



**THE CITY OF ROSWELL, GEORGIA
Request for Qualifications**

RFQ 09-044

**PROJECT MANAGER
ENTERPRISE RESOURCE PLANNING
SOFTWARE IMPLEMENTATION INCLUDING
BUSINESS PROCESS MANAGEMENT**

Project #06FIN01

**Qualifications Due:
Friday, February 13, 2009 2:00 PM**

**Offerors Conference:
Tuesday, February 3, 2009 11:00 AM**

Information concerning this solicitation may be found at:

<http://www.roswellgov.com>

Questions shall be directed to City of Roswell Purchasing Manager,
Richard Brownlee, CPPO via e-mail to: rbrownlee@roswellgov.com.

**Office of the City Administrator
January 2009**



QUALIFICATIONS LETTER AND CERTIFICATION

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Qualifications (RFQ). The Fee Schedule offered herein shall apply for the initial period of time stated in the RFQ.

We further agree to strictly abide by all the terms and conditions contained in the City of Roswell Vendor Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with the Statement of Qualifications.

It is understood and agreed that this Statement of Qualifications constitutes an offer, which when accepted in writing by the Purchasing Office, City of Roswell, and subject to the terms and conditions of such acceptance, may be the basis for a valid and binding contract between the undersigned and the City of Roswell.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFQ and that this statement is made in accordance with the provisions of such specifications. By our written signature on this Statement of Qualifications, we guarantee and certify that all items included in this statement meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. It is further understood that the City of Roswell reserves the right to reject any or all offers, waive technicalities, and informalities, and to make a contract award in the best interest of the city.

It is understood and agreed that this Statement of Qualifications and Fee Schedule shall be valid and held open for a period of one hundred twenty (120) days from opening date.

I certify that this Statement of Qualifications and offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a statement for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Statement of Qualifications and certify that I am authorized to sign this Statement for the Offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.



QUALIFICATIONS LETTER AND CERTIFICATION

Statement of Qualifications Submitted by:

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Signature: _____ Date: _____

All spaces must be filled in and the Qualifications Letter must be signed where indicated. Failure to sign and return the Qualifications Letter may cause rejection.



City of Roswell

REQUEST FOR QUALIFICATIONS

RFQ NUMBER 09-044

**PROJECT MANAGER
ENTERPRISE RESOURCE PLANNING
SOFTWARE IMPLEMENTATION INCLUDING
BUSINESS PROCESS MANAGEMENT**

Project #06FIN01

The City of Roswell is accepting sealed statements of qualifications for a Project Manager to implement an integrated Enterprise Resource Planning (ERP) system that incorporates a Business Process Management (BPM) application to support staff in the delivery of services and activities while taking advantage of industry-wide best practices. The outcome of this project will be a significant improvement to the effectiveness and efficiency of Roswell's administrative processes.

Sealed statements of qualifications will be received no later than **2:00 PM, Friday, February 13, 2009** at the City of Roswell Purchasing Division, Roswell City Hall, 38 Hill Street Suite 130, Roswell, Georgia 30075, at which time the names of the Offerors will be publicly read aloud. Submittals received after the above date and time, or in any location other than the Purchasing Division, will not be considered.

There will be an **Offerors Conference to be held at 11:00 AM, Tuesday, February 3, 2009**. This conference will be held in Room 220, Roswell City Hall, 38 Hill St., Roswell, Ga. 30075. Attendance is not required, but highly recommended.

RFQ documents may be obtained from the City of Roswell's website at www.roswellgov.com. Click on Business and then Procurement Opportunities. Additional information may be obtained by contacting City of Roswell Purchasing Department at 770-641-3718. Please refer to RFQ name and number when requesting information.

The City of Roswell reserves the right to reject any or all proposals and to waive technicalities and informalities.

Kay Love
City Administrator

Jere Wood
Mayor



Basic Guidelines

Pursuant to the provisions of the city ordinance, the City of Roswell has determined that the use of competitive sealed bids will not be practical or advantageous to the City in completing the acquisition of the services described herein. All qualifications submitted pursuant to this request shall be made in accordance with the provisions of the City of Roswell Vendor Manual, these instructions, and specifications.

All qualifications shall be evaluated in accordance with the evaluation criteria set forth in this Request for Qualifications (RFQ). Subsequent to the opening of the qualifications, discussions may be conducted by the City of Roswell with responsible Offerors for the purpose of clarification to assure full understanding of and responsiveness to the RFQ instructions and specifications. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of qualifications.

In conducting any such discussions, there shall be no disclosure of any information derived from qualifications submitted by competing Offerors. All such discussions shall be conducted by the City of Roswell Buyer of Record named below:

Name: Richard Brownlee, CPPO
Title: Purchasing Manager
Address: City of Roswell
38 Hill St., Suite 130
Roswell, Georgia 30075
Telephone: 770-641-3972
E-Mail: rbrownlee@roswellgov.com

Restrictions on Communications with Staff/Buyer of Record From the issue date of this RFQ until a Firm is selected and the selection is announced, Offerors are directed to submit all questions about this RFQ including technical requirements, submission instructions, and any other general information to the Buyer of Record named above only. All questions concerning this RFQ must be submitted in writing (e-mail preferred). No questions other than written will be accepted. No response other than written will be binding upon the City.



DESCRIPTION OF REQUIREMENTS

Definition of Terms

The City of Roswell has established certain requirements with respect to the submission of qualifications.

Whenever the terms "shall", "must", "will", or "is required" are used in the RFQ, the specification being referred to is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will cause rejection of Offeror's qualifications.

Whenever the terms "can", "may", or "should" are used in the RFQ, the specification being referred to is a desirable requirement and failure to provide any items so termed may not be cause for rejection, however, may cause a reduction in score awarded/ranking.

ABOUT THE PROJECT

Project Vision and Purpose

The City of Roswell's vision is to implement an integrated Enterprise Resource Planning (ERP) system that incorporates a Business Process Management (BPM) application to support staff in the delivery of services and activities while taking advantage of industry-wide best practices. The outcome of this project will be a significant improvement to the effectiveness and efficiency of Roswell's administrative processes.

Project Scope and Overview

The scope of this project will impact nearly all of the business processes the City of Roswell employs. Implementation of software and business process systems will be completed on a phased approach and may include the applications in the areas detailed below. This project will also include the evaluation of several existing systems to determine their remaining useful life and the benefits of migration to a new system versus costs associated with interfacing to the new ERP/BPM systems.

- Core Financials including general ledger; accounts payable, procurement/purchasing card processing, budget, treasury, purchasing, project management, grant management and accounting, capital/fixed asset management, inventory, debt service, cost allocations, etc.
- Human Resources including risk management, payroll, position control, personnel management, recruitment/applicant tracking,



time & attendance, benefit administration and active employee accruals, etc.

- Utility Billing and Billing Services including water, sewer, sanitation, storm water, special assessments, miscellaneous billings, etc.
- Community Services including business licensing, land management, applications and permits, inspections, code enforcement, service orders/work orders, infrastructure maintenance, fleet and facility maintenance, and recreation registration with payment processing, facility scheduling and programming, etc.
- Public safety to include computer aided dispatch, incident reporting, accident reporting, crime/case management, crime records management, jail management, citations and case management, permitting, fire hydrant management, and unique shift scheduling for time & attendance.

Project Objectives

The City plans to accomplish the following with the successful completion of this project:

- Incorporate fully integrated “best business practices” where applicable into the City’s operations;
- Develop a system that is user-friendly and that empowers departments to improve their businesses processes;
- Add and improve functionality in back-office areas;
- Improve quality and accessibility of information for decision making;
- Reduce redundant data entry, data bases, storage, and paper processing;
- Improve operational effectiveness and productivity;
- Enable e-Government initiatives, including enhanced customer service portals and web self-service; and
- Retire existing legacy and back office systems and tools.

ABOUT THE PROJECT MANAGER

Project Manager Overview

Considered one of the most critical roles in the ERP and BPM systems implementation, the Project Manager will manage, oversee, and coordinate the successful implementation of these systems. This function will report directly to the City Administrator, Deputy City Administrator, and Director of Information Technology to facilitate needed activities and services.



Project Manager Services

The City requires that the selected Project Manager provide the activities that enable the necessary tasks and activities to be complete which will result in the successful systems implementation. These functions include, but are not limited to, the following:

- Provide routine communication to the identified stakeholders of the project; such communication shall include updates on the progress of the project as well as existing and forecasted challenges and opportunities;
- Conduct meetings, conference calls, site visits, and study to facilitate the specific tasks of the project;
- Have substantial expertise in the information technology arena to trouble shoot existing problems and to foresee challenges with decisions made in order to proactively address solutions;
- Make presentations as necessary to staff, elected officials, and stake holders about the project;
- Prepare specific project timelines for each activity/milestone of the project and report on project status based upon the milestones developed;
- Identify needed system functionality of the systems to be acquired;
- Design and develop a Request for Proposal (RFP) for the ERP and BPM systems;
- Facilitate evaluations of the RFP responses;
- Manage contract negotiations and relations with selected vendor;
- Assist existing Information Technology staff with infrastructure needed, including procurement, installation, operation, and back-up;
- Recommend configurations to the ERP and BPM software that are consistent with industry best practices in order to maximize the efficiency and effectiveness of the acquired systems;
- Coordinate all software training sessions;
- Manage follow-up items and required tasks as outcomes from the training sessions;
- Direct the testing of the software and troubleshoot issues and problems;
- Synchronize the initial use of the system and coordinate review of output with existing systems;
- Design, oversee, manage, and facilitate data conversions as necessary to implement specific software modules;
- Document processes and procedures; and
- Facilitate training to individuals across the organization on the use of the systems.



Compensation

The Project Manager shall be paid for services on a performance basis as project milestones are completed as outlined in an agreed upon contract for services. An initial payment may be made at contract signing to facilitate start-up costs of the project. The Project Manager will not be an employee of the City or receive employment benefits. Estimated project time is 24-36 months. Substantial penalties will exist in the contract for the failure to facilitate the entire project. On-site time requirements will be driven by the specific stage of the project. See Appendix B, Cost Proposal.

City Responsibilities

The City will be responsible for providing the appropriate office space to house the Project Manager, including the necessary business tools to facilitate this project. The City will also provide a training room equipped with the necessary infrastructure and hardware to support the project.

Procurement

The procurement of all systems, hardware, software, and products associated with the implementation of the ERP and BPM systems will be in compliance with the City's purchasing policies. All procurement will be paid directly by the City to the vendor supplying the goods or services as needed for this project. The City will not reimburse the Project Manager for costs incurred for this project that are outside the scope outlined in the agreed upon contract for service.

Qualifications Format

Qualifications shall be submitted in hard copy and electronic format. Hard copy documents should be in a bound 8.5" X 11" format with project and firm/individual identification on cover stock. Electronic documents shall be transmitted via a CD in a PDF file format.

The qualifications submitted must address the following major topics in the following order:

Work Proposed to be Performed. A discussion of the Project Manager's general understanding of the scope of services to be provided and the major work tasks to be performed.

Relevant Experience. A statement which describes the individual or firms past experience implementing ERP and BPM systems. Detail or describe specific experience in a government setting. Include the number of years this type of work has been performed.



Prior Project. Please describe in-depth one previous project in which you or your firm had similar areas of responsibility as requested in this RFQ.

Approach. A general statement of your or the firm's approach with particular focus on distinguishing characteristics of service.

Situational Scenario. Please describe a past experience where you or your firm was managing an ERP/BPM installation and you encountered the need for cultural change, i.e. staff who did not support the new systems and processes. How did you facilitate that process and what was the ultimate outcome?

Key Personnel. The proposal must include information about the firm's personnel or individual responding to the RFQ. The information includes must detail the role of the person, education, title, related qualifications, and past relevant experience.

Writing Sample. Please include a minimum of one writing sample prepared by the person who would be the Project Manager as outlined in this proposal. This sample should be illustrative of the writing skills.

References. The City requests the inclusion of three professional references in the proposal. This information should include the person's name, title, address and telephone number. It should also include the relationship with the proposer.

Other Commitments. Please detail any other commitments and concurrent professional requirements the Project Manager will be responsible and accountable for (other than the City's project) during the City of Roswell's project period.

Cost. Outline costs associated with the services provided within the proposal. Costs should be comprehensive in nature and include an accounting of any payment required under this performance contract such as travel, temporary housing, equipment, etc.

Submittal Instructions to Respondents

Respond concisely to the information requested. Include supplementary information or supporting documentation as needed. Work submitted as an example of the respondent's qualifications will be considered only to the extent it is similar to the proposed project.



Submit to: Richard Brownlee, CPPO
Purchasing Manager, Department of Finance
City of Roswell
38 Hill Street, Suite 130
Roswell, Georgia 30075

Statements of Qualifications must be submitted at the specified location no later than the date and time specified herein in two parts: a **Technical Proposal** (original and four copies of all hard copy material and four (4) copies of all electronic CD's.) and a **Cost Proposal** (original) See **Appendix B, Cost Proposal**. The proposal packages shall be sealed in separate envelopes and identified as follows:

RFQ Number: **RFQ 09-044**

Technical Proposal or Cost Proposal (as applicable)

TITLE and

Submittal Date and Time: **February 13, 2009 @ 2:00pm**

SUBMIT ONLY TECHNICAL INFORMATION IN THE TECHNICAL PROPOSAL AND ONLY COST INFORMATION IN THE COST PROPOSAL. COST INFORMATION SUBMITTED IN THE TECHNICAL PROPOSAL WILL RESULT IN THE REJECTION OF YOUR RESPONSE.

The Qualifications Letter and Certification, included as pages two and three of this RFQ, must be included in the package and must be signed by a person authorized to legally bind the company. **FAILURE TO INCLUDE THIS SIGNED QUALIFICATIONS LETTER AND CERTIFICATION WILL RESULT IN THE REJECTION OF YOUR RESPONSE.**

Selection Process

An Evaluation Committee will evaluate all Proposals received and will select not more than three (3) firms or individuals (the short list) for further evaluation. In the determination of the City, any of these firms or individuals may be required to make a presentation before the Committee and the Committee will rank the firms accordingly.

Upon ranking, the City Administrator or designee will negotiate a consulting contract with the preferred Consultant(s). The final Contract negotiated between the Consultant(s) and the City will incorporate the contents of this Request for Qualifications, the qualifications submitted by the firms or individuals, and any other terms or conditions that the staff in its judgment may seek to include by way of negotiation. If City is unable to



negotiate a satisfactory contract with the preferred firm or individual within a reasonable time period, the City will terminate negotiations and undertake negotiations with the next preferred firm or individual and so forth until a satisfactory contract is agreed upon.

After a Contract has been formally approved and executed by the City Council, the firm or individual will be issued a "Notice and Authorization to Proceed" for each assignment throughout the term of the Contract.

All proposers will be notified of the results of the selection process.

Review/Evaluation of Submittals

The Evaluation Committee will review the submittals and rank all submissions. Oral interviews may be conducted and the firms ranked accordingly. For all Qualifications that pass the administrative review, the process of evaluation and selection will be conducted in the following four (4) phases:

Phase I - All submittals received will be reviewed by the Purchasing Manager or his designee to ensure that all administrative requirements of the RFQ package have been met by the Offerors. Failure to meet these requirements may be cause for rejection of a RFQ. All submittals that satisfy these requirements will be evaluated in Phase II by the Evaluation Committee.

Phase II - Technical Evaluation – In this phase, the Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFQ. The RFQ carries a total weight of 1000 points. Technical submittals will be evaluated and scored in categories. Each category is assigned a maximum point value. Technical submittals must receive at least 750 points (75%) to be further evaluated.

The following items are evaluation criteria for all qualifying submittals and will be rated on a point basis by the Evaluation Committee.

1. Experience of the firm, number of years and type of experience, as well as specific experience in the State of Georgia (35%);
2. Professional references of present or prior entities for which the Proposer has performed similar services (10%);



3. Responsiveness of the written Proposal to the scope of services outlined in this Request for Qualifications. (15%)
4. Qualifications of the Proposer (40%), including:
 1. Organization, size and structure of the firm or individual;
 2. Qualifications of the staff to be assigned, education, position in the firm and years and types of experience will be considered, based on the information provided in the Proposal; and
 3. Location and accessibility of the firm and of the staff to be assigned;

Phase III – Oral Evaluation

In this phase, the short listed firms may be required to make oral presentations to the Evaluation Committee.

Phase IV - Cost Evaluation

Although cost is a significant factor, it will not be the dominant factor.

Any Proposal which does not include all the statements and affirmations called for in the RFQ will be automatically rejected as not being responsive. The award will be made to the firm making the most favorable submittal which is in the best interest of and most advantageous to the City of Roswell taking into account all the above criteria.



APPENDIX A



City of Roswell

CONTRACT AGREEMENT

RFQ #09-044

PROJECT MANAGER ENTERPRISE RESOURCE PLANNING SOFTWARE IMPLEMENTATION INCLUDING BUSINESS PROCESS MANAGEMENT

This Agreement made and entered into this _____ day of _____, in the year 2009; by and between The City of Roswell, Georgia, having its principle place of business at 38 Hill Street, Roswell, Georgia and (“Consultant”)_____.

WHEREAS, the City of Roswell has caused Request for Qualifications Number (09-044) to be issued soliciting qualifications from qualified Firms to furnish all items, labor services, materials and appurtenances called for by them in accordance with this RFQ, Selected (“Consultant”) is required to provide the Services as called for in the Scope of Services; and

WHEREAS, the Consultant submitted a proposal in response to the RFQ;
and

WHEREAS, the City of Roswell determined that the Consultant was qualified to provide the required services in a manner to be most advantageous to the City;

NOW THEREFORE, in consideration of the mutual covenant and promises contained herein, the parties agree to compensation not to exceed _____ (\$_____) for services to be provided as follows:



1.0 Scope of Work

The Contractor agrees to provide all described Services and comply with all requirements specified in the RFQ, and provide those Services as may additionally be specified in the Contractor's Proposal in accordance with all general and special terms and conditions of this agreement. Said specifications are hereby made a part of this agreement by reference.

2.0 Term of Contract

The term of contract will begin on the date this contract is signed by all required parties and filed in the office of the City of Roswell's Purchasing Division. Anticipated start date is _____, 2009.

3.0 Independent Contractor

3.1.

The Contractor shall be an independent Contractor. The Contractor is not an employee, agent or representative of the City of Roswell. The successful Contractor shall obtain and maintain, at the Contractor's expense, all permits, license or approvals that may be necessary for the performance of the services. The Contractor shall furnish copies of all such permits, licenses or approvals to the City of Roswell Representative within ten (10) days after issuance of Notice to Proceed.

3.2

Inasmuch as the City of Roswell and the Contractor are contractors independent of one another neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor agrees not to represent itself as the City's agent for any purpose to any party or to allow any employee of the Contractor to do so, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. The Contractor shall assume full liability for any contracts or agreements the Contractor enters into on behalf of the City of Roswell without the express knowledge and prior written consent of the City.

4.0 Indemnification

The Contractor agrees to indemnify, hold harmless and defend the City from and against any and all liabilities, suits, actions, legal proceedings, claims, demands, damages, costs and expenses (including attorney's fees) rising out of any act or



omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

5.0 Insurance

The Contractor shall, at its own cost and expense, obtain and maintain worker's compensation and commercial general liability insurance coverage covering the period of this Agreement, such insurance to be obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia. The minimum limit for Worker's Compensation Insurance shall be the statutory limit for such insurance. The minimum limits for comprehensive general liability insurance, which must include personal liability coverage will be \$300,000 per person, \$500,000 per occurrence, and \$1,000,000 aggregate; and, \$100,000 per occurrence and \$1,000,000 aggregate for property damage.

5.1

The Contractor shall provide a certified copy of each of the policies, or binders indicating the existence of the policies prior to the beginning of the contract term. In the event a binder is delivered, it shall be replaced within ten (10) days by a certified copy of the policy. Each policy shall contain written notice thereof to the official City representative.

6.0 Termination

6.1

Any other provisions of this agreement notwithstanding, each party has the right to terminate this Agreement if the other party breaches or is in default of any obligation hereunder which default or breach is incapable of cure or which, being capable of cure, has not been cured within thirty (30) days after receipt of written notice of such default (or such additional cure period as the non-defaulting party may authorize). In addition, if at any time after commencement of the Services, the City of Roswell shall, in its sole reasonable judgment, determine that such Services are inadequate, unsatisfactory, no longer needed, or substantially not conforming to the descriptions, warranties, or representations contained herein, the City may terminate this Agreement upon thirty (30) days written notice to the Contractor.

6.2

The City of Roswell may terminate the agreement immediately without prejudice to any other right of action or remedy if the Contractor:



6.2.1

Becomes insolvent, makes a general assignment for the benefit of creditors, files a voluntary petition of bankruptcy, suffers or permits the appointment of a receiver for its business or assets, or becomes subject to any proceeding under any bankruptcy or insolvency law, whether domestic or foreign, or has wound up or liquidated, voluntarily or otherwise. In the event that any of the above events occur, the Contractor shall immediately notify the City of Roswell of each occurrence.

6.2.2

After five (5) days written notice fails to:

- a) Maintain the required insurance, or;
- b) In any other manner to perform the requirements of the RFQ.

7.0 **Compliance with All Laws and Licenses**

The Contractor must obtain all necessary licenses and comply with local, state and federal requirements. The Contractor shall comply with all laws, rules and regulations of any governmental entity pertaining to its performance under this Agreement.

8.0 **Assignment**

The Contractor shall not assign or subcontract the whole or any part of this Agreement without the City of Roswell's prior written consent.

9.0 **Amendments in Writing**

No amendments to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of the parties.

10.0 **Drug-Free and Smoke-Free Work Place**

10.1

A drug-free and smoke-free work place will be provided for the Contractor's employees during the performance of this Agreement; and

10.2

The Contractor will secure from any subcontractor hired to work in a drug-free and smoke-free work place a written certification so stating and in accordance



with Paragraph 7, subsection B of the Official Code of Georgia Annotated Section 50-24-3.

10.3

The Contractor may be suspended, terminated, or debarred if it is determined that:

10.3.1

The Contractor has made false certification herein; or

10.3.2

The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Annotated Section 50-24-3.

11.0 **Governing Law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

12.0 **Policy on Hiring of Non-Resident Aliens**

The final award of a contract is contingent upon compliance with O.C.G.A. 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and the Contractor certifying to the City that it, and all its subcontractors, has registered and currently participates in the federal work authorization program to verify information of all new employees as of July 1, 2007 if Contractor employs 500 or more employees, or July 1, 2008 if Contractor employs 100 or more employees, or July 1, 2009 if Contractor employs fewer than 100 employees or July 1, 2009, with respect to all public employers, contractors, or subcontractors. Contractor may be suspended, terminated, or debarred if it is determined that the Contractor has made false certification or that the Contractor has violated such certification by failure to carry out this requirement.

13.0 **Inclusion of Documents**

The Referenced RFQ, any addenda thereto, and the Contractor's Proposal submitted in response thereto, including any best and final offer, are incorporated in this Agreement; form an integral part of this agreement; and, are attached hereto as follows:

ATTACHMENTS:

RFQ Number: 09-020 and Addenda Numbers, if any: _____

Contractor's Proposal identified as: _____



In the event of a conflict in language between this Agreement and the foregoing documents incorporated herein, the provisions and requirements set forth in this Agreement shall govern. In the event of a conflict between the language of the RFQ, as amended, and the Contractor's proposal, the language in the former shall govern.

14.0 Entire Agreement

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein; all prior agreements, representations, statements, negotiations, and undertakings are suspended hereby. Neither party has relied on any representation, promise, or inducement not contained herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

CITY OF ROSWELL:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____



APPENDIX B

COST PROPOSAL

The Project Manager shall be paid for services on a performance basis as project milestones are completed as outlined in an agreed upon contract for services. An initial payment may be made at contract signing to facilitate start-up costs of the project.

Submit project milestones with associated pay schedule required to provide the activities that enable the necessary tasks and activities to be complete which will result in the successful systems implementation as described herein.

NOTE: All cost information shall be submitted in this Cost Proposal. No cost information is allowed in the Technical Proposal.