

Houston-Galveston Area Council

Request for Proposal

For

Financial Software System

Request for Proposal#: HGAC-OFFS-2009-06-0001

The Houston-Galveston Area Council (hereinafter referred to as “HGAC”) is requesting proposals from interested and qualified firms to provide a Financial Software System as described in the enclosed Request for Proposal (RFP). It is HGAC’s preference to solicit proposals from vendors that can provide a software solution that satisfies requirements for an integrated suite of financial, human resources and other applications. As HGAC is seeking an integrated solution, preference will be given to vendors that propose a total solution (i.e. software packages encompassing all functional areas listed in the requirements section). The system proposed must be an integrated system and support real time processing of all transactions of HGAC and management affairs including, but not limited to:

- General Accounting (General Ledger)
- Budget Preparation
- Human Resources
- Accounts Payable
- Accounts Receivable
- Purchasing
- Revenue Management
- Fixed Asset
- Time and Labor Reporting
- Training

HGAC will make every effort to administer the proposal process in the accordance with the terms and dates discussed in this RFP. However, HGAC reserves the right to modify the proposal process and dates as deemed necessary.

Proposals shall be received at Houston-Galveston Area Council, 3555 Timmons Lane, Houston, Texas. 77027. All proposals must be submitted no later than 3:00 PM, CST, June, 09, 2009. All proposals will be dated and time stamped. Late submissions after deadline, or proposals delivered via fax or e-mail will not be accepted. A total of six (6) identical proposals must be must be submitted and labeled as follows.

Houston-Galveston Area Council
Financial Software System Proposal
3555 Timmons Lane
Houston, Texas 77027

HGAC reserves the right to reject any and all offers, or any part thereof, to waive informalities, and to award the contract in the best interest of HGAC.

HGAC reserves the right to withdraw this offer request from consideration at any time.

Any and all questions regarding this RFP shall be directed to Purchasing Services in Finance and to no other office or individual at HGAC. HGAC will answer informal questions orally. HGAC makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to quickly provide minor clarifications. Oral statements or instructions shall not constitute an addendum to this RFP. Offeror shall not be entitled to rely on any verbal response from HGAC. It is the offeror's responsibility to propose items which meet or exceed the original specifications. Final determination in this matter will rest solely with representatives of HGAC. Formal correspondence will be conducted via electronic mail regarding any part of this RFP that may result in a material issue or a formal addendum. All correspondence regarding this RFP shall be directed to:

Matthew Rivera - Sr. Buyer
Telephone 713.993.2417
Fax 713.993.2465

E-mail matthew.rivera@h-gac.com

Background Information

The Houston-Galveston Area Council (HGAC) is a voluntary association of local governments and local officials in the 13-county Gulf Coast Planning Region - An area of 12,500 square miles with almost 5.4 million people. Organized by local elected officials in 1966, after authorization by State enabling legislation. HGAC now has 133 local government members, including all major general-purpose local governments in that 13 county region.

HGAC is governed by a Board of Directors composed of 35 elected officials. Board members are designated annually by the local governments they represent. All are members of governing bodies of the jurisdictions they represent.

HGAC's chief mission is to serve local governments today while helping them plan for tomorrow. To fill that mission, HGAC works to:

- Promote efficient and accountable use of local, State, and Federal tax dollars
- Serve as a problem-solving and information forum for local governments
- Help local governments, business, and civic organizations analyze trends and conditions affecting the area and respond constructively, either individually or collectively

Additional information about Houston-Galveston Area Council can be accessed via the internet at <http://www.h-gac.com>

RFP Overview

This RFP is part of a competitive negotiation process intended to allow the Houston-Galveston Area Council to obtain Financial Software System in a manner which is most advantageous to the Council. This RFP provides HGAC the flexibility to negotiate with Offerors, if desired, to arrive at a mutually agreeable relationship. Price may weigh heavily in the evaluation process but will not be the only factor under consideration and may not be the determining factor.

Proposal Format

In order to facilitate the analysis of responses to this RFP, all proposals must be submitted in accordance with the instructions outlined in this section. The proposal

should be organized in the following major sections:

Section	Title
	Title Page
	Cover Letter
	Table of Contents
1.0	Executive Summary
2.0	Company Background
3.0	Proposed Application Software and Computing Environment
4.0	Database Software
5.0	Optional software
6.0	System Security
7.0	Response to Functional/Technical Requirement
8.0	Implementation Support and Training
9.0	Maintenance Program
10.0	Client References
11.0	Cost Quotations
12.0	Contract Terms and Conditions
13.0	Other Information
14.0	Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

Executive Summary: (Section 1.0). This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little jargon as possible and should be oriented towards non-technical personal. The Executive Summary should not include cost quotations.

Company Background: (Section 2.0). Vendors must provide the following information about their company so that HGAC can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. HGAC, at its option, may require a vendor to provide additional support and/or clarify requested information.

The vendor should outline the company's background, including:

- How long the company has been in business

- A brief description of the company size and organization

Proposed Application Software and Computing Environment: (Section 3.0).

The vendor must present, in detail, features and capabilities of the proposed application software.

In addition, the following information should be included:

Hardware Environment. Describe the hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each.

Operating System. Identify the operating system required by the proposed applications software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicated the relative strengths and drawbacks (if any) of each.

List the operating system software support products required to support the recommended computing environment. List any additional vendor software products required to support your proposed application software.

Database Software: (Section 4.0). Provide a description of the Database Management System (DBMS) utilized by the proposed software application(s). List any features utilized in constructing the proposed system and any additional required or optional end-user productivity tools.

Third-Party Products/Optional Software: (Section 5.0). The vendor should explicitly state the name of any third-party products that are part of the proposed solution to HGAC's list of requirements. For each third-party product, there should be a statement about whether the vendor's contract would encompass the third-party product and/or whether HGAC would have to contract on its own for the product.

Include a description of any products, features or other value added components available for use with the proposed software application(s) that have not been specifically requested in this RFP. Consideration of these products, features, or other value added components will be given where these may be of value to HGAC.

System Security: (Section 6.0). The vendor should include a detailed description of the proposed system's security features.

Response to Functional/Technical Requirements: (Section 7.0). Responses to the Functional/Technical Requirements listed in **Appendix A** of this RFP must be provided in this section of the vendor's proposal. The vendor may add any explanatory details necessary.

Implementation Supporting and Training: (Section 8.0). The vendor should provide a detail plan for implementing the proposed system and for providing training and ongoing support. This information should include:

- Project organizational chart
- Detailed implementation methodology
- Conversion support
- Overview of proposed training, including options for on-site or training center services, for end users
- Implementation and training plan, including estimated time-frame and deliverables for each stage of the project
- Expected number of HGAC's FTE hours required at different stages/modules of the implementation process and for ongoing support
- Level of expertise required of HGAC's staff for conversion and implementation, report writer, database and other system component maintenance, and for implementation and maintenance of hardware and software.
- Training expense requirements

Maintenance Program: (Section 9.0). Specify the nature of any post implementation support provided by the vendor including:

- Telephone support: toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.
- Special plans defining "levels" of customer support.
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
- Availability of user groups
- Problem reporting and resolution procedures
- Other support (e.g., on-site; remote dial-in; Website access to patches, fixes and knowledge base)

Client References: (Section 10.0). Vendors should provide a list of at least 6 local government installations during the last five years that have utilized the proposed system in a comparable computing environment. Where possible, at least one such reference should be in the state of Texas. Submit references for fully completed installations to the extent possible. List the “scope” of the software solution (e.g. GL, AP, Payroll/HR, etc.).

Cost Quotations: (Section 11.0). Please provide a detailed cost of ownership for all software licenses, support, training and implementation services being proposed.

Contract Terms and Conditions: (Section 12.0). Provide a copy of the vendor’s standard Terms and Conditions contract.

Other Information: (Section 13.0). Indicate the complete name of the firm or person(s) submitting the proposal, the main office address, the contact person(s) and their respective telephone numbers.

- Identify your firm’s professional staff members who would be personally involved in the implementing the proposed system. Include each person’s prior experience in implementing, supporting and providing training on such systems. Indicate the location of the office where each normally works.
- Provide any additional information that you feel would distinguish your firm in its service to HGAC.

Sample Documents: (Section 14.0). To establish a complete and competitive proposal, vendors must include a sample copy of the following documents:

- Sample training manual
- Sample documentation for at least one module
- Sample software/implementation services contract
- Sample standard reports
- Sample implementation plan

EVALUATION CRITERIA

The intention of HGAC is to procure functionally complete, cost effective, and integrated software applications. Responses to this RFP will be evaluated according to the following criteria:

- Functional/Technical requirements

- Installation, implementation, and training plans
- Demonstrated performance of proposed system elsewhere in the public sector, system maintenance, system updates, and ongoing technical support
- Cost and quality of software/implementation services
- Potential on-site demonstrations and visits to client sites
- Ability to provide an integrated, all-in-one system that includes the most modules