



ERP System Software and Implementation

Request for Proposals # TS-17-04-B

General Information		
Evaluation of Proposals	Evaluation Committee	See Section 1.6
Non Mandatory Pre-Bid Meeting	There will be a non-mandatory scheduled pre-bid meeting on June 14, 2018 at 1:00 p.m. A dial in will be provided for those vendors who cannot attend on site. Meeting location will be in the Public Services Large Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.	See Section 1.10.1
Question Due Date	June 15, 2018	See Section 1.10
Proposals will be accepted until	2:00 p.m. on July 3, 2018	See Section 1.10
5% Proposal Security / Bid Bond	Not applicable	N/A
100% Payment and Performance Bonds	Not applicable	N/A

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



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ATTACHMENTS

Attachment A - Vendor Questionnaire Functional Questions



Attachment B - Technical Fit

Attachment C - Total Cost of Ownership

Attachment D - Legal Information Requested

Attachment E - Overview of Current City of Pembroke Pines Systems (for information only)



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFP # TS-17-04-B ERP System Software and Implementation

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, July 3, 2018. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, located on the 4th Floor of City Hall at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City issued RFQ TS-17-04-A “ERP System Software and Implementation”, and the evaluation committee shortlisted the following vendors:

- Alpha Sirius, Inc.
- Edmunds & Associates, Inc.
- Mazik Global, Inc.
- Quintel-MC, Inc.
- PowerSchool Group LLC
- Skyward, Inc.
- The Arcanum Group, Inc.
- Tyler Technologies, Inc



The shortlisted vendors will be invited to respond to the RFP process.

1.3 BACKGROUND

1.3.1 CURRENT TECHNICAL ENVIRONMENT

Currently, the City of Pembroke Pines utilizes roughly 200 of end of life/ legacy software applications and manual processes to perform core business functions including (but not limited to): Utility Billing and Account Management, Fund Accounting, Budgeting, Procurement, Human Resources, Benefits, Risk Management, Payroll, Planning, Permitting, Licensing, Local Business Tax Revenue, Check Reconciliation, Cashiering, Building, Student Information Management, Learning Management, School Lottery and Enrollment, and Work Orders.

The software applications supporting these core business functions are technologically out-of-date and have limitations in their capabilities. Additionally, the lack of integration between the software applications requires duplication of efforts and data across systems, computer tasks and reduced business visibility across each of the city internal business process.

The City intends to move to an integrated, enterprise-wide solution utilizing a robust ERP package that will be used by both the central and operating agencies to perform basic financial and administrative functions.

In preparation for a centralized Enterprise Resource Planning Solution the City completed a ground rebuild its core local area network with fiber optic connectivity to remote sites, VOIP based telephony, fully refreshed and redundant data center with Cisco blade server technology using NetApp high availability storage arrays with disk to disk backup solution for data integrity all supported in VMware virtual host environment. In the next eight months the city will work to complete a deployment to convert from traditional desktops to Virtual desktop delivery using Enterprise Class Citrix NetScaler's for nearly 1,600 desktop computers in a Windows 10 environment. As part of the ERP vision, the City completed a full deployment of Hylands Onbase Electronic Document Management Suite as the organization's core repository for all active and archived documents.

Additionally, the City has active migration to a consolidated Microsoft SQL Server environment for its current business applications to include a standardization SQL application platform; detail documentation of all active databases all of the infrastructure enhancements and data structure improvements are designed to support a streamline transition. To city's vision for a centralized Enterprise Resource Planning Solution. The City has completed a needs Assessment and the development of both an RFQ and RFP to solicit ERP Proposal submission for evaluation.



1.4 SCOPE OF ERP PROJECT

The City plans to kick off the implementation project in January 2019 with a targeted implementation of the first phase in the 4th quarter of 2019. They would like to implement the Utilities functions and related functionality required to support this (e.g. Finance, A/P, A/R) within that timeframe. Subsequent phases should include the remaining ERP functions and the vendors should recommend a specific timeline for these.

1.5 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

All proposals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:

Subject: **RFP # TS-17-04-B "ERP System Software and Implementation"**

1. Date
2. Name of the Firm
3. Contact Person (including title) authorized to represent your firm
 - i. Note: This contact person shall also be listed on Attachment A: Contact Information Form
4. Telephone Number
5. Email Address

Tab 1 - Table of Contents:

Include a clear identification of the material included in the proposal by tab number and page number.

Tab 2 – Vendor Company Overview

1. Approximate Number of Customers, Geographic Focus and Users similar to City of Pembroke Pines in base size
2. Approximate Number of Companies, Geographic Focus and Users in an industry similar to City of Pembroke Pines



Tab 3 – Industry References

Please provide a minimum of three references (similar in size and industry) that the City of Pembroke Pines can contact to learn more about the vendors' proposed solution. References should include the following information:

1. Company Name
2. Company Contact Person
3. Contact email and Phone Information
4. Summary of Reference's Usage of Product, including modules implemented, integration with third-party products, etc.

Tab 4 –Business Requirements and Functional Questions:

During the RFQ process, vendors reviewed and provided a response to your proposed solution's ability to meet the requirements identified thus far. Upon review of the responses submitted, the Evaluation Committee has prepared a list of questions outlined in RFP Attachment A (attached word document) of this RFP, requesting additional information about the proposed solutions.

Note: The Evaluation Committee will also take the Functional Requirements submitted in the RFQ process into consideration when scoring this section.

Tab 5 – Technical Standards and Capabilities:

Please describe the technical capabilities of your proposed solution in your response to Attachment B.

Tab 6 – Proposed Implementation Strategy:

Please describe your recommended implementation approach beginning with the implementation of the Utilities Function for your proposed solution, including the following:

1. Implementation methodology
2. Timing / order of proposed rollout (by geography, application/module, etc.)
3. Proposed project plan with milestones (please provide sample)
4. City of Pembroke Pines resource commitment assumptions and percentage of time required by each resource
5. Composition (including names and titles) of proposed vendor implementation team
6. Additional third-party support or consulting required to implement your proposed solution
7. Interface strategy (compatible technology, available tool sets)
8. Data conversion strategy (responsibilities, available tool sets)



9. Training and deployment (approach to training)
10. Ongoing support and maintenance

Tab 7 – Cost:

Please highlight the estimated costs of your proposed solution in Attachment C - TCO. Below is a list of the requested cost components to be included:

1. Software licenses, by functional module
 - Core software license cost
 - Additional module license costs required to meet City of Pembroke Pines requirements
 - Third-party software costs
2. Describe the following with respect to software licensing:
 - Describe your licensing scheme (enterprise, module versus system, concurrent versus named, external Internet user(s), query versus user, etc.) and how that works in a Disaster Recovery situation.
 - Describe how licensing is structured (alternatives, base software + per user licenses, license costs, license-packs, incentives, etc.). Identify how costs are determined for adding additional users after the initial purchase. Identify any licensing distinctions for City users and business partners to access the system remotely through the internet (e.g. employee self-service, Vendor checking on status).
 - From time to time consultants, business partners or other non-employee type personnel need to access the licensed software. Under your licensing agreement, will these types of users have access?
 - The City has a desire to establish a test and training (same server) and production environment (separate server). Are you able to structure an environment that will allow the City to run additional development, test, and training instances without the need for additional product licensing fees?
Describe licensing options available for a development/test system.
3. Training and support modules or materials
4. Third-party partner product costs required to support business requirements
5. Ongoing annual maintenance and support fees
6. Professional services – by resource type, estimated hours, and rates for each resource type but not limited to:
 - Costs for any required interfaces
 - Costs for any required customization to meet the business requirements outlined in RFQ
 - Costs for training and data conversion
7. Travel and expenses
8. Other professional services required to implement the product

Tab 8 – Legal:



Please see Attachment D and provide the information requested.

Tab 9 – Additional Information:

Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFP. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**
- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required.
- C. The Evaluation Committee shall have the firms make presentations and demonstrations for review. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished. The following items may be addressed in the presentations:
 - **ERP vendor demonstrations.** Key City of Pembroke Pines employees and stakeholders will evaluate the vendor's abilities to meet key business requirements, using demonstration scripts provided to the vendors as a tool to evaluate the business functionality of the software.
 - **Pricing and Technology Evaluation.** City of Pembroke Pines and Panorama teams will conduct interviews with representatives from each prospective vendor's technical team to better understand the technical characteristics of the software relative to internal IT needs.
 - **Reference Checks and RFP Responses.** City of Pembroke Pines will evaluate findings during reference checks and review RFP responses to evaluate each vendor solution.
- D. The City reserves the right to request one or a series of best and final offers if information is obtained during the evaluation that makes it necessary to clarify the requirements and request a best and final offering.
- E. The Evaluation Committee will evaluate proposals based on the following criteria



Criteria	Points
RFQ Requirements response and answers to Functional Questions	25
Vendor demonstrations	10
Technical evaluation	10
Cost	25
Reputation in the industry	5
Proposed implementation strategy and plan	5
Integration strategy	5
Vendor support and maintenance	5
Vendor company viability	5
Reference checks	5
Total Points	100 points

- After the Evaluation Committee has made a final recommendation, the recommendation will be presented to the City Commission for a final decision. The City intends for a contract to be awarded to the most responsive/responsible proposer(s) whose proposal(s) is (are) determined to be the most advantageous to the City taking into consideration the evaluation criteria. Recommendations may include the request for the City Manager to negotiate an agreement with the awarded vendor and for a final agreement to be brought back to Commission for approval. However, the City has the right to or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids.
- The vendor selected as the finalist will be contacted and invited to enter into contract negotiations. Those negotiations will finalize any contract terms, such as pricing, project timeline, migration of existing data, implementation process, and acceptance criteria. If an acceptable contract cannot be negotiated, City of Pembroke Pines reserves the right to enter into contract negotiations with other vendors participating in the RFP process.

If the RFP and proposal by vendor are mutually acceptable between City of Pembroke Pines and the selected vendor, all of the terms and conditions of the RFP and the vendor's proposal, except as excluded by mutual agreement, will be made a part of the contract.

The vendor's proposal shall specifically delineate exceptions to, deviations from and changes to the requirements or terms and conditions of this RFP. Such exceptions or deviations will be considered in evaluating the proposals.

1.7 RESERVED RIGHT OF CITY OF PEMBROKE PINES

City of Pembroke Pines reserves the right to:

1. Make public the names of any or all Respondents
2. Request written clarification or the submission of supplementary written information in relation to the clarification required of any Respondent and require that Respondent



incorporate City of Pembroke Pines' request for clarification into the Respondent's proposal

3. Adjust or weigh a Respondent's scoring or reject a Respondent's proposal on the basis of information collected during the proposal evaluation process
4. Verify with any Respondent, or with a third party, any information as set out in a proposal
5. Check references other than those provided by a Respondent
6. Disqualify any Respondent whose proposal contains misrepresentations, or any other inaccurate or misleading information
7. Make changes, including substantial changes, to this RFP
8. Discuss with any Respondent different or additional terms to those contemplated in this RFP, or in any Respondent's proposal, including price and payment
9. Negotiate in respect of any term or condition proposed by Respondent in its proposal, whether a business or legal term or condition or otherwise

1.8 REQUIREMENTS FOR A PRIME CONTRACTOR

While any Respondent may have subcontractors that form part of the proposal, ultimately the respondents' proposal that is accepted will be wholly responsible for the proposal and for all obligations and liabilities that flow from their proposal, including through any agreement or agreements that may ultimately result from this procurement process.

1.9 ASSUMPTIONS AND AGREEMENTS

This RFP also assumes the following. These assumptions and agreements will be expected to be addressed as part of any negotiated contract with selected vendor:

1. Vendor will appoint one person with decision-making authority to serve as project coordinator/manager.
2. Vendor will provide appropriate support documentation for the successful completion of the project.
3. Acceptance of the project will be conditioned on acceptance testing by City of Pembroke Pines.
4. Acceptance testing is to be conducted over a period of time sufficient to allow observance and assessment of the project's ability to meet the required criteria and the objectives set forth in the RFP and the formal agreement.
5. Acceptance testing will be judged on the ability of the ERP solution to meet the objectives, parameters and specifications set forth in this RFP.
6. City of Pembroke Pines reserves the right to establish acceptance test criteria to determine the functionality of the ERP solution.
7. At the time of acceptance, the entire system must be compliant with the acceptance



- test criteria established by City of Pembroke Pines.
8. City of Pembroke Pines will not be an alpha site for a new system. It will reward a contract on the basis of intellectual technology that is in actual and general release at the time of contracting.
 9. City of Pembroke Pines will select a system that runs on standard hardware.
 10. Hardware, if part of the RFP, must be itemized separately with hardware costs segregated.
 11. Vendor's response shall contain a proposal to provide technical support to City of Pembroke Pines.
 12. Once the project is completed, the initial contract term for technical support should be for at least 2 years.
 13. City of Pembroke Pines will reserve the right to suspend or terminate any technical support contract in whole or in part for cause, which would include failure or unwillingness of the vendor to comply with the terms of the support contract, while continuing the license for the underlying system software.
 14. Upon conclusion of the project, the vendor shall warrant for a period of at least 2 years after completion of the project that on completion and acceptance of the project, the deliverables under the project will be free of material faults and defects and that all services in the project will have been performed in a workmanlike manner and that the ERP solution will meet acceptance test standards for the warranty period.
 15. Vendor would be expected to indemnify and remedy in full any and all defects with respect to the deliverables under that project.
 16. The vendor's proposal will include a progress payment schedule whereby progress payments will be paid under the contract based upon meeting certain milestone thresholds with retainage to be paid after completion of the acceptance testing and acceptance of the project.

1.10 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Initial Solicitation (Posting Date)	June 7, 2018
Non-Mandatory Pre-Bid Meeting	1:00 p.m. on June 14, 2018
Question Due Date	June 15, 2018
Anticipated Date of Issuance for the Addenda with Questions and Answers	June 21, 2018
Proposals will be accepted until	2:00 p.m. on July 3, 2018
Proposals will be closed at	2:30 p.m. on July 3, 2018
Evaluation of Proposals by Evaluation Committee	July 2018
Vendor Demonstrations	August 2018



Recommendation of Contract Award to City Commission, Contract Negotiations	September to October 2018
Project Kick-off	January 2019

1.10.1 NON-MANDATORY PRE-BID MEETING

There will be a non-mandatory scheduled pre-bid meeting on **June 14, 2018 at 1:00 p.m.** A dial in will be provided for those vendors who cannot attend on site. Meeting location will be in the **Public Services Large Conference Room** located on at 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

1.12 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on July 3, 2018.**

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.



SECTION 2 - INSURANCE REQUIREMENTS

The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

CERTIFICATES OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

Policies shall be endorsed to provide the CITY thirty (30) days' notice of cancellation, material change or non-renewal of policies required under the contract. If the carrier will not agree to this notification, the CONTRACTOR or its insurance broker shall notify the CITY of any cancellation or reduction in coverage within seven days of receipt of insurer's notification of cancellation or reduction in coverage.

Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least fifteen (15) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.



2.1 REQUIRED INSURANCE

- A. COMMERCIAL GENERAL LIABILITY INSURANCE** including, but not limited to: coverage for premises & operations, personal & advertising injury, products & completed operations, Liability assumed under an Insured Contract (including tort liability of another assumed in a business contract), and independent contractors. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000 (**mostly for construction or equipment sold to the CITY**)

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract. (Increase to 10 years for construction projects) (For construction projects also include: Designated Construction Project(s) General Aggregate Limit)

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. City's Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.

- B. WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE** covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation : Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

Coverage shall be included for injuries or claims under the USL&H or Jones Act, when applicable.

- C. AUTO LIABILITY INSURANCE** covering all owned, leased, hired, non-owned and employee non-owned vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:



1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

If work under this Agreement includes transportation of hazardous materials, policy shall include pollution liability coverage equivalent to that provided by ISO pollution liability-broadened coverage for auto endorsement CA9948 and the Motor Carrier Act endorsement MCS90.

- D. PROFESSIONAL LIABILITY/ERRORS & OMISSIONS INSURANCE**, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. (Increase to 10 years for construction projects)
- E. ENVIRONMENTAL/POLLUTION LIABILITY** shall be required with a limit of no less than \$1,000,000 per wrongful act whenever work under this Agreement involves potential losses caused by pollution conditions. Coverage shall include: Contractor's completed operations as well as sudden and gradual pollution conditions. If coverage is written on a claims-made basis, coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.** Furthermore, the CITY'S Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.
- F. CYBER LIABILITY including Network Security and Privacy Liability** when applicable, with a limit of liability no less than \$1,000,000 per loss. Coverage shall include liability arising from: theft, dissemination and/or use of confidential information stored or transmitted in electronic form, unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, and the introduction of a computer virus into, or otherwise causing damage to, a customer's or third person's computer, computer system, network, or similar computer-related property and the data, software and programs thereon. This coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.** Furthermore, the CITY'S Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.
- G. CRIME COVERAGE** when applicable, shall include employee dishonesty, forgery or alteration, and computer fraud in an amount of no less than \$1,000,000 per loss. If Contractor is physically located on the City's premises, a third-party fidelity coverage extension shall apply.
- H. BUILDER'S RISK INSURANCE** shall be "All Risk" for one hundred percent (100%) of the completed value of the project with a deductible of not more than five percent (5%) for Named Windstorm and \$20,000 per claim for all other perils. The Builder's Risk Insurance



shall include interests of the CITY, the CONTRACTOR and subcontractors of the project. The CONTRACTOR shall include a separate line item for all costs associated with the Builder's Risk Insurance Coverage for the project. The CITY reserves the right at its sole discretion to utilize the CONTRACTOR'S Builder's Risk Insurance or for the CITY to purchase its own Builder's Risk Insurance for the Project. Prior to the CONTRACTOR purchasing the Builder's Risk insurance for the project, the CONTRACTOR shall allow the CITY the opportunity to analyze the CONTRACTOR'S coverage and determine who shall purchase the coverage. Should the CITY utilize the CONTRACTOR'S Builder's Risk Insurance, the CONTRACTOR shall be responsible for all deductibles. If the CITY chooses to purchase the Builder's Risk Coverage on the project, the CONTRACTOR shall provide the CITY with a change order deduct for all premiums and costs associated with the Builder's Risk insurance in their schedule. Should the CITY choose to utilize the CITY'S Builder's Risk Program, the CITY shall be responsible for the Named Windstorm Deductible and the CONTRACTOR shall be responsible for the All Other Perils Deductible.

- I. **SEXUAL ABUSE** may not be excluded from any policy for Agreements involving any interaction with minors or seniors.

2.2 REQUIRED ENDORSEMENTS

1. The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein
2. Waiver of all Rights of Subrogation against the CITY
3. 30 Day Notice of Cancellation or Non-Renewal to the CITY
4. CONTRACTORS' policies shall be Primary & Non-Contributory
5. All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
6. The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.



SECTION 3 - GENERAL TERMS & CONDITIONS

3.1 EXAMINATION OF CONTRACT DOCUMENTS

Before submitting a Proposal, each Proposer should (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work, (b) study and carefully correlate the Proposer's observations with the Proposal Documents; and (c) notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having familiarized themselves with the nature and extent of the work and any local conditions that may affect the work to be done and the services, equipment, materials, parts and labor required.

3.2 CONFLICT OF INSTRUCTIONS

If a conflict exists between the General Conditions and Instructions stated herein and specific conditions and instructions contained in specifications, the specifications shall govern.

3.3 ADDENDA or ADDENDUM

A formal solicitation may require an Addendum to be issued. An addendum in some way may clarify, correct or change the original solicitation (i.e. due date/time, specifications, terms, conditions, line item). Vendors submitting a proposal should check the BidSync website for any addenda issued. Vendors are cautioned not to consider verbal modifications to the solicitation, as the addendum issued through BidSync will be the only official method whereby changes will be made.

3.4 INTERPRETATIONS AND QUESTIONS

If the Proposer is in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and specifications, the Proposer shall submit a question for interpretation or clarification. The City requires all questions relating to the solicitation be entered through the **"Ask a Question"** option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the **"Question Due Date"** stated in the solicitation. Questions received after **"Question Due Date"** shall not be answered. Interpretations or clarifications in response to such questions will be issued via BidSync. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

BidSync Support is also available to assist proposers with submitting their proposal and to ensure that proposers are submitting their proposals correctly. Proposers should ensure that they contact the BidSync support line at 1-800-990-9339 with ample time before the bid closing date and time.

For all other questions related to this solicitation, please contact the Purchasing Division at purchasing@ppines.com.

3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES

The awarded contractor shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, and CITY, which may be applicable to the service being provided. The awarded firm shall have or be responsible for obtaining all necessary permits or licenses required, if necessary, in order to provide this service.



Bidder warrants by submittal that prices quoted here are in conformity with the latest federal price guidelines, if any.

3.6 WARRANTIES FOR USAGE

Whenever a bid is sought, seeking a source of supply for a specified time for materials or service, the quantities or usage shown are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid.

3.7 BRAND NAMES

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Bidders shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the vendor's responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

3.8 QUALITY

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new, the latest model, of the best quality, and

highest grade workmanship, unless otherwise noted.

3.9 SAMPLES

Samples, when requested, must be furnished before, or at the bid opening, unless otherwise specified, and delivered free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the bidders expense.

3.10 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this solicitation. All information in the Bid shall be provided at no cost to the City.

3.11 PRICING

Prices should be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from date of bid opening unless otherwise stated by the City or bidder.

3.12 DELIVERY POINT

All items shall be delivered F.O.B. destination, and delivery cost and charges included in the bid price. Failure to do so may be cause for rejection of bid.

3.13 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

3.14 CONTRACT TIME

By virtue of the submission of the Proposal, Proposer agrees and fully understands that



the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Proposer agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

In addition, time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders, or part thereof, without obligation if delivery is not made at the time(s) or place(s) specified.

3.15 COPYRIGHT OR PATENT RIGHTS

Bidder warrants that there have been no violations of copyrights or patent rights in manufacturing, producing, or selling other goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by such violation.

3.16 PUBLIC ENTITY CRIMES

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

The Public Entity Crime Affidavit Form, attached to this solicitation, includes

documentation that shall be executed by an individual authorized to bind the Proposer. The Proposer further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

3.17 CONFLICT OF INTEREST

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of CITY or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches or affiliate companies.

3.18 FACILITIES

The City reserves the right to inspect the Bidder's facilities at any time with prior notice.

3.19 ENVIRONMENTAL REGULATIONS

CITY reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining a Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the Proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify



CITY immediately of notice of any citation or violation that Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposers.

3.20 SIGNATURE REQUIRED

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature. FAILURE TO PROPERLY SIGN PROPOSAL SHALL INVALIDATE SAME, AND IT MAY NOT BE CONSIDERED FOR AWARD.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and Broward County to provide the goods or perform the services herein described.

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the City Commission of the City of Pembroke Pines and in case of default on the part of the bidder or contractor after such acceptance, the City of Pembroke Pines may take such action as it deems appropriate including legal action for damages or specific performance.

3.21 MANUFACTURER'S CERTIFICATION

The City of Pembroke Pines reserves the right to request from bidder separate manufacturer certification of all statements made in the proposal.

3.22 MODIFICATION OR WITHDRAWAL OF PROPOSAL

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync

website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

3.23 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS

All submittals received by the deadline will be recorded, and will subsequently be publicly opened on the same business day at 2:30 p.m. at the office of the City Clerk, located on the 4th Floor of City Hall at 601 City Center Way, Pembroke Pines, Florida, 33025.

All Proposals received from Proposers in response to the solicitation will become the property of CITY and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CITY. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Section 119.071 of the Florida Statutes, sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier.

Therefore, bidders will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening.

However, pursuant to Section 255.0518 of the Florida Statutes, when opening sealed bids that are received pursuant to a competitive solicitation for **construction or repairs on a public building or public work**, the entity shall:

- (a) Open the sealed bids at a public meeting.



(b) Announce at that meeting the name of each bidder and the price submitted in the bid.

(c) Make available upon request the name of each bidder and the price submitted in the bid.

For solicitations that are **not** for **"construction or repairs on a public building or public work"** the City shall not reveal the prices submitted in the bids until an intended decision is announced or until 30 days from the opening, whichever is earlier.

3.24 RESERVATIONS FOR REJECTION AND AWARD

The City of Pembroke Pines reserves the right to accept or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids. The City also reserves the right to award a contract on such items(s) or service(s) the City deems will best serve its interests. All bids shall be awarded to the most responsive/responsible bidder, provided the (City) may for good cause reject any bid or part thereof. It further reserves the right to award a contract on a split order basis, or such combinations as shall best serve the interests of the City unless otherwise specified. No premiums, rebates or gratuities permitted, either with, prior to, or after award. This practice shall result in the cancellation of said award and/or return of items (as applicable) and the recommended removal of bidder from bid list(s).

3.25 BID PROTEST

Any protests or challenges to this competitive procurement shall be governed by Section 35.38 of the City's Code of Ordinances.

3.26 INDEMNIFICATION

The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the subsequent indemnifications including, but not limited to,

reasonable attorney's fees (including appellate attorney's fees) and costs.

CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive City's rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

Additional indemnification requirements may be included under Special Terms and Conditions and/or as part of a specimen contract included in the solicitation package.

General Indemnification: To the fullest extent permitted by laws and regulations, Successful Proposer shall indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequential arising out of or alleged to have arisen out of or in consequence of the products, goods or services furnished by or operations of the Successful Proposer or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

Patent and Copyright Indemnification: Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CITY.

3.27 DEFAULT PROVISION



In the case of default by the bidder or contractor, the City of Pembroke Pines may procure the articles or services from any other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder to accept the Award, to furnish required documents, and/or to fulfill any portion of the contract within the time stipulated. Upon default by the successful Bidder to meet any terms of this agreement, the City will notify the Bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the Contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

A. Failure to perform the Work required under the contract and/or within the time required or failing to use the subcontractor, entities and personnel as identified and set forth, and to the degree specified in the contract.

B. Failure to begin the Work under this Bid within the time specified.

C. Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.

D. Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non-conforming with the terms of the contract.

E. Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful Bidder incapable of performing the Work in accordance with and as required by the contract.

F. Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

Additional provisions may be included in the specimen contract.

3.28 ACCEPTANCE OF MATERIAL

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product to seller at the sellers expense.

3.29 LOCAL GOVERNMENT PROMPT PAYMENT ACT

The City complies with Florida Statute 218.70, Florida Prompt Payment Act.



SECTION 4 - SPECIAL TERMS & CONDITIONS

4.1 OWNER'S CONTINGENCY

While the specifications contained in this solicitation and any ensuing Purchase Orders or contracts have incorporated all anticipated work to be accomplished, there may be unanticipated work required of the vendor in conjunction with a specific project. For this reason, the City Commission may award a project with an "Owner's Contingency". This contingency or allowance authorizes the City execute change orders up to the amount of the contingency without the need to obtain additional Commission approval. The Owner's Contingency is usually based on a specified percent of the proposed project amount and is established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor's overall offer to determine the total potential dollar value of the contract. It is hereby understood and agreed that the vendor shall not expend any dollars in connection with the Owner's Contingency without the expressed prior approval of the City's authorized representative. Any Owner's Contingency funds that have not been utilized at the end of the project will remain with the Owner, the contractor shall only be paid for the proposed project cost as approved by the City Commission along with any Owner Contingency expenses that were approved by the City's authorized representative.

Appendix A – Vendor Questionnaire Functional Questions

Upon review of the RFQ responses to the requirements we are asking the vendors to provide additional information and clarification to the following questions.

In the solution proposed please answer the following:

1. Clearly define all 3rd party/bolt on products in your response by name/software/company and explain the relationship.
 - a. Have you used this 3rd party before?
 - b. Describe the integration process.
 - c. Who is responsible for customization and customer service of the 3rd party bolt on?

2. Does the ERP system allow for different rules/calculations/etc. based on what collective bargaining agreement an employee is under (as well as different rules based on date of hire for members of the same union)?
 - a. How does the ERP system allow for retirees to be included in the data base?

3. We understand that each vendor had a few items that were “Not Supported” in their proposal. We would like more detail on those items from the vendor. Why is the requirement not supported? We want to make sure they understand the requirement, (what we are asking for) and what they mean by not supported.

4. We would like the SIS companies to explain their position and how they expect to incorporate with another ERP software since they do not offer any of the other requirements.

5. We would like the vendors to tell us how much time they typically need to provide the evaluation committee an appropriate overview of their product.

6. If you're utilizing a 3rd party bolt on for SIS solution, which vendor would you propose?
 - a. Explain your experience and relationship with vendor.



Vendor Technical Fit Assessment: <VENDOR NAME>		Date:
Technical Area	Description of Capacity	
Network Infrastructure		
1 Network Protocols and Remote Access; Interoperability		
Please provide an overview of the product capacity in terms of network protocols. Information here includes overview of LAN, WAN, Data Center and Network Services.	Notes ==>	
2 Authentication		
Please describe how authentication is managed by the product. Authentication is how authorized users are allowed in and unauthorized users are kept out of the system. Industry standards include: SSL, LDAP, Active Directory, Single Sign-on.	Notes ==>	
3 Server Hardware and OS		
Please describe server hardware and operating system options. Server types include IBM iSeries (AS/400), Intel, AMD, HP x86, HP RISC, Dell x86, other. Server deployments include physical servers and virtual servers. Virtual server technologies include VMWare and Microsoft Hyper-V. Server Operating Systems (OS) include Windows and Linux	Notes ==>	
4 Storage Sizing and Requirements		
Please provide an overview of typical storage needs for the product based on a given baseline. Configurations include server-attached storage and SAN's (Storage Area Networks). Storage requirements are often a function of transaction volumes and archiving policies as well as numbers of instances and users, but please provide some bench marks as a starting point.	Notes ==>	
5 System Administration and Availability		
Please provide a brief overview of the administration needs and options for the product. Relevant issues include: backups; backup methods, disaster recovery, upgrades, service packs, fixes; code layers; physical servers, virtual servers; Support for 8x5, 24x7 or other scheduled timeframe for system availability.	Notes ==>	

6 System Performance		
Please describe an overview of performance considerations that may be applicable to the product including topics such as response times for data searches, data queries; transaction commits, reports should all be good. Bottlenecks may include processor power, memory; communication channels; network speeds; gateway and router bottlenecks; remote connectivity issues; security issues; application logic; page file or virtual memory settings. Performance can be influenced by issues throughout the full technology stack which includes: Applications, Middleware, Database, Operating System, Virtual Machine, Servers, Storage	Notes ==>	
7 Cloud Hosting and Services		
Please describe the options available in terms of hosting strategies. Topics to cover may include remote servers, managed services, single-tenant or multi-tenant SAAS; cloud services integrated with traditional, on premise systems. Additionally, please describe how the product may function in a situation where field office locations have poor connectivity or periods of connectivity blackout.	Notes ==>	
Solution Architecture		
8 Software Architecture		
Please provide an overview of the product architecture. Topics to consider include technology stack layers, # of tiers, runtime stack, SDK, development tools, middleware, development frameworks, procedural languages, server OS, databases, server types, scalability strategies.	Notes ==>	
9 Supported Databases		
Please describe databases supported. Supported database types may include: SQL Server (2005, 2008); Oracle, MySQL, DB2, Postgres, Other; Important database attributes may include Integration Services, Reporting Services, Analysis Services	Notes ==>	
10 Development, Configuration and Customization Environments		
Relevant terminology includes: Personalization, Customization, Configuration, Code Layers, UDFs, UDTs, User Exits, SDK, Protection from upgrades, Upgrade Maintenance, Form Customization, Reports Customization, Search Customization, Data Validation, Alerts, Gap Analysis, Data Dictionary	Notes ==>	
11 Client Types including Web Interfaces and Portals		
Please describe client types applicable to the product. Relevant attributes include: Thick, Thin, Browser Based, Citrix, Terminal Services, Authentication; Netbooks, iPads, Smartphones (iPhone, Android, Blackberry, Windows Mobile), Macintosh, Browser Add-On's, if any. Data Collections devices may include: MES (Manufacturing Execution Systems); Bar Code Readers, Scales, RFID, Intermec, Symbol, WinWedge, Touch Screens, RF Handhelds.	Notes ==>	

12 Workflow and Business Process Modeling Platform Please provide an overview of the product capabilities in terms of configuration of workflows. Workflow and Business Process Modeling Platform include methods for collaboration and communication.	Notes ==>	
13 Data Migration and Conversion Please provide a brief overview of tools and methods accompanying the product with regard to data migration. Data migration provisions include: Table Schemas, Migration Templates, Migration Programs, Test Scripts, Static, Transactional, History. Considerations include data object calls; API's, Web Services; Data Validation; Bridge file formats; Data conversion will vary for master setup data vs. transactional data.	Notes ==>	
14 Interfaces / System Integration Please provide an overview of the product capabilities in terms of interfaces and integration with other applications. Interface devices may include: .CSV,.XLS, XML, EDI, Connectors, APIs, Messaging; Web Services; Integration Hubs	Notes ==>	
15 Security Please describe the features present with the product in terms of security. Features may include: User Accounts, Roles, Groups, Functions, Tasks, Screen/Field/Data Levels, Copy, Password Expiration, User-defined fields, user-defined tables; user, field level security, record level security; user authentication; process security	Notes ==>	
16 Forms and Report Generation Please describe the reporting capabilities present with the product and the general breakdown of reporting options. Please note that this item overlaps with functional requirements. Report types include scheduled and on-demand, graphical and tabular. Output methods include dashboard, preview, print, export (.pdf, .xls, .csv, more). Financial reports need to provide for rollups, consolidations, and drill-downs. Related terms include: SSRS, Data Warehousing, BI, Analytics, OLAP, KPI's.	Notes ==>	
17 Software Upgrades Please describe the current and known future state directions of software updates. Attributes include: Frequency (Major Releases, Service Packs), Notification, Customization Impact, Push/Pull, Back Release Support, Availability of next Major Release; Fat client upgrades; Length of support; Schema updates	Notes ==>	
18 Error Handling Please provide an overview of error notification functionality in the product. Relevant terms include: Alerts, Alarms, Delivery, Logs, Debugging, On-Line,	Notes ==>	

Audit Trails, Rollback, Tracing, Event Viewer		
19 Open Source Components		
Please describe the product capability in terms of open source components. Relevant issues include: Open Source tools in technology stack, user groups, community forums, community wikis; community-contributed source code and enhancements; user conferences - what's available	Notes ==>	
20 3rd Party Modules		
Please describe any current third party components that may be present based on the information about the client needs provided in the RFI. Common Third Party modules include: Credit Card Authorization, Freight Carrier Integration, EDI, Financial Reporting, Warehouse Management, International Shipping Docs, Sale and Use Tax Engine, PLM, CAD - What's needed and proposed?	Notes ==>	
Skills		
21 Training		
Please provide a basic overview of training methods that accompany implementation of the product. Implementations typically have two main training seasons: 1) Applications Training for the Core Team and Developers (done near the beginning of the Project); 2) End User Training (done near the end of the project); Training options include: Classroom Off-site, On-site, On-line, Technical, End User, Train The Trainer.	Notes ==>	
22 Skill Set Requirements		
Please provide an overview of the types of skillsets (in-house to the client) that are ideal for implementation and on-going operations of the product. Project and IT Roles for Implementation may include: Project Manager, Screen Developers; Report Developers; Database DBA; EDI Specialist; System Admin; Help Desk. Roles that are more technical often have require skills that are specific to the technology stack and the application software.	Notes ==>	
Other		
23 Help and System Documentation		
Please describe options typically provide in terms of training and help documentation. Help System methods and attributes include: Contextual, On-line, Wiki-based Manuals, Forums, wiki-based	Notes ==>	
24 Audit and Compliance		
Please include audit standards and capabilities that are native to the product. Audit and Compliance standards and attributes to consider include: FDA, SOX, ISO, Audit Logs (From/To/When/Who), IP Address, ERES, userid, date/time stamps, legal numbering; transaction types, transaction ID; System should help to prevent audit problems and provide a foundation for rapid response to ad hoc audit needs	Notes ==>	
25 Technical Support		
Please include a brief description of the support strategy and offerings that are typical of product implementation. Support attributes and cost variable	Notes ==>	

may include: Annual Maintenance, % of Net/Gross License, Hours/Time Zones of Coverage, Escalation Process, On-line service ticket entry and monitoring, Phone Support, 24x7, 8x5, etc.; first level response, escalations.





Total Cost of Ownership: <VENDOR NAME>

Assumptions:

City of Pembroke Pines User Count:

Estimated Required Total Users: 1687

Please provide pricing for the following functional areas:

Department	Full-Time	Part-Time	Total
Accounting & Finance	24	0	24
Art Gallery	3	4	7
City Clerk	14	3	17
City Management (including Commission, Manager)	3	6	9
Communications & Media	4	0	4
Community Services (including Pines Place - Senior Residence)	24	0	24
Engineering	5	0	5
Environmental Services	8	0	8
Fire Department (including Fire Prevention & Rescue Billing)	221	0	221
Grounds Maintenance	12	0	12
Human Resources (including Risk)	5	0	5
Misc (including Gen Gov't - Buildings, Personnel, & Self Insurance)	23	0	23
Planning & Economic Development	9	1	10
Police	309	38	347
Purchasing	5	0	5
Recreation	29	74	103
Schools (including Early Learning, PreSchool, Substitute Teachers & Aides)	504	323	827
Technology Services Department	25	0	25
Utilities (including Sewer Collection, Water Distribution, & Admin Services)	11	0	11
		Total	1687

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Vendor Benefits, Costs and Value						
Year	0	1	2	3	4	5
ERP Software Costs (Core system, modules etc...)						

Professional Fees

Training Costs						
On - Site Consulting						
Customizations						
Travel						
Annual Maintenance						
Implementation by Location						
Location 1						
Location 2						
Location 3						
Location 4						
Location 5						

Hardware

New Servers						
Server/Client System Upgrades						
Printers						
Scanners						
Shipping						
Hardware Contingency (15% of subtotal)						

Other Costs

Client Implementation Team Resources						
Contingency (20% of subtotal)						

Annual ERP Costs

\$0

\$0

\$0

\$0

\$0

\$0

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Estimated Cost by Fiscal Year	\$0	\$0	\$0	\$0	\$0	\$0
Total Estimated Cost Through FY2023	\$0					



APPENDIX D – LEGAL INFORMATION REQUESTED

<VENDOR NAME>

- Please include a copy of your contracts and agreements, including but not limited to:
 - o Software license agreements
 - o Maintenance agreements
 - o Standard Statement of Work (SOW)
 - o Support agreements
- Please clearly identify any contract provisions that your organization considers “non-negotiable”.
- Please identify your organization’s contact in your Legal department in order to facilitate efficient and direct communications.
- Please provide answers to the following questions:

Licensing terms:

1. How is the product licensed? Per operating system, active users, enterprise?
2. Any open source software? Identified?
3. Any third-party software? How supported & updated?
4. What features and functionality are covered in the documentation with the software?
5. What if vendor bundles or unbundles underlying software with new product(s) having similar functionalities?

Professional Service Agreement (PSA) for configuration/migration/installation:

6. Is the PSA part of an integrated agreement with the software vendor? Or with approved contractors? Or both?
7. If you require the use of approved contractors for services covered by a PSA, please provide a list.
8. If a PSA is with an approved contractor only, how do you warranty the service work?
9. Do you do background checks on contractor’s personnel?
10. Do you or contractors perform any service work offshore?
11. What insurance requirements are there for approved contractors?

Acceptance:

12. What is the time frame for acceptance testing?
13. Process for remediating non-conformance identified in testing?



Representations & Warranty:

14. What is the term of the initial warranty period? When does it commence (upon acceptance or installation)?
15. Identify any contingencies or conditions specific to your willingness to warranty the functional performance requirements identified in Exhibit A.
16. Please identify your warranty of:
 - a. Ownership and right to license
 - b. Performance
 - c. Documentation
 - d. Compatibility and Scalability
 - e. Interface with existing systems identified in Exhibit A
 - f. Data integrity
17. Are there any "pass through" warranties from third party software?
18. What are the remedies for a breach of warranty of performance during the initial warranty period?
19. What are the remedies for a breach of the warranty of ownership and right to license (a/k/a IP remedy)?

Maintenance and Service Level Agreement

20. What is the minimum term that Maintenance will be available for the requested product?
21. What is the minimum notice for an end of service date?
22. Please define the Service Level Agreement applicable to availability of system.
23. What remedies for breach of SLA including extending term of maintenance?
24. What is the effect of termination of maintenance services? Are there reinstatement rights?

Security and Data

25. What data security program is offered? ISO or other certifications? Data breach notification? Indemnification?
26. If a network connection is established by vendor between any computing environments, how is the security of that connection managed?
27. What is your disaster recovery plan?

Insurance

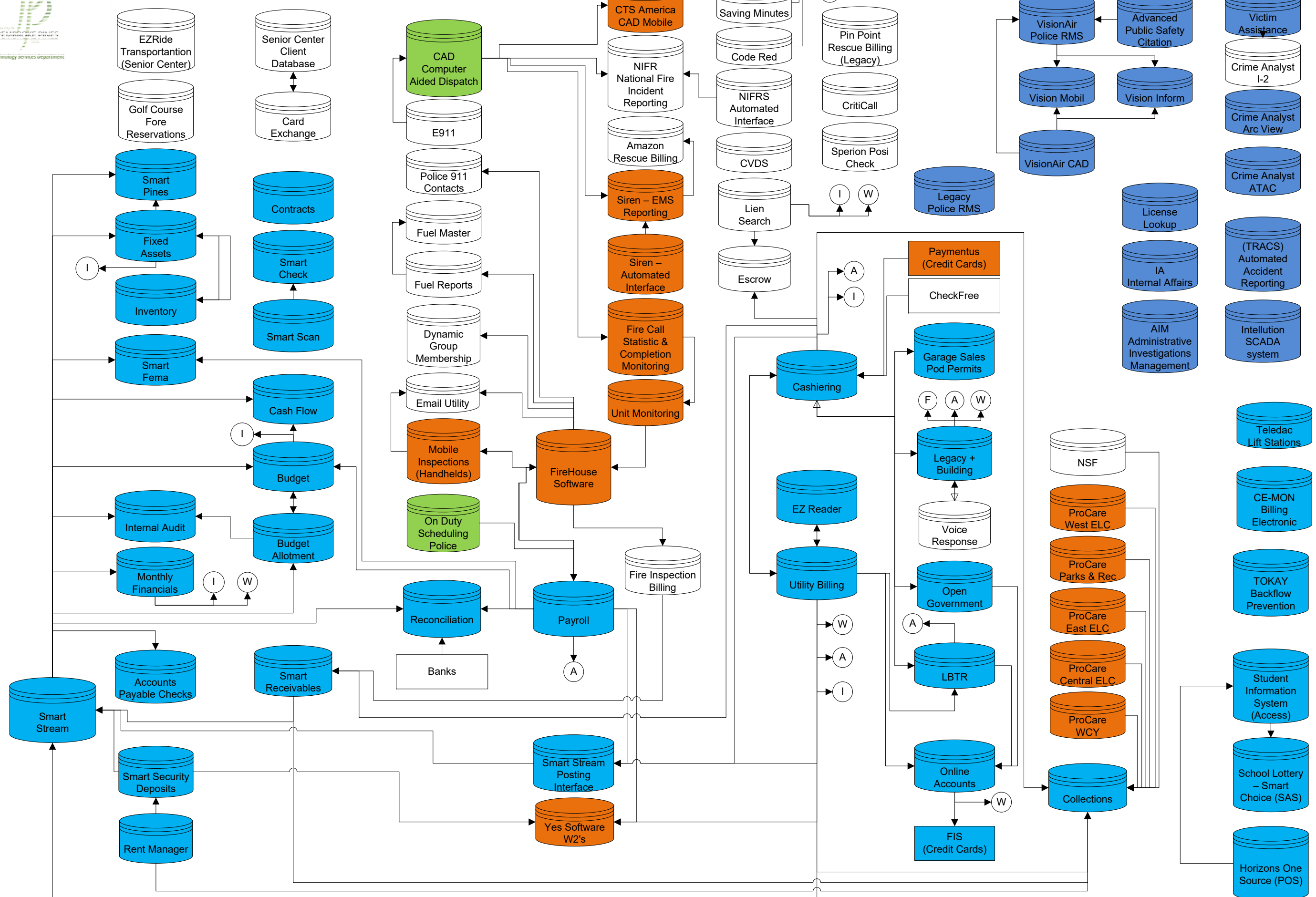
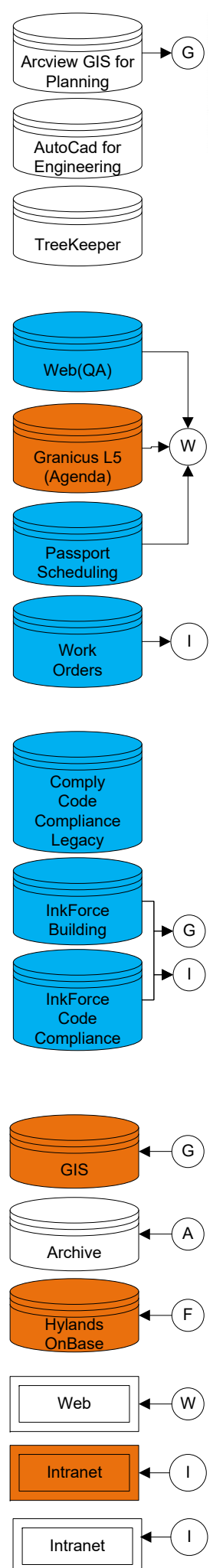
28. What are limits of your professional liability, CGL (including products/completed operations coverage), and network security and privacy liability coverage?



Termination

- 29. Right to approve successor in the event of a change of control?
- 30. Right to terminate for cause?
- 31. Right to transition services and data?

City of Pembroke Pines
Systems Integration and Software Development Map



Attachment E

Attachment E - Overview of Current City of Pembroke Pines Systems

Created by: Steve Totton – Manager of Systems Development
Technology Services Group
Modified 06/2012

[Vendor view of bid](#)

[Chat](#) | [Description](#) | [Attachments](#)

Bid #TS-17-04-B - ERP System Software And Implementation     

Time Left	closed	# of offers	7
Bid Started	Jun 7, 2018 6:48:45 PM EDT	Notifications	Report (Bidder Activity)
Bid Ended	This bid closed on Jul 17, 2018 2:00:00 PM EDT	# of suppliers viewed	8  (View)
Agency Information	City of Pembroke Pines, FL (view agency's bids)	Q & A	Questions & Answers Questions: 21
Bid Classifications	Classification Codes		
Bid Regions	Regions		
Bid Contact	see contact information		
Pre-Bid Conference(s)	Jun 27, 2018 1:00:00 PM EDT Attendance is optional Location: There will be a non-mandatory scheduled pre-bid meeting on June 27, 2018 at 1:00 p.m. A dial in will be provided for those vendors who cannot attend on site. Meeting location will be in the Public Services Large Conference Room located on at 8300 South Palm Drive, Pembroke Pines, Florida, 33025. Transcript Attendance		
Delivery Location	One or more of the following locations City of Pembroke Pines No Location Specified Qty 1 Expected Expenditure n/a		
View Rules	Click here to change the rules for this bid.		
Bid Packet	 Packet for Bid TS-17-04-B (download)		
Best and Final Offer:	Create		

Approval

View Approval Flow [View Approval Flow](#)
Approval Status [Approved](#)

Description

Bid Number	TS-17-04-B
Title	* All Forms must be completed, scanned and uploaded to BidSync
Contract Duration	One Time Purchase
Contract Renewal	See Specifications
Prices Good for	90 days
Budgeted Amount	\$0.00 (change)
Standard Disclaimer	Bids/proposals must be submitted electronically

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. The vendor must provide the necessary information on the BidSync website and upload all of the requested documents listed in the PROPOSAL REQUIREMENTS section of this solicitation. Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is

happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "BID SECURITY" (with the Solicitation Number and Title) and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, FL 33025.

Bid Comments

The City issued RFQ TS-17-04-A "ERP System Software and Implementation", and the evaluation committee shortlisted the following vendors:

Alpha Sirius, Inc.
Edmunds & Associates, Inc.
Mazik Global, Inc.
Quintel-MC, Inc. PowerSchool Group LLC Skyward, Inc.
The Arcanum Group, Inc.
Tyler Technologies, Inc

The shortlisted vendors will be invited to respond to the RFP process.

* All Forms must be completed, scanned and uploaded to BidSync

Description

* All Forms must be completed, scanned and uploaded to BidSync

Documents

Select All | Select None | Download Selected

- | | |
|--|--|
| ☐ 1.  TS-17-04-B ERP System Software and Implementation.pdf [download] | ☐ 2.  Attachment A - Vendor Questionnaire Functional Questions.docx [download] |
| ☐ 3.  Attachment B - Technical Fit.xlsx [download] | ☐ 4. Attachment C - Total Cost of Ownership updated.xlsx [download] |
| ☐ 5. Attachment D - Legal Information Requested.docx [download] | ☐ 6.  Attachment E - Overview of Current Systems.pdf [download] |

 = Included in Bid Packet  = Excluded from Bid Packet

Change Made On Jun 12, 2018 5:03:43 PM EDT

Previous End Date	Jul 3, 2018 2:00:00 PM EDT	New End Date	Jul 17, 2018 2:00:00 PM EDT
Previous Q & A End Date	Jun 15, 2018 8:30:00 PM EDT	New Q & A End Date	Jul 6, 2018 8:30:00 PM EDT
Pre-Bid Conference Changes Pre-Bid Conference information has changed. Please review all Pre-Bid Conferences.			

Change Made On Jun 18, 2018 6:06:22 PM EDT

New Documents	Attachment D - Legal Information Requested.docx Attachment C - Total Cost of Ownership.pdf
Removed Documents	Attachment C - Total Cost of Ownership.xlsx Attachment D - Legal Information Requested.docx

Change Made On Jun 18, 2018 6:20:56 PM EDT

New Documents	Attachment D - Legal Information Requested.docx Attachment C - Total Cost of Ownership.xlsx
Removed Documents	Attachment D - Legal Information Requested.docx Attachment C - Total Cost of Ownership.pdf

Change Made On Jun 21, 2018 4:08:44 PM EDT

Pre-Bid Conference Changes Pre-Bid Conference information has changed. Please review all Pre-Bid Conferences.

Change Made On Jun 28, 2018 6:01:01 PM EDT

New Documents

Attachment C - Total Cost of Ownership updated.xlsx

Removed Documents

Attachment C - Total Cost of Ownership.xlsx

Contractor Advertisements[View All Ads](#)

There are no advertisements on this solicitation.

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

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Question and Answers for Bid #TS-17-04-B - ERP System Software and Implementation

[Create New Question](#)

Question Deadline: Jul 6, 2018 8:30:00 PM EDT

Overall Bid Questions

Question 1

Are there any changes to the RFP other than dates and Pre-bid conference information? (Submitted: Jun 13, 2018 11:47:46 AM EDT)

Answer

[edit](#) 

- We have also updated Attachment C & D as there were some problems with downloading the files that were originally uploaded. (Answered: Jun 18, 2018 6:22:17 PM EDT)

Add to Answer:

Question 2

Will the dial in details be mailed to the invited vendors? (Submitted: Jun 13, 2018 1:35:37 PM EDT)

Answer

[edit](#) 

- Toll Dial In Number: +1 (720) 439-4749, followed by the Conference ID: 54574999# (Answered: Jun 18, 2018 6:22:17 PM EDT)

Add to Answer:

Question 3

Who does the City consider "SIS" companies? (Submitted: Jun 14, 2018 12:14:39 PM EDT)

Answer

- The City considers "SIS" to be the companies that only responded to the SIS portion of RFQ # TS-17-04-A "ERP System Software and Implementation."

[edit](#) 

A student information system (SIS), student management system, school administration software or student administration system is a management information system for education establishments to manage student data. Student information systems provide capabilities for registering students in courses; documenting grading, transcripts, results of student tests and other assessment scores; building student schedules; tracking student attendance; and managing many other student-related data needs in a school. A SIS should not be confused with a learning management system or virtual learning environment, where course materials, assignments and assessment tests can be published electronically. (Answered: Jun 18, 2018 6:22:17 PM EDT)

Add to Answer:

Question 4

Is the City interested in both On premise and SaaS/Cloud solutions? (Submitted: Jun 14, 2018 12:15:12 PM EDT)

Answer

[edit](#) 

- The City is open to all options. Please provide a recommendation as part of your proposal. (Answered: Jun 18, 2018 6:22:17 PM EDT)

Add to Answer:

Question 5

When the City says go-live 4th quarter 2019, does this mean October 1, given fiscal year? Would the City consider starting late 2018? (Submitted: Jun 14, 2018 12:15:59 PM EDT)

Answer

- The City plans to kick off the implementation project in January 2019 with a targeted implementation of the first phase in the 4th quarter of 2019 (estimated for November of 2019). They would like to implement the Utilities functions and related functionality required to support this (e.g. Finance, A/P, A/R) within that time frame. Subsequent phases should include the remaining ERP functions and the vendors should recommend a specific timeline for these. Due to the timeline for evaluating the responses, selecting a vendor, obtaining the City Commission's approval and negotiating a contract, the City does not believe that there would be enough time to start the process in late 2018. (Answered: Jun 18, 2018 6:22:17 PM EDT)

[edit](#)



Add to Answer:

Question 6

Can the City please advise on how to download Attachment C - Total Cost of Ownership and Attachment D - Legal Information Requested? Error messages are received when trying to download these documents. (Submitted: Jun 14, 2018 12:18:02 PM EDT)

Answer

- We have updated Attachment C & D as there were some problems with downloading the files that were originally uploaded. Please note attachment A & B are webforms that can be completed directly on BidSync. Attachments C is an Excel File that should be downloaded, completed and then uploaded back to the bidsync website in excel format. In addition, Attachment D is a Word Document that will need to be downloaded, completed and then uploaded back to the bidsync website. (Answered: Jun 18, 2018 6:22:17 PM EDT)

[edit](#)



Add to Answer:

Question 7

On June 21st info was sent that new details have been updated for Pre-bid. Is the information published previously accurate?, Pre-bid on 06/27, 12:00 pm CST, 1 (720) 439-4749, Conference ID: 54574999#. (Submitted: Jun 22, 2018 9:24:04 AM EDT)

Answer

- Yes that information is accurate. (Answered: Jun 26, 2018 6:57:57 PM EDT)

[edit](#)



Add to Answer:

Question 8

- To propose the training cost, can the City specify the number of trainers from the City that need to be trained on the proposed solution?
- In Attachment C cost, Implementation by location is mentioned. Can the city specify the number of locations and where are they situated?
- Does the City have any approximate time period to implement the remaining modules after implementing the First phase?
- What is the approximate size of the data to be loaded?
- Has a budget been determined for this project? If so what is the estimated amount? (Submitted: Jun 22, 2018 11:05:42 AM EDT)

[edit](#)



Answer

- 1) The City is most interested in a larger distributed training effort which would include trainers, subject matter experts, and advance primary system module users. The total count for those to be trained would be roughly 25% of the roughly 1,440 Full and Part time employees - 350 users in total.
- 2) Please see Addendum 1 - City Locations
- 3) The city has scoped the project as three year phased delivery with Utilities and supporting modules leading in year one and all other

modules/segments being completed in 24 months based on business impact priority.

4) Less than 8TBytes.

5) A formal budget as not been proposed for the project; but the city has set aside funding for to address first year cost for the project take into consideration a 01/2019 project kick-off. (Answered: Jun 26, 2018 6:57:57 PM EDT)

Add to Answer:

Question 9

Can you please provide:

Total number of employees?

Full-time?

Part-time?

Seasonal? (Submitted: Jun 22, 2018 12:17:11 PM EDT)

[edit](#) 

Answer

- Full-time - 1030
Part-time - 370
Seasonal - 40 (Answered: Jun 26, 2018 6:57:57 PM EDT)

Add to Answer:

Question 10

If we have additions, clarifications, or corrections to Attachment M that was submitted with the RFQ, may we submit an updated copy with the RFP response? (Submitted: Jun 22, 2018 12:18:28 PM EDT)

[edit](#) 

Answer

- Yes, if clearly identified with bidder updates, changes and new comments highlighted to include the document be titled as bidder alternate response. (Answered: Jun 26, 2018 6:57:57 PM EDT)

Add to Answer:

Question 11

[edit](#) 

It appears that full implementations are to be provided for both the City and the schools. If so:

-Will the City and schools share a single general ledger chart of accounts?

-Are balance sheets needed for both entities or just the combination?

-Is there a single CAFR?

-Is the accounts payable function handled centrally for both the City and schools?

-Is procurement handled centrally for both the City and schools?

-Is payroll processed centrally for both the City and schools? (Submitted: Jun 22, 2018 12:23:53 PM EDT)

Answer

- â€ Will the City and schools share a single general ledger chart of accounts? Currently There is Single chart of accounts; however the schools have properties (school function and school object) that are unique to their chart of accounts.

â€ Are balance sheets needed for both entities or just the combination? Each Fund has a separate set of Accounts, including their own revenues, expenses and balance sheets. The Charter schools are separate funds with a different year end. (Fiscal year July 1st to June 30th for Schools and October 1st to September 30th for City)

See link to monthly financial reports <http://services.ppinet.com/finance/systems/Interim/fy2018/May.html>

â€ Is there a single CAFR? There is only one CAFR issued by the City and it includes the Charter Schools with a June 30th Year End. The Charter Schools

also issue quarterly reports and Annual Audited Financial Statements. See Finance Page <http://www.ppines.com/834/Audited-Financial>

â€ Is the accounts payable function handled centrally for both the City and schools? Centrally for both City and Schools.

â€ Is procurement handled centrally for both the City and schools? Centrally for both City and Schools.

â€ Is payroll processed centrally for both the City and schools? Centrally for both City and Schools. (Answered: Jun 26, 2018 6:57:57 PM EDT)

Add to Answer:

Question 12

You have requirements for "the ability to support and manage" RFQs and RFPs. Do you expect to replace BidSync? (Submitted: Jun 22, 2018 5:52:26 PM EDT)

Answer

[edit](#) 

- The City would like the vendors to include this information for consideration. (Answered: Jun 26, 2018 7:06:25 PM EDT)

Add to Answer:

Question 13

Where should the hosting fees be allocated on the Total Cost of Ownership form? (Submitted: Jun 28, 2018 6:02:20 PM EDT)

Answer

[edit](#) 

- An updated Total Cost of Ownership form has been uploaded. (Answered: Jun 28, 2018 6:02:51 PM EDT)

Add to Answer:

Question 14

What is the City's current timeline for implementation? (Submitted: Jun 28, 2018 6:03:37 PM EDT)

Answer

- The City of Pembroke Pines intends to complete the Selection Phase of the ERP Project with a vendor award in the September 2018 timeframe. The plan is to finalize the subsequent contract negotiations and project planning activities by the end of the year and formally kickoff the Implementation Project in January, 2019. It is the intention of the City to phase in all of the ERP functions over a 3 year time span beginning with the implementation of the Utilities Billing and related core functionality (e.g., finance and accounting) required to support it. The required Go Live timing for the Utilities functions should occur no later than November, 2019. In addition, the City may consider implementing the SIS functionality during the same timeframe subject to resource and funding constraints. For the RFP response, all vendors should provide a specific implementation timeline, staffing expectations and costs for the rollout of all of the ERP functions. (Answered: Jun 28, 2018 6:03:51 PM EDT)

[edit](#) 

Add to Answer:

Question 15

Given the RFP is primarily for the City of Pembroke Pines ERP, what is the expectation with regard to scope response for SIS? (Submitted: Jul 2, 2018 3:53:22 AM EDT)

Answer

[edit](#) 

- The City intends to move to an integrated, enterprise-wide solution utilizing a robust ERP package that will be used by both the central and operating agencies to perform basic financial and administrative functions. Included in the scope of the project is SIS capability and functionality which can integrate or interface with the ERP package selected. The City of Pembroke Pines Charter School system currently has 6,049 students registered to attend for the 2018-19 school year and 5,032 students on the waiting list. (Answered: Jul 2, 2018 5:16:50 PM EDT)

Add to Answer:

Question 16

Which portions of Attachment B are required for SIS responses? (Submitted: Jul 2, 2018 3:53:40 AM EDT)

Answer

[edit](#)



- Please provide answers to all sections in attachment B which are applicable to the solution you are proposing. (Answered: Jul 2, 2018 5:16:50 PM EDT)

Add to Answer:

Question 17

With regard to Time and Attendance, can you clarify which of the following are required:

- Accrual calculations? If so, how many policies?
- Attendance management - Is there a point system to track tardiness and absences? If so, how many policies?
- Employee self-service?
- Mobile access?
- Advanced scheduling. If so, how many departments will utilize it (e.g. Police, fire, any others?) (Submitted: Jul 6, 2018 11:55:13 AM EDT)

Answer

[edit](#)



- - Accrual calculations? Yes. If so, how many policies? Our current accrual calculation module is especially flexible due to changing union contracts. Each contract has its own set of accrual rules based on hire date, seniority, hours worked, etc. Non-union employees (exempt) have their own set of rules that can vary from employee to employee.
- Employee self-service? Yes.
- Mobile access? Yes. (Answered: Jul 10, 2018 6:16:27 PM EDT)

Add to Answer:

Question 18

With regard to Time and Attendance:

What interfaces are expected to the time and attendance module other than the usual import of employees, and export of payroll? (Submitted: Jul 6, 2018 11:57:16 AM EDT)

Answer

[edit](#)



- Being able to import a CSV file of payments with the appropriate associated fields such as the employee-id, pay-code, time, dollars, cost-centers, etc. (Answered: Jul 10, 2018 6:16:27 PM EDT)

Add to Answer:

Question 19

Please provide the following:

- Employee types that are in use today (hourly full-time, hourly part-time, seasonal, exempt, etc.)
- Number of union agreements (if any) or number of employee handbooks (for non-union)
- Labor metrics to be tracked (e.g. jobs/positions, departments, projects, etc.) (Submitted: Jul 6, 2018 12:06:07 PM EDT)

Answer

[edit](#)



- Cityâ€™s Employee types
 - Elected official
 - Management
 - *Management
 - *Management appointed

- *Management contract
- Non-management
- *hourly
- *salaried
- Volunteer

Cityâ€™s Employee FT/PT Types

- Full-time
- Part-time
- On-call (not currently used)

Cityâ€™s Employee FT/PT Types

- Full-time
- Part-time
- On-call (not currently used)

Cityâ€™s Employee Job Slots

- Regular Slot
- Temporary Slot
- Seasonal Slot

Cityâ€™s Employee Unions

- Broward Teachers Union
- Fire Union (non-excluded)
- Police Union (non-excluded)
- General Union
- *FT hourly (non-school)
- *PT hourly (non-school)
- *FT hourly (school)
- *PT hourly (school)
- Excluded Employees
- *General (non-school)
- *General (school)
- *Fire
- *Police
- NA

Number of union agreements (if any) or number of employee handbooks (for non-union)

- Employee types that are in use today: hourly, exempt, seasonal, temp, pt with benefits, etc.
- Unions â€” currently four unions (various benefits based upon date of hire for most of the union agreements)
- Employee handbooks â€” two
- Labor metrics â€” typical (but speak to finance for any specific accounting needs) â€” dept, job, exempt/non, ft/pt, grant or regular, union type, pension code, etc.

All of the above are subject to change and the greatest flexibility is desired.

Labor metrics to be tracked (e.g. jobs/positions, departments, projects, etc.)

-Brief of Cityâ€™s Payroll Codes for each Employee (Different type of payroll codes that we use to keep track of the employees)

USA Citizen

Marital Status

Ethnicity

Gender

Working Status (Ex. Active, On-leave, Retired)

Hire Date

Longevity Date

Job Position Anniversary Date

Exit City Date

Deceased Date

Employeeâ€™s Job Position

Budgeted Job Slot

Insurance Benefit Status

Union Code

Employee Type (Management, Elected, Hourly, etc)

COLA (Cost of Living Allowance) Code

Merit Code

Job Risk Code

Insurance Code

Insurance Effective Date

Broward PID and Location for School Employees

Florida Certification # for School Employees

Full-time/Part-time Employment Status

Pay Grade

Base Pay Rate

Effective Overtime Rate

Default Bi-weekly Time Worked

Default Daily Hours Worked
Cost Centers for Budget
Default Pay-code
Pay Schedules (ex. School Calendars, Dispatch Shifts)
Accrual Method
Accrue Holidays Allowed
Longevity Code
Pension Code
Pension Start/End Dates
Pension Buy Back Date
Pension Drop Start/End Dates
Retired Date
EEO4 Function
EEO4 Category
FRS (Florida Retirement System)) Start/Stop Dates
Extra Earning Codes (ex. Cell Phone, Auto Allowance, or any other pay-code)
Benefits Listing (ex. Life Insurance, Medical, Pension, Dental, etc)
Stop Payroll Payments
Personal Info is Confidential (Ex. Police and Fire personnel)
Education
Special Training
THIS IS A PARTIAL LISTING OF THE TRACKED EMPLOYEE INFORMATION. (Answered: Jul 10, 2018 6:16:27 PM EDT)

Add to Answer:

Question 20

How many utility customers does the City have? (Submitted: Jul 11, 2018 5:11:52 PM EDT)

Answer

[edit](#) 

- The city provides roughly Utility service to roughly 45 to 48K customers. (Answered: Jul 11, 2018 5:12:14 PM EDT)

Add to Answer:

Question 21

In the Attachment B, we are unable to enter the name of the Vendor in the field below, and the date field is also not accessible too. It was mentioned in the Q & A that this attachment is a web form and has to be filled online. How do we proceed? (Submitted: Jul 11, 2018 5:47:20 PM EDT)

Answer

[edit](#) 

- Please disregard vendor name and date fields that the system won't let you input information into. The system will know which vendor submitted the form. (Answered: Jul 11, 2018 5:47:44 PM EDT)

Add to Answer:

Submit

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[Orders](#)

[Tools](#)

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