



CITY OF IOWA CITY

410 East Washington Street
Iowa City, Iowa 52240-1826
(319) 356-5000
(319) 356-5009 FAX
www.icgov.org

April 24, 2009

RE: **FINANCIAL, HR-PAYROLL, WATER AND SEWER UTILITY SYSTEM PROCUREMENT**

TO WHOM IT MAY CONCERN:

THE CITY OF IOWA CITY is seeking viable vendors to supply a “turnkey” system for municipal **FINANCIAL, HR-PAYROLL, WATER AND SEWER UTILITY SYSTEM**, and Conversion, Modifications, and Training. Our preference is to obtain a single holistic system. The RFP seeks a turnkey-solution.

THINGS TO REMEMBER

COPIES: Submit the RFP response sheets and all attachments plus seven copies (**8 sets in total**)

PRE-BID CONFERENCE: There will be a voluntary Pre-Bid Conference at City Hall, at 1:00 p.m. (CDT) on **MAY 14, 2009**.

DUE DATE: Proposals are to be received by 2:30 p.m. (CDT) on **JUNE 12, 2009**.

Contact Information for Kevin O'Malley concerning any questions:

Kevin O'Malley, Finance Director

City of Iowa City, 410 East Washington Street, Iowa City, IA 52240

Ph: 319-356-5053 Email: kevin-o'malley@iowa-city.org

IMPORTANT DATES

April 24, 2009	Letters sent to vendors inviting them to request Finance/Utility RFP
April 24, 2009	Release Finance/Utility RFP to Vendors
May 14, 2009	RFP Pre-Bid Conference at City Hall [not-mandatory] 1:00 p.m. CDT**
May 28, 2009	Last date for questions
June 12, 2009	Finance/Utility RFPs Due [by 2:30 p.m. (CDT)]
July 17, 2009	Selection for Demonstrations [Initial Vendor Short List]
Aug. 24-28, 2009	On-site demos at City Hall
Oct. 5-9, 2009	Off-site visits to vendor clients and contract negotiations
Oct. 19 2009	Commence Final Negotiations
Nov. 17, 2009	Sign Contract
Jan., 2010	Fit/Gap
Feb., 2010	Begin Training and Implementation
April 1, 2010	Tentative go-live for Financials, HR, Payroll
Sept. 30, 2010	Tentative go-live for Utility CIS and billing/collections
Jan. 2, 2011	Go-live on other applications

** The pre-bid conference is the ONLY time vendors are permitted to visit the City before RFP the due date.

At the discretion of the City the dates listed herein are subject to change.

Mary Niichel-Hegwood, Purchasing Agent, City of Iowa City, 410 East Washington Street, Iowa City, IA 52240

Ph: 319-356-5078 Email: mary-niichel@iowa-city.org

Web Posted REQUEST FOR PROPOSAL AND ADDENDUM(S) TO SPECIFICATIONS

The Request for Proposal document and any substantive interpretation, correction or changes to the proposal documents will be posted to the City of Iowa City website:

www.icgov.org/default/apps/equipment/commodities.asp

Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date. It is the proposer's responsibility to visit this web-site to insure that they have received all important addenda or revisions to the Request for Proposal prior to bidding.

Barry Strock Consulting Associates, Inc., has been hired to assist the City in the acquisition of a system, all questions concerning the RFP should be addressed to Mr. O'Malley as referenced above.

1. GENERAL INFORMATION

The City, with a special 2002 Census population of 62,380, serves as the County seat for Johnson County. Iowa City is the home of the University of Iowa. The City lies at the intersection of Highways 80 and 380. The City is approximately 115 miles east of the City of Des Moines, 20 miles south of the City of Cedar Rapids and 55 miles west of the City of Davenport. The Cedar Rapids Airport, located 20 miles from downtown Iowa City is served by a number of national and regional air carriers. Rail service is provided by the mainline of the Chicago, Rock Island and Pacific Railroad.

2. PROPOSED SYSTEM REQUIREMENTS

Although a turnkey hardware system will be required, the following is the proposed software applications:

REQUIRED APPLICATIONS

- GENERAL LEDGER
- BUDGET PREPARATION AND ACCOUNTING
- ACCOUNTS PAYABLE-PURCHASING
- ACCOUNTS RECEIVABLE / BILLING and INTEGRATED CASH RECEIPTING
- HUMAN RESOURCES, PERSONNEL and PAYROLL
- FIXED ASSETS
- Water and Sewer UTILITY SYSTEMS: Billing/Collections, Customer Service

A turnkey system on an open system platform is required. The selected vendor is to be responsible for testing and warranting that current hardware is adequate or must be upgraded. The hardware and network will be provided by a outsourcing vendor, yet to be determined. The selected vendor must provide turnkey software, training, and any City required modifications. The City wishes to have a fully operational system that is developed, documented and installed in preferably at least five mid-western municipalities.

DIRECTIONS TO IOWA CITY CITY HALL

City of Iowa City, 410 East Washington Street, Iowa City, IA 52240 Ph: 319-356-5000

From the Cedar Rapids airport drive I-380 South for 15 minutes to I-80 east for 5 minutes to Exit 244 for Dubuque Street to Washington Street, left onto Washington to 410 E. Washington Street.