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## REQUEST FOR PROPOSALS

### FINANCIAL, REVENUE COLLECTION AND PERSONNEL ERP SYSTEM

#### INTRODUCTION

The City of Dunnellon is issuing this Request for Proposal (RFP) to solicit vendor proposals for a financial and administrative data processing system to serve the current and projected needs of the City. The City intends to seek the best solution, based on the representative criteria contained in this RFP, for its data processing needs.

The successful vendor will seek to establish a turnkey, integrated software environment for the City, which will satisfy the specifications in the RFP, bringing to bear whatever vendor resources are required from the areas of computer systems software, technical training, conversion, maintenance and support services.

This Request For Proposal will be submitted via Electronic format.

#### CRITICAL DATES

Request for Proposals Published: December 7, 2023

Deadline for Questions From Vendors: December 21, 2023

Deadline for Proposal Submissions: January 4, 2024, 3:00 p.m.

Staff Recommendation to City Council: February 5, 2024

Notice of Award: February 14, 2024

Fully Executed Contract Returned to City: February 22, 2024

#### INSTRUCTIONS TO PROPOSERS

Response submittals for this RFP must be submitted with 1 copy in electronic format and 3 paper copies. The City will select the proposal that, in its opinion, is in the best interest of the City. The City reserves the right to reject any or all proposals or portions of a proposal. The City also reserves the right to waive minor technicalities in the proposal, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine the best proposal. In addition to accepting the proposal or proposals deemed to be in the best interest of the City i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the City reserves the right to accept a proposal (or proposals) for any or all items separately or together.

Vendor inquiries are to be directed to Jan Smith, Finance Officer via email at [jsmith@dunnellon.org](mailto:jsmith@dunnellon.org)

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All responses must adhere to the following guidelines:

- Vendors are encouraged to submit responses as soon as possible. The City is not responsible for late submissions, regardless of the reason.
- All requested information and forms **MUST** be included as attachments.
- Submittals may be re-submitted prior to the date and time of bid open; if multiple submissions are received from the same source, the latest date stamped submittal will be the one used.

## **SELECTION PROCESS**

The selection process will be conducted as follows:

Review of Written Proposals – Using the criteria described in the “Required Content for Proposal” section of the RFP, the City of Dunnellon project group shall review all proposals received to determine those software vendors who are fully qualified to provide the software, services and support set forth by this RFP.

Discussion and Demonstrations – The city’s project group may hold one or more discussions with the top three ranked vendors who are deemed to be fully qualified to provide the software, services and support as set forth by this RFP. Based on these discussions the project group may also request the top three ranked vendors to provide a demonstration of the various functions provided by the software.

Evaluation and Ranking – Using all the information developed during the proposal review, discussion and possible demonstration stages, the project group shall rank the top three firms based on the information provided and present a recommendation to the City of Dunnellon’s City Council to enter into a contract with the top ranked vendor(s).

## **REQUIRED CONTENT FOR PROPOSAL**

The written proposal should address each of the below items:

- A. Company Background – Provide information pertaining to the type of business, i.e., proprietorship, partnership, corporation; primary contact information; years in business; brief company history; number of employees; percentage of employees devoting one-hundred percent (100%) of their time to development and support; and information pertaining to any law suits ever filed against the company by a public-sector customer. Please provide the names and resumes of the project team that will be working with the City. Also, include how many public-sector installations which are currently live with similar size to the City of Dunnellon. Also, supply a list of live public-sector installations in the state of Florida that are currently using the system being proposed to the City. Provide any other company information the applicant may wish to supply. Note, the City’s project group may contact the public sectors listed.

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- B. Application Software Specifications – In the Appendix is a listing of each specification requested by the City. Each one must be answered by checking the appropriate box on each item listed:

[CR] The current release of the software supports this specification/item. This feature is currently installed and in successful operation at more than one of the vendor's customer sites.

[FR] The specification/item is not currently supported but will be supported in a future release within three (3) years.

[CD] The specification/item is not currently supported but could be a custom development project.

[NS] The specification/item is not supported, and no modifications will be provided.

- C. Training – Installation, implementation, and all training costs must be included in Vendor's proposal.
- D. Data Conversion – Describe data requirements, data matching process, data conversion process, projected timeline and any special requirements the City must meet in providing data files for electronic conversion. The data conversion is to transition from Tyler Technologies, Munis product.
- E. Project Schedule – Provide a project schedule for the application software conversion and installation. Provide information describing the general project management philosophy with regards to the successful implementation as well as projected man hour needs for staffing that the City must be prepared to provide for a successful conversion. Describe the conversion, implementation and training responsibilities and work plan associated with the implementation.
- F. Cost Detail - Provide an itemized proposal of all charges including, but not limited to: (The Cost Detail Table is the last page of this Request for Proposal)
1. Cost breakdown by module.
  2. Cost for training.
  3. Cost to convert data.
  4. Travel costs.
  5. Any other cost associated with acquisition and implementation.
  6. Year 1, 2, and 3 costs for maintenance and support after initial implementation year.

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Amounts should include applicable taxes (itemized) and include all transportation and delivery, if applicable, FOB, to City of Dunnellon, FL. All costs shall be in actual dollars and cents amounts. "Time and Material" quotation is **not** acceptable. Please provide actual costs for travel, cables and other items the vendor will be billing the City. **Estimating costs will be grounds for non-acceptance.** The cost detail schedule is at the end of this Request For Proposal.

G. Other – Please provide detailed answers to the following questions:

1. What is the bidding company policy for new releases or complete software rewrites, upgrades and conversions? \_\_\_\_\_  
\_\_\_\_\_
2. How often is the software updated? \_\_\_\_\_
3. Are updates included in the cost of support? \_\_\_\_\_
4. What are the terms, conditions and costs for the annual maintenance and support of the software program? \_\_\_\_\_  
\_\_\_\_\_
5. What is the bidding company policy regarding the software program source code? \_\_\_\_\_  
\_\_\_\_\_
6. Are there options for partial payments to purchase the software? \_\_\_\_\_  
\_\_\_\_\_
7. Are webinars available for training? \_\_\_\_\_
8. How easy is it to learn and operate the software? \_\_\_\_\_  
\_\_\_\_\_
9. Who provides support for the software program? \_\_\_\_\_
10. What is the turnaround time for a support call? \_\_\_\_\_
11. When will the vendor be ready to implement the software? \_\_\_\_\_
12. Does each module have the ability to function as "standalone"? \_\_\_\_\_
13. What is the anticipated date of full implementation? \_\_\_\_\_

## TERMS AND CONDITIONS

Date and Receipt of RFP – Response submittals for this Request for Proposal will ONLY be received via USPS or in person. Vendors are encouraged to submit responses as soon as possible. The time and date of receipt as recorded by the City Clerk will serve as the official time of receipt. The City is not responsible for late submissions, regardless of the reason. All requested information and forms MUST be included as attachments. Submittals may be re-submitted prior to the date and time of bid opening. If multiple submissions are received from the same source, the latest timestamp will be the one used.

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Withdrawal or Modification of RFP – The proposing firm may request withdrawal or modification of their sealed proposal prior to the scheduled closing date and time.

Contract Award – The City reserves the right to accept or reject any or all proposals, to waive any irregularities and technicalities, and to request resubmission or additional information. The City reserves the right to award the contract to the most responsible and responsive proposing firm resulting in an agreement which is most advantageous to and in the best interest of the City of Dunnellon. The City shall be the sole judge as to whether the proposal and the resulting agreement are in the best interest of the City, and the City of Dunnellon’s decision shall be final.

Contract Documents – Within ten (10) calendar days after the City notification of intent to award, the successful proposer must furnish all documentation required to support the city’s intent. If the successful proposer fails to furnish the required deliverables within the required time frame, the award may be withdrawn and made to the next highest rated proposer.

Addenda and Interpretations – If it becomes necessary to revise any part of this RFP, a written addendum will be provided to all known prospective proposing firms. Interpretations, corrections and changes shall not be binding unless made by addendum. The proposing firm shall not rely upon interpretations, corrections or changes made in any other manner, whether by telephone or in person. All Addenda issued shall become part of the Contract documents. It is the proposing firm’s responsibility to ascertain that it has received all addenda issued for this solicitation. All addenda must also be acknowledged by the proposing firm.

Termination for Convenience – The City of Dunnellon shall have the right to terminate at the City’s convenience, with or without cause, any contract resulting from this RFP by specifying the date of termination in a written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All work produced shall become the property of the City of Dunnellon.

Assignment of Contractual Clarifications – It is agreed that the successful proposer will not assign, transfer, convey or otherwise dispose of the contract or its right, title, interest in whole or in part thereof without previous written consent of the City and any sureties, of which the City shall be under no obligation to grant. The City of Dunnellon must receive notification of any change in the members of the project team identified in the proposal.

RFP Proposal and Clarification – The City of Dunnellon reserves the right to request clarification of information submitted and to request additional information of the one or more Proposing firms. Any inquires suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made in writing to Jan Smith. The City of Dunnellon shall not be responsible for oral interpretations given by any employee, representative or others. The issuance of a written addendum signed by Jan Smith of the City of Dunnellon is the only official method whereby interpretation, clarification, or additional information can be given.

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The city of Dunnellon will provide by email to all official RFP holders any addenda which are issued to this RFP. Official holders are those who obtain an RFP directly from the City of Dunnellon.

Indemnification Requirement – The City shall require the following or similar indemnification paragraphs to be made part of the contract(s) as entered into with the successful proposer(s):

- The City shall be held harmless against all claims for bodily injury, sickness, death, personal injury, damage to property or loss of use resulting there from or arising out of performance of the agreement or contract, unless such claims are a result of the City’s own negligence.
- The City shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City’s own negligence.

Affirmative Action – The contractor shall take all necessary affirmative steps to assure compliance with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard to race, color, religion, age, sex, national origin or physical disabilities. The contractor will indemnify and hold the City harmless from all claims for damages from violations of state or federal law, and all cost and expenses, including attorney’s fees, arising from or related to such claims.

Contact with City Employees – To ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the person named in this RFP. Contact with any other City employee, except at the vendor pre-bid meeting (if conducted) is expressly prohibited without prior written consent of the person so named herein. Vendors directly contacting other City employees will risk elimination of their proposal from further consideration.

Software Defects – Vendor shall properly correct all software defects which the vendor is responsible within a time-period agreed upon by the City and vendor.

Response Preparation Costs – The City will not pay any costs incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors except for costs associated with any City personnel visits to vendor offices or other client sites.

Respondent understands that neither this Solicitation nor respondent’s proposals constitute an Agreement with the City. No Agreement is binding or official until all proposals are reviewed and accepted by appropriate City staff, approved by the requisite level of authority within the City and an official Agreement is duly executed by the parties. The selected respondent shall be required to sign an Agreement which the City determines to be fair, competitive, and reasonable.

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

Any questions or clarifications regarding this solicitation shall be submitted in electronic format (via email) to Jan Smith, Finance Officer, at the Office of the City Clerks by December 14, 2023. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in electronic format (via email). The solicitation title shall be referenced on all correspondence. All questions must be received no later than the date specified above. All responses to questions/clarifications will be sent to all prospective respondents in the form of an addendum to this solicitation.

The City will not accept responses delivered after the established deadline. If a proposal is delivered after the stated deadline, a respondent shall be deemed non-responsive and will not be eligible for consideration under this solicitation. No unsolicited modifications to proposals will be permitted after the date and hour of the opening of proposals.

Any response by any City office, receptionist or personnel other than the City Clerk’s office will not constitute “delivery” as required by this solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the opening of responses to this solicitation if there is one.

The city reserves the right to:

- (A) accept or reject any or all proposals, to waive any irregularities, and to select the respondent that best fits the needs and interests of the city.
- (B) cancel this Solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interests of the City.

A selection committee will conduct an evaluation of proposals and will rate each submittal based upon the following criteria:

<u>Criteria</u>	<u>Points</u>
Experience.....	1-10
Understanding of services to be provided.....	1-10
Personal experience.....	1-10
Presentation of proposal (clarity and creativity).....	1-10
<u>Proposal cost.....</u>	<u>1-10</u>
<b>Maximum Total Points.....</b>	<b>50</b>

The City of Dunnellon supports Equal Opportunity Employment, Fair Housing and providing reasonable accommodations to those with disabilities.

In the event of any dispute arising under or related to this solicitation and the Agreement issued

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pursuant thereto, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of the Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

Under no circumstances shall any prospective respondent, or any person or persons acting for or on behalf of any said prospective respondent, seek to influence or gain the support of any member of the City Council or the City Staff favorable to the interest of any prospective respondent or seek to influence or gain the support of any member of the City Council or City Staff against the interest of any prospective respondent. Any such activities shall result in the exclusion of the prospective respondent from consideration by the City.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal or a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

All contracts awarded to Consultants arising from this RFP shall contain a provision complying with s.119.0701, F.S., which requires a public agency contracting for services to include in such contract a statement providing the contact information of the public agency's custodian of public records; prescribes the form of the statement; and sets forth required provisions in a public agency contract for services regarding a contractor's compliance with public records laws.

All submittals shall become the property of the City.

Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of the exposures.

The City reserves the right to reject any or all responses to this RFP, to waive any or all informalities and/or irregularities, to re-advertise with either and identical or revised scope and to cancel requirements in their entirety.

A response to this RFP does not constitute a bid; therefore, the City retains the right to contact any/all respondents after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

### **INSURANCE REQUIREMENTS**

Certificates of insurance shall be addressed to the City of Dunnellon. All insurance shall be in effect during the term of the contract. Vendor shall provide the following coverage:

- General liability, errors and omissions insurance not less than \$1 million for bodily injury



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including accidental death to any one person and aggregate. Property damage of not less than \$1 million for any accident or aggregate.

- Vendor's protective liability damage insurance in the same minimum coverage as under general liability insurance.
- Worker compensation insurance in accordance with provisions of the labor code of the State of Florida.

### **OTHER REQUIREMENTS**

The vendor must complete Form W9 Request for taxpayer identification number and certification. Vendor **must** have a contract that has been duly approved and executed as required by the City of Dunnellon before deliverables are valid and payable. Any obligations that should come due not compliant with the same will become void and therefore will not be paid.

### **FORMAT FOR PROPOSAL**

Proposals are to be prepared in a manner designed to provide the City of Dunnellon with a straightforward presentation of the proposer's capability to satisfy the requirements of the RFP. Proposers must address the technical and logistical factors associated with the request for proposal. Vendors must use the following format in which to submit their proposal:

1. Required Content Items A through G (Narrative Form). Page 2 through 4.
2. Vendor Response to Questions listed in Item "G" 1 through 13. Page 4.
3. Summary Information Sheet. Page 10.
4. Appendix – The System Requirements. Page 11-19.
5. Cost Detail Table. Page 20.
6. Form W9 (supplied by vendor).
7. Form 1 – Conflict of Interest Statement
8. Form 2 – Debarment Certification
9. Form 3 – Certification of Authorized Signatory
10. Form 4 – Compliance Certification Form

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**CITY OF DUNNELLO  
SUMMARY INFORMATION SHEET**

**REQUEST FOR PROPOSAL**

**FINANCIAL, REVENUE COLLECTION, BUSINESS LICENSE, ASSET MANAGEMENT,  
PERMITTING AND CODE ENFORCEMENT AND PERSONNEL ERP SYSTEM**

Name of Organization:

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Proposed Software's Name/Version:

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Organization Address:

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Contact Person/Title:

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DUNS#: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

SIGNATURE AND TITLE OF OFFICER:

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DATE SIGNED: \_\_\_\_\_

# City of Dunnellon

## REQUEST FOR PROPOSALS

### Appendix

**The system requirements are, but not limited to, the following:**

The City of Dunnellon would like at least the following data converted from its current system at the implementation date:

- ❖ Chart of Accounts
- ❖ General Ledger History to present.
- ❖ Permits and Inspection History to present
- ❖ Accounts Payable History to present.
- ❖ Business License History to present.
- ❖ Payroll and Human Resources History to present

The City of Dunnellon currently has eleven (11) users that need to be able to access the software concurrently. However, the system should be easily expandable in the future as needed for all department heads to have access to the system for inquiry and approvals with limited access to information within their respective departments. The City is also seeking the ability to update work orders and permit inspections from the field.

<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
<b>Item</b>	<b>[CR]</b>	<b>[FR]</b>	<b>[CD]</b>	<b>[NS]</b>
<b>Mandatory Items</b>				
All application modules must be developed and maintained by the preparing company.				
All application modules must be integrated and the user interface identical in "look and feel".				
All application modules must maintain at least ten (10) years of detail transaction history available for reporting and inquiry.				
Customizable security settings on a user to user basis across all modules.				
Centralized cash receipting interfacing with Business License and Building Permit module for when a payment is posted, it will automatically update the appropriate customers' accounts receivable.				
User interface with the software is browser based.				
All application modules must be able to properly function within the Microsoft operating system environment.				
Ability to upload documents without use of additional hardware (drag and drop feature)				
Database Language is Structured Query Language "SQL"				

<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
<b>General Features</b>	<b>[CR]</b>	<b>[FR]</b>	<b>[CD]</b>	<b>[NS]</b>
Ability to easily take data and reports to Excel, CSV, PDF and other software applications.				
User friendly custom report writer capabilities in each module.				
Ability to save custom reports.				
Document imaging capability in each module with unlimited attachments per record.				
Enhancements and upgrades included with annual maintenance fees.				
Ability to attach/add notes to records within the software across all modules proposed.				
Ability to have multiple completely separate governmental sub-entities with each entity reporting separately without added licensing costs. Example, an independent Economic Development Board, Library Board and etc.				
<b>A - Bank Reconciliation</b>				
Fully functional bank reconciliation.				
Run reports at any time with the correct checks listed as outstanding.				
Clear range of checks and/or highlighted checks.				
Cash receipts/deposits need to feed into bank reconciliation module.				
AP data (i.e. checks, ACH, wires, e-checks) need to feed into bank reconciliation module.				
Export data to Excel or other software application.				
Record transaction in module and post to general ledger.				
Ability to use various files from banking institutions for automatic processing.				
<b>B - Financial / Budgeting</b>				
Ability to print GASB Statement of Revenue / Expense, Balance Sheet, Statement of Net Assets and detail and summarized Trial Balance.				
Ability to export budget functionality and financial reports to Excel forward and backward.				
Ability for department heads to see respective department only previous year actual, current year budgeted, YTD Actual, and then enter the requested amount for the next budget year.				
Ability to save historical development during budget preparation.				
Ability for users to enter justifications by line item as part of the entry screen.				
Ability to easily print customized budget pages for presentations.				
Ability to maintain and track capital projects, grants and special projects.				
Ability to generate financial reports by any segment of the account number to include trial balances, balance sheets and general ledger detail.				
Ability to add notes on each line item				
Ability to print reports portrait and landscape (with preview capability).				
Ability to display and report on summary data by funds, accounts and departments.				

[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]				
	[CR]	[FR]	[CD]	[NS]
Ability to perform an online inquiry with drill down functionality (viewing capability).				

<b>C - Accounts Payable/Purchasing</b>				
Ability to record payments made electronically.				
Ability to post invoices/vouchers to ledger in month expense occurred and process payment in a later time period.				
Ability to perform an online inquiry with drill down functionality (viewing capability).				
Fiscal year end accrued accounts payable function – checks written in new fiscal year but expense recorded in prior fiscal year.				
Ability to save recurring transactions.				
Ability to have unlimited number of vendor records and vendor history; including temporary and other vendor types.				
Ability to select invoices for payment individually or use custom parameters as well as partial payment options.				
Ability to store unlimited amounts of documents with unlimited document types.				
Ability to integrate fixed asset management with payables.				
Ability to handle encumbrances, department acquisitions as well as purchase orders.				
Dynamic available budget balance verifications for purchase orders and contracts.				
Purchasing controls by various thresholds (i.e. ability to manage different approvers based on financial levels or Council approval on items over set amount).				
Ability to see history by vendor, expense account, invoice or purchase order number.				
Ability to partially receive items on a Purchase Order when posting an invoice for payment. The remaining amount “open amount” continues as encumbered funds.				
Ability for a Purchase Order to have multiple Invoice transactions.				
Automatic creation of inter-fund transactions.				
Ability to track vendor submitted W-9’s and up to date certificates of liability and business registrations.				
System generated entries for posting to general ledger.				
Ability for departments to enter requisitions limited to specific General Ledger account numbers				
Ability for a vendor to have a “pop up” notification window with unlimited number of notes when vendor file is accessed for Requisitions and/or invoice entry.				
Ability to record multiple descriptions on a transaction.				

<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
	<b>[CR]</b>	<b>[FR]</b>	<b>[CD]</b>	<b>[NS]</b>
Ability to place vendor on "Hold" to not create a Requisition or Purchase Order,				
Ability to search, sort and query information.				
Ability to enter a vendor invoice and place on hold to not process payment/check.				
Ability to assign a ledger account number line by line on Requisition/ Purchase Order.				
Ability for individual Purchase Order Line Items listed to be imported on invoice voucher entry screen. (same line item detail which is on Purchase Order listed on Invoice posting screen.)				
Ability to attach and maintain Certificates of Insurance and report on expiration of such.				
Ability to generate report of vendors and invoices on hold.				
Customizable checks.				
Ability to process vendor payment from multiple cash accounts and check stock and electronically via ACH file transfer				
<b>D - Fixed Assets System</b>				
Must include a thorough asset master file with records of cost, components, location, insurance, maintenance, projects, expenses, notes, history and work orders.				
Ability to calculate depreciation either monthly or annually.				
Ability to integrate the calculated depreciation to the appropriate general ledger accounts.				
Ability to track assets by department, custodian, asset type, acquisition date, disposal date, depreciation start date, depreciation expense and accumulated depreciation line item.				
Ability to request an asset to be disposed or transferred to another department with appropriate approval authority before the request is carried out.				
Ability to attach various document types to an asset file and maintain with record.				
Ability to track maintenance schedules and cost of an asset.				
Ability to add unlimited notes to each asset file.				
Ability for an asset to have multiple maintenance schedules.				
<b>E - Inventory Control</b>				
Integrates with work orders, accounts payable and fixed assets.				
Ability to accommodate unlimited locations.				
Ability to calculate average costing.				
Ability to store specialized items.				
Displays items on-hand, on order and reserved.				
Automatically updates items when received in accounts payable.				

<b>F - Accounts Receivable</b>				
<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
	<b>[CR]</b>	<b>[FR]</b>	<b>[CD]</b>	<b>[NS]</b>
Centralized Cash Receipting.				
Ability to enter cash receipts/deposits in fund ledger.				
Ability to search cash receipts/deposits by customer name and/or grant.				
Ability to perform an online inquiry with drill down functionality (viewing capability).				
Ability to save recurring transactions.				
Ability to store an unlimited amount of history.				
Automatic creation of inter-fund transactions.				
Ability to prepare invoices from system using different rates.				
System generated entries for posting to general ledger, fully integrated with the general ledger.				
Ability to create an unlimited number of miscellaneous invoices, etc.				
Centralized Cash Receipting which integrates with taxes, business license and all other collections, municipal charges due are displayed on-screen.				
Ability to duplicate (renew) invoices.				
Ability to "write-off" accounts receivables.				
Ability to print, reprint and send customer statements or send to a third party for mailing.				
<b>G - Payroll/Human Resources</b>				
Ability to maintain positions to track the position's department, location, FTE, date effective, position status, notes, position funding, and position filled by and positions occupant history.				
Each employee may have different number of hours / systems to calculate and allocate amounts.				
Ability to have main features pertaining to Human Resources (health, life, beneficiaries, leave requests, W-4 status updates, wellness program tracking).				
Ability to track base pay separately from incentives / longevity / overtime, etc.				
Ability to keep a history of salary increases by date and by amount, ideally a complete historical database of salary, incentives or any other changes to a person's compensation.				
Ability, for reporting capabilities, to generate various reports, by date range, to accommodate request for employee information.				
Ability to accommodate various pay schedules to include bi-weekly and/or monthly, etc.				
Ability to enter an exception payroll with multiple pay rates, bonus and/or longevity pay, etc.				

<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
	[CR]	[FR]	[CD]	[NS]
Ability to allocate salaries across funds, i.e. multiple general ledger accounts by percentage, etc.				
Electronic submission of Federal, State, Retirement, Employment Security, et all reports.				
Integrated Workers Compensation reporting.				
Ability to maintain various accrual type time-banks for each employee and have the ability to automatically accrue time bank balance adhering to various sets of rules.				
Ability for budgeting to generate a "what if" report of different scenarios of costs of a cost of living increase/reduction.				

<b>J - Web Inquiry and Payment Portal</b>				
Developed and hosted by software provider.				
Displays customer account information including; owner of record, property location, billed amount, payment history, payment amount and balance due.				
Option to choose third-party POS provider or vendor's provider.				
Customer can pay by credit card, debit card or eCheck.				
Ability to assign a pin number for customer validation.				
Ability for real time verification of online payments.				
Email notification of payment files and verification reports.				

<b>L - Sales Tax &amp; Business License</b>				
Ability to have multiple license fees (business activities) which can have multiple calculation factors AND have defined General Ledger distribution account(s) on one issued Business License.				
Ability to utilize approvals by license type before a business license can be issued, i.e. Zoning Department and/or Fire Marshall approval(s).				
Ability to "flag" a taxpayer account to not be issued a business license with unlimited notes.				
Ability to generate various reports such as report of customers waiting for their license, print mailing labels, print renewal applications with the ability to send to outsourced printer for processing/ mailing.				
Ability for an account to have a notification alert window "popup" when accessed with unlimited notes.				
Ability to process a business license overpayment voucher to accounts payable and invoice for internal processing of an overpayment refund check.				
Ability to print Business License as payment is posted, print for a single or range of customers and re-print a license at any time.				
Ability to print/email letters to customers stating a calculation mistake made and lists the corrected amount.				



<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
	<b>[CR]</b>	<b>[FR]</b>	<b>[CD]</b>	<b>[NS]</b>
Ability to post miscellaneous payments or charges with displaying the customer's accounts receivable balance by tax and period end.				
Ability to mark a transaction as a miscellaneous payment, additional interest, penalty, assessment fee, tax write-off or credit or other city defined transaction(s).				
Ability to create a field in a customer file for a different taxing area/zone for the ability to generate specific reports for each area/zone.				
Ability to perform an online inquiry with drill down functionality (viewing capability).				
Ability to attach unlimited number of different documents types to customer file with unlimited notes.				
Ability to attach unlimited number of notes to a business license record with unlimited notes.				
Ability to Generate a list of licensed Businesses by Street Name.				
<b>M - Building Permits &amp; Inspections</b>				
Ability to interface publicly allowing the general public to submit forms and view permits.				
Ability to interface with the city's current GIS mapping solution provided by ESRI for the purpose of pulling in property and zoning information to the permit application.				
Ability to set up escrow deposit accounts for applicable permit types and to deduct expenses from such escrow accounts.				
Ability to access, create and/or update in real time work orders from the field.				
Ability for contractors to set up their own profile and receive automatic notifications when their insurance(s) and/or state license(s) expire.				
Ability to attach multiple sub-contractors/trades permits to a master permit.				
Ability to attach unlimited number of different types of documents to contractor master file & sub-contractor record.				
Ability to set process timelines for certain application types.				
Ability to "flag" a contractor if status were to change to not obtain a certain permit.				
Ability to have unlimited number of notes attached to contractor record.				
Ability to record all property owner information and contractor information and produce various reports on the information.				
Ability to record various valuation fees which can be auto-populated by permit type.				
Ability to attach unlimited number of different types of documents to individual permit record.				
Ability to have unlimited number of notes attached to permit record.				
Ability to record approvals and historically track.				

<b>[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]</b>				
	<b>[CR]</b>	<b>[FR]</b>	<b>[CD]</b>	<b>[NS]</b>
Record unlimited number of inspections and have the ability to auto-generate an inspection checklist generated by permit type.				
Ability for an account to have a notification alert window “popup” when accessed with unlimited notes.				
Ability to track Contractor Licensing information and track contractors’ various license classifications and produce reports when license expires.				
Ability to auto generate renewal letter from user defined parameters.				
Ability to generate additional fees (re-inspection) invoice and be receipted through Centralized Cash Receipting.				
Ability to hold issuance of a Certificate Of Occupancy until all inspections have been completed and fees paid.				
Ability to perform an online inquiry with drill down functionality (viewing capability).				
Ability to generate a report of requested inspections for a scheduled date.				
<b>N - Code Enforcement</b>				
Ability to interface publicly allowing the general public to submit code enforcement complaints.				
Ability to interface with the city’s current GIS mapping solution provided by ESRI for the purpose of pulling in property and zoning information to the code enforcement complaint.				
Ability to set process timelines for magistrate process.				
Ability to access, create and/or update in real time work orders from the field.				
Ability to maintain unlimited notes with attachments per complaint and inspection.				
Ability to produce a standardized response letter using City defined letter by Code Violation.				
Ability Track and maintain Inspections History and Posting.				
Ability to record a complaint by Land Parcel, date and description, complaint reporter, Served by and Date, Compliance Due Date and Status, Ticket Number, Court Case number, Hearing Date and time, Contact name, number, address, additional interested parties contact information.				
Ability to generate a report of inspections for a scheduled date.				
Ability to generate additional fees and be recorded in Accounts Receivable and receipted through Centralized Cash Receipting.				
Ability to maintain costs associated with violation abatements by parcel.				
<b>O - Work Order System</b>				
Ability to integrate with the Fixed Assets Module.				

[ CR=Current Release] [ FR=Future Release] [ CD=Custom Development] [ NS=Not Supported]				
Item	[CR]	[FR]	[CD]	[NS]
Ability to generate any number of various types of work orders by multiple system users.				
Ability to track costs.				
Ability to generate a letter or send email to an initiator for status.				
Ability to print work orders to be taken to the field.				
Ability to generate statistical information by department, type, costs, initiator and etc.				
Ability to attach unlimited number of different file type to a work order.				
Ability to attach unlimited number of notes to a work order.				

## Cost Detail Table

Module / Item	Proposed Module Cost	Monthly Reoccurring Fee(s) if applicable	Notes
A - Bank Reconciliation	\$	\$	
B - Financial / Budgeting	\$	\$	
C - Accounts Payable/Purchasing	\$	\$	
D - Fixed Assets System	\$	\$	
E - Inventory Control	\$	\$	
F - Accounts Receivable	\$	\$	
G - Payroll/Human Resources	\$	\$	
	\$	\$	
I - Utility Billing and Collections	\$	\$	
J - Web Inquiry and Payment Portal	\$	\$	
K - Customer Work Orders	\$	\$	
L - Sales Tax & Business License	\$	\$	
M - Building Permits & Inspections	\$	\$	
N - Code Enforcement	\$	\$	
O - Work Order System	\$	\$	
Cost of Training	\$	\$	
Cost to Convert Data	\$	\$	
Travel Costs	\$	\$	
Other Associated Costs	\$	\$	
Year 1 Maintenance & Support	\$	\$	
Year 2 Maintenance & Support	\$	\$	
Year 3 Maintenance & Support	\$	\$	

# FORM 1 – CONFLICT OF INTEREST STATEMENT

## FORM 1 – Conflict of Interest Statement

STATE OF FLORIDA

City of Dunnellon

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn, deposes, and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ (the "entity") with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_.
2. The above-named entity is submitting a Proposal to the City of Dunnellon.
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one proposal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Contract for this project. This proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them has any potential conflicts of interest due to any other clients, contracts, or property interests.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Dunnellon.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Dunnellon.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify City of Dunnellon in writing.

*(Continued on Next Page)*

# FORM 1 – CONFLICT OF INTEREST STATEMENT

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

<b>AFFIANT</b>	Sworn to and subscribed before me
_____	This _____ day of
Signature of Affiant	_____ 20____.
_____	_____
Typed or Printed Name of Affiant	Signature of Notary
_____	_____
Title	Printed, Typed, or Stamped Name of Notary
	Notary Public, State of _____
	My commission expires _____
	Personally Known _____
	-OR-
	Produced Identification _____
	Type: _____

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

# FORM 2 – DEBARMENT CERTIFICATION

## FORM 2 – Debarment Certification

### Certification Regarding Debarment, Suspension and Voluntary Exclusion-Lower Tier Covered Transactions [For Federal Projects]

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510 Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722 – 4733).

**\*\*\*\*\* BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE \*\*\*\*\***

1. The Proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this bid.

_____
Name of Proposer
_____
Name and Titles of Authorized Representative(s)
_____
Signature(s)
_____
Printed Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

# FORM 2 – DEBARMENT CERTIFICATION

## INSTRUCTIONS FOR DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
  2. The Certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  4. The terms “covered transaction”, “debarred”, “suspended”, ineligible, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, “voluntarily exclude”, as used this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining copy of these regulations.
  5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
  6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions”, without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
  7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
  8. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith and certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4., suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.
-



# FORM 3 – CERTIFICATION OF AUTHORIZED SIGNATORY

## FORM 3 – Certification of Authorized Signatory

Print/Type Legal Business Name (same as name on W-9 form)

\_\_\_\_\_

Print/Type FEIN #

Check the legal entity type that is applicable to the above named business:

- Sole Proprietorship – Complete Section A
  - General or Limited Partnership – Complete Section B
  - Corporation (Inc. , LLC) Complete Section C
- \*\*\*\*\*

### Section A: Sole Proprietorship

I HEREBY CERTIFY that I am the sole owner of the business identified above and am authorized to sign legal documents on behalf of said business.

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

Print name: \_\_\_\_\_

\*\*\*\*\*

### Section B: Partnership

I HEREBY CERTIFY that I am a General Partner of the business identified above and am authorized to sign legal documents on behalf of said business.

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

Print name: \_\_\_\_\_

\*\*\*\*\*

### Section C: Corporation

I HEREBY CERTIFY that a meeting of the Board of Directors of \_\_\_\_\_  
Legal business name

a corporation /LLC under the laws of the State of \_\_\_\_\_, was held on \_\_\_\_\_ 20\_\_\_\_. The following resolution was duly passed and adopted:

“RESOLVED, that \_\_\_\_\_ is an officer and director of the corporation (or the managing member of the LLC) and is hereby authorized to execute contracts between the City of Dunnellon, a municipal corporation and this corporation/LLC, and that execution thereof by said officer and director, attested by the Secretary of the corporation/LLC, shall be the official act and deed of this corporation/LLC.”

I FURTHER CERTIFY that said resolution is now in full force and effect.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the corporation this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Provide copy of Resolution*

*AFFIX Corporate Seal*

\_\_\_\_\_  
Corporate Secretary/Managing Member

# FORM 4 – COMPLIANCE CERTIFICATION FORM

## FORM 4 – Compliance Certification Form

*Please check the appropriate box where indicated and initial where indicated for each of the listed requirements for certification. This Form must also be signed, notarized, and dated by the same signatory.*

- 1. Scrutinized Companies** - Section 287.135, Florida Statutes, prohibits companies from bidding, submitting proposals, entering into or renewing contracts with local governments for goods or services of one million dollars (\$1,000,000) or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or are engaged in business operations in Cuba or Syria. Both Lists are created pursuant to section 215.473, Florida Statutes. In addition, regardless of contract value, the companies shall not be listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or be engaged in a boycott of Israel if bidding, submitting proposals, entering into or renewing contracts with a local government for goods and services. As the person authorized to sign on behalf of Bidder, I hereby certify that Bidder is not listed on the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria. In addition Bidder is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in any boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification, being placed on any of the Lists as indicated herein, conducting business operations with Cuba or Syria, or boycotting Israel may subject the Bidder to civil penalties, attorney's fees, and/or costs. **Initials** \_\_\_\_\_
  - 2. Public Entity Crime** - Any person or affiliate who has been placed on the convicted vendor list following a conviction of a **public entity** crime may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor supplier, subcontractor or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below is qualified to submit a proposal under Fla. Stat. §287.133(2)(a). **Initials** \_\_\_\_\_
  - 3. Americans with Disabilities Act** - The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA. **Initials** \_\_\_\_\_
  - 4. Drug-Free Work Place** - As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below in the section entitled "Respondent Vendor's Name" is in compliance with Florida Statue 287.087, providing a Drug-Free Workplace. **Initials** \_\_\_\_\_
-

# FORM 4 – COMPLIANCE CERTIFICATION FORM

5. **Compliance With Public Records** - Upon award, recommendation, or thirty (30) days after receipt, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. The submission of a proposal authorizes release of Proposer's credit data to City of Dunnellon. If the Proposer submits information exempt from public disclosure, Proposer must identify with specificity which pages/paragraphs of its proposal are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate electronic file marked accordingly. By submitting a response to this solicitation, Proposer agrees to defend the City in the event City is forced to litigate the public records status of Proposer's documents. **Initials** \_\_\_\_\_
6. **Litigation: Provide a summary of all litigation, claim(s), or contract dispute(s) filed by or against the Proposer in the past five (5) years that are related to the services the Proposer provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved.**  
 **Applicable**  **Not Applicable.** **Initials** \_\_\_\_\_
7. **License Sanctions: Attach a list of any regulatory or licensing agency sanctions within the past five (5) years. Check appropriate box:**  **Applicable**  **Not Applicable** **Initials** \_\_\_\_\_
8. **Vendor Registration** - All proposers awarded contracts, purchase orders, or work orders must register as a vendor with the City of Dunnellon. Please indicate if your company has registered as a vendor with the City of Dunnellon.  I have already registered as a vendor with the City.  I have not registered as a vendor with the City, but plan to do so if awarded a contract, purchase order, or work order through this solicitation. **Initials** \_\_\_\_\_
9. **Proposal Submission Acknowledgement** - The Proposer has carefully examined the RFP, including the Instructions, Contract Template, addenda, and any other accompanying documents for this project. The Proposer has completely analyzed the information contained in this RFP as guidance for the preparation its proposal. The Proposer's submittal is sufficiently specific, detailed and complete to clearly and fully demonstrate the Proposer's understanding of the proposed work and/or product requirements. The Proposer agrees and understands that, if awarded, all portions of the proposal shall become an integral part of the agreement and contract with the City of Dunnellon, Florida. Should there be a conflict between the proposal and the RFP, the RFP shall prevail. **Initials** \_\_\_\_\_

I certify that all information contained in this proposal is truthful and correct at the time of submission. I further certify that I am duly authorized to submit this proposal on behalf of the Proposer as its act and deed and that the Proposer is ready, willing and able to perform if awarded the contract. I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Dunnellon or of any other interested proposer; and that the undersigned executes this Certification with full knowledge and understanding of the matters herein contained and is duly authorized to do so. The signatory for the Proposer swears that none of the information supplied was for the purpose of defrauding the City.

