addenda to the RFP.

1.9.3   Inquiries

Inquiries or requests for clarification submitted prior to the pre-proposal conference will be addressed at the pre-proposal vendor conference. Additional inquires or requests for clarification will be accepted until the deadline established in Table 1.2 – Major Project Milestones.

1.9.4   Changes to Proposals

Proposals may be changed or withdrawn prior to the deadline for proposals. All such changes and withdrawals must be submitted in writing and received by LOGIS prior to the deadline for proposals.

1.10   Pre-Proposal Conference

A pre-proposal vendor conference will be held via phone on the date and time established in Section 1.2 – Schedule Summary. Attendance at the pre-proposal conference is non-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.

1.11   Procurement Schedule

LOGIS reserves the right to change the procurement schedule. If changes are made, Proposers will be notified by LOGIS in the form of an addendum to this RFP.

Section 2 – Project Scope

2.1   Project Scope Overview

LOGIS has been providing ERP and Utility Billing software services to its member communities for over a decade. The ERP solution is based on Oracle's JD Edwards platform. The Utility Billing Solution is based on the Advanced Utility Systems' CIS Infinity platform. Both platforms are nearing end of life and will need to be replaced within the next several years. LOGIS will also use the software replacement project as an opportunity to implement leading practices across the membership community.

The overall project scope for the project is defined in Section 1 – Project Overview and in this Section. The scope includes software, implementation, project management, and other ongoing services.

2.2.1   Organizational Scope

This project includes LOGIS Operations and the LOGIS members. The immediate goal is to convert the existing users of the ERP and Utility Billing solutions to the new solution(s). (See Figure 2.1 – LOGIS Rollout Strategy) Long-term goals are to define a long-term ERP strategy and sustainment plan for any future, additional LOGIS members.

2.2.2   Functional Scope

The following table defines the functional scope for this project:

Table 2.1
Functional Scope

Function	Process	Function	Process
General Ledger	• Chart of Accounts • General Ledger Transactions • Grants Management • Project Accounting • Financial Reporting	**Asset Management**	• Asset Acquisition • Asset Maintenance/Work Order • Depreciation • Transfer / Disposal / Retirement
Budget	• Operating Budget • Capital Improvement Planning (CIP) • Capital Budget • Budget Adjustments / Amendments	**Human Resources**	• Positions • Employee File • Benefit Enrollment • Personnel Evaluations • Disciplinary Actions / Grievance • Risk Management (Injury / Workers Comp) • Training / Certifications
Purchasing	• Suppliers • Purchase Requisitions • Purchase Orders	**Personnel Actions**	• Requisition • Recruitment

Function	Process	Function	Process
	• Contracts • Change Order • Receiving		• Salary/Position Change/Workflow
Accounts Payable	• Vendors • Matching • Payment Processing	**Time Entry/Payroll**	• Time Entry • Time Approval • Payroll Calculations • Payroll Processing • Leave Management
Inventory	• Ordering • Issuing • Replenishment • Accounting/Reconciling	**Utility Billing**	• Customer File • Property File • Meter Inventory • Meter Read • Billing • AR • Payment Receipts • Service Order • Payment Portal • Collections/Payment Arrangements • Interfaces • Letters • Reporting • Database Archiving • Move In/Move Out •
Accounts Receivable	• Customer File • Billing/Invoicing • Aging • Collections • Cash Receipts • Disbursements • Interest Allocation • Bank Reconciliation		

2.2.3   Implementation Scope

LOGIS and its Members do not have the resource capacity to convert all of the current member users to the new solution. LOGIS made the strategic decision to define, implement, and stabilize core functionality first and then gradually add enhanced functionality in later phases. To protect the long-term investment in the solution, LOGIS will strive to continuously improve the solution. Collaboration will continue to be emphasized while maintaining the application. The approach is summarized in the following diagram:

Figure 2.1
LOGIS Roll-Out Strategy
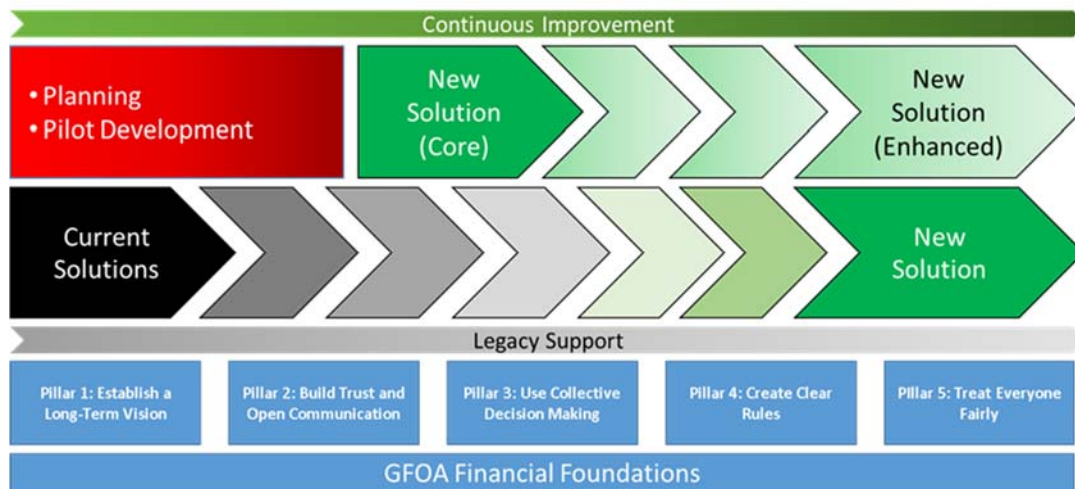
2.2.3.1 Change Management Approach

To help frame project leadership and ensure focus on project outcomes, LOGIS utilized GFOA's Financial Foundations Framework to promote collaboration during the project. As a result, LOGIS will strive to ensure the following are met:

1)   Establish a long-term vision
2)   Build trust and open communication
3)   Use collective decision making
4)   Set clear rules
5)   Treat everyone fairly

Throughout the project, LOGIS will monitor these pillars to ensure that each is present throughout the implementation.   At scheduled checkpoints throughout the project, the Proposer will be responsible for completing an assessment to evaluate successful examples and opportunities for improvement within each pillar.

2.2.3.2 Template Approach

To accommodate multiple system configurations, LOGIS is following GFOA's recommendation to establish a base template configured solution that can serve as the foundation for all subsequent rollouts. The template will be based on input from LOGIS staff, LOGIS member stakeholders, and best practices. The template will be applied to a set of pilot LOGIS members to determine the range of variance between the

template and the functional needs of the pilot participants. Based on the pilot implementation, the template will be updated and serve as the revised template for subsequent roll-outs. The Proposer will be required to develop a plan to review and update the design as necessary during the continued implementation.

2.2.3.3 Application of Template Approach

Work Orders will be initiated by LOGIS for each subsequent implementation. The scope for each Work Order will include an assessment period where the implementer will be able to define the differences between the LOGIS member requirements and the LOGIS template. The Proposer is expected to develop an assessment methodology and train LOGIS staff how to gather requirements for future implementations. It is assumed that LOGIS staff will gradually take over the assessment tasks for rollouts further into the implementation phases.

As the configuration template is implemented after the pilot phase, LOGIS expects certain efficiencies to be gained. For example, it is not assumed that subsequent roll-outs will require extensive configuration for each member Organization. Proposers will be expected to develop a library of configurations and tools to minimize re-work during future implementations.

2.2.3.4 Project Management Approach

Proposer will be responsible for providing overall coordination and management of the project including governance support, schedule management, risk mitigation, project communications, contract management, and quality assurance. Specific deliverables expected during this stage include:

- Project Plan
- Weekly Project Meetings/Status Reports
- Issue Tracking and Project Management Tools

2.2.3.5 Knowledge Transfer Approach

Proposer will be responsible for ensuring that the LOGIS project team has sufficient knowledge and understanding of the software to properly participate in the project and subsequent system and business process design discussions. Knowledge transfer stage will include all core team training. Specific deliverables expected during this stage include:

- Project Team Training Plan
- LOGIS Member Training Plan
- End-User Training Materials

2.2.3.6 System Design Approach

Initial design requirements for LOGIS are based upon the process maps in Exhibit 2 (Future Process Maps) and the user stories (Attachment 8 – Functional Requirements) that have been mapped to the future processes. Together, they form the desired functional outcomes for the future LOGIS solution.

Proposers will be responsible for facilitating a process to define how the system will be used to meet the LOGIS desired outcomes. As part of the design, LOGIS expects to engage in discussions around how to use the system most effectively, what changes in business process are required and to document configurations, interfaces, reports, workflows, and security roles.

To meet the continuous improvement objectives of the project, Proposers will be expected to document and update the process maps and user stories. (This task will be the future responsibility of LOGIS staff.) Specific deliverables expected during design:

- Requirements Traceability Document

2.2.3.7 Build Approach

After completing design and after LOGIS has made decisions on both business process and system configurations, LOGIS expects that the Proposer and LOGIS staff will work collaboratively on building the system. All activities related to system configuration, interface development, report creation, or other build tasks should be included in this stage. Specific deliverables expected during this stage include:

- As-built Documentation

2.2.3.8 Conversion Approach

Proposer will be expected to develop a data conversion strategy for the project and implement the recommendations. LOGIS staff will work with the Proposer Team to extract data from legacy applications and to map the data into the Proposer tools. The Proposer, in turn, will be responsible for loading the converted data and confirming the successful load of the data. Specific deliverables expected during this stage include:

- Conversion Plan
- Converted Data Acceptance

2.2.3.9 Testing Approach

Throughout the process, LOGIS expects to engage in execution of a formal test plan. The test plan will be developed during the project and include testing approach, roles and responsibilities for testing, and clear deadlines and expectations around testing effort. LOGIS expects to engage in detailed conference room pilot testing, unit testing, regression testing, integration testing, parallel testing, and user acceptance testing. Specific deliverables expected during this stage include:

- Testing Plan
- Test Scripts
- Testing Acceptance
- Training on Testing Tools

2.2.3.10   Go Live and Support

At time for go-live, LOGIS expects that the Proposer will assist with end-user training, work to prepare a cutover plan, and assist with the transition to the new software. Included with go-live could also be assistance for after go-live with management of help-desk type functions. Specific deliverables expected during this stage include:

- Cutover Plan
- Final Acceptance Documentation

2.2.4   Interface Scope

Known interfaces are included in Attachment 11 – Interfaces. Proposers should respond to each interface even if it is not in the original LOGIS implementation schedule. LOGIS would like to know whether the interface is possible and the cost for completing the interface.   The actual interface scope will be completed as part of the work order.

2.2.5   Conversions Scope

Conversion requirements have been included as Attachment 12 – Conversions. Proposers should respond to each interface requirement.   Although all of the conversions may not be in scope for a particular roll-out, LOGIS is interested in defining the cost for the conversion and to also identify any missing conversion data based on Proposer input.

2.2.6   Reporting

LOGIS expects to use standard reports from the system that have been configured to be used in the LOGIS environment. LOGIS cannot estimate how many reports may need to go through further refinement or to be developed as part of this process. Proposers should include cost estimates based on the following assumptions:

- High complex reports (requiring 80 hours or more of configuration and development) for each major process
- Medium complex reports (requiring between 10 hours and 80 hours of configuration and development) for each major process
- Low complex reports (requiring less than 10 hours of configuration and development) for each major process

Complete Attachment 13 – Reporting Assumptions for this information. Please complete the reporting assumptions for LOGIS HQ and for a single LOGIS Member.

2.2   Project Staffing

LOGIS will make every effort to staff the project appropriately and understands that staffing a project is important to its success. LOGIS has identified the following resources for the project:

Table 2.2
Project Staffing Resources

Assumed Role (LOGIS Staff)	Maximum Participation (LOGIS Staff — FTE)
Project Manager	.75
Finance Lead	.50
Human Resources Lead	.50
Payroll/Time Entry Lead	.50
Utility Billing Lead	.50
Change Management Lead	.50

Assumed Role (LOGIS Staff)	Maximum Participation (LOGIS Staff — FTE)
Technology Lead	.25
Technology Resource	.50
Subject Matter Experts/LOGIS Members	As Needed

2.3   Statement of Work

LOGIS will require the development of a detailed statement of work, including a high-level project plan, prior to contract signing. The statement of work will include and describe at least the following and may include additional items LOGIS deems necessary:

- • Project Scope
- • Project Milestones
- • Project Deliverables
- • High Level Project Schedule (Listing of Phases and Go Live Dates)
- • Project Resources
- • Project Roles and Responsibilities
- • Quality Assurance and Testing Procedures
- • Project Change Control Procedures

2.4   Estimated Number of Users

Estimated user counts are included in Exhibit 1 – Member Profile.

Section 3: Detailed Submittal Requirements

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.

3.1   Proposal Section 1.0 — Introduction

The introductory material should include a title page with the RFP name, name of the proposer, address, contact information, the date, a letter of transmittal, and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

1)   Complete Attachment 2 — Signature Page
2)   Complete Attachment 3 — Proposer Statement

3.2   Proposal Section 2.0 — Proposer Team

This section of the proposal should identify all firms included in the proposal and any necessary third-party products or firms required or recommended for LOGIS.

1)   Identify the proposed project team including the firms responsible for implementation, and any key consulting team members that will be providing services to LOGIS.
   a. How many staff will the Proposer have assigned to the project?
   b. What is the approximate dedication to the project of each resource and approximate time work will be completed on-site vs. off-site?
   c. What are the major roles and responsibilities for each resource?
2)   Complete Attachment 4 – Software Product Background for each proposed software product.
3)   Complete Attachment 5 — Professional Services Background for each firm involved with the project.
4)   Complete Attachment 6 — Reference Form for each firm involved in the project.
5)   Complete Attachment 7 — Level of Effort. The Attachment should be submitted for each of the following scenarios:
   a. Implementation of the Template and Pilot
   b. Implementation of a LOGIS member (Financials Only)
   c. Implementation of a LOGIS member (Human Capital Management Only)
   d. Implementation of a LOGIS member (Utility Billing Only)
   e. Implementation of a LOGIS member (Financials/Human Capital Management/Utility Billing)

3.3   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. Responses to the functional requirements should be completed to identify the capability of the software and the scope of the implementation.

Available Functional Requirements Responses:

Response	Description
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

1) Complete Attachment 8 — Functional Requirements
   - Failure to provide some requirements or excluding some requirements from scope will not eliminate the proposer from contention. LOGIS will evaluate the proposal as a whole, including price and value comparisons when evaluating proposals.
   - The requirements responses submitted will become part of the agreement. Proposers are expected to warrant the delivery, configuration, and implementation of all positive responses (every response except "N").
   - For requirement responses other than "N" proposers must indicate the module or product that is required to meet the requirement.
   - For requirement responses other than "N" proposers 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.
   - For functionality that is not currently available and not available for viewing at a demo, but that will be in scope for the project either as generally available features in a future release or as a customization, modification, or enhancement specific for this project, Proposers should indicate a response code of Y-ND and provide more detail in the appropriate column.

3.4 Proposal Section 4.0 — Technology Deployment

This section of the proposal should identify any technical requirements for operating the system:

1) Complete Attachment 9 – Technology Deployment for the primary proposed solution.
2) Complete Attachment 9 – Technology Deployment for any additional third-party proposed products.

3.5 Proposal Section 5.0 — Implementation Approach

This section should describe the proposed implementation plan. Proposers should reference Section 2 – Project Scope for more information on the project scope, goals, and implementation effort.

1) Please provide a description of your methodology for this project, taking into account the environment, the scope, and the desired goal to improve business processes. LOGIS is open to discussing variances in the implementation approach described in Section 2.
2) Complete Attachment 10 – Project Expectations
3) Complete Attachment 11 – Interfaces

LOGIS has provided anticipated interfaces in Attachment 11 (Interfaces). Proposers should indicate their plan for the interfaces using the key presented below. If additional interfaces are proposed, please add them to the form and indicate how they will be implemented using the same key.

Item	Response	Response Description
Interface Plan	Permanent, Temporary, Go-Away	Permanent – permanent interface, even after the complete ERP solution is installed. Temporary – interface that is only required during implementation. Go-Away – interface that is no longer required as a result of the new ERP solution.
Type of Solution	C,P	C - Configurable Solution P - Customized developed program
Estimated Consulting Hours	Number of Hours	Include the number of estimated consulting work hours to complete the interface.
Included in Price	Y,N	Indicate with a Yes or No whether or not the interface is in included in the price.
Type of Support	S TPS NS	S - Requirement and Feature Supported by Software Developer TPS - Requirement and Feature Supported by Third Party NS - Requirement and Feature Not Supported
Comments	Text	Include any comments or assumptions relevant to the answers above.

4) Complete Attachment 12 – Conversions

Proposers must provide responses to the conversion requirements (Attachment 12 – Conversions). If additional items to be converted are proposed, please add them to the spreadsheet. The following answer key shall be used when responding to the conversion requirements.

Item	Response	Response Description
Agree	Y/N	Respondents should identify whether or not your firm agrees that this item needs to be converted.
Included in Price	Y/N	If your firm agrees that this item needs to be converted, indicate with a Yes or No whether or not your firm's work effort to complete the conversion is included in the pricing schedule.

Item	Response	Response Description
Estimated Consulting Hours	Number of Hours	Include the number of estimated consulting work hours to complete the conversion.
Comments	Text	Include any comments or assumptions relevant to the answers above.

5) Complete Attachment – 13 – Report Assumptions

Proposers must identify the number of reports and their complexity that is included in scope by completing Attachment 13 - Report Assumptions. LOGIS expects the Proposer to complete the number and type of reports based on experience. Also, report the total number of work effort hours that are required to complete each category of reports. The following answer key shall be used when responding to the report requirements.

Item	Response Description
High Complexity	Development or configuration of report (including testing) exceeds 80 hours of work effort.
Medium Complexity	Development or configuration of report (including testing) is between 10 hours and 80 hours of work effort.
Low Complexity	Development or configuration of report (including testing) is below 10 hours of work effort.

3.6   Proposal Section 6.0 — Price Format

Proposers should submit price proposals using the format provided in Attachment 14 — Cost to this RFP.

1) Complete and submit Attachment 14 — Cost
   a. Submit Attachment 14 for each of the following scenarios:
      1) Assume that existing LOGIS users will shift to the new solution. Existing profiles are available in Exhibit 1 – LOGIS Member Profiles
      2) Assume that one LOGIS member will install the entire scope (Financials, Human Resources/Payroll and Utility Billing. The profile for this organization is below:
         i. Number of Financial/Human Resource/Payroll Users: 5
         ii. Number of Utility Billing Users: 12
         iii. Number of Utility Billing Customers:
            1. Commercial: 590
            2. Industrial: 3
            3. Institutional: 51
            4. Residential: 19,000
   b. Software license or subscription costs should be prepared for five years. LOGIS preference is for cost protection over five years.
   c. LOGIS does not plan to implement the software to all of its members all at once; meaning the solution will be rolled out in phases over several years. LOGIS prefers not to pre-pay for licenses.
   d. All pricing for services must be submitted as fixed by milestone. Costs listed as "to-be-determined" or "estimated" will not be considered.

e. 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. All service costs must be provided on a task or completion basis with costs assigned to each milestone, deliverable or task. Proposers are required to fill in deliverables and tasks under the provided headers. Additional detail may be provided to further explain deliverable or task costs.

g. Proposers should include all software modules and state any limitations on module use. If no limitations are listed, LOGIS will consider that pricing is based on full enterprise wide access for LOGIS.

h. Proposers must submit implementation costs as fully loaded rates that include all necessary travel or other expenses. By submitting a proposal, all proposers acknowledge that all pricing (including travel) must be a fixed fee or included in the implementation milestones.

3.7   Proposal Section 7.0 — Implementation Terms and Conditions

This section asks for proposers to accept key terms and conditions for the project.

1) Complete Attachment 10 – Project Expectations
2) Proposers 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). LOGIS, at its sole discretion, may reject any exceptions or specifications within the proposal.

Section 4 - Evaluation Process

LOGIS will review all proposals received as part of a documented evaluation process. For each decision point in the process, LOGIS will evaluate proposals according to specific criteria and will then elevate a certain number of proposals to compete in the next level. Proposals not previously elevated may be elevated at a later date if the previously elevated proposals lead to an unsuccessful outcome.

4.1   Evaluation Criteria

The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- • Overall Understanding of LOGIS needs
- • Cost
- • Functionality
- • Implementation Methodology/Approach
- • Software Demonstrations/Implementation Interviews
- • Software and Implementation References
- • Compliance with Contract Terms and Conditions

LOGIS reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the above list.

4.2   Evaluation Process

LOGIS will follow the evaluation steps summarized below:

1) Proposal Opening: Proposal submittals shall be received and publicly opened. Only the names of Respondents will be read at this time.

2) Compliance: A preliminary evaluation by LOGIS shall determine whether each received proposal is complete and compliant with the all instructions and/or submittal requirements in the RFP. Any proposals that are incomplete or that do not comply with the instructions and/or submittal terms and conditions may be rejected and excluded from further consideration. Vendor proposals, which are compliant, are advanced to the written evaluation stage.

3) Written Evaluation. LOGIS will evaluate written proposals according to the criteria outlined above. The highest ranked proposals will advance to the Software Demonstration/Interview Stage.

4) Software Demonstrations/Interviews. Vendors that are advanced to this stage will be required to complete software demonstrations and interviews with LOGIS Evaluators. LOGIS will also interview key Vendor staff to be assigned to the project. Demonstrations and interviews will be evaluated by LOGIS. Only products that have been proposed may be demonstrated. Proposers may be asked to provide clarification items after the demonstration/interviews. Requests will be submitted to the Proposers via written Requests for Clarification. Once LOGIS has received enough information to make a decision, LOGIS will select a proposal to advance to negotiations.

5) Negotiations. LOGIS will select a finalist vendor to participate in software and implementation negotiations. If third-party software is involved, LOGIS may elect to negotiate with these vendors first. The primary vendor will be expected to assist with negotiations with the third-

party vendors. The final contract award recommendation will be made to the LOGIS Executive Director.

6)   Contract Award. The Executive Director for LOGIS authorizes all LOGIS contracts, including any work orders issued during this project. The contract for this RFP will be awarded upon signing by the LOGIS Executive Director.

Exhibits

Exhibit 1 – LOGIS Member Profiles
Please see Exhibit_1_Member_Profile.pdf

Exhibit 2 – Future Process Maps
Please see Exhibit_2_Future_Process_Maps.pdf

Exhibit 3 – Utility Billing System User Profiles
Please see Exhibit_3_Utility_Profiles.pdf

Exhibit 4 – Utility Rate/Billing Schedule
Please see Exhibit_4_Rates.pdf

Attachments

Attachment 1 – Submittal Checklist

Please See Attachment_1_Submittal.doc

Attachment 2 – Signature Page

Please See Attachment_2_Signature.doc

Attachment 3 – Proposer Statement

Please See Attachment_3_Proposer_Statement.doc

Attachment 4 – Software Product Background

Please See Attachment_4_Software_Background

Attachment 5 – Professional Services Background

Please See Attachment_5_Services_Background.doc

Attachment 6 – References

Please See Attachment_6_References.doc

Attachment 7 – Level of Effort

Please See Attachment_7_Effort.xls

Attachment 8 – Functional Requirements

Please See Attachment_8_Functional_Requirements.xls

Attachment 9 – Technology Deployment

Please See Attachment_9_Technology.doc

Attachment 10 – Project Expectations

Please See Attachment_10_Project Expectations.doc

Attachment 11 – Interfaces

Please See Attachment_11_Interfaces

Attachment 12 – Conversions

Please See Attachment_12_Conversions.xls

Attachment 13 – Report Assumptions

Please See Attachment_13_Report_Assumptions

Attachment 14 – Price Proposal

Please See Attachment_14_Price_Proposal