

## REQUEST FOR QUALIFICATIONS

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Lewis County, Washington will receive sealed Requests For Qualifications (RFQ) and publicly open them on or about 10:00 a.m. on October 5, 2009 at Lewis County Board of Commissioners Hearing Room, 351 NW North Street, Room 223, Chehalis, Washington, for furnishing to Lewis County the following:

### **REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES FOR FINANCIAL SYSTEM IMPLEMENTATION SERVICES**

Seven (7) copies of the Statement of Qualifications must be received by the Lewis County Clerk of the Board of Lewis County Commissioners (351 NW North Street, Chehalis, WA 98532) no later than 5 p.m. on 2<sup>nd</sup> of October 2009 and clearly marked as:

**“REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES FOR FINANCIAL SYSTEM IMPLEMENTATION SERVICES to be opened October 5, 2009 at 10:00 a.m.”**

Proposals received after that time or proposals not submitted to the Clerk of the Board will not be considered. Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

Proposal information packets may be obtained at [www.lewiscountywa.gov](http://www.lewiscountywa.gov), from the County Auditor's Office, 351 NW North Street, Chehalis, WA 98532 or by calling 360.740.1159.

Designated contact person: Larry E. Grove, CPA, County Auditor's Office Chief Accountant at 360.740.1159.

Lewis County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

Dated this 14<sup>th</sup> day of September, 2009.

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Karri Muir, Clerk of the Board  
Lewis County, Washington

Published: East County Journal, September 16, 2009  
Seattle Daily Journal of Commerce, September 16, 2009  
Portland Daily Journal of Commerce, September 16, 2009

# Lewis County, Washington

## Request for Qualifications (RFQ)

<b><u>Request for Qualification Information:</u></b>	<b><u>Submittals Delivered to:</u></b>
RFQ Name: <b>Financial System Implementation Services</b>	Physical Address: Lewis County Clerk of the Board Attn: Board of Commissioners 351 NW North Street, Room 209 Chehalis, WA 98532
Date Issued: <b>September 14, 2009</b>	Mailing Address: Lewis County Clerk of Board of Commissioners 351 NW North Street Chehalis, WA 98532
Contact Person: <b>Larry E. Grove, CPA</b>	
Phone #: <b>360-740-1159</b>	
Email Address: <b>Larry.Grove@lewiscountywa.gov</b>	
Submittals	
Accepted Until <b>October 2, 2009 @ 5:00pm</b>	

### **GENERAL INFORMATION**

- **NOTICE:** Notice is hereby given that letters of interest and statement of qualifications will be received by Lewis County, Washington, for the Financial System Implementation Services by filing with the County at the above location.

### **BACKGROUND/PURPOSE:**

Lewis County (hereafter referred to as the "County") is soliciting requests for qualifications for the purpose of implementing a County-wide Financial System.

The County has recently purchased a Windows based Financial System "Microsoft Dynamics GP" version 10.0 for their new Financial system.

Lewis County is a non-charter county, governed by statutory authority granted to counties in general throughout the state and is the largest geographic Washington county west of the Cascades. The County has fifteen independently elected officials who are responsible for the daily governance and operations. While elected officials have appointed subordinates, the Board of County Commissioners has five appointed Directors who report directly to them as the executive-legislative body of the County. Most strategic planning for the County is accomplished through the County's Executive Steering Committee (ESC), composed of the elected officials and appointed directors. The County established the ESC to review and recommend Information Technology (IT) projects to the Board of County Commissioners for final approval. While the successful applicant will work under the direction of the County Auditor's Chief Accountant, they may also interact with ESC members and/or their subordinates to develop design parameters and functional application of those designs.

The following is the membership of the ESC:

#### Elected Officials

- Commissioners (3)
- Assessor
- Auditor
- Clerk
- District Court Judges (2)
- Prosecutor
- Sheriff
- Superior Court Judges (3)
- Treasurer
- Coroner

Appointed Officials:

- Budget & Fiscal Director
- Central Services Director
- Community Development Director
- Health and Social Services Director
- Public Works Director

The County has also established a core working group for the implementation of “Dynamics GP” software, which is comprised of the following:

- Budget & Fiscal Director
- Central Services Director
- Information Technology Manager
- Chief Deputy Treasurer
- Chief Accountant

The County is currently using an IBM AS400 based Legacy Financial System “IPM” that was installed in the early 90s. The system includes the basic functions of: General Ledger, Accounts Payable, Accounts Receivable (including cash receipting and treasurer’s cash), Payroll, Budget and Financial Reporting. While the current system has base level functionality, some of the core functions within the system (e.g. Budget, Cash Receipting), as well as other functions such as Inventory and Fixed Assets, are done using other manual systems.

This project will provide the Services needed to:

- Generate an Implementation Plan to meet County Requirements
- Provide Proven Process for Implementation
- Understand and Convert the Current Legacy Financial System “IPM” (current and historical data)
- Implement new Financial System per Washington State BARS (Budgeting, Accounting and Reporting Systems) Requirements (account structure and reports)
- Implement Governmental Accounting Standards Board Requirements (GASB 34 and other requirements)
- Implement Washington State Specific Requirements (Warrant System, Retirement Plans, and other required elements)
- Implement Federal Mandated Reporting Requirements
- Develop Custom Programming for County Specific Requirements (including interfaces with other financial software)
- Provide complete Test System for full Testing of Solutions before Implementation
- Develop an Understanding of Departmental and County-wide Business Processes and Flows
- Ensure Experience with the County’s current Legacy “IPM” and new Financial Systems “Dynamics GP”

**BRIEF SCOPE OF SERVICES (Additional Detail listed in Attachment “A”):** Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- Detailed Implementation Plan that identifies the major areas of work
- Estimated Proposed Implementation Schedule
- Schedule of Hourly Rates
- Estimated costs for Implementation, Conversion, Testing, Training, Travel Costs, and Custom Programming (for information purposes only)
- See attached DESCRIPTION OF SCOPE (FORM “ATTACHMENT “A”)

**BASE QUALIFICATIONS:** This project will require the firm to have the following qualifications:

- Satisfactory evidence that the Consultant has been in existence as a going concern in excess of five (5) years
- Five (5) or more years of actual experience in Information Technology planning and design for local government
- Experience working with a integrated Microsoft Windows Network Platform
- Experience working with Washington State BARS Requirements (Account Structure, Reports)
- Experience working with Governmental Accounting Standards Board requirements (GASB 34 and other requirements)
- Familiarity with Washington State County Requirements (Departments and County-wide)
- Experience working with and converting IBM AS400, "IPM" Financial Software and Data
- Experience working with Microsoft Dynamics GP
- Certified Staff for both Microsoft Dynamics GP, and IBM AS400
- Experience with interfacing with other programs such as "CAMS" and "MANATRON"
- Experience with Washington State requirement such as "Warrant Systems" and "Retirement Plans"

**RFQ SCHEDULE:**

Event	Date
RFQ Release	September 14, 2009
Vendor Questions (if any) Due	September 23, 2009
Responses to Vendor Questions Communicated	September 28, 2009
Proposal Responses Due	October 2, 2009 (by 5:00 p.m.)
Opening of Proposals by Board of County Commissioners	October 5, 2009 (at/around 10:00 a.m.)
New Contract in Place	Pending Board of County Commissioners approval, after consultant selection and contract negotiation completion

**SUBMITTAL REQUIREMENTS:** Responses to this RFQ must include the following information:

- Responses must be limited to no more than ten (10) pages excluding specific project examples, references, resumes and covers.
- Provide seven (7) copies of your Submittal.
- CONTRACTOR INFORMATION (FORM "ATTACHMENT B")
- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of the firm's experience in requested service areas, as specifically mentioned in attached scope.
- A description of the firm's experiences working with State of Washington County Governments.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members such as proposed Project Manager, Project Principal, Sub-consultant firms, etc, arranged in a Team Organizational Chart
- Scope of Work and Project Proposal, including proposed schedules with key milestones and deliverable dates
- Up to three (3) examples of similar projects (does not count against page limit)
- REFERENCES (FORM "ATTACHMENT C") a minimum of five (5) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers.

**PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

**SIGNATURES:** RFQs shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

**EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below.

- Experience of firm with similar projects –
  - State of Washington “BARS” requirements
  - State of Washington “Warrant” requirements
  - IBM “IPM” Legacy Systems and Conversions
  - Microsoft “Dynamics GP” Financial system
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications; and
- Innovative approaches and proposed solutions to issues associated with this Implementation

The County may select a limited number of consultants for in-person interviews before the selection committee.

**QUESTIONS:** Questions regarding this project may be directed to Larry E. Grove via e-mail at, [Larry.Grove@lewiscountywa.gov](mailto:Larry.Grove@lewiscountywa.gov) . Unauthorized contact regarding this RFQ with other County employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the County. Any questions will be answered in writing and e-mailed to all interested parties.

### **PERFORMANCE REQUIREMENTS**

**PROJECT MANAGER / POINT OF CONTACT:** The Consultant will designate a project manager/point of contact who shall be authorized to represent its legal interests and be available and accessible during normal County business hours of 8 a.m. through 5 p.m. Monday through Friday, to receive and respond to issues associated with and notices related to the implementation of this contract.

**PROJECT PLAN:** The Consultant will develop a project plan and timeline to monitor the work’s progress. A copy of the plan will be presented to the County’s representatives. Changes to the project plan must be negotiated with the County’s Point of Contact prior to implementation.

**MEETINGS:** The Consultant and/or project manager is expected to meet with various Elected Officials and Department Directors and/or their subordinates in the course of this contract. The Consultant may also be required to provide interim progress reports to the Executive Steering Committee (ESC), and the Board of County Commissioners. It is anticipated that minimal meeting will be required with the two groups.

**PROGRESS REPORTS:** Written monthly progress reports will be submitted to the County’s Point of Contact until completion of the project. The report will be based on the scope of work and identify what has been completed, or current progress unless another format is negotiated prior to contract award.

**RECORD KEEPING REQUIREMENTS:** The selected Consultant will keep accurate project records, memoranda, conceptual design/data flows and specifications and will provide them to the County’s Point of Contact as part of this project.

### **RIGHTS AND OPTIONS OF THE COUNTY**

**REJECTION OF SUBMITTALS:** The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

**CONTRACT AWARD:** The County reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the County. Following consultant selection, the successful Consultant shall prepare a proposal and scope of work for review by the County. Once the County and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract. If the selected firm fails to sign the contract within ten (10) business days of delivery of the final contract, the County may elect to negotiate a contract with the next-highest ranked firm. The County shall not be bound, or in any way obligated, until both parties have executed the contract. No party may incur any chargeable costs prior to the execution of the final contract.

**CONTRACT NEGOTIATION:** The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the contract by the County.

### **GENERAL TERMS AND CONDITIONS**

**COMPLIANCE WITH LAWS AND REGULATIONS:** The Consultant or Consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes, ordinances and regulations relative to the execution of the work.

**ASSIGNMENT:** This contract is binding on the parties and their heirs, successors, and assigns. No party may assign, transfer or subcontract its interests, in whole or in part, without the other party's prior written consent.

**AMENDMENTS:** This contract may be amended at any time by mutual written agreements of the Contractor and the County. In the contract award the County will designate who is authorized to amend the contract.

**LIABILITY:** In the performance of this contract, the Contractor is an independent contractor, and the Contractor, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the County. The Contractor shall indemnify and hold the County harmless from any loss, liability, damage, death, or injury to any person or property, from any act of omission of the contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

**NONDISCRIMINATION:** During the performance of this contract, the Contractor and its subcontractors shall not discriminate on the basis of race, color, sex, religion, national origin, creed, age, marital status, being a disabled veteran, being a Vietnam era veteran, or disability in the administration or delivery of services or any other benefits under the contract.

**INSURANCE REQUIREMENTS:** The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set forth in the County's Standard Insurance Requirements.

**PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the County (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the County within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.

**BREACH OF CONTRACT AND LIQUIDATED DAMAGES:** In addition to any material breach of the contract the remedies available thereto, the following specific acts or omissions by the Consultant may, at the election of the County, result in either the immediate termination of the contract and damages or the payment of liquidated damages for specific nonperformance(s):

- Failure to meet contractually designated timelines and milestones
- Failure to supply and maintain insurance
- The imposition or availability of liquidated damages by County shall not preclude the County from seeking actual damages upon termination of the contract, as a whole. The Chief Accountant shall notify the Contractor of said act of omission under the contract and the Contractor's exposure to the contract termination and liquidated damages. It shall be the duty of the Contractor to take whatever steps may be necessary to remedy the act of omission and to notify the Chief Accountant within 24 hours after receipt of notification, confirming any actions taken.
- Failure to remedy the act or omission within the times set forth by the Chief Accountant shall be considered breach of the contract for the purposes of termination of the contract or assessing liquidated damages under the provisions of this section. Accordingly, the County and the Contractor agree: (1) to pay (according to the following formula) liquidated damages for each day [or hours, as applicable] allowed for completion of the Contractor performance under this agreement; and (2) to authorize the County to deduct these liquidated damages from any money due or becoming due to the successful bidder/Contractor
- LIQUIDATED DAMAGES FORMULA
  - $LD=A/T$ , where
  - LD=Liquidated damages per day[or per hour, as applicable] rounded to the nearest dollar.
  - A=The original Agreement amount.
  - T=\_\_\_\_\_days [or hours, as applicable]
- (Such determination, understanding, and agreement as to liquidated damages is issued by the Contractor and is accepted by the County as part of the good and valuable consideration of the Contractor for this agreement). Each day that such act of omission continues on the part of the Contractor shall be considered a separate occurrence for the purpose of assessing liquidated damages.
- The Liquidated Damage amounts set forth do not constitute a penalty. This amount is fixed and agreed upon by and between the Contractor and County because of the impracticability and extreme difficulty of the fixing and ascertaining of the actual damages the County would sustain in having the work delayed. This amount shall be construed as the actual amount of damages sustained by the County.
- The Contractor may appeal the deduction to the Chief Accountant in writing within ten (10) days after payment receipt. The Chief Accountant may solicit such information and conduct such inquiries with the Contractor and the County as he/she deems necessary for his/her decision. The decision of the Chief Accountant is final for the purposes of the contract.

## ATTACHMENT “A”

### DESCRIPTION OF SCOPE

#### PROJECT OBJECTIVE

Implement a County-wide Financial System that will provide the “Core Financial” functions in accordance with Federal, Washington State and Lewis County Laws and Requirements. These include:

- Washington State BARS Account Structure and Reporting Requirements
- Governmental Accounting Standards Board requirements (GASB 34 and other requirements)
- Lewis County Requirements for Reporting and Data Entry

The objective of this project is to not only replace the current Financial system but to build a platform for distributive processing of Financial and Accounting information throughout the County, including special purpose districts within the County for which the County provides Financial and treasury services. This would include at a minimum: Budget, Payroll, and Purchasing systems. An understanding of Financial and Data Flows will be paramount for this project.

The County is looking for an Implementation Plan that will be flexible enough to meet the requirements of the Financial system and meet the needs and schedules of the County’s employees. Testing of systems before implementation will be an important part of the implementation process.

#### PROJECT DESCRIPTION

Implement a new “Core Financial” system using “Microsoft Dynamics GP” to replace the current AS400 “IPM” software.

The “Core Financial” would include the implementation of the following “Microsoft Dynamics GP” modules:

- Foundation
- General Ledger
- Budget
- Accounts Payable
- Accounts Receivable
- Inventory
- Fixed Assets
- Payroll
- Human Resources
- Project Costing
- Grant Tracking
- FRX Reporting Tool
- Interfaces to other County Applications – MANATRON, CAMS
- Custom Programming and Report Writing
- Understanding of and Data Conversion from “IPM” AS400 Financial System

## **IMPORTANT ELEMENTS OF THE PROJECT**

- Implementation Plan that will provide a Proven and Tested methodology for this particular type of project. The ability to work with County Staff and Schedules will be a critical part of the success of the project.
- Understanding of Financial Systems and Processes for Washington State County Governments:
  - BARS Account Structure
  - BARS Reporting Requirements
  - Warrant Process
- Experience with AS400 “IPM” software, MANATRON software, and CAMS software
- Conversion experience with AS400 “IPM” software
- Understanding Data Flows and Financial Structures within Washington State Counties
- Established Testing Platform to allow Testing of Systems prior to implementation
- Proven Training Plan with the flexibility to provide on-site training when needed
- Project Schedule that will work with County Employees varying schedules
- Understanding of Technical Specifications and Implementation of Servers, SQL, and Dynamics Process Servers
- Experience with Governmental Accounting Standards Board Requirements
  - GASB 34 and others

**ATTACHMENT "B"**

LEWIS COUNTY  
REQUEST FOR STATEMENTS OF QUALIFICATIONS

FORM 1: CONTRACTOR INFORMATION

Name:  
Address:

Phone:  
Facsimile:  
Email:  
Website:

Proposing Company's Authorizing Agent:  
Name:  
Title:  
Signature:  
Date:

Contact for Additional Information:  
Name:  
Title:  
Phone:  
Facsimile:  
Email:

**ATTACHMENT "C"**

LEWIS COUNTY  
REQUEST FOR STATEMENTS OF QUALIFICATIONS

FORM 5: FIVE REFERENCES

Name:  
Address:  
Phone:  
Point of Contact:  
Project Description:

Name:  
Address:  
Phone:  
Point of Contact:  
Project Description:

Name:  
Address:  
Phone:  
Point of Contact:  
Project Description:

Name:  
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