



# COUNTY OF LAURENS, SOUTH CAROLINA REQUEST FOR PROPOSAL (RFP)

## ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Submit Proposal to:

County of Laurens, South Carolina  
Attn: Renee Morrow, Finance Director  
100 Hillcrest Square  
Laurens, SC 29360

**Deadline –January 31, 2024**

### **I. Introduction:**

The County of Laurens (“County”) is evaluating software solutions that will provide the County with a long-term Enterprise Resource Planning (ERP) System. The solution will replace the County’s current processes and financial system. The proposed solution should provide and support all specifications and requirements identified in this Request for Proposals (RFP). Proposers offering hosted services or software as a service (SaaS) systems are encouraged to propose, but these hosting or SaaS services are not required. The County currently uses Harris Smartfusion for financial software as well as some manual processes in Microsoft Office based products.

### **II. Introduction:**

The goal of this project is to have a comprehensive, integrated, and user-friendly system to provide staff and residents information and services at a variety of levels. The first step is providing this RFP and obtaining budgetary numbers. It is assumed that all software demonstrated will be considered as included as part of this proposal. The following list represents required key components:

- Any and all costs for implementation of this software including but not limited to travel, training, etc., must be included in the proposal.
- Any conversion costs must include on-site visits and field mapping.

- Training for the software must be included in the proposal.
- Employees can have access to all necessary systems for inquiry purposes.

### **III. Submission Requirements**

Proposers are requested to submit the following as defined within the packet:

- Vendor Proposal Checklist (pages 18-19).
- Detailed information as requested in the Vendor Proposal Section (pages 19-27).
- Proposal Signature Form (page 27).
- Insurance and Performance Bond Requirements in Appendix A (pages 28-31).
- Any exceptions to information in this packet should be listed on Appendix B (page 32).
- A detailed cost summary with breakdowns as defined within Appendix C (page 33).
- Acknowledgement all persons and entities are not subject to disqualification as listed on Appendix D (page 34).
- Execution of the anti-collusion affidavit and certification on Appendix E (page 35).
- Execution of the Conflict of Interest statement within Appendix F (page 36).

### **IV. Intent of this RFP**

This Request for Proposals (RFP) is intended to provide vendors with a common, uniform set of instructions to assist them in the development of their proposals and to provide a uniform method for the County to fairly evaluate proposals and subsequently select a vendor to provide the system.

This RFP provides desired specifications and key features for functional requirements related to organizational objectives, information on applications, number of users, and transaction volumes. Vendors are invited to propose a solution that will effectively and efficiently achieve our goals and objectives and provide for future growth.

In responding to this RFP, vendors should follow the prescribed format and use the included forms, thus providing the County with data that is easily compared with data submitted by other vendors to fairly and objectively evaluate the proposals.

The County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFP, or otherwise distributed or made available during this process. In addition, the County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the County other than those given in writing by the County through the issuance of addenda. In no event may a vendor rely on any oral statement by the County or its' agents, advisors or consultants. It is the full responsibility of the vendor to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFP and to propose the most comprehensive integrated ERP System designed and tested to most efficiently meet the needs/requirements of the County.

The County understands that not all vendors may be able to supply all modules requested. The County reserves the right to reject any or all proposals, to waive informalities, and to determine the best overall proposal based on evaluation criteria and the best interests of the County of Laurens.

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## Invitation for Proposals

**All proposals are requested to be submitted to the attention of the Finance Director at the County of Laurens no later than 3:00 p.m. EST on January 31, 2024. Proposals cannot be accepted at any other location or by any other means.**

The County of Laurens reserves the right to reject any and all proposals received, and to select the proposal which it determines to be in its best interest. The future award of this proposal will be made on the basis of system functionality, technology, cost, support, and vendor characteristics that meet the County’s desired needs.

All proposal forms, information, and specifications regarding this proposal are available from the Finance Director’s Office. All proposals must be submitted in a sealed envelope, clearly marked “**Enterprise Software Solution, County of Laurens**”.

## General Instruction to Vendors

### A. Key Dates

Proposals will be accepted until 3:00 p.m. on January 31, 2024 EST at County of Laurens at Hillcrest Square, Laurens SC. Proposals cannot be accepted at any other location or by any other means.

Milestone	Timeframe
RFP Issuance	January 4, 2024
Questions Received from Vendors	January 12, 2024
Questions Responded by 5:00 p.m. CST	January 19, 2024
Vendor Proposals Due	January 31, 2024
Notify Selected Vendors of Demonstration Dates	Week of February 10, 2024
Demonstration of Software	Week of February 27 <sup>th</sup>

### B. Calculation Error(s)

In the event of a calculation error on the proposal form, unit price shall prevail.

### C. Questions and Addenda

The County’s Finance Director will act as the primary Contact offering this proposal. All parties submitting proposals shall carefully examine this proposal and any addenda issued by the Finance Director. Proposers shall seek clarification of any ambiguity, conflict, omission, or other error in this proposal “in writing.” Oral comments or communications do not form any part of this proposal offering. Questions should be addressed to the Finance Director in writing. If the answer materially affects this process, the information will be issued in an addendum. All vendor questions should be addressed to Renee Morrow at [rmorrow@co.laurens.sc.us](mailto:rmorrow@co.laurens.sc.us). Responses will be distributed to the email address provided in your RFP.

Any addenda to these documents shall be sent to vendors and will become part of this RFP. No oral statements, explanations, or commitments by anyone shall be of any effect unless

incorporated into the addenda. All questions will be collected and responses distributed to all known interested proposers. Questions received from vendors through end of day on January 11, 2024 will be answered by end of business day on January 18, 2024. Responses to all questions will be sent to all known proposers via email.

**D. Inspection of Proposer’s Plant and Place of Business**

The County of Laurens reserves the right to inspect the proposer’s facilities and place of business of any proposer participating in this proposal offering.

**E. Conflicts, Gratuities, and Kickbacks Prohibited**

The County prohibits any actual or appearance of conflicts of interests, gratuities, kickbacks, and use of confidential information in all proposal offerings.

Section 8-13-720, as amended, of the 1976 Code of Laws of South Carolina states: "WHOEVER gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion, or judgment shall be subject to the punishment as provided by Section 16-9-210 and Section 16-9-220. The provisions of this section shall not apply to political contributions unless such contributions are conditioned upon the performance of specific actions of the person accepting such contribution nor shall they prohibit a parent, grandparent or relative from making a gift to a child, grandchild or other close relative for love and affection except as hereinafter provided."

**F. Supporting Documentation**

Proposers are encouraged to submit with their proposal any literature, warranty information, and other documentation to support the Proposer’s compliance with the specifications contained in this proposal package.

**G. Pricing Eligibility and Proposal Retraction**

All Vendor proposals are required to be offered for a term not less than 120 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by vendor during the 120 day time period following the time and date designated for the receipt of proposals.

Proposers are advised that any proposal submitted as part of this proposal offering may not be withdrawn for a minimum of 120 days following the proposal opening unless circumstances justify consideration by the Finance Director of a release from this provision. Requests to withdraw a proposal must be in writing and received by the County of Laurens within twenty-four hours of the proposal opening.

**H. Proposal Identification**

Proposers must submit their proposal in an envelope clearly marked “**Enterprise Software Solution, County of Laurens**” . Links to the appropriate project documents can be found at <https://Laurenscounty.us>. Proposals must be clearly marked "**Confidential**" for each part of the proposal that is considered to be proprietary information that could be exempt from disclosure under Section 30-4- 40, Code of Laws of South Carolina, 1976 (1986 Cum Supp.) (Freedom of Information

Act). If any part is designated as "**Confidential**", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure

This instruction is provided as a means to ensure proper delivery and handling. Proposals in the form of telegrams, telephone calls, facsimiles, or email messages will not be accepted.

### **I. Proposal Submission**

Prior to entering into a future contract with the County, the successful proposer(s) must provide the following information:

1. The name of every company bearing an interest in the proposed goods and services to be provided in this proposal offering.
2. The name, title, address, and telephone number of individuals with authority to contractually bind the proposer.
3. A designated person(s) who can be contacted by the County of Laurens during the proposal evaluation period. This information shall include the person's name, title, address, telephone number, and e-mail address.
4. Provide a list of all South Carolina interfaces with other agencies completed by your company.
5. Provide a list of all modules included and excluded from the proposal.

### **J. Number of Proposal Submissions**

Vendors submitting hard copy proposals will be required to submit five (5) hardcopies and one (1) electronic copy in a .PDF format of all proposals to the County for review.

### **K. Presentations and Demonstrations**

Demonstrations will be required of proposal finalists as part of the evaluation process. The County will notify one or more of the responsive proposers to make arrangements for the date, time, and place for such a presentation or demonstration. Demonstrations are being planned to occur during the week of February 27<sup>th</sup>, 2024 (See page 5, section A "Key Dates"). Vendors should expect to spend the entire day on their demos. The County requires a qualified individual on-site during demonstrations to evaluate and/or validate any third party integration and offer recommendations for achieving the County's required functionality. The County's expectation is no loss of current functionality with respect to the new system.

### **L. Disposition of Proposals**

All materials submitted in response to this proposal offering will become the property of the County. One (1) copy of each proposal shall be retained for the official files and will become a public record after an award is made by the County of Laurens and thus open for public inspection. It is understood that the proposal will become a part of the official files of the County of Laurens.

### **M. Disclosure**

The following information submitted by a proposer in connection with this procurement shall not be subject to public disclosure provided that it remains exempt under the South Carolina

Freedom of Information Act S.C. Code § 30-4-10 *et seq.*, or the Federal Freedom of Information Act, 5 U.S.C. § 552.

- (a) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

The information included under this exemption includes all trade secrets and commercial or financial information obtained by a public body, including a public pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. The exemption contained in this item does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. The exemption contained in this item does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm.

Nothing contained in this paragraph (g) shall be construed to prevent a person or business from consenting to disclosure.

- (b) Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.

#### **N. Cost Incurred in Responding**

This proposal offering does not commit the County of Laurens to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs, nor does it commit the County of Laurens to enter into a contract.

#### **O. Prime Proposer Responsibilities**

If the proposer's response includes goods and services provided by others, the proposer will be required to act as the prime contractor for all such items and must assume full responsibility for the procurement, delivery, and quality of such goods and services. The proposer will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of **all contractual requirements resulting from this proposal offering.**

**P. Proposals Property of the County**

All proposals submitted in response to this RFP become the property of the County once they are opened. Supporting technical manuals will be returned at the written request of the proposer. All submitted proposals and supporting material are a matter of public record.

**Q. Insurance Requirements**

Prior to entering into a contract with the County of Laurens, the successful proposer(s) must provide a Certificate of Insurance showing proof of insurance, which meets or exceeds requirements set forth in Appendix A.



## Current Systems Background

The County of Laurens currently uses Harris SmartFusion (Harris CSI) applications, for its financial processes. The County has used Harris ( CSI) as their financial system for 20 years. In its current state, the financial system no longer supports the current business or integrated data needs of County employees and system users and, therefore, the County is seeking a new solution.

The current financial system is used primarily for various finance processes, on-line payment for services, vendor payments, and the County currently outsources Payroll/Human Resources and would want Payroll/Human resources to be included in this new application. Use and acceptance beyond these core user groups is widespread. Financial processes are not highly formalized, but standardized. The various finance processes also involve a great deal of redundant entry and manual/automated workflow across all departments.

Some departments maintain their own off-line and on-line methods to track budgets, expenditures, projects, revenue, and other business data. The current financial system lacks sufficiently consolidated or corroborated data sets for use in management decision making and analysis and considerable human effort is expended for data extraction, validation and reconciliation. Below is a summary of the current system environment.

Current Footprint		
SmartFusion	Other Software (Including Microsoft)	
<p><b>Finance</b>            General Ledger            Accounts Receivable            Accounts Payable            Cash Receipts            Purchase Orders            Fixed Assets</p>	<p><b>Budget</b>            Entry &amp; Review            Digital Budget Book</p> <p><b>Human Resources</b>            Payroll            Timesheets/Time            Reporting            Recruiting &amp; Hiring            Benefit Tracking            Position Control</p>	<p><b>Document Archival</b></p> <p><b>Permitting, Inspections            and Code Enforcement</b></p> <p><b>Miscellaneous Excel</b>            Periodic Reporting            Budget Entry</p> <p><b>CASH</b>            Cash Receipts</p>

The following shows an **estimated** summary of key transaction and operating volumes.

<b>GENERAL LEDGER</b>	
Number of Active Funds	34
Number of Active Accounts	4,000
Chart of Accounts Structure	XXX-XXX-XXXXX-XXXXX
	Fund-Department-Division-Account
<b>PURCHASING &amp; ACCOUNTS PAYABLE</b>	
Number of Purchase Orders per year	400
Number of Active Vendors	7,300
Frequency of Check Runs	4-5 per month, weekly minimum
Number of 1099's issued per year	94
Number of Check Payments per year	4,000
Number of ACH Vendor Payments per year	Through Treasurer's office/software
<b>ACCOUNTS RECEIVABLE &amp; CASH RECEIPTS</b>	
Number of Invoices/Statements per year	200
Number of Customers in Master File	Not in Finance-in Treasurer's Office
Payment Collection Points	Finance Department, Treasurer's Office Solid Waste
<b>HUMAN RESOURCES</b>	
Number of Full Time Equivalent Employees	391
Number of Seasonal Employees	86
Number of Bargaining Units	0
<b>TIME AND ATTENDANCE &amp; PAYROLL</b>	
Number of W2's per year	500
Pay Frequency	Bi-Weekly
Scheduling Software In Place	911;Shriff;EMS

## **Business Goals**

Through the implementation of a new, expanded financial system, the County desires to achieve the following goals:

- The County will have a centralized technology platform that is easily used by, and meets the needs of, all Departments.
- The County will improve service to its constituents through increased access to services and information and increased efficiency of service delivery.
- The County will achieve improved levels of efficiency through the significant reduction of duplicative or redundant processes and paper/manual efforts, and through the implementation of efficient business tools such as workflow automation.
- The County's business processes will be based on leading business practices, becoming more formal, standard and consistent to enhance controls and reduce risk.
- The County will be able to easily search and obtain information for internal and external purposes and will be able to produce a variety of reports for management decision-making, reporting and analytical purposes.
- The County will have accurate and verifiable information, consistent and accessible across the organization's departments.

## **System Goals**

The County desires for the future ERP system to meet the following high-level goals:

- The System is desired to replace the current financial system and reduce manual processes, plus reduce excess paper flow.
- The system should be a long-term, stable, and scalable solution that will integrate, interface or potentially replace other processes and/or systems currently in use, as well as be able to interface with potential future processes or systems that might be required.
- The System should be on a single platform, distributed and accessible throughout the entire County from any location or remote site, with a common look and feel across modules and departments. The internal & external customer interface and functionality should be user-friendly.
- The System will have central, inter-relational databases that feed data throughout the system based on a single point of entry (thereby eliminating duplicate entry of the same piece of information).
- The System will have the ability to capture significantly more information than previously available in an improved, easily accessible and customizable format.
- The System will have the ability to include Drill-Down Capabilities - Related transactions must be clearly linked throughout all modules of the new solution. For example, invoices and vouchers must be tied back to contracts, purchase orders, and requisitions, as well as GL transactions.
- The System will enable easy reporting of data in both standard out-of-the-box reports and custom developed reports. User shall be able to easily create custom reports without any additional knowledge of software products.
- The System will be flexible and simple to adapt, expand, or change to meet specific department's information needs.

- The System should provide easy access to information across modules with a self-service, searchable format.
- The System will employ standard, formal business processes based on leading practices that are uniform throughout the system.
- The System will maximize the efficiency of business operations through automated workflows, notifications and document availability.
- The System will be able to support current resource levels and be easily expandable to accommodate a growing customer base.
- The System should allow for Interface between County Treasurer’s Data (Springbrook) and the System. And if, the County does not choose the Payroll process with in the System, the payroll process (Paylocity) will have the need to be interfaced.

**Requirements**

The County is seeking solutions for the following critical business processes. The chosen vendor must demonstrate proficiency in each other categories below:

FINANCIAL		REPORT WRITING	
	Accounts Payable		
	Accounts Receivable	HUMAN RESOURCES	
	Budgeting		Payroll & Benefits
	General Ledger		Position Control
	Cash Receipts		Time & Attendance
	Project / Grant Management		Training Data
	Purchase Orders		ACA
			Onboarding
CODE ENFORCEMENT			Tracking of OSHA
	Permitting/Inspections		
			Surveys
			Tracking FMLA

The County is also seeking solutions for the following additional business processes, which will be reviewed by the County for possible implementation:

HUMAN RESOURCES		
	Employee Event Tracking	
ADMINISTRATIVE		
	Public Inquiries	
	Certificates of Insurance	
	FOIA Requests	

While the County desires a comprehensive solution, proposers who provide a solution that requires additional interfaces to meet the County’s needs will also be considered. The proposal

should provide a breakdown of each module separately. The County prefers a solution that includes seamless integration between as many systems as possible. However, the County reserves the right to purchase each solution separately from different vendors if it is considered to be within its best interest.

The selected Vendor for each solution must be our one point of contact for all hardware, software, installation, implementation, conversion, training, and project management relating to each solution being proposed.

Proposals must include a description of each software module including developer information, licensing options, description of integration with other proposed applications, and a summary of features. If the module does not meet the County's requirements, the proposer must state the costs and schedule to update the module to meet the County's specifications. The total costs of modifying the module must be fully itemized on the proposal form included in this RFP.

### **System and Hardware Requirements**

A proposer must outline within its proposal the system and hardware requirements of each software solution being proposed. The County will consider all system delivery methods, including hosted systems or managed services. Proposals must include a description of the optimal systems configuration for the proposed solution. If the proposer's solution requires new or additional hardware or equipment, the County of Laurens intends to purchase this separately from this proposal.

### **System Solutions**

Proposed application software must, at a minimum, be capable of meeting the application software requirements indicated within this RFP. The County will, however, entertain proposals that will improve our processes based on vendor expertise and recommendations. Proposals should follow directions in Appendix C to provide a detail cost proposal. Functionality requirements should be addressed within the proposal submitted.

Proposals must include a description of each software module including, developer information, licensing options, description of integration with other proposed applications, and a summary of features. If the module does not meet the County's requirements, the proposer must state the costs and schedule to update the module to meet the County's specifications. The total costs of modifying the module must be fully itemized and included in the proposal on the detail cost sheet discussed in Appendix C.

Items not included in a vendor's proposal must be clearly indicated (See form in Appendix B).

### **Data Conversion**

The County is requesting the selected vendor to perform data conversion from the current application to the new system. Please provide detail costs for conversion items specified below:

### **Financial System**

- **Three years of financial record data.**

### **Payroll & Human Resources**

- **All active human resource / payroll records as of the date of implementation**
- **Payroll history for three years of inactive/terminated records**

#### **Accounts Payable**

- **All information on active vendor accounts**
- **Payment history for at least seven years on all active and inactive accounts**

#### **Accounts Receivable**

- **All information on active customer accounts**
- **Invoice and payment history for at least three years on all active and inactive accounts**

Vendor is to provide a cost summary for data conversion for the services above. The vendor must indicate in the proposal the total cost to perform the required data conversion services and a detailed description of the conversion services. The County reserves the right to elect any or all of the above conversion services. Mutually agreed specifications for the conversion services and testing procedures will be included in the negotiated contract at a future date.

#### **Anticipated Number of Users**

Vendor must be able to support a minimum of 40 concurrent users. Respondent must provide information on their licensing scheme. The majority of usage occurs between 8:00 a.m. and 5:00 p.m., Monday through Friday. Weekend and evening access is required for a small amount of users regularly. The vendor should specifically indicate if there are times when the system cannot be accessed including but not limited to upgrades, maintenance cycles, and/or any other type of down-time.

#### **Maintenance and Support**

The County places a high degree of importance on the maintenance and support a vendor provides for its application software packages. The quality and cost of maintenance and support offered by a vendor will be an evaluation criterion.

The maintenance agreements for each application software package will begin immediately upon the expiration of the warranties for that package; otherwise, these agreements will begin immediately upon acceptance of the package.

The selected Vendor must be willing to bear responsibility for any defects in the software that prevent the software from performing as designed, including any consequential damage to data including erroneous, inaccurate, and unreliable data that is created by the software defect at no additional cost to the County.

Technical support must be available during the business hours of 7:00 am to 6:00 pm EST on all weekdays, excluding federal holidays.

The Vendor must describe the company's policy on maintenance and support, including costs, specifically addressing the following:

- how regular support is provided

- how after-hours support is provided
- how software glitches are handled
- how and when software upgrades, minor and major, are provided
- modifications required as a result of mandated state/federal requirements
- custom modifications desired
- communication methods of outages/maintenance cycles for online portal users (i.e., residents)

### **Software Licensing / Maintenance**

The vendor must agree to license the software for continuous use at a fixed fee without additional royalties or services fees, except for fees for ongoing software maintenance. Software enhancements or upgrades for the base system, as well as any additional modules purchased by County will be provided at no extra charges beyond the annual software maintenance fee for as long as the County has a valid software maintenance agreement with the vendor. The vendor shall take full responsibility for software maintenance including upgrades, improvements, additions, enhancements, and changes in every respect.

### **Operations and Users Documentation**

The vendor must furnish a complete description of the user manuals that will be provided for the operation and use of the proposed system. A description of the format in which the documentation will be provided is requested. For example on-line, compact disk, hard copy, or a combination.

### **Implementation Plan**

A sample of a detailed implementation plan must be included in the vendor's proposal. The County will favor a realistic implementation plan. All software or hardware must be loaded and configured on-site at the County of Laurens.

Vendor will provide on-site support, as needed, during the implementation of the project. Remote setup may be used on occasion when appropriate and does not negatively impact the ability to complete the implementation successfully and efficiently. Also, the county prefers the implementation team to remain consistent for each business process, changing the implementers mid process is not ideal, unless the implementation team is not proficient. If the County is to pay for travel, lodging, etc., during the implementation or maintenance periods, it must be included in the proposal price list. The County of Laurens shall not be responsible for additional charges or costs not included in this proposal.

### **Project Management and Process Definition**

The selected Vendor(s) is (are) expected to assign a project manager. In the proposal, explain the company's policy regarding project management and provide the qualifications of the proposed project manager. Any additional costs associated with project management services must be itemized and included in the proposal.

As part of the implementation the County may need to redesign its key processes. In the proposal, explain and quantify the company's inclusion of this process definition and provide the

qualifications of the proposed process facilitator(s). Any additional costs associated with process facilitation and definition services must be itemized and included in the proposal.

The County reserves the right to approve the selection of the project manager and project management services. Therefore, project management services are subject to negotiation after the selection of a vendor. Final agreements regarding project management services shall be included in the contract for service.

### **Training**

The Vendor shall provide sufficient services to ensure that the County has necessary assistance to complete a timely implementation. The County expects that the Vendor will provide on-site resources to assist with implementation activities. Remote instruction may be used on occasion when appropriate and does not negatively impact the ability to complete the implementation successfully and efficiently at the discretion of the County. Furthermore, the Vendor shall provide ongoing support to the County with regards to the software and its implementation. All training plans should be agreed to by both the Vendor and the County and include detailed employee training schedule with measurable training goals.

The County prefers vendors whose expertise, experience, and knowledge are based on government practices and procedures and who specialize in governmental ERP systems. Therefore, one of our core requirements is the Vendor's proposed software must be currently operating in a production environment for a Local government. The vendor must supply a list of all governmental entities which are currently using the proposed systems, including the length of time the system has been operational. References within the State of South Carolina are desirable, but references from other states are acceptable. Contact information should include contact name, telephone number and email. Please indicate if any of these entities are supported by third party vendors. The County of Laurens personnel reserve the right to contact any individuals listed as references.

### **Taxes**

Taxes should not be included in the proposal quotations for any software. Any sales tax items should be listed as a separate item at time of invoicing. The County of Laurens is located with the City of Laurens and the vendor is responsible for following Business License policies of the City.

### **Exceptions to the RFP**

The Vendor must itemize all exceptions to the specifications included in this RFP on the Exception Form (APPENDIX B), referencing the section number to which the exception is taken. Any RFP sections to which the Vendor does not take exception will be considered as being agreed upon by the Vendor.

### **Disqualification of Vendors**

More than one proposal from an individual, a firm or partnership, a corporation, or an association under the same or different names shall not be considered. Any or all proposals shall be rejected if there is reason for believing that collusion exists among the Vendors, and all participants in such collusion shall not be considered in future proposals for the same work. No contract shall be awarded except to competent vendors capable of performing the class of work contemplated.



### Vendor Proposal Checklist

Please use the following proposal checklist to ensure you are submitting a complete proposal. In addition to the five hard copies, please clearly identify your digital copy media (i.e.: thumb drive) with your business name and address. Please indicate where the information is located within your proposal submission and ensure that your proposal numbering corresponds to the numbering scheme below. Place this check list in the table of contents of your proposal.

RFP Item	Indicate “Included” or “Not Included”	Proposal Section
A. Proposal Summary		
B. Company Background		
C. Software Modules: (Includes details and costs)		
1. Required Modules		
Accounts Payable		
Purchase Orders		
Accounts Receivable		
Budgeting		
General Ledger		
Cash Receipts		
Project / Grant Management		
Report Writing		
Payroll & Benefits		
Time & Attendance		
Recruitment and Applicant Tracking(onboarding)		
Position Control/Personnel Tracking		
FMLA and OSHA Tracking		
ACA		
2. Optional Modules		
Human Resources, Employee Event Tracking		
Administrative, Public Inquiries		
Certificates of Insurance		
FOIA Requests		
D. Additional Required Hardware/Equipment, Operating System, Programming - details and costs		
E. Implementation Plan, Staffing Plan, Timeline, including:		
Project Management – details and costs		
System and Operational Procedure Development Plan		

Software Installation Plan		
Data Conversion Plan		
Report Development Plan		
Integration and Interfaces		
Training and Documentation Plan		
Process Facilitation/Redesign		
F. Staffing Plan		
G. Ongoing Support and Maintenance – details and costs		
H. Software Updates and Distribution – details		
I. System Performance and Recovery		
J. References		
K. Total Cost (Only excluding “2. Optional Modules”)		
L. Proposal Signature		
Appendix A: Proof of Insurance and Performance Bond		
Appendix B: Exceptions		
Appendix C: Total Cost Summary		
Appendix D: County of Laurens Software Requirements RFP		

**Vendor Proposal**

Please include the following in your proposal:

**A. Proposal Summary Form**

Name of Company	
Software Brand Name	
Name of Preparer	
Name of Primary Contact for Follow Up Questions	
Contact Phone Number	
E-mail Address	

**B. Company Background**

Vendors must provide information about their company so that the County of Laurens can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. The County of Laurens, at its option, may require the Vendor to provide additional documentation to support and/or clarify requested information. The Vendor should outline the company's background including a brief description (e.g., past history, present status, future plans, company size, etc.).

1.	Please state the year the Vendor started in the business of selling ERP system solutions.	
2.	Where is the Vendor’s closest facility/sales office in reference to the County of Laurens?	
3.	Where is the Vendor company’s headquarters?	
4.	How many total employees does the vendor have in each of the following categories:	Help Desk Staff - Development Staff - Implementation Staff -

		Other - Total -
5.	Specify the number of public sector vs. private sector clients.	
6.	Indicate whether the business is a parent or subsidiary in a group of companies.	
8.	Indicate if the company incurred an annual operating loss in the last 5 years.	
9.	Has the company had a workforce reduction during the past 5 years?	
10.	What is the percentage of annual revenues reinvested into research & development?	
11.	During the week of February 27 <sup>th</sup> , can the vendor commit to being available for two consecutive days for an on-site demonstrations?	

**C. Software Modules – details and costs (complete a separate checklist for each module being submitted).**

The Vendor is required to provide a general description of the application program product and how it will meet requirements of this RFP. Describe opportunities for making local customizations or development of interfaces without compromising the integrity of the base system. Also include in this description the following: wireless capabilities and support for mobile devices, GIS integration and capabilities, and web based e-Gov solutions (including what is available for employee access, vendor access, citizen access and credit card processing).

12.	Please explain how your product is licensed. (concurrent, site, user or machine based) How are additional license sold?	
13.	How long has the current version of the Vendor software been in production?	
14.	What is the system architecture? (web-based, client/server, mixed)	
15.	What is the query tool and report writer that the vendor is proposing?	
16.	Please describe any workflow or event alerts and notification capabilities the application provides.	
17.	Does the system provide global query function so that users can search system wide based on name, account, range of values, or partial & wild-cards?	
18.	Please describe all 3 <sup>rd</sup> party software required or recommended for the solution, including report writers	

19.	Does the system provide multiple levels of data security control access by terminal, transaction and file?	
20.	Is the system integrated into Microsoft Office Suite permitting the ability to import and export data to journal entries?	

**D. Hardware, Operating System and Programming.**

The Vendor is required to provide the following information. Please include the minimum requirements for the computer hardware environments in which the proposed software will run (server & workstation). This should include the supported operating system(s) and database system(s) as well. Identify the communication protocols and networking requirements that are required for implementation and operation of the proposed system. Identify the development tools and methodology used by the Vendor in designing, developing, maintaining, and enhancing the application system.

21.	What hardware platform(s) does the vendor proposed application software currently operate on?	
22.	What operating system does the vendor proposed application software current operate on?	
23.	What database environments does the vendor proposed application software currently operate on?	
24.	Is the vendor committed to supporting the above operating system, database & hardware platforms for the foreseeable future?	
25.	Does the system architecture support a multi-tier deployment?	
26.	Does the application support native browser based deployment for workstations? Which web servers and browsers are supported? (IIS, Edge, Chrome, Firefox, etc.)	
27.	Does the system support deployment using remote access tools. Are there any issues related to this type of utilization?	

**E. Implementation Plan**

The Vendor is to provide an implementation plan in narrative form that details how the proposed solution is to be implemented. This implementation plan should include the following elements:

- i.) Project Management Approach
- ii.) System and Operational Procedure Development
- ii.) Software Installation
- iv.) Data Conversion Plan
- v.) Report Development
- vi.) Integrations and Interfaces
- vii.) Training

- viii.) Documentation Development
- ix.) Process Redesign Involvement
- x.) Estimated Timeline

The Vendor should not be constrained to only include the above items in the Vendor’s proposal response if the Vendor feels that they add value to the overall implementation.

28.	How many fully operational installations has the vendor completed?	Local Gov. – Gov. – Other – Total –
29.	What is the hourly rate for implementation assistance beyond that which is included in the vendor proposal by skill-set?	

It is expected that the Vendor will lead the efforts in each of the implementation areas described below unless stated otherwise. Further details on what is to be provided as part of the Vendors proposed implementation plan are included in the following subsections.

Project Management Approach

Provide an overall description of the Vendor project management approach towards this type of engagement.

System and Operational Procedure Development

The Vendor is expected to work with the County of Laurens in developing technical support and technical operational procedures to support the system.

Software Installation

The Vendor is expected to specify, furnish, deliver, install and support all system software.

Data Conversion Plan

The Vendor is expected to perform electronic and manual conversion of data to the new system, including overall data conversion coordination, definition of file layouts, and data import and validation into the new system. It is anticipated that the information specified on pages 14-15 will be converted to the new system.

Report Development

It is expected that the system will provide the ability for end-user querying and reporting to be performed without impacting the performance of the transactional system. It is also expected that the system will provide the ability to upload and download information ensuring integrity of uploaded information. County would also like the capability to produce charts and graphs and off load data to EXCEL for user processing. The Vendor is expected to provide assistance to the County staff in the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc.

Integrations and Interfaces

It is expected that information would be entered once into the system. Modules within the system should be integrated in real-time with each other, such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the municipality. The Vendor is expected to assist the County of Laurens in the development of required integrations and interfaces. Planned interfaces include:

- a) Ability to interface with ESRI products ArcGIS Desktop and ARC GIS Server (Permits, Code Enforcement, Permits, Business and Contractor Licensing, and Work Orders).
- b) Ability to import merchant transactions to Accounts Receivable and General Ledger systems related to automatic credit card payment services.
- c) Ability to import/export data from Payroll/AP module and bank to accommodate positive pay and direct deposit services.
- d) Ability to import data from Bank of America Card services to GL expense accounts.
- e) Ability to import files for bank reconciliation.
- f) Ability to export and format Payroll data for South Carolina Retirement Fund (SCPEBA) in format prescribed by SC PEBA.
- g) Ability to generate 941, W-2, 1099, and 1095 B and C files for State and Federal government.
- h) Ability to upload information from Excel spreadsheets into the appropriate budgeting, HR and Payroll, and General Ledger modules.
- i) Ability to integrate with Active Directory for Login, Photos, User Information
- j) Must have interface with QS1(Springbrook) that is used by Treasurer's Office.
- k) Ability to interface with another vendor for Payroll if HR does not choose the System Payroll.

The Vendor should respond in this section with a discussion on the approach on how each of these integrations would be developed. Aggregate pricing for the development of all of the interfaces should be included in the Pricing forms.

#### Documentation Development

It is desired to have the selected Vendor take the lead on development of end-user and technical training material. The Vendor is expected to provide user manuals in digital format for use by the County of Laurens as part of the initial training and on-going operational support.

Estimated Timeline

It is requested that an estimated timeline of implementation that the vendor could commit to which would fully encompass the scope of the project. Please use an estimated project kick-off date of June 30, 2024. Cut-Over of financial functions to a new solution should occur at the beginning of a fiscal year (in this case, with the new budget cycle Fiscal Year 2026, beginning July 1, 2025); however, it is not a requirement for non-financial systems, such as Building and Codes Software. A Phased approach for functions that are not tightly integrated with the core financial applications, may be considered. Payroll functions should begin at the start of the calendar year.

**F. Staffing Plan**

The Vendor must detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). An overall estimate staffing plan for the project including identification of the County of Laurens resources during the course of the implementation in terms of hours or full-time equivalents may also be included.

**G. On-Going Support and Maintenance**

The Vendor must specify the nature, costs and conditions of any post-implementation support options including:

- i.) On-site support
- ii.) Telephone support – including the minimum and maximum response time provided as part of the basic support agreement and average response time for the past twelve (12) months.
- iii.) Availability of user groups
- iv.) Escalation options and procedures

Identify the party or business unit that is responsible for the support options provided above. Additionally, it is requested that the Vendor submit their Help Desk “prioritization” of support calls and their call “escalation procedures.”

30.	Does the vendor have a toll-free support line?	
31.	Does the vendor have a User Group for South Carolina?	
32.	Does the vendor have an Annual User Conference?	
33.	What is the vendor’s average response time (minutes) for a telephone response to a service call?	
34.	What is the vendor’s average resolution time (minutes) for a telephone service call?	
35.	What is the vendor’s guaranteed maximum response time (minutes)?	

## H. Software Updates & Distribution

Provide information on how server and client side software updates are received, processed and distributed to either the server and/or client environment. Describe the delivery method of future updates and product enhancements, the frequency of upgrades and if an accumulative patch process is an option. Also, describe how updates are incorporated with local custom modifications such that custom modifications will not be lost when a new release of the software is applied. Describe any configuration management system that is incorporated with the Vendor solution. The County of Laurens expects to receive maintenance, as well as functional and technological enhancements, as part of their Annual Support Agreement.

36.	Will the vendor provide all periodic enhancements to the software at no additional charge, beyond the annual support agreement?	
37.	Does the vendor provide product upgrades automatically or on demand?	
38.	How does the vendor normally release product upgrades or enhancements?	
39.	What is the Vendor's process in the event an update fails to work properly?	

## I. System Performance & Recovery

System response time must not impede the ability for departmental staff to perform their required job functions using the system. Describe system performance of the proposed solution. Please state whether the vendor will make this commitment, what restrictions will apply, and the County's role in monitoring the performance level. Availability and recovery in the event of failure is an extremely important part of this software solution.



**J. Vendor Reference Information**

Provide a contact person and phone number of three (3) recent clients similar to the County of Laurens. Please indicate how long they have been a client and which systems they are using.

Proposing Firm Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Been a Client Since: \_\_\_\_\_

Date Current Version Installed: \_\_\_\_\_

Modules that are live: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Been a Client Since: \_\_\_\_\_

Date Current Version Installed: \_\_\_\_\_

Modules that are live: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Been a Client Since: \_\_\_\_\_

Date Current Version Installed: \_\_\_\_\_

Modules that are live: \_\_\_\_\_

**K. Total Cost (See Appendix C / Total Cost Summary)**

Costs for the Vendor's proposed solution should be submitted as outlined in this RFP. Costs should include the complete costs for the proposed solution. Use additional pages as needed to provide additional cost detail.

No additional charges, other than those listed on the price breakdown sheets, shall be made. All shipping and insurance costs to and from the site shall be included in this proposal. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. Vendor shall be responsible for all arrangements for the shipment of equipment / software to the County's prepared site. Specific payment terms will be negotiated as part of the final contract. It is expected that certain payments will be made upon delivery of the software with additional payments made based on specific project milestones. Client may during the implementation period or thereafter require modifications, interfaces, conversion or other services from Vendor. Vendor agrees to provide a written Change Order describing the work to be performed and estimating the costs, including expenses, for Client approval before any work is initiated by Vendor. Vendor will not exceed the costs set forth in the mutually agreed to Change Orders without justification, in writing, that is acceptable to the County of Laurens.

**L. Proposal Signature Form**

The undersigned, as proposal responder, declares that he/she has carefully examined all the items of the Specifications and Instructions herein that he/she fully understands and accepts the requirements of the same, and he/she agrees to furnish the specified items and will accept, in full payment therefore, the amount specified below.

Proposals shall include installation services, and the successful respondent shall obtain all required permits and pay fees required.

Note: Terms are firm for 120 days.

Total First Year Price           \$ \_\_\_\_\_

Annual Maintenance Year 2   \$ \_\_\_\_\_

Annual Maintenance Escalation Percent Maximum \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

(Person executing response & official capCounty)

## **Appendix A – Insurance and Performance Bond Requirements**

### **Proposer/Vendor Insurance**

The Provider shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the County by the Provider, his agents, representatives, employees or subcontractors, with limits of liability as described below. Certificate(s) of insurance shall be submitted within ten (10) Calendar Days after the Notice of Award has been received by the Provider and such coverage shall be maintained by the Provider for the duration of the contract period for occurrence policies. All required coverage shall be maintained on an occurrence basis except for professional liability insurance. For claims-made or claims-made and reported policies, Provider shall maintain such coverage for the duration of the contract period and for five (5) years following the termination of the contract period. The Provider agrees to notify the County in writing within ten (10) days of the effective date of a material change in the policy limits, deductible or terms of coverage provided by the insurance required by this Agreement.

#### **1. Commercial General Liability:**

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability Form including Products/Completed Operations.

Minimum Limits:

\$5,000,000 General Aggregate Limit

\$5,000,000 Products & Completed Operations

\$3,000,000 Personal & Advertising Injury

\$3,000,000 Each Occurrence Limit

\$100,000 Fire Damage Limit

\$5,000 Medical Expense Limit

#### **2. Business Commercial Automobile Liability:**

Coverage sufficient to cover all vehicles owned, used, or hired by the Provider, his agents, representatives, employees or subcontractors.

Minimum Limits:

\$1,000,000 Combined Single Limit

\$1,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

### 3. Workers' Compensation:

Limits as required by the Workers' Compensation Act of South Carolina, to include state's endorsement for businesses outside of South Carolina.

Employer's Liability, \$1,000,000.

#### A. Professional Liability

Minimum limits are \$3,000,000.00 per occurrence

#### B. Cyber Security Liability

Minimum limits are \$2,000,000.00 per occurrence

#### C. Insurance Coverage Provisions:

- i) All deductibles or self-insured retention shall appear on the certificate(s).
- ii) County, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
- iii) With the exception of professional liability coverage, the Provider's insurance shall be primary over any applicable insurance or self- insurance maintained by the County.
- iv) The insurer shall provide 30 days written notice to the County in the event of cancellation/non-renewal (except for nonpayment of the premium and Workers Compensation coverage).
- v) Provider shall require that its sub-consultants have and maintain insurance coverage meeting all of the requirements stated herein and shall obtain and provide proof of such insurance to the County.

- vi) All deductibles or self-insured retention shall appear on the certificate(s).
- vii) Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
- viii) The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
- ix) The Provider shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf; if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
- x) All insurance shall be placed with insurers who are lawfully authorized to do business in the state of SC, and who maintain an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from the County's Risk Manager.
  - a. Provider further warrants to:
    - i. Properly withhold from all wages, commissions, salaries, and fees paid by Provider to third parties or employees, agents, or sub-contractors of Provider, all amounts required by State or Federal law to be withheld for or on account of taxes, social security payments, or other withholdings mandated by law or regulation.

- ii. Ensure to the best of its knowledge, information and belief, any third party, employee, agent, or sub-contractor of Provider shall comply with the terms of this Contract concerning employment discrimination, insurances, and withholdings, as well as all other state and federal laws referenced above in Section I. 7. so far as concerns this Contract.
- iii. Comply with, at the request of the County, all lawful demands made pursuant to the South Carolina Freedom of Information Act, S.C. Code § 30-4-10 *et seq.*, or the Federal Freedom of Information Act, 5 U.S.C. § 552.
- iv. Make no offer of employment to any County employee for a period of two

(2) years after the termination of this Contract.

- 4. In the event of termination/cancellation of any insurance for nonpayment of premium or loss of Workers Compensation coverage, \_\_\_\_\_ shall immediately notify the County of such event by e-mail and by regular mail.

### **Performance and Payment Bond**

- (A) The Contractor shall be required to furnish a performance bond and a payment bond each in the amount of the contract price insuring the faithful performance of the contract and payment of all obligations arising there under pursuant to South Carolina Statutes.

**Request for Proposal (RFP)  
Enterprise Resource Planning (ERP) System**

**Appendix B – Exception Form**

<b>Section #</b>	<b>Explanation</b>

# **Request for Proposal (RFP) Enterprise Resource Planning (ERP) System**

## **Appendix C – Total Cost Summary**

The total cost summary should be on a separate attached sheet and must include the following breakdowns by year for the first five years and a cap on increases thereafter:

- Software Licensing Costs (show breakdown by required module and by user type).
- Project Management Costs.
- Data Conversion Costs.
- Implementation Costs.
- Training Costs (Provide breakdown for system administrators, named users, and departmental user.
- Annual Maintenance Costs (show breakdown by required module).
- Separate pricing breakdowns for optional modules listed.



# Request for Proposal (RFP) Enterprise Resource Planning (ERP) System

## Appendix D – Disqualification of Certain Individuals or Firms

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION: No person or business entity shall be awarded an agreement or sub-agreement, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity:

- (A) has been convicted of an act committed, within the State of South Carolina (or any state or the United States), of bribery or attempting to bribe an officer or employee of the State of South Carolina (or any state or the United States) in that officer's or employee's official County;
- (B) has been convicted of an act committed, within the State of South Carolina (or any state or the United States) of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of South Carolina (or any state or the United States);
- (D) has been convicted of an act committed, within the State of South Carolina (or any state or the United States) of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et seq., under the laws of the State of South Carolina (or any state or the United States);
- (E) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of South Carolina (or any state or the United States);
- (F) has made an admission of guilt of such conduct as set forth in subsection (A) through (E) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (G) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (E) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business. By signing this document, the vendor hereby certifies that they are not barred from bidding on this contract.

\_\_\_\_\_  
(Signature of Officer)

The above statements must be subscribed and sworn to before a notary public.  
Subscribed and Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.*

# Request for Proposal (RFP) Enterprise Resource Planning (ERP) System

## Appendix E – Anti-Collusion Affidavit and Certification

\_\_\_\_\_, hereby certifies that he/she is  
(Name)

\_\_\_\_\_ Of \_\_\_\_\_  
(Partner, Officer, Owner, Etc.) (Firm)

The party making the foregoing proposal or bid (a “**bid**”), that such bid is genuine and not collusive, or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any vendor or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other vendor, or to secure any advantage against any other vendor or any person interested in the proposed agreement.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

\_\_\_\_\_  
(Signature of Officer)

The above statements must be subscribed a sworn to before a notary public.  
Subscribed and Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.*

# **Request for Proposal (RFP) Enterprise Resource Planning (ERP) System**

## **Appendix F – Conflict of Interest**

\_\_\_\_\_, on behalf of the vendor making this proposal, hereby certifies that vendor has conducted an investigation into whether an actual or potential conflict of interest exists between the vendor, its owners and employees and any official or employee of the County identified herein.

Vendor further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if vendor has not disclosed any actual or potential conflict of interest, the County may disqualify the proposal or the County may void any award and acceptance that the County has made prior to discovery of said undisclosed conflict.

\_\_\_\_\_  
(Signature of Officer)

The above statements must be subscribed a sworn to before a notary public.  
Subscribed and Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.*

**Request for Proposal (RFP)  
Enterprise Resource Planning (ERP) System**