

**A1 - PROPOSAL RESPONSE FORMS**

|  |  |
| --- | --- |
| **RFP Number:** | **2024-005-01** |
| **RFP Title:** | **Enterprise Resource Planning System** |

**Proposal Response Forms**

#### Response Forms Instructions

The Vendor is required to use the response forms contained in this document and the additional MS Excel Spreadsheets (Attachment(s) A2– Functional Requirements Response Forms).

The forms were created with Microsoft Word and Excel. Table fields have been added for the convenience of the Vendor. In order to navigate the entire docu­ment, use the scroll bar. To proceed to the next form field, press the arrow, tab, or page keys. The cursor will advance directly to the next field.

In order for the District to effectively evaluate the response, it is recommended for the Vendor to complete all fields and provide comments in areas where available. Responding just to a Yes/No checkbox could result in lower evaluations.

Attach any supplemental information to the end of each section as directed.

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| Section One - Qualifications and References |
| --- |

Please complete the forms below.

| **PROJECT ORGANIZATION** | |
| --- | --- |
|  | **RESPONSE** |
| **NAME OF PRIMARY VENDOR/INTEGRATOR:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Principal Contact Person: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address 1: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address 2: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address 3: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **NAME OF INDIVIDUAL PROJECT MANAGER:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **LOCATION OF PROJECT OFFICE:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **NAME OF ERP SOFTWARE VENDOR[[1]](#footnote-2):** | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Principal Contact Person: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address 1: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address 2: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address 3: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Section One - Qualifications and References Response Form** | |
| --- | --- |
| **PRIMARY VENDOR / INTEGRATOR INFORMATION** | |
|  | |
|  | **RESPONSE** |
| **SYSTEM EXPERIENCE OF FIRM** |  |
| Years in ERP software development/integration business: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total number of ERP systems installed in company history: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total number of systems installed in Texas government agencies: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total number of systems installed and currently live: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **FIRM EMPLOYEES involved in ERP System:** |  |
| National: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Local (within 50 miles of the District): | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Full Time Employees: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Part Time/Contract Employees: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **PROPOSED PROJECT MANAGER** |  |
| Proposed Project Manager: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Project Manager Resume Provided (Mark “X”)? |  |
| Home office of Project Manager: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **FIRM FINANCIALS** |  |
| Last Year’s Total Revenue | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Percentage of revenue from ERP System Implementations: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Percentage of revenue from ERP System Maintenance/SaaS Fees: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Percentage of revenue from other sources: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List principal other sources: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Average annual growth over the last 5 years: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Financial Statements Enclosed: (Mark “X”)? |  |

|  |  |  |
| --- | --- | --- |
| **LAWSUITS** | |  |
| Number of lawsuits filed against the firm in the past five years: | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description/Status of lawsuits: \* | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have any of these lawsuits involved a Hospital District, Municipal or County Government, Court or Public Safety Agency? | | Yes  No |
| If Yes, Which? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| ***Section One - Qualifications and References Response Form*** | | |
| **CLIENT REFERENCES** | | |
| Please give client references which have been clients for at least one year, preferably local government agencies. | | |
|  | **RESPONSE** | |
| **1. CUSTOMER NAME:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER LOCATION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| POPULATION, if Government: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT PERSON: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER PHONE NUMBER: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT E-MAIL: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| PROJECT DESCRIPTION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| **2.** **CUSTOMER NAME:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER LOCATION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| POPULATION, if Government: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT PERSON: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER PHONE NUMBER: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT E-MAIL: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| PROJECT DESCRIPTION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| **3.** **CUSTOMER NAME:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER LOCATION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| POPULATION, if Government: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT PERSON: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER PHONE NUMBER: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT E-MAIL: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| PROJECT DESCRIPTION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| **4.** **CUSTOMER NAME:** | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER LOCATION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| POPULATION, if Government: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT PERSON: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER PHONE NUMBER: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| CUSTOMER CONTACT E-MAIL: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| PROJECT DESCRIPTION: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |

| ***Section One - Qualifications and References Response Form*** | | |
| --- | --- | --- |
| **GENERAL QUESTIONS** | |
|  | |  |
|  | | **YES/NO or RESPONSE** |
| 1. Have you included all requested products, services and training in your response? | | / |
| 1a. If no, explain: | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 2. Will prices be firm for 270 days from date of submission? | | / |
|  | |  |
| 3. Vendor-Hosted SaaS: When does the District begin incurring SaaS subscription expenses? | |  |
| * At contract signing [e.g., all modules are charged upfront]; or | | / |
| * At the beginning of implementation for the whole system [e.g., all modules are charged upfront]; or | | / |
| * At the beginning of implementation for each module [e.g., SaaS payments begin at the start of each module implementation project]; | | / |
| * Per module go-live [e.g., SaaS payments begin per module when they are fully implemented at Go-live date]; or | | / |
| * At final acceptance of the system [e.g., SaaS payments begin for the whole system at final acceptance]; or | | / |
| * Other (please clarify). | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 4. What is the date the original application software was released? | | \_\_\_ / \_\_\_ / \_\_\_ |
|  | |  |
| 5. How long have the present software version been on the market? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 6. What IT staffing do you recommend for ongoing support of your system? Please provide in full time equivalents (FTEs)? [Note this refers to ongoing maintenance and support requirements, not implementation] | | \_\_\_\_\_\_\_\_\_\_\_\_\_ FTEs |
|  | |  |
| 7. What is the name of the language in which software is written? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 8. Was the system designed with a relational database management system? If so, which: (specify the database engine employed) | | /  \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 9. What tool is provided to the customer to develop queries of the database? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 10. Who originally wrote the proposed software; Self, Agent, Licensor or Other? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 11. How many customers are using the most current version, and for how long have they been users? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 12. Are software maintenance prices stated to mean that all State and Federal mandated changes are included and maintained for the duration of proposed maintenance contract? | | / |
|  | |  |
| 13. Will you provide, at no additional charge, new products, if application(s) are replaced while under maintenance contract? | | / |
|  | |  |
| 14. Will application software license be a license in perpetuity? [On-Premises solutions only] | | / |
|  | |  |
| 15. Will the source code for application software be provided to the customer and what are the costs associated? [On-Premises solutions only] | | /  \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 16. What is your charge (during the contract period) for additional system work? | |  |
| * Programming | | $\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour |
| * Training | | $\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour |
| * Data Conversion | | $\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour |
|  | |  |
| 17. Are all software changes provided to other customers incorporated into the next release of the product to be offered to the District? | | / |
|  | |  |
| 18. How do you provide at rest encryption? Do you do it natively or through the operating system? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 19. What standards do you use for encryption (e.g., FIPS 197, FIPS 140-2)? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 20. How do you handle performance with encryption? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

| ***Section One - Vendor Supplemental Information*** |
| --- |

Please add any additional supplemental information in this section.

\_\_\_\_\_\_\_\_\_\_\_\_\_

| Section Two - Functional Requirements Response |
| --- |

Please complete the sections below.

| **Functional Response Forms** |
| --- |

This section is part of the RFP and contains an attachment in the form of a MS Excel spreadsheet (A2 -Functional Specification Response Forms).

Vendor shall prepare as part of their response the following in the Functional Exceptions / Clarifications form below:

* To provide an explanation for any requirement which is marked “EXPLANATION REQUIRED”.
* To provide additional explanation to the answer provided in the response block if the Vendor feels so compelled.
* To provide additional information about a feature which the Vendor believes is unique or a particular capability of the proposed product.

| **Section Two - Functional Exceptions / Comments / Clarifications** | | |
| --- | --- | --- |
| ***Spec #*** | ***Functional Exceptions / Comments / Clarifications*** | ***Cost ($)*** |
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| **Section Two - Vendor Supplemental Information** |
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Please add any additional supplemental information or explanations in this section.

\_\_\_\_\_\_\_\_\_\_\_\_\_

| Section Three - Infrastructure Requirements |
| --- |

Please complete the forms below.

| **GENERAL QUESTIONS** |  |
| --- | --- |
|  |  |
|  | **YES/NO or RESPONSE** |
| 1. If the District provides hardware according to Vendor specifications, will the Vendor warrant the software? | / |
|  |  |
| 1. What desktop OS does the system utilize? | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| 1. What mobile OS does the system utilize? | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| 1. Have you included requested infrastructure integration services? | / |
|  |  |
| **Vendor-Hosted SaaS Questions** | |
| 1. Primary hosting service provider: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Data Center locations: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Description of infrastructure (hardware, software, OS, technology platform) used: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Primary storage location of the District’s data: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Does the hosting provider utilize virtualization? | / |
| * + 1. If yes, what software? (VM Ware or Hyper-V) | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Network bandwidth that can be provided, and identify options for dedicated bandwidth: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| 1. Hosting Service Data Security |  |
| * 1. Dedicated, single-tenant environment? | / |
| * + 1. If no, how will the District’s data be kept separated and secured from other systems? | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Data ownership policy provided with proposal? | / |
|  |  |
| 1. Dashboard web-portal provided for viewing load performance, user statistics, and problem records? | / |
|  |  |
| 1. Describe Data Extraction Plan (including format and cost associated) for return of data and expungement from Vendor system in event of service termination. | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Instructions** |
| * Vendors must respond to all sections below. |
| * All other sections numbered without A or B must be answered by all vendors. |

| **RFP Reference** | **Description** | **Conform with Specs  Yes/No** | **Comments** |
| --- | --- | --- | --- |
| **3.1** | **Introduction** | / |  |
| **3.2** | **System Architecture** | / |  |
| 3.2A | SaaS: Multi-Data Center Topology Diagram Included? | / |  |
| **3.3** | **Infrastructure Specifications or Hosting Environment** |  |  |
| 3.3A | Hosting Environment |  |  |
| 3.3A.1 | SaaS: Hosting Provider and Infrastructure | / |  |
| 3.3A.2 | SaaS: Data Security | / |  |
| 3.3A.3 | SaaS: Disaster Recovery Management | / |  |
| 3.3A.4 | SaaS: Identity Management | / |  |
| 3.3A.5 | SaaS: Standards, Policies, and Regulatory Compliance | / |  |
| **3.4** | **Integration Services** |  |  |
| 3.4.1 | System Integration | / |  |
| 3.4.1A | Vendor-Hosted SaaS Solution Services | / |  |
| **3.5** | **Reliability Requirements** | **/** |  |
| **3.6** | **Performance Requirements** | **/** |  |
| **3.7** | **End User Equipment** |  |  |
| 3.7.1 | Desktop Workstations | / |  |
| 3.7.2 | Scanners | / |  |

| **Section Three - Vendor Supplemental Information** |
| --- |

Please add any additional supplemental information in this section.

\_\_\_\_\_\_\_\_\_\_\_\_\_

| Section Four - Service and Maintenance Requirements Response Form |
| --- |

Please complete the sections below.

| **GENERAL QUESTIONS** | |  | |
| --- | --- | --- | --- |
|  | |  | |
|  | | **YES/NO or RESPONSE** | |
| 1. Will you guarantee to make available 5 years of support for the proposed application system? | | / |
|  | |  |
| 1. Are annual application upgrades and enhancements included when maintenance is purchased? | | / |
|  | |  |
| 1. Do you offer a "Help Line” for application system problems? | | / |
|  | |  |
| 1. What is your guaranteed response time for an application “Help Line” Call? Specify different levels/tiers. | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 1. What is your average response time for a software maintenance call? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. What hours of support are you offering? | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| 1. Location of primary support center | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| **Vendor-Hosted SaaS Questions** | | |
| 1. Sample Service Level Agreement provided? | | / |

|  |
| --- |
| **Instructions** |
| * Vendors must respond to all sections below. |
| * All other sections numbered without A or B must be answered by all vendors. |

| **RFP Reference** | **Description** | **Conform with Specs  Yes/No** | **Comments** |
| --- | --- | --- | --- |
| **4.2** | **General Maintenance Provisions** |  |  |
| 4.2A | Vendor-Hosted SaaS Maintenance Provisions | / |  |
| **4.3** | **Updates & Enhancements** | / |  |
| **4.4** | **System Maintenance** | / |  |
| **4.5** | **Support Requirements** | / |  |

| **Section Four - Vendor Supplemental Information** |
| --- |

Please add any additional supplemental information in this section.

\_\_\_\_\_\_\_\_\_\_\_\_\_

| Section Five – Acceptance Testing Requirements Response Form |
| --- |

| Please complete the form below and provide any details that will strengthen your response. | | | |
| --- | --- | --- | --- |
| **RFP Reference** | **Description** | **Conform with Specs  Yes/No** | **Comments** |
| **5.2** | **Testing** | / |  |
| **5.3** | **System Acceptance** | / |  |
| 5.3.1 | Sample Acceptance Test Plan Included? | / |  |

| **Section Five - Vendor Supplemental Information** |
| --- |

Please add any additional supplemental information in this section.

\_\_\_\_\_\_\_\_\_\_\_\_\_

| Section Six - Implementation Requirements Response Form | | | | | |
| --- | --- | --- | --- | --- | --- |
| Please complete the form below. | | | | |
| **GENERAL QUESTIONS** | | |  | |
|  | | |  | |
|  | | | **YES/NO or RESPONSE** | |
| 1. What IT staffing do you recommend to support the implementation of your system? [Note this refers to the implementation processes, not ongoing support] | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | |  | |
| 1. What end user, department level staffing do you recommend for the implementation of your system? Provide numbers for each individual department. | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | |  | |
| 1. How many copies will you provide of the following documentation? | | |  | |
| * Application System Documentation | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| * User Operations Manual | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | |  | |
| 1. How many hours of project management will you provide to the District? | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | |  | |
| 1. Have you attached your proposed Implementation Plan? | | | /  \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | |  | |
| 1. Have you attached your proposed Gantt Chart for the implementation schedule? | | | /  \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | |  | |
| **Data Migration Questions** | | |  | |
| 1. Migration of the following data files is required:  * Chart of Accounts * Vendor File * 3 years of financial summary data.   It is expected that the conversion programs will be thoroughly tested, and that full data sets will be totally converted and loaded into the system during an evening or weekend.  **Explain your process for data migration in full and what the District is responsible for during this process.** | | | Yes  No  EXPLANATION REQUIRED: | |
|  | | |  | |
| 1. Please check who is responsible for the following tasks: | | |  | |
| * Cleanup of existing data | | | Vendor  District | |
| * Extraction of required data from the STW system | | | Vendor  District | |
| * Inputting extracted data into the vendor’s format (e.g., Excel spreadsheets) | | | Vendor  District | |
| * Uploading the cleaned data into the vendor’s system | | | Vendor  District | |
| * Testing the data for errors and fixing them through the use of scripts | | | Vendor  District | |
|  | | |  | |
| 1. Do you provide programs/scripts for scrubbing data (e.g., addresses) prior to data migration? | | | Yes  No  EXPLANATION REQUIRED: | |
|  | | |  | |
| 1. Provide information on vendor team utilized for conversion with their experience converting for similarly sized agencies. | | |  | |
|  | | |  | |
| 1. Will the conversion process include mock conversions for testing? | | | Yes  No  EXPLANATION REQUIRED: | |
|  | | |  | |
| 1. List acceptable data formats. | | |  | |
|  | | |  | |
| 1. Explain the process for acceptance and remediation of issues following conversion: | | |  | |
|  | | |  | |
| **Workflow Configuration Questions** | | |  | |
| Full vendor workflow/business process configuration is required. It is the responsibility of the Vendor to conduct through business analysis to identify workflows for all modules. Then the Vendor will be responsible for fully configuring the system with input from the District. | | | Yes  No  EXPLANATION REQUIRED: | |
|  | | |  | |
| If the vendor is proposing another form of configuration (e.g., Vendor training with the District doing the configuration work), describe in detail how this process happens and how to ensure success of implemented business processes. | | | EXPLANATION REQUIRED: | |
|  | | |  | |
| What amount of District staffing are you requiring for this effort and approximately how long do you expect the full configuration to take (# of weeks)? | | | EXPLANATION REQUIRED: | |
| Please complete the form below and provide any details that will strengthen your response. | | | | |
| **RFP Reference** | **Description** | **Conform with Specs  Yes/No** | | **Comments** |
| **6.2** | **General Implementation Requirements** |  | |  |
| 6.2.1 | Conduct of Work | / | |  |
| 6.2.2 | Use of Facilities | / | |  |
| 6.2.3 | Qualifications of Implementation Staff | / | |  |
| 6.2.4 | Documentation | / | |  |
| **6.3** | **Project Management** |  | |  |
| 6.3.1 | Coordination | / | |  |
| 6.3.2 | Scheduling | / | |  |
| **6.4** | **Site Planning** | / | |  |
| **6.5** | **Business Process Review** | / | |  |
| **6.6** | **Pre-Configured System** | / | |  |
| **6.7** | **Coordination Meetings** | / | |  |
| **6.8** | **Phase-in Requirements** | / | |  |
| **6.9** | **Data Migration** | / | |  |
| **6.10** | **Training** |  | |  |
| 6.10.1 | Training Guidelines | / | |  |
| 6.10.2 | System Training and Documentation Requirements | / | |  |
| 6.10.3 | Training Schedule | / | |  |
| 6.10.4 | Training Environment | / | |  |
| 6.10.5 | Training Volumes | / | |  |
| 6.10.6 | Ongoing Training | / | |  |
| **6.11** | **Implementation Plan** | / | |  |
| 6.11.1 | Proposed GANTT Chart and Implementation Plan Included? | / | |  |

| **Section Six - Vendor Supplemental Information** |
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Please add any additional supplemental information in this section.

\_\_\_\_\_\_\_\_\_\_\_\_\_

| Section Seven – Contract Requirements & Forms |
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Please complete the form below as necessary.

| **Spec #** | **Contractual Requirements/Terms and Conditions Exceptions** |
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| Section Eight - Price Proposal |
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Please complete the forms on the following pages to provide your Price Proposal. Vendor shall identify the software and services required to support their Statement of Work.

| **Vendor-Hosted SaaS Summary Sheet: Project Charges** | | | | |
| --- | --- | --- | --- | --- |
|  | **Description** |  | **Charges** |  |
| **1.** | **Annual Subscription** |  | $\_\_\_\_\_\_\_\_ | Annual |
|  | - Annual Escalation |  | \_\_\_\_\_\_\_\_% | Per year |
|  | *(Detail on Section 8.1B)* |  |  |  |
| **2.** | **Additional Subscription/Hosting Services** |  | $\_\_\_\_\_\_\_\_ | Annual |
|  | *(Detail on Section 8.2B)* |  |  |  |
| **3.** | **Training** |  | $\_\_\_\_\_\_\_\_ | Complete |
|  | *(Detail on Section 8.3B)* |  |  |  |
|  |  | **Project Hours** |  |  |
| **4.** | **Services** *(Provide a brief description of the services that will be provided in Section 8.4B)* | | | |
|  | 1. Requirements Planning and Design | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Business Process Engineering | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Workflow Configuration | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Systems Engineering | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Project Management | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Interfaces (Total) | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Data Conversion | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Testing | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Travel Expenses |  | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Delivery/Handling |  | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | 1. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | Complete |
|  | **Total Services:** | **\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_** |  |
|  | **Total Project:** |  | **$\_\_\_\_\_\_\_\_** |  |
|  | **Discount:** |  | **$\_\_\_\_\_\_\_\_** |  |
|  |  |  |  |  |
|  | **Total Project with Discount:** |  | **$\_\_\_\_\_\_\_\_** |  |

| **Section 8.1B Annual Subscription Costs** | | | | | |
| --- | --- | --- | --- | --- | --- |
| If proposing a Vendor-hosted SaaS solution, list all software modules included in your proposal. Use additional sheets as required and number all pages. Provide breakdown of 5-year SaaS subscription costs. Transfer the total, 1st year cost and annual escalation percentage to Summary Sheet, Line 1 – Annual Subscription. | | | | | |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Applications** | | | | | |
| ERP System Modules |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
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|  |  |  |  | **Total** | $\_\_\_\_\_\_\_\_\_\_ |

| **Section 8.2B Additional Subscription/Hosting Services** | | | | | |
| --- | --- | --- | --- | --- | --- |
| If proposing a Vendor-hosted SaaS solution, list all other associated hosting costs included in your proposal. Use additional sheets as required and number all pages. Provide breakdown of 5-year SaaS subscription costs. Transfer the total, 1st year cost and annual escalation percentage to Summary Sheet, Line 2 – Annual Subscription. | | | | | |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Other** **Subscription/Hosting Services** | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
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|  |  |  |  |  |  |
| **Total Annual SaaS Cost:** | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| **Total 5-Year SaaS Cost:** | | | | | $\_\_\_\_\_\_\_\_\_\_ |

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| **Section 8.3B Training** | | | | |
| Please provide detail regarding proposed application and operating software training, including system administration, and summarize on Summary Sheet, Line 3. Training. | | | | |
| **Class Description** | **Max**  **Class**  **Size** | **Number of Classes** | **Hours/**  **Class** | **Charge $** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
|  |  |  | **Total** | $\_\_\_\_\_\_\_\_\_\_ |

| **Section 8.4B Services Description** | | |
| --- | --- | --- |
| Provide pricing for services required to implement the product. | | |
| **Service** | **Description** | **Charge $** |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
|  | **Total** | $\_\_\_\_\_\_\_\_\_\_ |

1. If different from Prime Vendor [↑](#footnote-ref-2)