UTILITIES COMMISSION
City of New Smyrna Beach
RFP#12-18

REQUEST FOR PROPOSAL

The Utilities Commission, City of New Smyrna Beach, Florida (**COMMISSION**) is seeking proposals from qualified vendors for:

Human Resources Information System (HRIS)

Notice is hereby given that sealed proposals will be received at 200 Canal Street, New Smyrna Beach, FL 32168, until **2:30 P.M.** on **April 12, 2018** at which time they will be publicly opened in the 3rd floor DeBerry Room.

Submit Proposals To:	Maureen Crossman, CPPB Materials Manager Utilities Commission, City of New Smyrna Beach (386) 424.3046 Voice (386) 424.2748 Fax MCROSSMAN@UCNSB.ORG	**Mailing Address:**	Post Office Box 100 New Smyrna Beach, FL 32170-0100
		Walk In Delivery:	200 Canal Street New Smyrna Beach, FL 32168

Proposers must indicate on the sealed envelope the following:

A. **RFP Number**
B. **Hour and Date of Opening**
C. **Name of Proposer**

UTILITIES COMMISSION
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PROPOSAL SCHEDULE

- DISTRIBUTION OF THE REQUEST FOR PROPOSAL: **3/12/2018**

- DEADLINE FOR FINAL QUESTIONS BY 2:30 P.M.: **3/27/2018**
  - E-MAIL TO MCROSSMAN@UCNSB.ORG

- ADDENDUM PUBLISHED BY 5:00 P.M.: **4/3/2018**

- PROPOSAL RETURN DEADLINE BY 2:30 P.M.: **4/12/2018**
  - LOCATION: **RECEPTION**
    UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FL.
    200 CANAL STREET
    NEW SMYRNA BEACH FL, 32168

GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS TO PROPOSERS**: To insure consideration of your proposal, please follow these instructions. Proposals not in compliance with conditions specified herein are subject to rejection.

2. **SEALED PROPOSALS: AN ORIGINAL PROPOSAL AND 3 COPIES plus a USB Flash Drive** must be in the Finance Department by the date and time specified
   a. Name and address of Proposer
   b. RFP number
   c. Date and time of RFP Opening

3. **COMMISSION:** The term **COMMISSION** used herein refers to the Utilities Commission, City of New Smyrna Beach, Florida, or its duly authorized representative.

4. **PROPOSER:** The term **PROPOSER** used herein refers to the dealer/manufacturer/vendor or business organization submitting a proposal to the **COMMISSION** in response to this solicitation.

5. **COLLUSION:** The **PROPOSER** hereby attests that the prices in this offer have been arrived at independently without consultation, communication or agreement with any competitor for the purpose of restricting competition.

6. **PRICE WARRANTY:** The **PROPOSER** warrants that the prices of the items set forth herein do not exceed the prices charged by the **PROPOSER** under a contract with the State of Florida.

7. **QUESTIONS REGARDING PROPOSAL: COMMISSION** has made every effort to provide prospective vendors with the information needed to appropriately respond to this RFP. **COMMISSION** realizes that some clarification, interpretation, or additional information may be required.

   Questions regarding any portion of this RFP shall be directed, in writing, to:
   Utilities Commission, City of New Smyrna Beach
   Maureen Crossman, CPPB
   Materials Manager
   mcrossman@ucnsb.org
   or
   P.O. Box 100
   New Smyrna Beach, FL 32170-0100

   All such requests must be received no later than 2:30 PM, Eastern Standard Time, **March 27, 2018**. Responses to all requests for more information will be included in any addenda and will be made available to all **PROPOSERS** on **4/3/2018 by 5:00PM.**

   Requests for additional information received after the **4/3/2018** deadline will not receive a response. Responses will **not** be made orally.

Any additional information pertaining to this RFP or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. **COMMISSION** will not be bound in any way by information so obtained, or by a PROPOSER's reliance thereon.

8. **COMMUNICATIONS**: Any communication between any potential vendor, service provider, bidder, lobbyist or consultant and any U.C. Commission Member, staff member or consultant of the U.C. regarding this procurement is strictly prohibited from the date on which the solicitation advertisement appears on the U.C's website, Demandstar, or newspaper through the date of contract award. Also from the date of the filing of any notice of protest of award through resolution for the parties involved in the protest or contract award, whichever is longer.
   The only exceptions to this are communications with the U.C's Material Manager or the U.C's designated point of contact.
   Any violation shall constitute grounds for immediate and permanent disqualification of the offending firm and possible debarment or suspension. At the U.C's General Manager/CEO and Director of Finance (CFO)'s sole discretion, it may also serve as grounds for the voiding of any Contract with the violator and/or to temporarily or permanently debarring the violator from future work with the U.C.
   This process will safeguard the integrity of the U.C's procurement and protest process and also provide an ethical, equitable and transparent procurement process.

9. **INVOICES**: All invoices resulting from the award of this bid will be paid within 30 days of receipt of invoice or receipt of goods or acceptance of work performed.

10. **BID FORM**: A Bid Form is provided and a completed original and one duplicate copy shall be returned in a **sealed envelope properly marked with Bid number and acknowledgment of receipt of addenda where applicable**. It is incumbent upon each PROPOSER to ensure that they have received all addenda before submitting their PROPOSALS.

11. **PREPARATION OF PROPOSAL:** All information shall be entered in ink, typewritten or produced by computer. It is your responsibility to make certain that unit prices and extended prices are correct. The COMMISSION will not be responsible for errors or omissions made by proposer in determining proposal price (s). The proposal must contain a manual signature of an authorized representative of the agency proposing. In order to insure uniformity, proposals must be submitted on this Proposal Form and the attached pages.

12. **OBLIGATION OF PROPOSER:** By submitting a proposal, the Proposer covenants and agrees that they have satisfied themselves from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

13. **AMENDED OR WITHDRAWN PROPOSALS:** Proposals may be amended or withdrawn only by written notice prior to the PROPOSAL opening. Amendments will only be accepted in the form of a new PROPOSAL package. The proposer must pick up the

original RFP package and submit an amended sealed proposal prior to the RFP's closing date and time. Amendments or withdrawals received after the RFP opening will not be effective, and the original RFP submitted will be considered.

14. **PUBLIC ENTITY CRIMES**: UNDER SECTION 287.133(2)(a), FLORIDA STATUTES, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid 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, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.0l7, for Category two for a period of 36 months from the date of being placed on the convicted vendor list. See attachment "A".

15. **CONSIDERATION OF PROPOSALS:** The **COMMISSION** reserves the right to award the contract to the Proposer(s) that the **COMMISSION** deems to offer the best overall proposal. The **COMMISSION** is therefore not bound to accept a proposal on the basis of lowest price. In addition, the **COMMISSION** at its sole discretion, reserves the right to cancel this Proposal, to reject any and all proposals, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the **COMMISSION** to do so. The **COMMISSION** also reserves the right to make multiple or split awards if it is deemed to be in the **COMMISSION'S** best interest. The **COMMISSION** shall not be responsible for any cost or expense incurred by the Proposer in preparing or submitting a proposal or any cost prior to the execution of a contract agreement.

16. **TIE PROPOSAL:** In the event of a tie proposal where quality and service are equal; a preference is given to vendors submitting, with the proposal, a certification of a drug free work place in accordance with Section 287.087 Florida Statutes. Where tie proposals are between proposers, one of which is located in Volusia County and the other proposer is not, the recommended award shall be to the local proposer. Past Performance-Consideration will be given to a vendor based on previous history and performance on similar Utilities Commission projects or requirements. Delivery availability or completion period. Capacity to perform in terms of service availability, facilities, personnel or financial availability. Closeness to delivery point. If **all** conditions are equal, a flip of a coin, with two witnesses present, shall be the deciding factor.

17. **SUBMITTING PROPOSALS:** Proposals shall be **addressed and mailed or delivered as specified on page one (1) to 200 Canal St. New Smyrna Beach, Florida 32168.**

18. **NO PROPOSAL:** In the event a Request for Proposal is returned as a no bid, **"NO PROPOSAL"** shall be properly marked on the outside of the envelope with the RFP number.

19. **REJECTED PROPOSAL:** The **COMMISSION** reserves the right to reject proposals containing any additional OR EXCLUDED terms or conditions not specifically requested in the original conditions and specifications.

20. **AWARDS:** Awards shall be made as required for the best interest of the **COMMISSION**. The right is reserved to make award(s) by individual items, group of items, all or none, or any combination thereof, with one or more suppliers.

21. **CHANGES**: **COMMISSION** may, at any time, direct in writing additions, deletions or changes to all or any part of the work. If any such changes cause an increase or decrease in the cost of or in the time required to perform such work, Contractor shall submit detail information substantiating such claims and an equitable adjustment shall be made to the price or time of performance

22. **CONFLICT OF INTEREST OF OFFICERS OR EMPLOYEES OF THE CONTRACTING ENTITY/LOCAL JURISDICTION, MEMBERS OF THE LOCAL GOVERNING BODY, OR OTHER ELECTED OFFICIALS**: No member or employee of the contracting entity/local jurisdiction or its designees or agents; no member of the governing body; and no other public official of the **COMMISSION** who exercises any function or responsibility with respect to this contract, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts, the language set forth in this paragraph prohibiting conflict of interest.

23. **EMPLOYEE CONFLICT OF INTEREST**: It shall be unethical for any **COMMISSION** employee to participate directly or indirectly in a procurement contract when the **COMMISSION** employee knows that:

    (1) The **COMMISSION** employee or any member of the **COMMISSION** employee's immediate family has a financial interest in the procurement contract; or

    (2) Any other person, business, or organization with whom the **COMMISSION** employee or any member of a **COMMISSION** employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

    A **COMMISSION** employee or any member of a **COMMISSION** employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

24. **GRATUITIES AND KICKBACKS**:
    (1) Gratuities. It shall be unethical for any person to offer, give, or agree to give any **COMMISSION** employee or former **COMMISSION** employee, or for any **COMMISSION** employee or former **COMMISSION** employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity **COMMISSION** in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any

program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

(2) Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier sub-contractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(3) Contract Clause. The prohibition against gratuities and kickbacks prescribed in this Section shall be conspicuously set forth in every contract and solicitation therefore.

25. **Indemnification for Tort Actions/Limitation of Liability-** The provisions of Florida Statute 768.28 applicable to the Utilities Commission, City of New Smyrna Beach apply in full to this contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the Utilities Commission acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the Utilities Commission acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered as a result of any act, event or failure to act.
The Utilities Commission shall not be liable in tort for the acts or omissions of an officer, employee or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

To the fullest extent permitted by law, the vendor shall defend, indemnify, and hold harmless the Utilities Commission, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the vendor or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the Utilities Commission .
Provided, however, if the contract between the Utilities Commission and the Contractor is deemed by a court of competent jurisdiction to be a construction contract for purposes of Section 725.06, Florida Statutes, any obligation of the Contractor to defend, indemnify or hold harmless the Utilities Commission, shall be limited to an obligation to indemnify or hold harmless the Utilities Commission, its officers and employees from liability damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the contractor and persons employed or utilized by the Contractor in the performance of the contract.

CERTIFICATION OF DRUG-FREE WORKPLACE FORM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

____

VENDOR SIGNATURE

PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3) (1) FLORIDA STATUTES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted Bid, Bid or Contract for **a HUMAN RESOURCES INFORMATION SYSTEM (HRIS) FOR THE UTILITIES COMMISSION CITY OF NEW SMYRNA BEACH**
2. This sworn statement is submitted by____
   [name of entity submitting sworn statement] whose business address is:
   ____ and (if applicable) its Federal Employer Identification Number (FEIN) is ______________________.

   If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ____________________________.
3. My name is ______________________________and my relationship to the entity named above is ____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state of federal law be a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state, or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (91) (b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charged brought by indictment or information after July 1, 1989, as a result of just verdict, non-jury trial, or entity of a plea of guilty or nolo contendere.
6. I understand the "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means: (1) A Predecessor or Successor of a person convicted of public crime: or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholder, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public crime in Florida during the preceding 36 months shall be considered an affiliate.

Public Entity Crimes Statement
Page 2 of 2

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies]

____ Neither the entity submitting this sworn statement, or one more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate or the entity, has been charged with and convicted of public entity subsequent to July 1, 1989, AND [Please indicate which additional statement applies.]

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order.]

____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date   Signature

STATE OF: _________________   COUNTY OF: _________________

PERSONALLY APPEARED BEFORE ME, the undersigned authority, ____________________ [name of individual signing] who after first sworn by me affixed his/her signature in the space provided above on this_____ day of__________________,20______.

My commission expires: Personally known to me, or
Produced Identification:

____________________   ________________________   ________________________
Notary Public   Print, Type or Notary Stamp   Type of I.D.

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER FORM

State of______________

County of____________

______________________________, being first duly sworn, deposes and says that:

He/she is ______________of__________________, **PROPOSER** that has submitted the attached **PROPOSAL**;

He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Neither the said **PROPOSER** nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other **PROPOSER**, firm or person, to fix the price or prices in the attached Bid or of any other **PROPOSER**, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other **PROPOSER**, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **COMMISSION**.

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the **PROPOSER** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

____
Signed

____
Title

Subscribed and sworn to before me this _____day of________, 20___.

____

____
Title

My Commission Expires: ___________

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ------------------ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here **Signature of U.S. person ▶** **Date ▶**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

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VENDOR APPLICATION

In addition to General conditions, your **PROPOSAL** may be disqualified if the following vendor information is not returned with your **PROPOSAL**.

Vendor is:
(   ) Corporation
(   ) Partnership
(   ) Sole Proprietorship
(   ) Other ____ (Explain)

Federal Employer Identification
Number or Social Security Number: ________________________________

Do you collect Florida State Sales Tax? (   ) Yes   (   ) No

Firm Name: ____

Mailing Address: ____

____

Telephone No. ______________________ Fax No. ___________________

Email Address: ___________________Web Address:___________________

Commodity or Service Supply: ______________________________________

If vendor is quoting, as a manufacturer's representative and the purchase order should be addressed to the manufacturer in care of the vendor, so indicate.

If remittance address is different from the mailing address so indicate below.

Firm Name: ____

Mailing Address: ____

____

____

Submitted by: ____

Name & Title Printed: ____

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QUESTIONNAIRE

Additional space may be required. Please answer questions in the order presented. All questions must be answered or PROPOSER may be disqualified.

1. Has your company ever been denied insurance or had insurance canceled?

2. Is your company bondable? Has your company ever been denied bond?
   If yes, explain.

3. Can your insurance company produce a certificate of insurance stating your limits and naming COMMISSION as an Additional Insured?

4. Since January 1, 2011, has your company been a defendant in any lawsuits?

5. Is your company a subsidiary or otherwise legally affiliated with any other company?

6. Is your company rated by Dunn & Bradstreet or any other rating agency?
   If yes, what is the name of the agency and rating?

7. Is your company in any stage of bankruptcy, including initial filing?

8. Has your company been disbarred by the Federal Government or any State Government?

9. How many employees does your company have?

Staff Employees: Full Time_______________ Part Time_______________

Contract Employees: Full Time________________ Part Time________________

REQUIRED DISCLOSURE

At its sole discretion, the **COMMISSION** may reject any proposer the **COMMISSION** finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the **COMMISSION** to lack honesty, integrity, or moral responsibility. The discretion of the **COMMISSION** may be exercised based on the **COMMISSION'S** own investigation, public records, or any other reliable sources of information. By submitting a proposal, PROPOSER recognizes and accepts that the **COMMISSION** may reject the proposal based upon the exercise of its sole discretion and proposer waives any claim it might have for damages or other relief resulting from the rejection of its proposal based on these grounds.

3 GENERAL INFORMATION

The Utilities Commission, City of New Smyrna Beach, Florida (UCNSB) hereby issues a Request for Proposals (RFP) for a Human Resources Information System (hereinafter referred to as "HRIS") to improve services and lower costs. Lower costs may be accomplished through direct savings, reduced staff time, or a combination of the two.

UCNSB is a local governmental agency in a growing community that employs approximately 170 employees, including five Commissioners who are paid a minimal salary, but are not considered employed. We have a union which represents about 60% of our workforce while the other 40% is non-represented. There are different pay rules for both groups.

Compensation
Employees are paid bi-weekly. UCNSB has a wide variety of pay types outside of normal wages, such as standby, shift differentials, special rates of pay for working a different position, etc. UCNSB has complex pay rules that reflect the breadth of its business operations. A current list of pay codes, deductions, benefits, and accruals can be found in the attachments.

Benefits
Benefits eligibility is determined by employment status. Benefit eligible employees have the same health-related benefit options. However, benefits do vary within the regular full-time and regular part-time groups. Additionally, medical employer-paid portions and leave time accruals vary based upon tenure. A description of such can be found in the attachments.

Current Software
UCNSB uses Microsoft Dynamics Great Plains software for its ERP, Payroll, and financial needs, including general ledger reporting. UCNSB is actively using the payroll capabilities.

Roles and Responsibilities
Payroll is processed by the HR Department. Tax filing, including W-2 reporting and ACA reporting is currently handled by the Finance Department. All other HR functions, to include recruitment, hiring, onboarding, performance management, compensation, and training is handled by the HR Department.

Time Entry
Currently employees use paper timesheets, of which many are completed by hand. Time entry is then manually entered into the payroll system after the Payroll Admin calculates all employees' time and assigns the correct pay codes in compliance with our payroll rules.

UCNSB has the following objectives:

- To process payroll on time and accurately with minimal adjustments required by the employee or employer due to errors.
- To automate data collection and approval functions, so that common tasks or requests such as time entry, benefits enrollment/changes, address changes, pay changes, etc. can be entered directly by the employee or manager and approved electronically.
- To have a one-stop shop for all employment-related transactions: applicant tracking, hiring, time and attendance, status changes, benefits, training enrollment, etc.
- To provide leaders and employees direct access to employment-related data and workforce management tools so that they can use this information in decision making.

We are looking for a solution that is:

- Intuitive to understand by administrators and end users.
- Flexible so that we can handle routine changes to our data or processes, such as adding a field, creating a report, or workflow process, with minimal or no outside assistance or fees.
- Reflects our complex organizational structure in a way that allows us to access or report data easily and in a variety of combinations.
- Seamlessly integrates with our current ERP software.
- Requires limited support from our IT Department.
- Upgrades must be included as part of the service.
- Seamlessly assimilates with Great Plains general ledger financial reporting.

We are looking for a vendor that will:

- Provide best practices in HRIS implementation.
- Serve as our "specialist" and provide relevant technical and legal updates.
- Enable us to achieve automation and self-service more rapidly than possible under our current arrangement.
- Provide us with an implementation team that is experienced and will assist us in making an orderly transition.
- Provide us with a reliable customer service center with experienced, informed staff that can respond to our questions within minutes. We would prefer an assigned service team.
- Demonstrate their established integration experience with Microsoft Dynamics Great Plains.

Functional Priorities

The successful vendor will provide a Payroll, HRIS, and Time Management solution, to include a badge entry system. The system should also include employee and manager self-service.

4 SCOPE OF SERVICES

SPECIFIC ITEMS TO BE ADDRESSED IN YOUR PROPOSAL RESPONSE

The following items must be clearly addressed in the proposal response:

Organization Information

- Provide a corporate overview, including your philosophy, vision, and mission statements.
- Describe your company's ownership.
- What is the history of your company?
- Provide a sampling of the awards your company has received.
- How do you distinguish yourself from the competition?
- Describe your client base for payroll and HR services. What is the average size of your clients? What is your client retention rate? On average, how long do your clients remain with you?
- Describe your organization's approach to research and development? What percentage of annual revenue is reinvested in research and development of new technologies?
- Describe your dedicated department specifically designed for your product innovation.
- What enhancements are planned for your product over the next three years?

Technology/Architecture

- Indicate if the product was developed by your company or purchased.
- Provide an overview of your system architecture.
- Provide a description of your company's disaster recovery options.

- Describe how your organization provides periodic system performance evaluations for all installed applications.
- How does your company stay current with technology?
- How is system auditing implemented in the application?
- Describe your multi-layered architecture for scalability and extensibility.
- Detail the application response times, benchmarks for processes such as payroll processing, screen navigation, report generation, etc. both separately and concurrently.

Interfaces

- If we want to interface to a third-party system which you do not have a standard interface for, describe the architecture/tools/process we would need to follow to complete the interface.
- What responsibility do clients have for the design, development, testing, maintenance, and transmission of third-party service provider interfaces? What responsibility does the third-party vendor have?
- Please provide us with a list of the supported APIs.

Product Deployment

- Do you offer your products as Licensed, Hosted, SaaS or all three?
- If you offer a Hosted and/or a SaaS solution, what is the data center and network infrastructure?
- If you host the application, what types of technical resources are required?
- Describe your software development lifecycle.
- What is the migration process in upgrading to new versions and how does the upgrade process affect customization?
- If Hosted and/or SaaS, what control would we have with making application modifications-screens, tables and fields?

Security

- Describe your approach to system security.
- If data centers are physically secured, explain the method/technology used. For example are they Tier IV?
- What is the standard rule base for incoming/outgoing traffic enforced by the Firewall?
- What virus detection/scanning mechanisms are in place?
- Have there been any significant company security breaches in the last five years? How do you handle security breaches?
- What happens when the system is accessed by someone without rights? What password authentication controls are utilized?
- Can we restrict users from viewing and/or editing at the field level?
- Can we manage the system access without relying on the vendor?
- Does your system have the ability to set up “mass” security profiles by employee group?

Application Security

- Describe the proposed system’s Application level security.
- Does your application use a secure connection if hosted? If so, please explain the security model used.
- Does the proposed application support single sign on?
- Is your security roles based or user based?
- How are the users and security roles administered?
- What is the application authentication process? What methods are used to authorize users?
- Can users have more than one security profile?
- Does your application allow for customer defined ID and password methodologies?

- Does your application allow for global security policies (e.g., number of invalid attempts before reset, time outs)?
- How is validation for forgotten passwords processed when an employee locks out or has forgotten log-on information?

Human Resources

General

- How do you handle system upgrades? Are upgrades included in the basic agreement or are additional fees assessed?
- Who has responsibility for maintaining customization changes?
- Describe the integration between the payroll, time and attendance, and human resources modules.
- How much history can be maintained in your system and is the amount consistent across modules/applications? Does this require archiving records?
- Does the system have data archiving capabilities?
- Explain your system's workflow capability (i.e.: approve/not approve).
- Can the system use email to communicate with employees or administrators for the purpose of workflows?
- Does your system have the ability to create and populate Custom Fields?
- Describe how your system complies with applicable federal, state and local laws, regulations or ordinances.

Organization Information

- Can we configure organizational structures by Division, Location, Functional Groups (i.e., Corporate = finance, accounting, legal, human resources making up one group), Departments?
- Do we have the ability to run an organizational report and view it in an organizational chart format?
- Does the system provide an employee summary view to display fields such as date of hire, job title, job code, reports to, salary, department, company code?
- Does your system provide an employee filter or inquiry ability to sort employees?
- Does your system have the ability for managers to update organization information online, such as reporting relationship or location, with approval?
- Can your system support employees that hold multiple positions with different department and pay rates?

Recruitment

- Provide a recruiting solution overview.
- Do you own your recruiting software solution or is it provided through a partnership arrangement?
- How are candidates managed during the recruiting process?
- What job boards are supported with your product? Describe how jobs are posted to Internet job boards.
- Can the job posting be customized?
- Can we easily create customized questions for individual requisitions in addition to the standard application?
- Describe the ability for managers to directly view, comment and respond to applicants.
- Describe the ability to search applicant database based on key words or criteria.
- Can we track human resources or manager notes in the system?
- Explain the ability for candidates to complete an employment profile.
- Does it allow an applicant to be a candidate for multiple requisitions?

- Does the system allow candidates to upload multiple documents or scanned images during application process, such as resume, cover letter or veteran's preference form?
- Does it allow an applicant to update a previously submitted application to apply for future openings?
- Does your solution allow for an automatic email response to candidates? If so, please describe the communication types included in the solution. Are these configurable?
- Describe the ability to forward information from recruitment into HRIS system so data does not need to be reentered.

Onboarding

- Describe your onboarding solution.
- Explain the ability to create a new hire workflow that enables human resources to notify, assign tasks, or collect data from multiple parties in the event of a new hire.
- Can we enter new hire data before start date or start of payroll period (effective dating)?
- Does the system allow new hires to enter information via a web portal prior to start date?
- Describe the systems on-line I-9 tracking system.

Employee Termination

- Describe your employer configurable termination workflow and how it supports termination of employees and independent contractors (if this data can also be stored).
- Can the system automatically cancel specified employee benefits upon termination?
- Describe your system's ability to create a termination workflow that enables human resources to notify, assign tasks, or collect data from multiple parties in the event of a termination. For example, to notify and record that computer access has been disabled.
- Does the system provide turnover analysis reports? Explain the drill down capability.
- Does your system have the ability to track termination by reason, date, rehire eligibility and COBRA election?
- Can we archive terminated employee information indefinitely?
- If we rehire an employees, can we bring back the archived data to an active status?

Benefits

- Does your system handle benefits administration?
- Describe the integration between benefits and payroll.
- Explain how your system facilitates reporting to third-party vendors.
- Describe the system capabilities for online benefits enrollment.
- Describe the life events that come standard along with those that require configuration.
- How would the system assist in reconciling insurance bills or contributions due to third party administrators?
- Can benefit plans be set up so only a specific group of employees are eligible for them?
- Can benefit cost changes be future dated for a future year within the current year?
- Does the system have the ability to handle calendar/fiscal benefit plans?
- Are premiums automatically updated for age and salary benefit calculations?
- Are insurance amounts automatically adjusted when a salary increases?
- Can you automatically enroll a certain group of people in a benefit plan?
- Do Employee Benefit Statements include the company's cost of benefits?
- How does the system accommodate benefits requiring evidence of insurability?
- Does the system notify administrator when new hire enrollment is complete or changes have been made?
- In addition to enrollment and life events does employee self-service include the following?
    - Viewing employee's current plans and covered dependents

- Viewing related information such as summary plan documents
- Viewing plan comparisons
- Links to carrier website
- Displays only the benefit plans for which the employee is eligible

- How can employees manage dependent data in the system?
- Does the system automatically remind employees to enroll if they have not completed the enrollment process by a specified date?

Affordable Care Act
- How has the system been upgraded to handle all of the benefit changes due to the Affordable Care Act?
- Describe your ability to forecast costs.
- Does your system allow for hours tracking hours per pay period for both Initial and Standard measurement periods?
- Can your system simultaneously measure an employee in both a Standard and Initial measurement period?
- How does your system capture declination or insurance covered dates?
- Describe how your system takes into account the Standard Measurement Period, Admin Period and Stability period each and every year? Is it automated?
- Describe how the system utilizes "Safe Harbor" rules.

Compensation Management
- Provide an overview of the key compensation features of your system.
- Can we perform online compensation modeling?
- How is the compensation features integrated with the HRIS and payroll functions?
- Explain how the system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date?
- Please describe how customers can link performance to compensation?
- Explain how your system creates and retains salary history?
- What types of reports are available for compensation?
- Does your system validate minimum and maximum salary (of grade) when pay is changed and provides a warning message as needed?
- Does it store compensation range information as part of the employee record?
- Does your system allow employees to access current compensation and compensation range/plan information via self-service?

Performance Management
- Describe your performance management capabilities.
- Do we have the ability to have multiple review forms per type of employee and automatically link manager to the correct form?
- Is there a configurable workflow to do online performance review completion and submission seeking the employee's input first and then the manager's flowing upward for additional approvals in the reporting line and then onto HR and payroll for processing?
- Are both self and manager assessments available?
- Can cascading goals be set?
- Can the manager and employee update goals and objectives?
- Can we create, edit, update and delete company-wide competency models?
- Ability to track performance reviews, both due date and date completed.
- Can the system automatically notify a manager when a performance review is due and overdue?

Talent Activation

- How is your solution providing a better employee engagement and leadership development strategy than current methods?
- What assessment tools does your solution offer?
- Does your solution provide coaching to managers based on feedback?
- What is your consulting and change management approach for facilitating engagement action planning?
- Does you solution offer education and coaching services?
- What are your approaches and toolsets for real-time pulse surveys?

Employee Self Service

- Describe your application's employee self-service functionality. What are the major features?
- Is this application integrated with the main HRIS application?
- Please explain how your employee self-service feature will assist in the communication between you and our employees. What types of information can be made available to our employees, reducing the amount of calls to HR and Payroll?
- Does the system allow employees to change their own passwords?
- Can employees' access company-level documentation?
- How does your self service solution accommodate policy acknowledgement?
- How do employees view and access benefits information?
- How do you define activities or events in your self service solution?
- What support would be required from our IT department?
- How do you assist organizations in rolling out self-service? What training would be available to employees and/or managers?
- To what degree can your self-service interface be customized?

Manager Self Service

- Provide an overview of the features available through manager self-service.
- Describe how managers are limited to information for only their direct reports.
- Describe the integration between your manager self-service application and your HRIS/Payroll software.
- Are managers able to run reports from self-service? How is it performed?
- Ability to customize information, reports and workflows offered through self-service to different employee groups.

Document Management

- Describe your Document Management capabilities?
- What formats are accepted/recognized?
- Can the documents be linked to more than one workflow?
- How can documents be searched?
- Describe the security to restrict employees from seeing certain documents.

Payroll

- Summarize the payroll services you provide that would no longer need to be handled in-house.
- Does your organization specifically handle deposit and filing of taxes and processing of W-2's or is it handled by a 3rd party?
- Does your organization file state unemployment insurance reports (UCT-6) and quarterly tax returns (941)? Is this included in the base service or an additional fee?
- Is this application integrated with your main HRIS product?
- What methods for data entry exist in your solution?

- How do you handle employees with multiple rates of pay?
- Describe the check voiding process.
- How do you handle imputed income?
- Do you handle unlimited direct deposits? If no, what is the maximum?
- Do you support payroll accumulators by: Federal reporting month-to-date, Quarter to date, Fiscal year to date, and Federal reporting year to date?
- Do you associate end dates for deductions and automatically stop the deduction?
- How does your system accommodate additional payroll processing for items like bonuses, expenses, commissions, etc.?
- Explain what happens when an employee does not have enough net pay to cover his deductions for the pay period
- Describe the vendor responsibilities for the yearend and year begin processes.
- Describe the expectations for the client for yearend and year begin processes.
- Describe the manual check process.
- Administrators can immediately view the complete zero-to-net impact of changes made to time records.
- Do you provide configurable, in-application audit reports for identifying potential issues? Please explain.
- Supports an unlimited number of earning and deduction definitions.
- How does your solution handle garnishment calculation, prioritization, and pay?
- Please describe the process to void and reissue checks.
- How do you handle special taxation rules for non-cash benefits such as disability and group life insurance?
- Does the solution have the ability to exclude pay types from eligible earnings for calculations?
- How does the system handle payroll errors that need to be corrected (e.g., deduction and/or benefit calculation errors)?
- How does the system track labor hours for ongoing capital labor projects? Does it allow for analytical accounting: payroll allocates and posts transactions down to the project, event, or job?

Tax

- Do you provide full tax filing processes?
- What tax updates, if any, are provided and how are these updates received?
- Do you support one time additional tax amounts and/or overrides?
- Do you provide all relevant end of year payroll processing reports including W-2, 941, 1099s State, SUI?
- How do you handle inquiries, discrepancies, and resolution for federal, state, and local tax inquiries?
- Describe tax resources provided to your customers on tax regulations at the federal, state, and local levels? How do your customers access this information?
- How do you distinguish yourself from the competition in the area of tax processing?

General Ledger Interface

- Describe your general ledger interface process.
- Please describe how the proposed system will support multi-tier labor allocations to post actual employee cost to GL. This includes the allocation of wages, employee and employer taxes, and employee and employer deductions by multiple organizational levels.
- What reporting tools are available to query General Ledger transactions generated from payroll?
- Can data be exported to excel for editing capabilities?
- Can we use descriptions in the General Ledger? Is there a limitation to length, character segments of General Ledger number?

- Do we have the ability to create new G/L codes and mappings internally?
- Are GL setup tables accessible by users to change at any time?
- Does it accommodate exceptions to the GL mapping down to the employee level?
- Please describe the GL entries for the accrual of payroll at month-end.
- Will adjustments be automatically posted to GL? Explain.

Time and Attendance

General

- Describe your time and attendance capabilities.
- How do you minimize downtime for 24/7 operations?
- How does the system enforce access control?
- Is data viewed and available in real time?
- Who can define access control rules?
- Describe the approval process within your application?
- Can the employee and approver check status of the time records (processed or not processed) for a specific time period?
- Can the employee and approver review information from the time records in detail and in summary form (as part of the core package)?
- Are employees able to access prior period information?
- Describe automatic email notifications, alerts, reminders, and exception reporting.
- Is an audit trail of any edits kept?
- How does synchronization of data work across multiple sites/locations?
- What are the standard methods used to capture employee hours?
- Describe how your application can support Labor Distribution.
- What are your procedures for archiving or retaining historical information?
- Can the system distinguish between an employee and a temporary employee?
- Does the application allow for multiple methods for calculation of overtime and double-time (i.e. premium time) based on employee type?
- How does your system handle predefined Holidays?
- Does the application have the capability to automatically remind employees and managers to sign and/or approve time-off/timecards requests?

Schedules

- Provide an overview of the system's scheduling functions (e.g., building schedules, templates, scheduling vacations, and default holidays).
- Can an employee's time card be prepopulated from their schedule?
- Explain the ability to pre-populate time with approved time off, leaves and holidays.
- Can supervisors view schedules within their workgroup and by employee?
- Can our supervisors make changes either to the schedule or reported time?

Approvals

- Describe the time card approval process within your application.
- Can an employee make edits to their time sheet prior to submission for approval?
- Does it allow for multiple individuals to approve time electronically?

Overtime and pay rules

- Describe how your system supports wages & various overtime rules
- Explain the ability to flag hours scheduled or entered in excess of 40 when an employee is working multiple positions.

- Does the system have the ability to flag supervisors when employees are approaching OT?
- Does your system have the ability to calculate weighted average OT?
- Can the system handle OT when it is both paid for hours in excess of scheduled hours for the day or hours over 40 in a week?

Time Off/Leaves of Absence

- Please explain your time off tracking capabilities
- Explain how your solution handles time off/vacation request (e.g., request form, validation of PLT balance, and rules to prevent overdraw).
- How does your system track scheduled leave versus leave actually taken? Is this information available for review?
- Does the application automatically start tracking accrual hours for new hires and employees with status changes based on rules previously created?
- Do we have the ability to assign accrual criteria (or tables) to individual or groups of employees?
- Will our employees and managers be able to directly view PLT amounts earned and taken, and the dates on which the accruals were used? Please explain.
- Does approved time off automatically pre-populated in time and attendance?
- Can your system accommodate FMLA tracking?
- Will we have the ability to do multiple coding for leave hours? For example, time off could be coded both as PLT and FMLA?
- Does the solution have the ability to create an employee time off/leave calendar by group, division or department. Is this available through self-service?
- Can your system warn management when a leave request is submitted, but the employee does not have enough PLT to cover it?

Reporting

- Please describe your reporting functionality.
- Describe how your report writer can filter data in multiple ways using any field? Can data be sorted by both financial parameters (business unit, budget code) and human resources parameters (organization level, job code)?
- How many standard reports does your system have available?
- Describe the system's ability to format reports. Does the data have to be exported to a Microsoft Office product before formatting can occur?
- Explain your ability to import and export data from Microsoft Word, Excel and Access.
- Does your system have point-in-time reporting capabilities?
- Explain the system's ability to run report with historical data.
- Does your system provide required governmental reports such as EEO, Veteran status, Affordable Care Act, etc.?

Business Analytics

- Describe your capability to support data analytics dashboards.
- Does your software support customizable dashboards?
- Is Data Analytics/Dashboards/Business Intelligence integrated or is it sold in a separate module?
- Is access to analytic dashboards controlled by role based security?
- Is all reporting and analytics data is real-time across all functional areas?
- Reporting and analytics data visibility respects the configured security model.

Implementation

- Provide an overview of your implementation methodology phases.
- Describe the typical implementation team and their roles and experience.

- What differentiates your implementation approach from other vendors?
- How many parallel runs do you perform?
- Does the system allow for the importing of initial data?

Account Management
- What is your customer service model?
- Please describe your service delivery team.
- What written documentation is provided with your service? What type of information is available on your website?
- How is the quality of your support center monitored? Describe any formal quality programs you have in place. Review any available quality or performance data.
- What is the standard service level response for support requests?
- Do you facilitate a user group? How does the user group function?
- Do you offer consulting services outside the standard services?
- Describe how you offer best practices and assist with process improvement.

Training
- What types of training do you offer customers?
- What training materials do you provide?
- What training options are available above and beyond basic training?
- What type of technical training do you provide to ensure that your clients remain abreast of regulatory changes with regard to payroll?

Product Cost
- What is the total cost of the HRIS solution? Distinguish between implementation costs and costs of ongoing service.
- Is training included in the total cost or is it additional?
- Is document storage included in the cost or is it additional?
- Describe any additional fees or costs that would not be included in total cost above.
- Are system upgrades included in the total cost or are they additional?

Proposals submitted in response to this RFP may provide recommended changes to the Scope of Services (Section 4) or other suggestions. However, the Vendor should provide a response to this RFP fully in compliance with the Scope of Services, including a cost of the Scope of Services described herein. Other suggestions should be clearly identified as optional services and clearly specify the costs of each additional service. UCNSB may or may not, at its sole discretion, accept any suggestions.

Proposals submitted in response to this RFP must remain valid for 180 days.

PROPOSER NAME: ____

PROPOSAL SUBMITTAL REQUIREMENTS AND EVALUATION FACTORS
Page 1 of 3

Proposals shall include all of the information as listed below, and any additional information that the **PROPOSER** deems pertinent to the understanding and evaluating of the proposal. Proposals shall be organized for evaluation in tabbed sections. Submittals must be clear, concise, typed on letter size paper and individually bound. Submittals should contain no more than (30), double sided, single spaced pages, at least #10 fonts. Longer submittals may be discarded. The **PROPOSER** should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Failure to supply all of the information requested shall result in the proposal being excluded from consideration. The **COMMISSION** reserves the right to request information or clarification from PROPOSERs following the bid opening if omissions are deemed curable.

COMMISSION WILL CONSIDER THE FOLLOWING WEIGHTED FACTORS IN THE EVALUATION OF THE PROPOSALS RECEIVED.

EVALUATION FACTOR # 1**:** **APPLICATION FUNCTIONALITY AND PROVIDED SERVICES**
MAXIMUM POINTS OF 25

Each service provider will be asked to respond to the functionality requirements outlined in this RFP. The evaluation team will review the responses relative to the priority assigned to that functional requirement. Service providers do not have to meet every functional requirement to remain in consideration. The evaluation team may waive or modify a functional requirement at its discretion. The evaluation team will also be reviewing the general user interface of the system in terms of intuitiveness and simplicity.

EVALUATION FACTOR # 2: IMPLEMENTATION COSTS AND SERVICE FEES
MAXIMUM POINTS 15

The evaluation team will be looking for the best value in terms of both cost and service features. The evaluation team will give higher weight to service providers who can meet the functional requirements with a standard service fee, without additional charges or implementation costs. It is also important that system upgrades are included as part of the standard service fee.

EVALUATION FACTOR # 3: IMPLEMENTATION AND SUPPORT SERVICES
MAXIMUM POINTS 25

The evaluation team will be looking for an implementation team that has experience with complex payrolls. Initial set up and training will be critical factors in our ability to deliver desired results. The evaluation team will review the support documentation provided in conjunction with the contract for service. In addition, the evaluation team will be interested in the level of support provided after the implementation period. It is important that the service provider demonstrate that they can provide trained support staff for operational concerns. It is also important that the support services provided include sharing technical/legal updates and best practices. Preference will be given to the organization that shows strong capabilities to implement and support all functions within the offering. UCNSB will also consider the overall timing and duration of the project and the technical capacity and experience of the vendor.

EVALUATION FACTOR # 4: LEVEL OF INTEGRATION **MAXIMUM POINTS 30**

Preference will be given to those vendors offering a fully integrated suite of products. Preference will also be given to those products that eliminate redundant entry and allow UCNSB to maximize the potential of employee and manager self-service. Preference will be given to vendors who are able to seamlessly interface with the current ERP, which is Microsoft Dynamics Great Plains, and associated accounting module: Project Accounting.

EVALUATION FACTOR #5: COMPLETED FORMS **MAXIMUM POINTS 5**

Forms must be complete and attached within the proposal

- Certification of Drug-Free Workplace
- Public Entity Crimes
- Non-collusion Affidavit
- Request for Taxpayer Identification Number and Certification W-9 Form
- Vendor Application
- Questionnaire
- Required Disclosure
- Addenda Acknowledgement
- Include a copy of your current Occupational License from an authorizing government agency

For HUMAN RESOURCES INFORMATION SYSTEM VENDOR, the total **MAXIMUM POINTS** for evaluation by Committee is **100.**

UCNSB intends to select one Vendor to provide the HRIS. In doing so, UCNSB will rank the top three responding Vendors who will then be asked to provide a demonstration (demo). Points for Evaluation Factor #1 and #4 may be adjusted by the evaluation committee after the demo, at which point final selection will be made.

UTILITIES COMMISSION
City of New Smyrna Beach
RFP#12-18

PROPOSAL FORM

PROPOSERS NAME: ____

The undersigned hereby declares that the following list states any and all variations from, and exceptions to, the requirements of the scope of work.

____

____

These Prices are valid for orders placed within **180** days from date of award.

Submitted By:

Company ________________________________

Name and Title ____________________ Signature ____________________

Telephone No. ____________________ e-mail____________________

The COMMISSION reserves the right to award the contract to the PROPOSER(s) that the COMMISSION deems to offer the best overall bid. The COMMISSION is therefore not bound to accept a bid on the basis of lowest price. In addition, the COMMISSION at its sole discretion, reserves the right to cancel this Bid, to reject any and all bids, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the COMMISSION to do so. The COMMISSION also reserves the right to make multiple or split awards if it is deemed to be in the COMMISSION'S best interest. The COMMISSION shall not be responsible for any cost or expense incurred by the PROPOSER in preparing or submitting a bid or any cost prior to the execution of a contract agreement.

As representative for the PROPOSER, I have read and understand this statement.

Name and Title ____________________ Signature ____________________