



GRANT COUNTY PUBLIC WORKS

**124 Enterprise St. SE
Ephrata, WA 98823
(509) 754-6082**

REQUEST FOR PROPOSALS for GRANT COUNTY PUBLIC WORKS COST ACCOUNTING AND PROJECT MANAGEMENT SYSTEM

Grant County is soliciting proposals for a Public Works Cost Accounting and Project Management System.

Request for Proposal Specifications can be obtained from: Grant County Public Works, 124 Enterprise St. S.E., Ephrata, WA 98823, Phone Number (509) 754-6082.

Grant County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. The RFP does not obligate Grant County to award a Public Works Cost Accounting and Project Management System or pay the expenses in connection with the preparation or submission of a proposal. The decision to award a Public Works Costs Accounting and Project Management System will be based on many factors to include, but not limited to: Program meeting operational requirements, Technology application and compatibility, previous financial system experience, previous experience providing a Washington State County Public Works Department cost accounting system, References and Overall cost effectiveness.

All proposals shall be delivered to:

Jeff Tincher, P.E.
Director of Public Works
Grant County Public Works
124 Enterprise St. SE
Ephrata, WA 98823

All proposals must be in a sealed envelope and clearly marked "**RFP Grant County Public Works Cost Accounting and Project Management System**". No faxed, emailed or telephone proposals will be accepted. All proposals shall be received by **March 13, 2015 at 4:00 p.m.**

Proposals should be prepared in a simple straightforward manner with concise description of capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Request for Proposals

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REQUEST FOR PROPOSALS

TITLE: **GRANT COUNTY PUBLIC WORKS COST ACCOUNTING AND PROJECT MANAGEMENT SYSTEM (PWCAPMS)**

1.0 Introduction, Background, and General Information

The County seat of Grant County is located in Ephrata about 20 miles Northwest of the city of Moses Lake in central Washington State. The County has an estimated population of 92,900.

1.1 Introduction

Grant County, a political subdivision of the State of Washington, invites you to respond to this Request for Proposal (RFP) with a sealed proposal for a Public Works Cost Accounting and Project Management System (PWCAPMS) to be purchased for Grant County.

For the purposes of this document, the words “response” or “proposal” shall mean the vendor’s submitted response to Grant County’s RFP, inclusive of any materials identified as exhibits.

The term RFP shall be used to identify this document.

All hardware, training and services provided by supplier and all software licensed by the supplier hereunder and referenced with all the functionality represented within the supplier's response to this RFP will herein be called and referred to as the "Public Works Cost Accounting and Project Management System", hereinafter, denoted PWCAPMS or “the System”.

1.1 Definitions

User – Employees, contractors, volunteers, or outside companies that have a unique account to access a computing system operated by Grant County.

Server Class Computer- Typically a multiprocessor computer with built in hardware/software fault tolerance, scalable architecture, and high input output capacity as compared to a workstation.

Workstation – Any computer used by Grant County employees to perform work.

Client Software – Any software required to be loaded and run on a workstation in order for the PWCAPMS to function correctly. The client’s environment currently is a Windows 7 workstation.

Server Software – Any software required to be loaded and run on a server class computer in order for the PWCAPMS to function correctly.

PWCAPMS System – This encompasses both the client and server side software and hardware environments.

County's financial System Dynamics\GP 2010 software.

1.3 Project Expectations

Grant County Public Works seeks to acquire and implement a comprehensive, automated PWCAPMS software product to provide efficient data entry, reliable internal processing and record retention, document assembly and reports, and an intuitive user interface that is easy to learn and use

The PWCAPMS shall be of an expandable modular design to readily incorporate additional future enhancements. It should be developed, tested, and maintained using a high-quality software development methodology for long-term reliability and technical efficiency.

Vendors should have substantial knowledge of cost accounting and project management operation and governmental requirements in the State of Washington. Vendors shall have a demonstrable expertise developing, implementing, and maintaining cost accounting and project management solutions. It is expected that the vendor will have a related product in operation at a non-vendor site.

The project will consist of the following project phases:

- 1) Procurement – Grant County will develop a request for proposal and select a software vendor for the PWCAPMS.
- 2) Installation – The selected vendor will work with Grant County to complete data conversion, software installation, and data base configuration.
- 3) Implementation and data conversion – The selected vendor will work with Grant County to perform data conversion from the existing system(s), test all data and interfaces, and perform any additional custom programming necessary to move into a production environment.
- 4) Training – The selected vendor will train the Grant County Public Works staff on the operation of the selected system.
- 5) Support – The selected vendor shall offer support of the system through the life cycle of the selected system.

1.4 Project Goals

Grant County Public Works will acquire software from a vendor who can meet minimum standards, which are highlighted in this document. It is anticipated that system will:

- *Be functionally rich in capabilities to manage cost accounting and project management functions.*
- *Be capable of generating required forms for a public works organization.*
- *Fully replace the current system(s) with no loss of system functionality. (Cartegraph)*
- *Be compliant with Grant County computer and networking standards.*
- *Provide excellent security controls.*
- *Provide the capability of importing and exporting information (data).*
- *Have capability of interface to the County's financial system. (Great Plains, and Card Lock Fuel System (Trak))*

1.5 System Requirements Overview

The PWCAPMS is required to provide assistance and stabilize workloads for operational and administrative arenas within the Grant County Public Works Department. It is expected that the new system will provide the following minimum benefits:

- Fully replace the current Payroll, Equipment Rental and Revolving Fund cost system.
- Manage employee time on projects and report time entry to the County's financial system for payroll processing.
- Provide for a system of maintenance management in support of field operations.
- Provide increased access to data and reporting capabilities, including single entry of accounts payable information.
- Provide increased access to data and reporting capabilities, including single entry of accounts receivable information
- Provide for total project reporting from date of inception to close of project.
- Provide an integrated system for inventory, purchasing, fleet management, job costing, and project management.
- Be compatible with Washington State BARS accounting structure.
- Shall have the capability to interface with the County's software program, Great Plains
- Shall have the capability to interface with the Grant County Public Works Card Lock Fuel System, Trak

In response to this RFP, the supplier must also present a full plan for the implementation of their system including environmental requirements, staff assistance

required, time and cost figures, and operational requirements, in terms of personnel and time.

Grant County reserves the right to acquire standard data processing components from its current providers.

2.0 General Requirements

2.1 Multiple Proposals

Vendors interested in submitting more than one proposal may do so, provided each proposal stands alone, and independently complies with the instructions, conditions, and specifications of the RFP.

2.2 Withdrawal of Proposals

Vendors may withdraw a proposal, which has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP communication liaison. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the proposal closing date and time.

2.3 Proprietary Proposal Material

Vendor proposals after opening and contract awards are subject to public inspection. Information that is proprietary should not be included. Marking the proposal as proprietary will neither be accepted nor honored. If a request is made to view a vendor's proposal, Grant County will comply according to the Open Public Records Act.

2.4 Independent Price Determination

The prospective vendor guarantees that, in connection with this proposal, he prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.

2.5 Errors in Proposal

Grant County will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

Grant County reserves the right to make corrections and amendments due to errors identified in proposals by Grant County or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.

2.6 Authorship

Applicants must identify any assistance provided by agencies or individuals outside the proposers' own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP. All proposals submitted become the property of Grant County. It is understood and agreed that the prospective contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.

2.7 Price Warrant

The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

2.8 Conflict of Interest

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Grant County may have in the proposing vendor or proposed project.

2.9 Subcontracting

No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Grant County. Such intent to subcontract should be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

2.10 Consortium of Agencies

Joint ventures between two or more responders will not be considered nor will any sharing of the performance obligation with a third party be considered.

2.11 Non-endorsement

As a result of the selection of a vendor to supply products and/or services to Grant County, Grant County is neither endorsing nor suggesting that the vendor's product is the best or only solution.

2.12 Equal Opportunity

It is the policy of Grant County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program.

No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this RFP.

2.13 Award of Contract

The contract award will not be final until Grant County and the prospective vendor have executed a contractual agreement. Grant County is not responsible for any costs incurred prior to the effective date of the contract. Grant County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

2.14 Debarment and Suspension

The contractor must certify that they are not debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension".

2.15 Limitation

This RFP does not commit Grant County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies. Grant County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Grant County to do so. Further, Grant County may, award the contract for only a portion of the functionality identified herein.

2.16 Cancellation of Award

Grant County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Grant County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be de-appropriated.

3.0 Administrative Requirements

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC) and the Revised Code of the State of Washington (RCW) and any subsequent amendments or modifications, as

applicable to providers licensed in the State of Washington.

3.1 Single Audit Requirements

Any contract awarded as a result of this RFP may include the agreement to annually audit any contracts with Grant County.

3.2 Other Audit/Monitoring Requirements

In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Grant County:

- a. Fund accountability
- b. Contract compliance
- c. Program performance

3.3 Prospective Contractor's Administration

Any organization operating a program funded by Grant County shall have demonstrated administrative and accounting capabilities necessary to safeguard all public funds.

3.4 Insurance

Prior to the signing of a contract, the contractor(s) selected must show evidence of a certificate of commercial/liability insurance for a minimum of \$1,000,000 identifying Grant County as an additional insured.

3.5 Duration of Contract

The duration for any contract awarded as a result of this RFP will be negotiated at the time a contract is agreed upon. It is the goal of Grant County to have the purchased system fully functional and tested by the end of the calendar year 2015. (Testing July 1-December 31, 2015)

3.6 Type of Contract

The contract for this proposal will be a fixed price contract, and must include applicable Washington state sales tax.

3.7 Grant County Rights to Award Contract

Grant County reserves the right to:

Award the contract according to the evaluation criteria set forth in **Section 6** which includes due regard to quality of services, experience, compliance with technical and functional requirements and other factors, in addition to price.

To make the award to any responder whose proposal, in the opinion of the Grant County, is in the best interest of Grant County. This determination may be made with due regard to quality of services, experience, compliance with the specifications, and other such factors as may be necessary in the circumstances.

Grant County reserves the right to use any information obtained through responder demonstrations, user surveys, site visits, or other means, inclusive of information obtained after the RFP submission, as criteria for proposal evaluation.

3.8 Configuration Adjustment with Contract

Grant County reserves the right to select and exclude any equipment or software for the actual acquisition regardless of the configuration proposed by the vendor. The vendor will be consulted on any such adjustments whenever it is determined that the configuration adjustment may adversely impact system performance.

3.9 Proposal Incorporated Into Contract

The responder chosen for award shall be prepared to have its proposal incorporated, along with all of its other written correspondence concerning this RFP, into the contract. Any false or misleading statements found in a proposal will be grounds for disqualification. The proposal shall be added as an exhibit to any contractual agreement between vendor and Grant County.

3.10 Cooperative Purchasing

The Washington State Inter-local Cooperative Act RCW 39.34 provides a means for governmental agencies to cooperatively purchase goods and services. Responder shall agree that other Washington State municipalities may acquire the PWCAPMS software under terms equivalent to this contract.

3.11 Graduated Payments Schedule

Contract payments will be made to the Responder upon installation of the PWCAPMS and successful completion of performance periods based on the modules that have been installed or that have successfully completed a performance period.

Grant County will base payments on installation progress and/or successful completion of the performance period. The final payment schedule will be based upon a mutually agreed to implementation schedule established prior to contract award.

3.12 Source Code /Software

Software Licensing will only be purchased on a "Perpetual" basis. Software that

requires future funding to function “as purchased” will be rejected. Grant County understands that support costs are necessary to provide assistance and continue the improvement of the software, but software that is leased, crippled or expires without payment of additional funds will not be considered.

Copy of Software: To protect Grant County in the event the supplier chooses not to perform or is no longer able to perform the required services, a copy of the Software Source Code will be supplied to Grant County. Supplier will keep Software Source Code current with all customization and new release(s) of the product(s).

Escrow Account for Software: In lieu of providing a copy of software, Grant County may choose to accept the Software Source Codes be held in escrow, with Grant County having full rights to all code in the event the Supplier ceases to perform required services. This includes all programs, libraries, and utilities required to build and maintain the software program. Supplier will keep the Software Source Code current with each new release of the product(s).

3.13 Software Upgrades

The software license to be negotiated with the successful responder will include a provision for software upgrades for the life of the contract.

3.14 Compliance With Changes In Statutory Requirement

The successful responder will guarantee continued compliance with Washington statutes for the life of the contract.

3.15 Right to Make Multiple Copies of Software

Grant County shall have the right to make multiple copies of the software for the explicit purpose of recovering from a system failure or other disaster.

3.16 Documentation

The vendor shall provide documentation for all proposed software.

If the vendor supplies documentation in paper form, then the successful vendor must provide a complete operating manual for the proposed software. The vendor shall provide an unlimited license for Grant County to copy and distribute the documentation for internal use.

If the Vendor supplies documentation in electronic form, then Vendor shall provide an unlimited license for Grant County to copy and distribute the documentation for internal use.

3.17 Third Party Software Compliance

Vender shall agree to ensure that software produced by vendor shall be compliant with the most current release of any third party software or operating systems required to operate the software within eighteen (18) months of official release of third party software by the manufacturer of that software. It is anticipated that Grant County will enter into a service agreement with the winning vendor to ensure third party software compliance standards are met.

3.18 Necessary Ancillary Software

The vendor shall not assume that a specific operating system or office application is available on Grant County computers.

Grant County reserves the right to procure through its own means third party commercially available software and hardware specified by the vendor in order for the PWCAPMS to function correctly.

3.19 Prime Contractor Relationship

Grant County intends to contract only with the responder of the winning proposal. The responder selected will be solely responsible for performance of the entire system. In the event of a subcontracting arrangement, the prime contractor assumes all responsibility for delivery, installation, maintenance and any support service including documentation that is supplied by the subcontractor.

4.0 Proposal Development

4.1 Proposal Format

Directions for developing a proposal are included in Attachment A. Acceptance of proposals is based, among other criteria, on detailed adherence to the directions outlined in Attachment A. Grant County reserves the right to reject proposals not in compliance with this requirement.

4.2 Proposal Content

At the time of submission, the proposal must provide a full description of all services following the outline presented in Attachment A. The proposal must enable readers to understand how the agency intends to use these public funds and what measurable outcomes are expected to be achieved. (See instructions in Attachment A for more information.)

Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from each proposer at the discretion of Grant County. Those proposals determined to not be in compliance with provisions of this RFP and the applicable law and regulations will not be processed. The information and proposed budget for the agency selected for contract award will form the basis for negotiation of a contract. Grant County reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

5.0 Proposal Submission

5.1 RFP Contact

During the RFP process, the following Grant County individual will be responsible for official communication with responders with regards to questions, both written and oral, project status, and award announcements. No provision in this RFP will be considered modified unless a written amendment is officially issued specifying such changes.

Contact Person: Loc Ohl

Grant County Public Works
P.O. Box 37
35 C ST. NW
Ephrata, WA 98823
(509) 754-6082

E-MAIL: lohl@grantcountywa.gov

Questions for clarification about items in the PWCAPMS RFP are to be submitted to the Contact Person. All questions must be in writing and may be submitted either by electronic mail or letter. Questions will be accepted until March 13, 2015 12:00 noon. All questions will be reviewed and a response issued. The response to such questions will be issued to all vendors who have requested this proposal and supplied a contact e-mail address. Grant County will use electronic mail to notify vendors of answers to proposal questions.

5.2 Schedule

The original proposal package (with the appropriate number of copies) must be delivered to the following location no later than 4:00 p.m. on March 13, 2015

Grant County Public Works
P.O. Box 37
35 C ST. NW
Ephrata, WA 98823

Original Documents and appropriate copies must be delivered to Grant County in sealed package(s) marked “**Grant County PWCAPMS Proposal Response**”.

Proposals received with insufficient copies cannot be properly disseminated to the Review Committee and other reviewers for necessary action and therefore may not be processed.

COPIES REQUIRED: 4

5.3 Late Proposals

A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

5.4 Verbal Proposals

Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

5.5 Oral Presentations

An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date and time that the oral presentation is to be conducted.

5.6 Rejection of Proposals

Grant County reserves the right to reject any or all proposals received and to negotiate with any or all prospective contractors on modifications to proposals.

6.0 Proposal Evaluation and Selection

6.1 Evaluation and Selection Process

Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee's review results and recommendations will be presented to the Grant County Board of Commissioners.

6.2 Evaluation and Selection Criteria

Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system. Each proposal received in response to the RFP

will be objectively evaluated and rated based on the program meeting Operational Requirements, Technology Application and compatibility with the Grant County network, previous financial system experience, previous experience with Washington State County Public Works Departments, References, Business qualifications and Overall cost effectiveness. A one hundred (100) point system will be used, weighted against the following criteria:

How does the proposal comply with the requirements contained within the RFP?

a.	<u>Program meeting operational requirements</u>	0-30
b.	<u>Technology application and compatibility</u>	0-10
c.	<u>Previous financial system experience</u>	0-05
d.	<u>Previous experience providing a Washington State County Public Works Department cost accounting system.</u>	0-20
e.	<u>References</u>	0-10
f.	<u>Overall cost effectiveness</u>	0-25
	TOTAL	0-100

6.3 Disputes

Grant County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Grant County, Board of County Commissioners, P.O. Box 37,35 C Street NW, Ephrata, Washington 98823.

Attachment A

Directions for Developing a Proposal

These instructions were developed to aid in proposal development. They also provide for a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

An original and each copy of the proposal package must include all of the sections in the order indicated, attachments should be clearly referenced and identified to facilitate the review process.

Part I: The “Proposal Summary” form is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. Special bindings are not required for submittal of your proposal. This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.

Part II: The “Project Description and Design” should be developed in response to the general description of our problem and the System requirements we have listed. Please label this section of your proposal as “Part II: Project Description and Design”. The information presented will provide a basis for contract negotiation and may be contained within the contract document. The information presented should be an overview of what is being proposed and how it works, including both hardware and software provided. Appended to the overview should be comments on the specifics requested in the System Requirements files. These comments should include a statement that your proposal does support, doesn't support or you plan to support in the future, please explain. If you handle the issue in another way, please explain. This section may be returned in the same electronic format.

Part III: The “Statement of Contractor Qualifications” provides needed information on your agency's experience and ability to receive and execute a contract award with Grant County.

TITLE: GRANT COUNTY PUBLIC WORKS COST ACCOUNTING AND PROJECT MANAGEMENT SYSTEM (PWCAPMS)

Part I: PROPOSAL SUMMARY

1. General Information:

a. Legal Name of Applicant Company

b. Street Address:

c. City: _____ State: _____ Zip:

d. Phone: _____ Fax:

e. Contact Person:

f. Title:

g. Total Funds Requested Under this Proposal \$
including Washington state sales tax

By signing below, I certify that all vendor proposal terms will remain in effect for a minimum of 90 days after the Proposal Due Date, and that all proposed capabilities can be demonstrated by the vendor.

I certify the price information provided has been arrived at independently, without consultation or agreement for the purpose of restricting competition. I certify no employee or official of Grant County has an interest, financial, or otherwise in this company's products or business affairs. I certify this applicant company is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension".

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Grant County Board of Commissioners.

Signature

Date

Part II: PROJECT DESCRIPTION AND DESIGN

What we are trying to do

Part II: PROJECT DESCRIPTION AND DESIGN

What we are trying to do:

Grant County Department of Public Works is currently using Cartegraph, a software program for Fleet Management and Payroll for Public Works. This software program does not meet the accounting needs for the Grant County Public Works. A new system is needed to provide to following accounting needs for Public Works:

- Cost accounting
- Project Management , from design to construction completion, road maintenance activities, Pitts and Quarries management
- Payroll module shall have the ability to allocate benefit expenses to sub-departments at Public Works, ability to generate pertinent reports associated with payroll functions, etc
- Fleet Management, parts and material inventory, Work Orders, ability to generate reports associated with Fleet Management i.e., track life cycle costing & rates, track fuel, lubricants, repair parts, labor, facilities, and overhead expenses, Preventative Maintenance Schedule tied with existing Trak Fuel System, capability to perform replacement analysis for vehicles/equipment, asset module to track individual pieces of vehicles/equipment
- Capability to interface with Grant County Public Works Card Lock Fuel System, Trak
- Capability to interface with the County's accounting software program, Great Plains
- A/R – This function shall have the capability to assist Public Works in tracking fuel sales, Work Repairs, reimbursable revenue, and other pertinent reports associated with A/R for Public Works
- A/P – This is a checkless module for Public Works. In addition to a normal accounts payable function, it shall have the capability to generate pertinent reports associated accounts payable functions

The above listed functions are minimum specifications for the Grant County Public Works Cost Accounting and Project Management System, PWCAPMS. The aforementioned listed functions utilize a variety of funding sources, including road revenue, grants, and reimbursable billing. In addition, reports to the Federal, State and Local Level on road and construction activities need to be generated.

System requirements and technology requirements are provided in electronic spreadsheet form. Proposals may return information about your system in the same spreadsheet format.

Requirement Definitions:

Requirement Designation	Expectation
MR	The requirement or function specified is a mandatory requirement.
HD	The requirement or function specified is highly desirable
D	The requirement or function specified is desirable
O	The requirement or function specified is optional
I	Grant County requests further information on the requirement or function.

Part II, Section A:

The System shall provide the following functions:

File: PWCAPMS System Requirements.xls

Part II, Section B:

B.1 Price Proposal

Instructions: Provide itemized pricing details for each software and hardware product proposed. Include itemized pricing for all of the following: customization planning and process consulting; configuration/customization execution; database loading with historical data; training; installation and acceptance testing; post-installation operational support and system tuning; annual maintenance/upgrade subscription; and all other software and service costs necessary to meet the requirements specified. Washington State sales tax must be shown at the rate of 8% for those components of the proposal where the tax is applicable, and included in the total cost of the price proposal.

B.2 Five Year Cost Analysis

Please provide an estimate of costs each year, for the next 5 years. We specifically wish to understand all support costs.

B.3 Proposed Schedule

Please identify your proposed installation, data conversion, testing, training, and go live

schedule.

Include dates for deliveries or other reference date (such as Week 2, etc.). Schedules may be in the form of a table of dates or a Gantt chart at the discretion of the vendor.

B.4 Technical Configuration Requirements

Please list all hardware configuration requirements for the PWCAPMS. Please specify number and type of servers, operating system, and any other requirements for a successful implementation of the PWCAPMS system.

Server Requirements

Please specify number and type of servers required to support the PWCAPMS, include operating system, hardware configuration requirements (recommended network speed, size and type of disk arrays, CPU speed, and number of CPU's).

Does the vendor recommend that Grant County should allocate servers specifically for the PWCAPMS? Please Explain:

Workstation Requirements

Please specify minimum and recommended workstation requirements to operate the PWCAPMS.

Grant County Network Access Requirements

Please specify the type of access and times of access to the county network that will be required for initial installation and operational support. We wish to understand how you will keep unauthorized users from accessing your link to our network. Support and programming personnel must be vendor employees unless your proposal indicates they are subcontractors and are so identified.

Part III: STATEMENT OF CONTRACTOR QUALIFICATIONS

Please include on a separate page(s) labeled "Part III: Statement of Contractor Qualifications".

This section asks specific information about the company and its financial standing. Our intent is to verify the viability of the company to support Grant County for the next several years

1. What is the size of your parent company? This could be answered in number of "Full time employees", volume of annual business, or company's net worth.

2. If this proposal were successful, what is the size of the division that would provide the Public Works Cost Accounting and Project Management System? This could be answered in number of "Full time employees" or volume of annual division business.

3. How long have you been in the business of providing financial systems to government entities?

4. How many cost accounting and project management systems have you installed over the past five years?

5. How many Washington Counties are operating cost accounting systems sold and installed by your business?

6. Please list three government customers that we may use as a reference.

