



REQUEST FOR STATEMENT OF QUALIFICATIONS
PROJECT MANAGEMENT SERVICES FOR THE
IMPLEMENTATION OF
TYLER MUNIS ERP SOFTWARE

PREPARED BY
Grays Harbor County Financial Software Committee

May 2, 2019

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SECTION A

Public notice to be published May 16th, 2019

PUBLIC NOTICE

SUBJECT: Strategic Software Planning & Implementation of the Tyler MUNIS ERP

PUBLISHED: May 16, 2019

The Grays Harbor County is soliciting Statements of Qualifications (SOQ)s from qualified independent project managers or staffing or consulting firms for the following project:

Grays Harbor County Implementation of Tyler MUNIS ERP.

Fees to be negotiated

The Request for Statement of Qualifications document is available upon request for pickup at the Grays Harbor County Administration Building located at 100 W. Broadway #32, Montesano, WA. They are also available by email in PDF format by contacting MUNIS-RFQ@co.grays-harbor.wa.us.

Deadline: Only SOQ submittals received by 4:30 pm on Monday, June 10, 2019, will be accepted for consideration. Completed Statements of Qualifications will be received by the county's budget director, 100 W Broadway #33, Montesano, WA 98563. Proposals received after 4:30 pm on Monday, June 10, 2019, shall not be considered.

Grays Harbor County is an Equal Opportunity Employer. Grays Harbor County considers all qualified applicants without regard to race, color, national origin, religion, sex, age, or disability.

Grays Harbor County reserves the right to reject any or all Statement of Qualifications for just cause and to waive any informalities.

Grays Harbor County

(Brenda Sherman, Budget Director)

To be Published One Time:

5/16/19

SECTION B

ADMINISTRATIVE AND GENERAL INFORMATION

1. PROJECT GOALS AND BACKGROUND

Grays Harbor County is currently using financial software which was written and maintained by our in-house programmers. The County desires to convert financial functions to an off the shelf software.

The County's goals Include:

- Increase customer service levels and responsiveness
- Implement best practices through process review and re-design
- Increase citizen access to information
- Reduce manual processes and increase productivity
- Reduce paper and paper-oriented processes
- Enter data once in a fully integrated solution to guard against clerical errors and data redundancy
- Select and implement a system that is intuitive and flexible to ensure high utilization
- Meet reporting requirements prescribed by the Washington State Auditor's Office
- Take advantage of newer technology
- Improve integration between applications and other systems
- Deliver a system on time and within the budget that will serve the County well for 10 or more years.

2. PURPOSE: The purpose of this Request for Statement of Qualifications (RFQ) is to obtain competitive proposals or bids as allowed by Grays Harbor County governing statutes, ordinances, resolutions and policies from bona fide, qualified proposers, either firms or independent contractors.

3. SCHEDULE OF EVENTS:

- RFQ e-mailed to prospective firms and contractors May 9, 2019
- Deadline to receive written inquiries, June 1, 2019
- Deadline to receive proposals June 10, 2019
- Contract Awarded June 25, 2019

NOTE: Grays Harbor County reserves the right to deviate from these dates. Grays Harbor County also reserves the right to search for and send the RFQ to qualified candidates identified through various search methods.

4. SUBMISSIONS:

Interested project managers or firms should submit their Statement of Qualifications by the deadline specified. All submissions shall be received by the Budget Director by no later than the date and time shown in the Schedule of Events. Submissions shall include: a) Qualified resource's resume(s), b) Completed application (section E), c) a cover letter or proposal document, and d) other artifacts as described in no. 13 of the Application in section E. Submit 5 copies of your material, if you do not submit your proposal electronically. If submitting via U.S. mail submissions will be accepted no later than the date and time shown in the Schedule of Events.

Important – If the SOQ documents are being submitted via U.S. mail clearly marked outside of envelope or package with the following information and format:

RFQ Name: MUNIS Project Management Services

If submitting via email, clearly indicate in the subject line:

RFQ PM Services, June 10, 2019

Qualifications can be delivered by email to MUNIS-RFQ@co.grays-harbor.wa.us or by hand or courier service to our physical location at:

Grays Harbor County Budget Director, Brenda Sherman
100 W. Broadway, #33
Montesano, WA 98563

Qualifications are due by 4:30 pm on June 10, 2019, at the address above. If qualifications are mailed or shipped, they must be done in a manner that will meet this timeline.

Objections to any provision in this request must be identified in writing in the Statement of Qualifications. **NO RESPONSE WILL SIGNIFY THAT THE AGREEMENT IS ACCEPTABLE AS WRITTEN.**

Proposals will not be opened publicly to avoid disclosure of contents to competing respondents and kept confidential during the process of negotiation.

5. INQUIRY PERIOD: An initial inquiry period is hereby firmly set for all interested firms and contractors to submit any written questions relative to it. Without exception, all questions **MUST** be in writing. Initial inquiries shall not be entertained after that.

Grays Harbor County shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. Grays Harbor County reasonably expects and requires responsible and interested firms and contractors to submit inquiries in a timely manner.

Grays Harbor County will respond to written inquiries via an addendum to this RFQ and email to the distribution list of prospective firms and contractors.

6. Electronic Documents

Grays Harbor County will e-mail addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

No negotiations, decisions, or actions shall be executed by any submitter as a result of any oral discussions with any Grays Harbor County employee or Grays Harbor County consultant. Grays Harbor County shall only consider written and timely communications from firms and contractors.

Inquiries shall be submitted in writing and clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by Grays Harbor County. Answers to questions that change or substantially clarify the solicitations shall be issued by addendum and provided to all perspective proposers. Inquiries concerning this solicitation may be delivered by email to: MUNIS-RFQ@co.grays-harbor.wa.us

SECTION C

PROJECT SCOPE OF SERVICES

I. Scope of Project Management Services

The Project Manager shall manage a year long plus strategic software planning and implementation initiative, which will begin with the planning and implementation of financial and Human Capital Management (HCM) modules of a new Enterprise Resource Planning (ERP) software system as well as a document management system. Other systems, which may need to integrate with the ERP system at varying degrees, will include, an asset management system, multiple revenue management systems, a learning management system, and a claims administration system.

Grays Harbor County reserves the right to reject all of the submittals in response to this Request for Qualifications, and the right to select multiple contractors or firms for negotiation of the services advertised herein.

The role will consist of (but not be limited to):

- Creating and managing a project management plan, including all subsidiary plans
 - (baseline, scope, schedule, communications, resource, etc... management plans)
- Creating the Grays Harbor County project charter
- Coordinating Grays Harbor County (and all) resources throughout the project

- Creating responsibilities matrices, keeping stakeholders informed, setting deadlines, holding people accountable to deadlines, and executing and updating the project plan accordingly
- Creating and administering the project plan and the integrated change management plan

The following qualifications are required:

- Project Management Professional (PMP) certified or hold an equivalent certification OR experience with managing a (ERP SOLUTION) ERP implementation
- Management of two or more ERP implementation projects
 - Other non-mandatory, but preferred qualifications include:
- Experience with the implementation of (ERP SOLUTION)

SECTION D

EVALUATION CRITERIA AND SELECTION PROCESS

GENERAL: The following general criteria will be used in evaluating the Qualification

Submittals for resource selection:

- Required qualifications met
- Experience with similar or other comparable projects
- Extent of ERP implementation experience
- Resource availability
- Project management capabilities
- Proposed fees

SELECTION PROCESS: The contract for this project will be awarded through a qualification-based selection process. All resumes and applications will be reviewed by the Grays Harbor County selection committee.

The selection process shall be as follows:

- Each committee member shall independently evaluate each resource submittal submitted for this project in accordance with the aforementioned general criteria.
- Based on each member's evaluation of the resumes and applications, each member shall score factors 1 through 6 on a scale of 1 to 10 prior to the selection meeting but shall not finalize their scoring until the selection committee convenes to discuss the submittals. Upon completion of the discussion, each committee member shall finalize their scores for each submission. Scores will then be averaged, and the top 3 or less scoring resources

will be placed on a short list for the next round, at the discretion of the selection committee based on qualifications of the candidates.

- A representative of the selection committee will work with the short list of contractors or resources to schedule telephone interviews if deemed necessary by the selection committee upon completion of any interviews or upon final scoring (at the discretion of the selection committee), the committee will vote to select one contractor or firm. The contractor or firm that receives the simple majority vote will be selected.
- The selection committee reserves the right to discuss the contractors and firms being considered prior to any voting.
- The selected contractor or firm will be contacted to discuss logistics and agree upon contract terms.

RFQ FOR PROJECT MANAGEMENT SERVICES APPLICATION FORM

- Proposed Resource Name:
- Proposing firm or contractor name:
- Proposing firm or contractor address: _____
- If the proposer is a firm, please indicate the firm's tax id (EIN) number.
- Does the proposed resource have at least two years of ERP implementation experience?
 - Yes No
- Is the proposed resource certified by PMI?
 - Yes No
- If the answer to no. 3 above is yes; please indicate the certification held.
- Does the proposed resource have experience managing an (ERP) Implementation project?
- Will the proposed resource reside be available throughout the life of the project?
 - Yes No
- If the answer to no. 9 is no, will the resource travel be on-site when requested for the life of the project?
 - Yes No
- Please indicate all proposed fees and expenses here:
- Please attach a cover letter or proposal document.
- Please attach some examples of the proposed resource's past project artifacts, such as project plans, subsidiary plans, and other related artifacts.