

CITY OF CLEVELAND
Department of Finance

Request For Proposal
For
Project Management and Consulting for the
Implementation of a Financial Management
Information System (FMIS)



Revision Date: February 29, 2008

Prepared by:
Financial Reporting and Control

Proposal Submission

Proposal Due Date: **April 11, 2008, 5:00 pm EST**

Submit Proposals To: **Attn: Kay Cebron**
C/O Financial Reporting and Control
601 Lakeside Avenue, Room 18
Cleveland, OH 44114

E-mail: KCebron@city.cleveland.oh.us

SUBMIT: 1 PRINTED, SIGNED ORIGINAL TECHNICAL PROPOSAL
5 COPIES OF THE ORIGINAL TECHNICAL PROPOSAL
1CD-ROM containing an electronic version of the Proposal and any
supporting documentation (PDF format only for document files)

IN A SEPARATE AND SEALED ENVELOPE INCLUDE:
1 PRINTED, SIGNED ORIGINAL COST PROPOSAL
5 COPIES OF THE COST PROPOSAL

Failure to submit the Cost Proposal in a separately sealed envelope will result in disqualification of the Vendor's proposal response.

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City of Cleveland – Project Management Anticipated Timeline Overview

Listed below are specific and estimated dates and times of actions related to this Request for Proposal (RFP). The actions with specific dates must be completed as indicated unless otherwise changed by the City of Cleveland. In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Milestone	Timeframe
RFP Issuance	March 3, 2008
Deadline for Clarifications	March 10, 2008, 5:00 PM EST
City distribution of responses for Vendor RFP Clarifications	March 17, 2008, 5:00 PM EST
Vendor Proposals Due	April 11, 2008, 5:00 PM EST

1 Introduction

1.1 Overview

The City of Cleveland is soliciting proposals for project management services to help us plan and manage the implementation of a Financial Management Information System (FMIS).

The scope of the FMIS project currently includes the following areas and business processes:

- General Ledger
- Budgeting
- Project and Grant Accounting
- Asset Management
- Inventory Management
- Purchasing (e-Procurement)
- Contract Management
- Accounts Payable
- Billing & Accounts Receivable
- Cash Receipting and Point of Sale (POS)
- Treasury Management
- Bank Reconciliation
- Debt Service / Management
- Document Imaging and Workflow Automation for the above processes
- Other

The selected Vendor must demonstrate a broad knowledge and experience in providing FMIS project management, business process change management, and related consulting services to municipal organizations. Specific expectations of the Vendor are detailed in the **Statement of Work and Deliverables** sections below.

While the City intends to proceed with this RFP process, the City does not guarantee that it will contract for any or all intended services described herein. While it is the City's intent to move forward with all components of the project, it may be necessary to focus on those components that have the highest value and/or priority from the City's perspective.

The City has the option to award by item number as stated in the RFP and only award selected items.

Note:

In order to maintain independence, the City does not want the project manager from this proposal to be the implementer of FMIS. Therefore, the successful Vendor will not be selected from the list of proposed FMIS Vendors.

1.2 Definitions

The following definitions are used throughout the RFP:

- **Client or City** means City of Cleveland, Ohio.
- **Vendor** means a firm, company or organization submitting a proposal in response to this RFP.

1.3 City Background

The City of Cleveland is located in Cuyahoga County Ohio with a current population of about 478,403 residents making it the second-largest city in the state. The City currently employs about 8,136 employees with a 2007 General Fund budget of \$522 million and City budget of approximately \$1.3 billion.

ORGANIZATION PROFILE		
Organization Name:	City of Cleveland	
Type of Government Entity (City, Twp, Village, County, etc.):	City	
Governing Body (Board, Commission, Council, etc.):	Mayor / Council	
Budget \$:	\$1.3 billion	
City Population:	478,403	
	Current	3-Year
Number of City Staff:	8,136	8,500
Maximum Number of Concurrent Users:	50	100
Number of Named Users:	386	700

1.4 Current FMIS Application Environment

The City of Cleveland's current financial management system is PeopleSoft 7.52. The PeopleSoft system is used for basic accounting functions with the following modules purchased by the City:

- General Ledger
- Budgeting (not in use)
- Purchasing/Requisitioning
- Accounts Payable
- Billing
- Accounts Receivable
- Project Costing (heavily customized)
- Asset Management

With the exception of the Project Costing module, customizations to the application have been minimal. Approximately 386 employees in various City departments/divisions access the system at various times of the day for general financial management purposes. While process owners of the application are able to enter information into the application, users of the various processes that

have been automated in PeopleSoft have view-only access with no ability to enter information into the system.

The City first implemented the PeopleSoft system in 1999 with version 7 and upgraded to version 7.5 two years later. The initial project focused on replicating existing City processes in place at the time of implementation. Unfortunately, several modules of the purchased system were never implemented due to lack of functionality, *i.e.*, budget module. In addition, efforts to redesign inefficient processes to optimize the PeopleSoft application were limited, and the required cultural and process change to fully utilize the system were not realized. As a result, the City's PeopleSoft system, as currently configured, does not meet some important financial reporting and operational needs identified as critical components for managing the City's finances today and in the future.

In addition to the PeopleSoft application, there are a variety of other financial-related applications that either are standalone or interface in some manner with the PeopleSoft application.

The strategic objective of this project is to bring the City's financial management capability up to date with current industry standards and approaches that will allow the City to enhance its financial operations, information sharing, and decision-making with more effective fiscal management, monitoring and reporting. This includes consolidating, where appropriate, the various financial management applications in use within the City into a more integrated environment.

1.5 Current Technical Environment

The City of Cleveland operates with a central ITS Division with a number of remote IT sections providing varying levels of technology support and services.

The City of Cleveland's network hardware infrastructure consists of enterprise class routers, switches, servers, PC workstations and various other devices including multi-function network printers, security devices and some wireless devices. Interconnectivity is provided primarily by the City's fiber-based gigabit Ethernet MAN (commonly referred to as the City "INET") that is supplemented with various other types of data circuits including T-1, frame relay, DSL and other high-speed services. Dial-up connectivity is available for a small number of users whose jobs require remote functionality or who work in remote locations not yet served by City-managed high-speed services.

The City has a number of different Windows-based networks that support the FMIS user base. All of these networks currently use a Windows 2000/2003 Active Directory structure, except for the City of Cleveland's Department of Finance, Division of Information Technology and Services (ITS), which is currently using between 10 and 12 NT 4.0 domains supporting approximately 16 departments. ITS intends to upgrade to an Active Directory solution over the next year. The Department of Public Utilities (DPU), Division of Water Information Technology Group currently manages separate Active Directory Forests and provides Exchange 2003 messaging services to its users while maintaining Exchange Site membership and interoperability with the ITS Exchange 5.5 organization. DPU consists of four distinct areas, operating on three unique domains; with Cleveland Public Power (CPP) and the Office of Radio Communication (ORC) under one domain, the Cleveland Water Department (CWD) under another, and Water Pollution Control (WPC) operating under the third. All users will not be located on the Active Directory Forest on which the FMIS service may be hosted on.

ITS currently provides Internet access and application services to the other City entities, including the departments of Public Health, Community Development, Public Safety, Law, Courts, Port Control, and Public Utilities, as well as City Council and CCA Taxation. The ITS division does not have unrestricted access to the other departments systems and most systems are secured from ITS by using firewalls with port blocking. Service can be initiated from the department side (inside) but not from the ITS side (outside). The City's FMIS user base has a mix of mostly desktops with some laptops, consisting primarily of newer model PC workstations with Windows XP Pro SP2. However, the City departments still have a large number of older client machines. The standard Web browser used within the City is Internet Explorer v6.

Not all users have administrative rights on their desktops. The City has varying versions of Java installed.

The primary backbone within the City is a 1 gigabit fiber network with a minimum of FastEthernet to the desktop (100mb). However, there are several remote locations that may also require secure access to the FMIS system over DSL service with a minimum standard of 1.5 MB download and 256 kb upload speeds. No more than one user at each location would need to access the system at a time. In addition, the Department of Public Health has a T1 circuit.

The City anticipates that 700 users would be expected to use the system concurrently; however, a growth margin of a total of 1100 concurrent users should be manageable by the system.

The City uses Internet Protocol (IP) on Ethernet switches from Cisco to provide the network infrastructure and communication for all devices within the City's different departments. Printing services of the City are restricted by the different departments.

The current backup standard for the City is to have daily backups (snapshots) of the day taken every day and retained off-site for 30 days.

Security for the City of Cleveland data and voice network infrastructure is based upon a combination of approved policies, procedures and commonly recognized best practices. All network and application access is granted via a formal approval process specific to the resources to be accessed and requires hard copy documentation and signatures from one or more recognized authorities. Separate processes and forms have been established for employee access, Vendor access and remote access to various City IT resources. All users of the network are held individually accountable for any activity they initiate during their use of City information resources. The City currently employs content, virus and spam filtering for all connections to the Internet and requires special approval for attachment of certain types of devices to the City's network as well as for the transfer or storage of City information to devices or locations not owned by the City.

2 Statement of Work (SOW)

1. Work with the City's project team to lead the project.
2. Using a project management methodology provide;
 - a. Project charter development
 - b. Risk assessment and management
 - c. Communication management
 - d. Issues and action item management
 - e. Meeting management
 - f. Change management
3. Work with the selected FMIS Vendor's project manager or systems integrator as appropriate.
4. Provide additional ERP consulting services as agreed-to with the City.

3 Deliverables

1. Project Charter and Governance Agreement
2. Project Plan approved by the City
3. Risk Management Plan and Mitigation Schedule
4. Change Management Plan
5. Post Implementation Review

4 Qualifications

4.1 General Qualifications

1. Demonstrated ability to provide continuity of skilled consultant resources throughout the duration of the project.
2. Knowledge and expertise in FMIS project management and related consulting.
3. Capacity and capability of the Vendor to manage to milestones and perform the work within the project schedule and budget.
4. Willingness to take significant leadership and responsibility for the project's success.
5. Demonstrated experience of the Vendor and sub-contactors proposed for the City's engagement on work of a similar nature within the last two years.

4.2 Vendor's Employee Qualifications

6. The Vendor's consultants should have extensive and recent (within the past twenty-four months) FMIS project management experience in the areas covered in the SOW section.
7. The Vendor shall provide:
 - a. A list of proposed consultants and their roles for review as part of their RFP response.
 - b. The resumes of consultants and managers who will be assigned to this project without substitution unless given prior written consent by the City of Cleveland. For each proposed consultants and manager, the degree of applicable FMIS project management experience, business experience and related certifications must be

clearly stated. Is the person(s) you propose for this engagement certified by the Project Management Institute (PMI)?

4.3 Overall Evaluation Process

Responses to this RFP will be evaluated by a committee comprised of the City staff on the FMIS PMO.

4.4 Evaluation Criteria

The City of Cleveland intends to enter into a relationship with a well-established Vendor whose project management methodologies come closest to meeting the City's needs. The selected Vendor must be a well-established, financially-stable firm committed to providing project management and consulting for local municipal governments. They will have a commitment to attracting and retaining an excellent staff of project management personnel. Finally, there must be a good fit between Vendor staff and City staff to ensure a good working relationship. Additionally, the firm selected is expected to meet, and strongly encouraged to exceed, the City of Cleveland's MBE/FBE minimum participation goals of 15% MBE participation and 5% FBE participation. **Minimum criteria** that all Vendors must meet in their response are as follows:

- RFP response submitted by the due date
- Cost proposal submitted in a separately sealed envelope
- The RFP response signed by a company officer

5 Vendor Proposal Guidelines

5.1 Intent

It is the intent of the City through this RFP to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the Agreement resulting from the RFP.

Before submitting a proposal, the Vendor shall be thoroughly familiar with all conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

The Vendor shall determine by personal examination and by such other means as may be preferred the actual conditions and requirements under which the Agreement must be performed.

5.2 Deadline for Proposals

Submit one (1) original, five (5) copies and one (1) electronic version on a CD of your response to this Request for Proposal and in a separate sealed envelope submit one (1) printed and signed original and five (5) copies of the Cost Proposal by 5:00 p.m., E.S.T., Friday, April 11, 2008, to the following individual:

City of Cleveland
Attn: Kay Cebron
C/O Financial Reporting and Control
601 Lakeside Avenue, Room 18
Cleveland, OH 44114

LATE SUBMISSIONS WILL NOT BE ACCEPTED OR REVIEWED.

All proposals must contain the wording: **Proposal Response–Project Management for FMIS** on the package.

Proposals received after the deadline will not be accepted. Proposals may not be delivered via facsimile or e-mail.

You may contact Ms. Kay Cebron via e-mail at KCebtron@city.cleveland.oh.us should you have any questions. Do not contact any City officials while responding to this RFP. Ms. Cebron is your single point of contact during this process. Failure to adhere to this process may result in rejection of the RFP response by the City selection team.

5.3 Requirements for Signing Proposal

1. Each Vendor, by making a proposal, represents that this document has been read and is fully understood.
2. The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. All manual signatures must have the name typed directly under the line of the signature.

5.4 Basis for Award, Evaluation Criteria and Questions

Sections 2 and 3 contain a number of functions that must be addressed by each Vendor for the proposal to be considered responsive.

The qualification of proposal responders on this project will be considered in making the award. The City is not obligated to accept any proposal if deemed not in the best interest of the City to do so. The City shall make award to the qualified proposal responder based on fees submitted and response to this RFP.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal.

The City reserves the right to accept or reject any and all proposals, in whole or in part, that is deemed to be in the best interest of the City at its sole discretion.

The City reserves the right to waive any informalities or irregularities in proposals.

The City reserves the right to negotiate separately the terms and conditions or all or any part of the proposals as deemed to be in the City's best interest at its sole discretion.

Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, shall be used in the final award. The final award of a contract is subject to approval by the City of Cleveland-Board of Control.

5.5 Award of Contract

Award of contract for the overall solution will be made to one or more Vendors whose proposal provides the most favorable alternative to the City. The Vendor shall be deemed as having been awarded a contract when the formal notice of acceptance of his proposal has been duly served upon the intended awardee by an authorized agent of the City.

5.6 RFP Clarifications

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, he/she may submit to the City a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum. Failure on the part of the prospective proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of proposal. Vendor will acknowledge receipt of each addendum issued by stating so in his/her proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a Vendor shall be binding.

All inquiries regarding this proposal must be written and should be e-mailed to:

City of Cleveland
Attn: Kay Cebon
E-mail: KCebon@city.cleveland.oh.us

Response to inquiries regarding the proposal will be accepted up to and including March 10, 2008 at 5:00 PM E.S.T. Responses to questions will be posted on the City of Cleveland's web-site: http://www.city.cleveland.oh.us/business_center/businesscenter.html. Vendors should monitor the City's web-site for addenda to the RFP prior to RFP closing and include signed addenda with their RFP response.

5.7 Advice of Omission or Misstatement

In the event it is evident to a Vendor responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Vendor shall advise the Contact identified in the "Proposal Clarifications" section above of such omission or misstatement.

5.8 Confidential Information

Information contained in the Vendor's proposal that is company confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Vendor's proposal for the City's purposes. The Vendor understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.

5.9 Confidentiality Statement

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City.

5.10 Tax Exempt Status

The City is exempt from Ohio State sales and use taxes on materials and equipment to be incorporated in the work. Exemption No. 34-6000646. Said taxes shall not be included in the RFP.

5.11 Reserved Rights

The City reserves the right to waive any irregularities; accept the whole, part of, or reject any or all quotations; and to select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Vendors so that its best interests are served.

5.12 Advertising

Vendor shall not advertise or publish the fact that the City has placed this order without prior written consent from the City, except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

5.13 Trademarks

The City warrants that all trademarks the City requests the Vendor to affix to articles purchased are those owned by the City and it is understood that the Vendor shall not acquire or claim any rights, title, or interest therein, or use any of such trademarks on any articles produced for itself or anyone other than the City.

5.14 Right to Request Additional Information

The City reserves the right to request any additional information that might be deemed necessary after the completion of this document.

5.15 Right of Refusal

The City reserves the right to refuse any or all proposals in their entirety, or to select certain equipment or software products from various Vendor proposals, based on the best interests of the City.

5.16 Proposal Preparation Costs

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP.

5.17 Pricing Eligibility Period

All Vendor proposals are required to be offered for a term not less than **180** calendar days in duration. A proposal may not be modified, withdrawn or cancelled by Vendor during the 180-day time period following the time and date designated for the receipt of proposals.

5.18 Additional Charges

No additional charges, other than those listed on the Price Form, shall be made.

5.19 Rights to Pertinent Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the Vendors that are submitted as part of the proposal shall become the property of the City upon receipt, a part of a public record upon opening, and will not be returned.

The City reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding and to accept any bid in the best interest of the City.

5.20 Proposal Pricing and fees

5.20.1 The City requests Firm Fixed Prices (FFP) in the format shown on the Price Form in Section 7 to complete the Statement of Work and to complete the Deliverables to the City's satisfaction. Reference Item 1 in the Price Form.

5.20.2 The total price given in the Price Form shall include all cost (including, but not limited to, insurance, travel, telephone and other direct costs) to provide services and deliverables identified in the Statement of Work and to complete the Deliverables sections of this RFP.

5.20.3 The City also requests hourly billing rates for each project team member in the format shown on the Price Form for ERP consulting services beyond the services set forth in this document in case it decides to use additional services of the successful proposing Vendor. Reference Item 2 in the Price Form.

5.21 Insurance Requirements

The City will require the finalist Vendor to retain insurance coverage in amounts and kinds to be negotiated with the finalist.

5.22 OEO/MBE/FBE Guidelines

The City sets very high expectations for our business partners in the areas of Equal Opportunity and Minority and Female-Owned Business participation, and the City holds itself to the same standards. The Office of Equal Opportunity Forms (Notice to Bidders and Schedules) which describes these requirements are all downloadable at:

http://www.city.cleveland.oh.us/business_center/forms/business_forms.asp

All Schedules must be completed, signed, and returned with your proposal. To receive credit, all MBE/FBE firms must be certified with the City of Cleveland. A complete listing of all certified MBE/FBE firms is available at

http://www.city.cleveland.oh.us/business_center/RFP/oeoregistry.asp

6 Proposal Response Format

6.1 Introduction

To facilitate the analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly.

Two (2) separate proposal components should be submitted for each Vendor as follows:

1. Cost Proposal

Costs for the Vendor's proposed solution should be submitted on Proposal Pricing Forms provided in Section 7 of this RFP. Costs should include the complete costs for the solution.

The Cost Proposal should be submitted in a separately sealed envelope from the Technical Proposal.

2. Technical Proposal

The Technical Proposal should be organized as follows:

Part	Title
1	Executive Summary
2	Company Background
3	Proposed Solution
4	Staffing Plan
5	Client References
6	Other Required Forms and Attachments

6.2 Executive Summary (Part 1)

This part of the response to the RFP should be limited to a brief narrative not to exceed two (2) pages describing the proposed solution. The Executive Summary should not include cost quotations.

6.3 Company Background (Part 2)

Vendors must provide information about their company so that the City can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require the Vendor to provide additional documentation to support and/or clarify requested information. Information that Vendors should provide in this section are as follows:

- Vendor's legal name, state registered office address, telephone and fax numbers, internet web address, e-mail address, stock exchange listing and symbol, and the names of the directors or other responsible officers who would have ultimate responsibility for the management of the contract if awarded.
- Name, title, address, telephone and fax numbers and e-mail address of the Vendor's primary contact with the City for ongoing communications regarding the RFP.
- Brief summary of the Vendor's corporate description that shall include, but shall not be limited to: number of years of involvement in ERP consulting and implementation; portion of total business related to ERP consulting; how Vendor differentiates itself from its competitors; how Vendor adds value to the services it provides; and how Vendor approaches client and change management.
- Describe how you guarantee the services provided by your company.
- Describe your near-term and long-term goals and strategies to reach these goals.
- The Vendor may be required to submit audited financial information for the past TWO (2) completed fiscal years that includes income statements, balance sheets, and statement of cash flows.
- If the Vendor is proposing to use a subcontractor on this project, please provide background information on the subcontractor, Vendor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required. The City has the right to approve all sub-contractors of the Vendor at any time.

6.4 Proposed Solution (Part 3)

As part of any significant engagement, the City employs a project management approach that is based on the PMI PMBOK. The City would expect responding Vendors to adhere to such standards as part of the project.

Provide an overall description of the Vendor project management approach. This would include a description of the Vendor methods for support of each of the five project management phases of this project (initiation, planning, execution, and controlling and closing). Indicate any tools, templates and methods that the Vendor plans to use to manage this project in the following areas:

- a) Project charter development
- b) Risk assessment and management
- c) Communication management
- d) Issues and action item management
- e) Meeting management
- f) Change management

The City requests that the Vendors respond to each of the following items related to project management:

- Based on information provided in this RFP and experience in working with other large cities, what is the Vendor's perspective on the most significant risks to this project and how do you plan to mitigate these risks?

- How does the Vendor plan to manage the vast amount of material that is produced during the project through potential solutions such as a collaboration environment?
- To what degree does the City have access to Vendor's work papers developed during the course of the project?
- What is your process for monitoring, escalating and resolving issues that will arise during the project?
- How do you propose to keep the project on task?
- Clear delineation of project management responsibilities between the City and the Vendor.
- Specific information on project close-out activities to transition support to the City.
- How does the Vendor propose to work with the selected FMIS Vendor's project manager or systems integrator?

6.5 Staffing Plan (Part 4)

The Vendor must detail the type and amount of implementation support to be provided (*e.g.*, number of personnel, level of personnel, time commitment, etc.). Include resumes for all personnel that will be assigned to the project to include the following information:

- Role on the project
- Educational background
- Number of years employed at your company
- Number of years conducting their proposed role on the project
- Certifications that are appropriate to the role they will be fulfilling on the project (*e.g.*, PMP certification)
- Expected amount of time (hours) that they will be committed to the project
- Relevant previous experiences

If the Vendor is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project. Additionally, the Vendor should address the following items:

- Identify the degree to which Vendor staff will be onsite versus off-site during the project
- Demonstrate your ability to provide continuity of skilled consultant resources throughout the duration of the project
- Describe the degree in which activities will be performed during normal business hours versus off-hours

In addition, the City requests that the Vendor provide a description of the resource requirements for the Vendor's staff and configuration needed during the implementation to include the following:

- a) Number of workstations
- b) Number of desks
- c) Number and size of dedicated rooms for the project
- d) Parking
- e) Telephones
- f) Network accessibility needs
- g) White boards
- h) Flip charts

- i) Power requirements
- j) Other resource needs

6.6 Client References (Part 5)

The Vendor must provide at least five references from clients that are similar in size and complexity to the City. The format for completing the Vendor references is provided in Section 6.9 of this document.

6.7 Other Required Forms and Attachments (Part 6)

Please include all other required forms in this section to include:

- a) Non-Collusion Affidavit; Section 6.8
- b) The following City of Cleveland specific forms:
 - o Office of Equal Opportunity Schedules 1-6
 - o Non-Competitive Bid Contract Statement for Calendar Year 2008

NOTE: City forms are available only in PDF format. Forms may be obtained through the City's Web site at:

http://www.city.cleveland.oh.us/business_center/forms/business_forms.asp

6.8 Non-Collusion Affidavit

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF
THE VENDOR AND FURNISHED WITH EVERY PROPOSAL
NON-COLLUSION AFFIDAVIT**

STATE OF: _____

CITY OF: _____

TAX ID NUMBER: _____

_____, being duly sworn, deposes and says he/she is the _____ (Name)(Title)
of _____ the proposal responder that has
(Company)

submitted to the **City of Cleveland, Ohio** a proposal for **Project Management for the
implementation of a Financial Management Information System (FMIS) Solution** all as fully set
forth in said proposal and that except as specified below, the aforementioned proposal responder
constitutes the only person, firm, or corporation having any interest in said proposal or in any
contract, benefit, or profit which may, might or could accrue as a result of said proposal, said
exceptions being as follows:

(If no exceptions, please state)

Vendor further states that said proposal is, in all respects, fair and is submitted without collusion or
fraud; and that no member of the **City of Cleveland, Ohio** is directly or indirectly interested in said
proposal.

(Affiant)

SWORN TO and subscribed before me, a Notary Public, in and for the above named State and City

this _____ day of _____, _____.
(Day) (Month) (Year) _____
(Notary Public)

Describe Nature of Project and Services Provided to This Client:

7 Price Form

This document sets forth the requested pricing structure for responding to this RFP. The City requests Firm Fixed Prices for each of the two components described below.

The total price below shall include all costs (including, but not limited to, travel, lodging, and other expenses) to provide services and deliverables identified in the Statement of Work and Deliverables sections of this RFP.

Item	Total Price	Note(s)
1. RFP Project Management		Price for services and deliverables identified in sections: 2 and 3. Reference 5.20.1 and 5.20.2
2. Hourly Rate(s) for additional services		Price for services identified in section 2, item 4. It is acceptable to provide one hourly rate for all ongoing services or to provide several rate “bands” for different roles or competencies, as long as they are clearly identified and easy to understand. Reference 5.20.3

The City reserves the right to reject any and all proposals.

Submitted by:

Company Name

Authorized Signature

Date