City of Sweeny

Request for Proposal

Enterprise Resource Planning Web-Based Software

General Ledger, Accounts Payable, Purchasing, Payroll, Human Resources, Bank Reconciliation, Municipal Court, Asset Management, Secure Signatures, Utility Billing, Service Orders, Cash Receipting, Building Permits & Code Enforcement

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Section 1 – Project Overview

The City of Sweeny, Texas is requesting proposals for replacement software for their current systems. The City desires to upgrade to a single web-based software system that provides fully-integrated solutions for accounting, budgeting, payroll, municipal court, utility billing, service orders, cash receipting, building permits and code enforcement with the ability to import or export data directly to State/Federal reporting systems and to interface with any third-party systems as required.

The City of Sweeny is the westernmost municipality in Brazoria County, situated just west of the San Bernard River. The City is seeking a web-based software solution to address current requirements and that is scalable for future growth the City will experience.

GENERAL PROPOSAL REQUIREMENTS

- Vendors will submit their proposals on the forms provided by the request for proposal (RFP) and pricing should be detailed by module.
- Pricing should include detail on all costs related to software, required internet bandwidth, conversion of existing data, installation, training, project management, any additional out-of-pocket expenses the City would incur through the implementation/training of the software and annual recurring costs.
- Although the City prefers a single Vendor for all solutions, Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module and detail levels of integration, mutual support and responsibilities for each Vendor involved.
- Vendors may be selected by the City to provide a demonstration of programs proposed during the post RFP evaluation process at no cost to the City.

The City will select the successful proposal based upon several evaluation metrics including features as outlined in the RFP, effective integration of modules, ability to meet City's unique needs, company experience/stability, data conversion, training/implementation plan, technical support, price, and location and historically underutilized business status. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City of Sweeny as determined by the City. The City reserves the right to reject any or all proposals. Submission of a proposal by prospective vendor does not constitute an agreement.

The City of Sweeny is seeking a web-based local government solution that will provide:

- True web-based software that does not require third-party software such as Windows Remote Desktop Services or Citrix.
- Provide secure connectivity to the software from any computer with internet access.
- Fully integrated modules with standard interface with other third-party systems
- MS SQL Server database
- Native compatibility with MS Office tools
- Reliable and responsive support, company growth and stability, deployment of software to similar sized cities.

Section 2– Project Scope and Current Systems

This RFP defines eleven (11) required modules and required system integrations. The City will review required modules under general selection criteria of product, service, reputation, and pricing. The City reserves the right to procure any of these modules as separate decisions.

Following are the modules required by the City:

Modules:

1. General Ledger
2. Bank Reconciliation
3. Accounts Payable
4. Purchasing – must work on requisition to purchase order and encumbrance method.
5. Asset Management
6. Secure Signatures
7. Payroll
8. Distributed Time Entry with text and email notification feature
9. Permitting and Inspections
10. Code Enforcement
11. Cash Receipting

In addition to the required modules, the City wishes to move forward with a consolidated bank account method of financial management and feels now, while a new financial accounting system is being implemented, is the perfect opportunity to move forward with consolidating accounts. The City will require support from the selected Vendor to assist with account consolidation and may be asked to make best practice recommendations to the City.

City's Current Software Systems

The City currently operates in several different programs which include:

PROGRAM	PURPOSE
MYGOV	PERMITTING, INSPECTIONS, CODE ENFORCEMENT
SAGE 50	FINANCIAL ACCOUNTING SYSTEM
ADP	PAYROLL
TYLER (POLICE)	CRIMINAL JUSTICE SYSTEM
TYLER (COURT)	CRIMINAL JUSTICE SYSTEM - COURT FINES
UDS	UTILITY DATA SYSTEM - UTILITY BILLING

Section 3– Project Timeline

Tentative Timeline

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule project milestones as necessary.

Release Request for Proposal	December 22, 2023
Vendor Questions Due	January 19, 2024
Answers to RFP Questions E-mailed	January 26, 2024
Vendor Proposal Responses Due	**February 1, 2024**
Vendor Response/Reference Checks Complete	February 8, 2024
Final Selection	February 9, 2024
Contract Awarded / Council Approval	February 20, 2024

Section 4 – Vendor Instructions

Proposal Responses. The City must receive responses to this RFP no later than February 1, 2024. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one original with signatures and one electronic version of the Requirements section in MS Word format to the following address:

City of Sweeny
Lindsay Koskiniemi
102 W. Ashley Wilson Rd.
(979)548-3321
citymanager@sweenytx.gov

Proposal Response Format. The RFP response should adhere to the following format:

Section	Title	Contents
1	**Executive Summary**	Overview description of proposed solutions, vendor experience, and contact information (one page).
2	**Requirements**	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 4, 3, 2, 1, 0 or F (Future) as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
3	**Pricing**	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system).
4	**Implementation Methodology**	A summary of implementation methodology that includes a boilerplate implementation plan. Include a proposed plan for implementation of modules in a phased approach.
5	**Support Strategy**	Description of strategy to support ongoing use of the software after initial implementation.
6	**Other Information**	General Information and Overview. Client Reference List. Copy of Vendor Contract to be used for software subscription and services.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP. Costs for developing proposals in response to the RFP are the obligation of the vendor. All proposals will remain and accompanying documentation will become the property of the City of Sweeny and will not be returned.

Pre-Submittal Questions. There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Sweeny by January 26, 2024 (or via email) at citymanager@sweenytx.gov

RFP Amendments. The City reserves the right to request clarification on any proposal or to ask respondents to supply additional material deemed necessary to assist in the evaluation of the proposals. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City of Sweeny also reserves the right to cancel or reissue the RFP.

Rejection of Proposals. The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Sweeny.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Sweeny and the successful vendor.

Non-Obligation. Receipt of proposals in response to this RFP does not obligate the City in any way. The right to accept or reject any proposal shall be exercised solely by the City of Sweeny. The City of Sweeny shall retain the right to abandon the proposal process at any time prior to the execution of a contract with a vendor, and the City of Sweeny shall bear no financial or other responsibility in the event of such abandonment.

Section 5– Vendor and System Requirements

This section includes the vendor, technical and functional requirements to be evaluated in this RFP. This is not a comprehensive list of all of the City's requirements but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter "N/A". If a submitted RFP includes blank responses, then the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	**Standard and available in the current release**. Software fully supports this requirement. No customization or modification is required.
3	**Meets requirement with minor configuration or modification.** Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	**Available with third-party software application.** Indicate name of the application recommended and number of installations jointly completed.
1	**Does not meet requirement and requires substantial system modification.** Indicate timing required and estimated cost of modification.
0	**Not available.** Software will not meet requirement.
F	**Future Release.** Requirement will be available in future release. Indicate anticipated release month and year.

REQUIREMENTS OF ALL MODULES

Description	Rating	How is requirement accomplished?
General System Requirements		
1. Complete online help		
2. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time		
3. Drill down from queries or screens from summary to transactional detail		
4. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements		
5. Support services to City personnel from 8:00AM – 5:00PM CST weekdays except for holidays		
Data Structure		
1. Interface with similar data in other modules (see table on page 5)		
2. Import and export data in formats compatible with Microsoft Office		
3. Preference for MS SQL Server 2014 or higher; no proprietary databases		
4. User defined fields that can be accessed through queries and reports		
5. Encrypt database both in transit and at rest		
Accounting Principles		
1. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts)		
2. Real time batch processing in all modules		
Auditing Capabilities		
1. View history of who has accessed, created or modified data in each module		
Access Controls		
1. Provide secure internet access to software using Microsoft supported versions of Edge and Internet Explorer		
2. Role based security where users can be assigned to multiple roles. Modify, view, or restrict access controls		

Description	Rating	How is requirement accomplished?
Query Capabilities		
1. Conduct searches, review transactions and generate reports at all levels of the account structure by fiscal year, month, calendar years, or selected date		
2. Perform keyword, wild card, and multiple field queries		
3. Save queries and make saved query available to other users		
Reports		
1. Report writer that produces both PDF and Excel formats		
2. Generate and save custom reports from queries or system-generated data		
3. Customizable templates for common reports		
4. Report criteria selection via drop downs, queries, or pick lists		
5. View reports online		
6. Export data grids and reports in an Excel format		
7. Directly e-mail a report		
8. Historical reporting of prior financial data		
Printing		
1. Preview reports to screen as PDFs		
2. Print directly from software to any printer with a currently supported Windows driver		
3. Printing to non-proprietary forms and labels		

REQUIRED MODULES

1. General Ledger

Description	Rating	How is requirement accomplished?
Structure and Accounting Principles		
1. The chart of accounts should allow the user complete control over structure		
2. The system should be consistent with General Accounting Standards Board (GASB) standards		
3. Ability to drill down to transactions specific to that account		
4. Ability to easily view and reconcile bank statements for multiple bank accounts		
5. Ability to provide secure online access to reports for designated users		
6. Allow multiple periods, including an adjustment period, to remain open at once		
7. Ability to lock previous year after year end closure to avoid inadvertent changes		
8. Ability to lock the previous month after month end closure to avoid inadvertent changes		
9. View history of who has accessed, created, or modified information		
10. Automatic journal entry reversals		
11. Allow for templated recurring journal entries		
12. Allows the user to define project numbers and designate part of the account number structure for reporting		
13. Allows for native attachment of images as documentation for journal entries		
Budgeting		
1. Support multiple active budget versions (i.e. original, amended, adopted, etc.)		
2. Ability to increase/decrease budget amounts by account under a variety of methods such as percentages and/or fixed amounts		
3. Ability to create departmental budgets with the click of a button and lock each budget upon completion separately		
4. Multiple departments can update their budget information simultaneously		
5. Ability to attach any file type to specific budget line item, including images, PDFs, Excel or Word documents		
6. Online view of reports		

2. Accounts Payable

Description	Rating	How is requirement accomplished?
1. Track aging of items and other exceptions		
2. Allow for simplified addition of new vendors directly from transaction input process		
3. Recurring payables processing		
4. Vendor discount management		
5. Access vendor history by vendor name, invoice date, check date and account		
6. Block duplicate invoice processing		
7. Check printing		
8. Allow for secure digital signatures with defined number of required signatures, approved position with approval, associated users in those positions and passwords/digital signatures by user		
9. Supports 1099 reporting requirements. 1099 management to the invoice line-item level; not just the vendor or the invoice		
10. Integrates with other systems such as Municipal Court, Building Permits and Utility Billing to process refund checks		
11. Payment approval list generated for City Council approval		
12. Electronic payment to vendors (ACH, wire, debit)		
13. Bank reconciliation for multiple accounts		
14. Allows for attachment of images such as purchase orders, invoices, etc.		
15. Automatically saves image of check to invoice when paid		

3. Purchasing

Description	Rating	How is requirement accomplished?
1. Ability to define approval levels, user account levels, user access, notification and routing of Requisitions requiring approvals.		
2. Requisition input should be processed in a batch format creating a system level audit trail of input, edit, approval, and update of data. Batches can be department specific for approval and processing purposes.		
3. Approving the requisition and creating the purchase order will establish an encumbrance in the general ledger.		
4. When the Invoice is matched to the Purchase Order and received, this will create an open item in Accounts Payable and clear the related encumbrance in the General Ledger.		
5. Requisition approvals can be routed with text/email notifications or both.		
6. Provide dashboard for Requisition Approvals by user		
7. Provide budget validation for all Requisitions with account restrictions by user.		
8. Ability to natively attach documents and images to the Requisition or the Purchase Order.		
9. Shares Vendor File with Accounts Payable.		
10. Allow multiple Requisition/Purchase Order formats that can be printed and attached using Microsoft Word templates.		
11. Requisitions can be reviewed using a smart device/tablet in the field, thereby eliminating the requirement to return to the office. The approver can review/approve or reject from the smart device.		

4. Payroll

Description	Rating	How is requirement accomplished?
1. Decentralized web-based time entry that compiles input into payroll module with approval levels		
2. Ability to integrate an electronic timekeeping system		
3. Direct deposit to multiple bank accounts		
4. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions		
5. Calculate multiple rules-based leave accruals based on length of service, employee group or position		
6. Check printing		
7. Process pay by hourly, salary and other user defined special pay types		
8. Calculate overtime rates using built-in rates		
9. Allocate costs through multiple account codes by either a fixed amount or percentage		
10. Unlimited user defined payroll deduction fields		
11. Fully integrated with General Ledger and Accounts Payable		
12. Allows for native attachment of images to employee record and timesheets (doctor's notes, leave requests, etc.)		
13. Support multiple payroll run dates (weekly, bi-weekly, monthly)		
14. Support multiple versions of user defined salary and rate tables		
15. Support mid-period hiring/termination payroll, automatic calculation of final pay amounts related to accruals and benefits		
16. Reporting requirements for federal tax, deferred compensation and retirement versus social security		
17. Automatic generation of W-2's		
18. Automatic calculation of retroactive pay for delayed merit pay adjustments relative to employee anniversary dates		
19. Automatically increases accruals based on anniversary date		
20. Automatic reporting of comp time, sick leave and vacation hours with reporting on employee pay stub, employee portal and time entry pages		
21. Web-based employee portal for paycheck history, W-2's, changes to demographic information, identify leave accrued, ability to enter time by pay code		

5. Human Resources

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays certificate expirations, license renewals, pending/past due reviews and other relevant data		
2. List employee demographics such as address, contact information, birthdate, ethnicity, licenses.		
3. Capture dependents, emergency contacts, education, work experience and examinations with results.		
4. User-defined setup of tracking elements for employee information.		
5. Certification tracking to include type, hours, completion date, expiration date, provider and ability to attach supporting documents.		
6. User-defined review process according to personnel policies to include steps, responsible parties, attachments, and notes		
7. Define disciplinary incident types, actions to take, start/end dates for probation periods, responsible party, schedule next review, and ability to attach documents/images.		
8. Define training courses, types, hours attended, scheduled/completed dates, and ability to attach documents/images.		
9. Ability to track assets issued to employees with user-defined categories. Track issue date, date returned, notes and ability to attach documents/images.		
10. Folder to capture employee forms such as resume, application, W-4, insurance application and other employee specific documents.		
11. Allow document generation using Microsoft Word templates.		

6. Municipal Court

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays reporting dates, past due case statuses and other important alerts.		
2. Create groups directly from the dashboard that allow documents and labels to be printed for notifications.		
3. Ability to import citations from the cloud without using a third-party and print labels, complaints or any other document for the citations imported.		
4. Payments integrated with Cash Receipting.		
5. Online Payments integrated to Cash Receipting and post directly to Violation as Pending Payment until payment batch is posted.		
6. Allow document generation from a Violation for user-defined documents and automatically attach to the Violation using Microsoft Word templates.		
7. Generate a customizable docket list for all types of court dates including show cause and juvenile dockets.		
1) Provide a management console that allows all actions on an open case to be completed in a central location, including but not limited to the following: a) Create 10 Day Notice document automatically - b) Issue FTA's/VPTA's - c) Create warrants and add the warrant fee automatically - d) Create the OmniBase file after the fee has been added automatically - e) Display specific reasons a case is not being sent to OmniBase - f) Create the Collections file once the fee has been added automatically.		
9. Provide easy-to-manage payment plans. Add the time payment fee and print the document automatically when the plan is created.		
10. Ability to create the State Quarterly Report with the click of a button directly onto the form.		
11. Allow document generation from a Violation for standard TMCEC documents and attach to the Violation automatically using Microsoft Word templates.		
12. Ability to create the OCA XML file with the click of a button, provide a paper copy of the OCA report and the corresponding detail all with the click of a button.		
13. Create an OmniBase clearance file with the click of a button.		
14. Take payment directly from Violation that integrates to batch in Cash Receipting.		

15. Allow multiple violations for different violators to be paid on the same receipt.		
16. Allow multiple user-defined actions to be triggered at the same time, i.e. change a status, add a fee, print a document, assign an attorney, change dockets, etc.		
17. Allow an unlimited number of user-defined fields to be tracked on each case.		
18. Provide a display for warrants that the police department can view but not change.		
19. Allow for secure signatures and digital signatures so that the judge and the violator can sign the same document electronically.		

7. Utility Billing

Description	Rating	How is requirement accomplished?
1. Provide ability to enter meter readings as well as service order information in the field using a smart device / tablet which will completely prevent duplicate data entry in the office		
2. Allow generation of route schedules for meter readers to view, process and complete meter readings in the field using a smart device/tablet		
3. Provide for acceptance of online payments as well as credit card payments at multiple workstations. Online payments are integrated to Cash Receipting and automatically create Online Payment batch. Online payments post directly to utility account as pending payment until Online Payment batch is posted		
4. Full integration with Service Orders, General Ledger, Cash Receipting and Accounts Payable modules		
5. Integration with Cash Receipting to allow payments, pending and posted, to be reflected in real-time		
6. Share common Property and Contact master files with Building Permits and Code Enforcement		
7. Maintain meter master file for meters installed, as well as in inventory. Track meter specific information and provide relevant reporting.		
8. Calculate usage from meter readings providing exceptions with user-defined tolerance limits		
9. Provide ability to produce multiple customer notices with a single cycle including bills, delinquent and disconnect notices		
10. Estimate usage for missing readings, new connections, final bills and unreadable cycles		
11. Provide a user-defined multi-tiered billing rate structure for water usage		
12. Ability to calculate multiple late fees and penalties based on user defined rates		
13. Ability to ensure that deposit is not refunded until there is no longer a balance on the account		
14. Allow document generation from a utility account and attached to that account automatically using Microsoft Word templates		
15. Provide ability to integrate with Automated Meter Reading (AMR)		
16. Provide ability to integrate with Advanced Metering Infrastructure. (AMI)		

8. Service Orders and Work Tickets

Description	Rating	How is requirement accomplished?
1. Service Orders are fully integrated with Utility Billing for activities such as Re-Reads, Meter Changes, New Connections, Disconnects, Final Reads, Transfers, etc.		
2. Work ticketing and routing system to allow city staff to property route complaint call to the right induvial to respond. Needs to have a space for router and responder to enter notes.		
3. Allow Service Orders to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office		
4. Service Orders can be created from the utility account, during meter reading input in the field and from the Service Order console in Utility Billing		
5. Once the Service order is completed, the results will automatically update the utility account when approved		
6. Transfer Service Orders will automatically transfer payment history, deposit, contact information and prorated charges form the old service address to the new service address		

9. Cash Receipting

Description	Rating	How is requirement accomplished?
1. Provide separate batches and reporting for each defined cashier. Allow multiple separate batches to be consolidated for posting to the General Ledger		
2. Provide payment for a single item or multiple items on the same receipt		
3. Provide the ability to track payment method		
4. Provide a daily deposit with breakdown by cash, check, money order and credit card		
5. Provide web-based interface to process credit card transactions both in-house and online		
6. Generate a customer receipt for each transaction. Provide batch register listing all transactions for balancing		
7. Allow multiple users to operate in Cash Receipting at the same time		

8. Complete integration with General Ledger, Utility Billing, Building Permits and Online Payments		
9. Ability to view Transaction History reports online		
10. Provide audit trail and reporting for voided payments		

10. Building Permits

Description	Rating	How is requirement accomplished?
1. User-defined permit types and related inspections		
2. User-defined fee types and related calculations. Ability to create fee calculation input types		
3. Share common Property and Contact master files with Utility Billing and Code Enforcement		
4. Payments integrated with Cash Receipting		
5. Online Payments integrated to Cash Receipting and post directly to Permit as Pending Payment until payment batch is posted		
6. Ability to receive and track multiple deposits on each permit		
7. Ability to apply, transfer and refund deposits		
8. Allow all permits, past and present, to be viewed by property and by contractor		
9. Ability to track insurance and licenses for each contractor, as well as related expiration dates		
10. Ability to set up specific templates for each type of email sent notifying contractors or owners of scheduled inspections, completed inspections (passed or failed) and changes to inspections		
11. Ability to natively attach documents and images to the Permit and Contractor		
12. Allow user defined data to be maintained by permit, property, and/or contact		
13. Provide for creating projects on which multiple permits will be issued, such as the building of a single or multiple family residence		
14. Allow document generation from a permit and attached to that permit automatically, i.e. Application, Issued Permit, Notice, etc. using Microsoft Word templates		
15. Allow inspections to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office		

9. Code Enforcement

Description	Rating	How is requirement accomplished?
1. User-defined code violations and related inspections/tasks		
2. User-defined timelines for next steps in case management and triggers based on dates/ sequence of completed tasks		
3. Share common Property and Contact master files with Utility Billing and Building Permits		
4. Ability to set up enforcement officers and auto-assign tasks to a default officer if desired		
5. Allow all code cases, past and present, to be viewed by property and by contact		
6. Provide Task Console with filters to determine tasks due today, this week, by date range or past due		
7. Provide reporting by various filter parameters including types of violations, by officer, by location, etc.		
8. Ability to natively attach documents and images to the code case		
9. Allow user defined data to be maintained by code case, property, and/or contact		
10. Allow multiple documents to be printed from a code case and attached to that case automatically, i.e. Initial Notice, Second Notice, Notice of Abatement, etc. using Microsoft Word templates		
11. Allow tasks/inspections to be completed using a smart device/tablet in the field, thereby eliminating duplicate data entry in the office. Take photos of violations with smart device and attach to case in the field		

Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

Evaluation Factors. Selection of finalists will be evaluated based on the following criteria:

- Quality, clarity and completeness of the proposal
- Adherence to requirements for RFP preparation. Vendor viability and strength
- Ability to meet City's functional and technical requirements
- Software scalability, flexibility and ease of use
- Compatibility and integration with existing software
- Vendor's experience on similar projects
- Total cost of ownership

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	**Weight Given**
1. Responsiveness of the written proposal to the purpose and scope of service	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation	25%
4. Amount of proposed cost of system, implementation, conversion, training and annual subscription	35%
5. Location of vendor in proximity to City of Sweeny	5%
6. HUB status of vendor	5%

Site Visits. The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor and will be conducted following scheduled software demonstrations of the Short-Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

Contract Award and Execution. The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

Turn-Key Project. The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, materials, supplies and services necessary for the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development, integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

Vendor Requirements: The selected vendor will be required to register as a vendor with the City by completing vendor registration paperwork and providing a copy of the vendor's liability insurance naming the City of Sweeny as additionally insured.

Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Proposals – Public Information. The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

Copyright and Confidentiality. Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

Prime Vendor. While it is the City's preference to select a single vendor to provide the software and services described in this RFP, it is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Litigation/Jurisdiction/Venue. Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the State of Texas.

Payment. The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager, the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Texas codes and regulations.

Satisfaction of the City Attorney. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City Manager.

Choice of Laws. The contact/agreement shall be subject to and interpreted pursuant to the laws of the State of Texas.

Warranties. All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Separation. If the vendor is unable to meet the City's project requirements after selection, the City may withdraw from the agreement with a fourteen (14) day notice.

Section 8– APPENDICES: VENDOR BID RESPONSE FORMS

APPENDIX A: GENERAL INFORMATION AND OVERVIEW

APPENDIX B: VENDOR BID

Appendix C: User Reference list