

**TOWN OF ENFIELD, CONNECTICUT
AND ENFIELD PUBLIC SCHOOLS**

REQUEST FOR PROPOSALS

FULLY INTEGRATED FINANCIAL SOFTWARE PACKAGE

April 8, 2009

Sealed proposals for the service named above will be received at the office of the Director of Finance until 11:00 a.m., Friday, May 8, 2009. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Office of the Finance Director, Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number 860.253.6330 or the Town's website, www.enfield-ct.gov.

A **non-mandatory** Pre-Request for Proposals meeting will be held at 3:30 p.m. on Thursday, April 23, 2009 in the Thompsonville Room, Town Hall, 820 Enfield Street, Enfield, CT.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

Lynn Nenni, Director of Finance
EOE/AA

INTRODUCTION

The Town of Enfield, Ct and the Enfield Public Schools invite you to submit a proposal for a fully integrated financial software package that will be used to manage the Town's financial applications and related services.

The Town of Enfield's Comprehensive Annual Financial Report can be viewed and printed at www.enfield-CT.gov/departments/Finance/Annual Audit Report

The Town currently uses Admins Financial System which operates on an HP AlphaServer running the OpenVMS 8.2 operating system, the ADMINS 7.1 application/database environment and the Apache web server. The Town also uses the IAS Computer Aided Mass Appraisal (CAMA) system and web interface which resides on this server. A number of in-house developed enterprise applications operate on this server as well including the Assessor, Tax, Insurance, Human Resource, Attendance, Payroll and Planning applications.

It is expected that data conversion will be required from each listed system whose functions will be replaced by the new system. All exported data will be produced in ASCII format to meet specifications provided by the chosen vendor.

KEY EVENT DATES

1. Requests for Proposals advertised April 8, 2009.
2. Pre-Request for Proposals meeting (non-mandatory) 3:30 p.m., Thursday, April 23, 2009 in the Thompsonville Room at Town Hall, 820 Enfield Street, Enfield, CT.
3. Request for Proposals publicly opened at 11:00 a.m. Friday, May 8, 2009.
4. Request for Proposals tentative award date: mid June.

REQUEST FOR PROPOSALS SUBMISSION INSTRUCTIONS

1. A copy of the specifications may be obtained from the Office of the Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, CT 06082 or the Town's website, www.enfield-ct.gov.
2. Ditto marks or words such as "SAME" are not considered writing and must not be used on proposer's pricing page.
3. One (1) original and three (3) copies of all proposals must be submitted in a sealed envelope clearly marked "RFP for Fully Integrated Financial Software Package". If forwarded by mail or courier, the sealed envelope must be addressed to: "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, CT 06082". Proposals must be at the office of the Director of Finance by 11:00 a.m., Friday, May 8, 2009. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
4. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
5. Proposals are considered valid for ninety (90) days after proposals are opened. Proposals must not be withdrawn, cancelled or modified for a period of ninety (90) days after proposals are opened.
6. Proposals must be signed by an authorized person representing the legal entity of the proposer.
7. The inability to meet any specified requirement(s) must be stated in writing and attached to the proposal.
8. At the time the first proposal is opened, each proposer shall be presumed to have read and be thoroughly familiar with all specifications in the Request for Proposal documents. Failure or omission of any proposer to receive or examine any form, instruction or document shall in no way relieve any proposer from obligations with respect to their proposal.
9. The specifications listed are to be interpreted as meaning those acceptable to the Town of Enfield and the Enfield Public Schools.

10. Attendance is NOT mandatory at the pre-proposal conference as indicated in "Key Event Dates". Failure to attend the conference does not relieve proposers of obligations under this proposal.

11. Proposers are required to furnish a proposal surety at the time the first proposal is opened in the amount of ten (10) percent of the total amount of their proposal. The proposal surety should be in one of the following three (3) forms: (a) bank certified check, (b) bank check, or (c) surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

12. To ensure the faithful execution of this proposal according its provisions, the proposer awarded this proposal must provide to the Town of Enfield, at the proposer's expense, a performance and payment bond in the amount equal to one hundred (100) percent of the proposal. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town PRIOR to commencement of work. On projects less than fifty thousand (\$50,000) dollars the proposer may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the proposal.

13. The company awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- a. Liability limits for bodily injury and personal injury, \$1,000,000 per occurrence.
- b. Liability limits for property damage including that caused by motor vehicles, \$1,000,000 per occurrence.
- c. Liability limits to cover the operation of motor vehicles, not less than \$1,000,000 per accident.
- d. Contractual liability, \$1,000,000 per occurrence.
- e. Products and completed operations liability in the amount of \$1,000,000
- f. Owner's protective liability and property damage, \$1,000,000 per occurrence.
- g. Professional liability in the amount of \$1,000,000.
- h. Worker's Compensation, as required by Connecticut State Statutes.
- i. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance.
- j. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
- k. All insurance may not be canceled or modified without sixty (60) days written notice by registered US Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, CT 06082".
- l. The insurance company rating should be no less than A- VII by A.M. Best.

14. The proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

15. The Town of Enfield and the Enfield Public Schools reserve the right to accept or reject, any, all, or any part of the proposal, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

16. It is our policy to not award proposals to those who owe Town of Enfield prior year(s) property taxes.

17. The "Proposal Awarded" date in the "Key Event Dates" section is the date the proposal is anticipated to be awarded. It is not a date certain.

18. The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

19. The Town of Enfield and Enfield Public Schools are exempt from Federal Excise Taxes and Connecticut Sales Tax. Proposers shall avail themselves of these exemptions.

20. Prior to awarding this proposal, the Town and Enfield Public Schools will require from selected qualified proposer(s) a thorough review of all aspects of their fully integrated financial software package.

MISCELLANEOUS

1. Please provide information with your response to this Request for Proposals describing your company, including the number of years experience with municipal fully integrated financial software development, information on the principal associates who will be assigned to Enfield's account, and how you will respond to Enfield's fully integrated financial software issues. Please provide a company profile, including experience and staffing levels.

2. Describe the services that are included in the annual maintenance fees and provide a sample copy of the maintenance agreement with your proposal.

3. Describe the hardware, operating system, and version number required for the fully integrated financial software package.

4. Provide a municipal/school reference list including contact name, name of municipality/school district, and the telephone number for each.

5. Provide a copy of your license agreement.

6. Describe the programming language and version used to develop the software.

7. Separate proposal pricing should be provided as follows:

- a. A proposal for a hosted (ASP) and/or non-hosted package
- b. Unit price for each module listed in the Key Factors section
- c. Cost of data conversion
- d. Cost for training
- e. Annual cost of maintenance agreements
- f. Cost of any third party requirements for hardware, software and services.

- g. Estimated travel expense and travel expense expectations.
- h. Project planning, and implementation estimates
- i. Provide sample project timeline(s).
- j. Any other fees, costs, or expenditures (one time or on-going) as required to implement and operate this system.

KEY FACTORS

Fully Integrated Solution:

The Town of Enfield seeks proposals for the implementation of a comprehensive financial system to track expenses and revenues for multiple entities - Town of Enfield, Board of Education, and possibly Public Safety. The Town and Board of Education will require access for approximately 100 users each.

System needs to include the following modules/systems with integrated functionality (no duplicate entry):

1. Accounting
 - a. General Ledger
 - b. Purchasing
 - c. Budgeting
 - d. Accounts Payable
 - e. Fixed Assets
 - f. Inventory Control
 - g. Vendor
 - h. Projects and Grants
 - i. Taxes
 - j. Assessments
 - k. Billing and Accounts Receivables
2. Human Resources
 - a. Personnel Tracking/Applicant Tracking
 - b. Payroll Processing, e-stubs, Direct Deposit, etc.
3. Work Orders & Workflow Management
4. Community Development
 - a. Zoning and Planning
 - b. Permitting
 - c. Code Enforcement
 - d. Service Requests
 - e. Inspection
 - f. GIS Integration
5. Integrated Reporting
 - a. Canned reporting for State/Federal required reports
 - b. Report Generator for IT or end-user development
 1. Executive Support System (Dashboards, indicators, etc.)

6. Community Access
 - a. Portal access for residents
 - b. Portal access for businesses
 - c. Portal access for Employees