

2024

# SISKIYOU COUNTY

## RFP 101-2024

REQUEST FOR PROPOSALS – ENTERPRISE RESOURCE PROGRAM  
REPLACEMENT  
ANNAMARIE J. HENDRICKS

SISKIYOU COUNTY | 1312 Fairlane Rd, Yreka CA 96097

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## 1.0 INTENT

It is the intent of this Request for Proposal (RFP) to solicit proposals from qualified Contractors to provide software and professional services to replace Siskiyou County's existing Enterprise Resource Planning (ERP) system. The County reserves the right to modify or cancel this solicitation. By publishing this solicitation, the County is not required to enter into an contract with any of the respondents.

- 1.1 This solicitation is not intended to create an exclusive service agreement. County retains the ability, at its sole discretion, to add qualified Contractors at any time.
- 1.2 The County seeks a qualified contractor with the experience, expertise, and qualifications to provide a fully integrated, proven state-of-the-art solutions the County requires that any proposal also include the professional services necessary to implement the system.

Contractors responses will be evaluated and ranked based on the criteria described in this RFP. If a system is available that meets the County's needs, the County may then enter into contract discussions with the selected contractor(s).

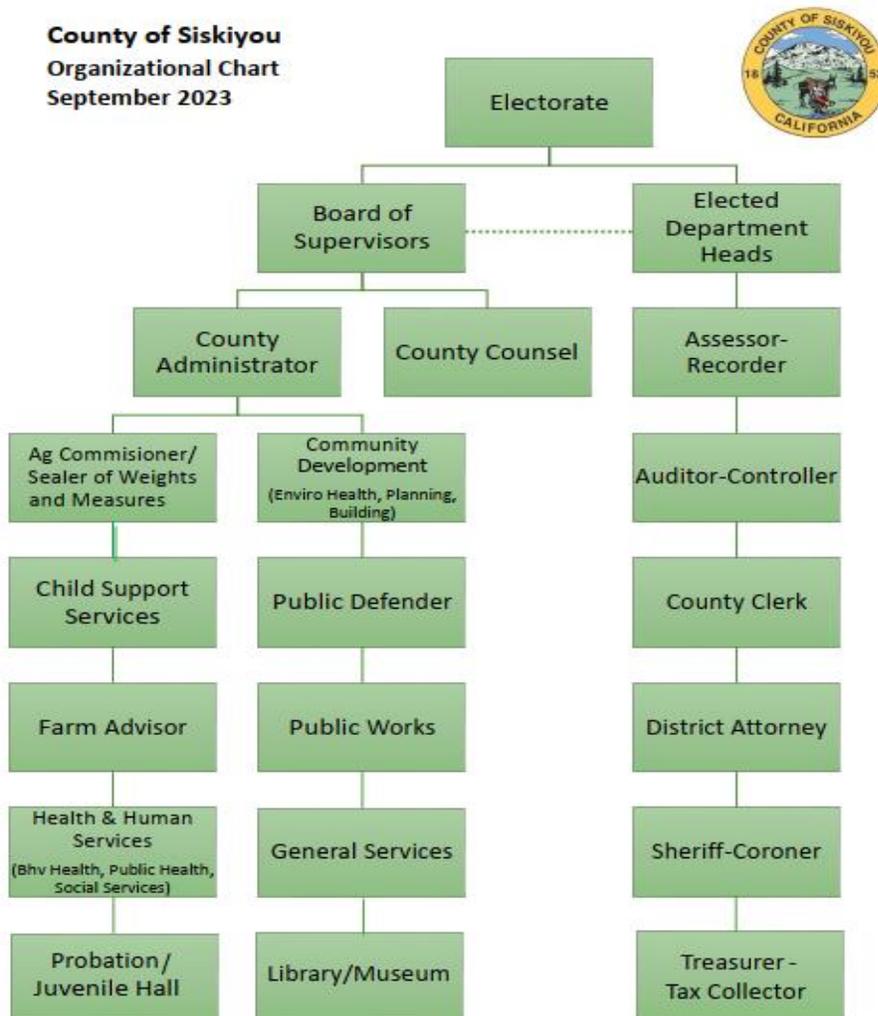
In addition to soliciting written responses, this document provides information to assist Contractors in preparing their responses and facilitates the subsequent evaluation and comparison process. In that regard, this RFP:

- 1.2.1 Provides information essential to soliciting meaningful recommendations and realistic commitments from the Contractors,
- 1.2.2 Specifies the required format and content of Proposals in response to this RFP,
- 1.2.3 Outlines the County's evaluation and selection procedures, and
- 1.2.4 Establishes a schedule for the preparation and submission of Proposals in response to this RFP.

## 2.0 BACKGROUND

The County of Siskiyou is located in the northernmost part of the state of California. The County is approximately 6,347 square miles, with a population of 44,076 as of the 2020 census. There are approximately 50 locations throughout Siskiyou County at which services are provided.

Siskiyou County has approximately 580 employees with an approximate \$218.9M operating budget. Siskiyou County is a general law county. The governing body is the Board of Supervisors, which comprises an elected representative from each of the five voting districts within the County. The Board is elected to alternating four-year terms with elections conducted in even-numbered years. The Board appoints the County Administrative Officer, who oversees county operations. County operations include 18 departments and has six elected department heads including Assessor-Recorder, County Clerk, Auditor-Controller, District Attorney, Sheriff-Coroner, and Treasurer-Tax Collector.



2.1 Project Objectives: The overall goal of this project is to implement a state-of-the-art ERP system that can support County activities, increase operational effectiveness, and efficiencies in business processes. The County is interested in Software as a Service (SaaS) or vendor managed cloud solution for the below functions. Scope of these functionalities will be determined during the RFP evaluation phase.

❖ **General**

- Employee Self-Service
- Reports
- Document Management
- Integrated modules

❖ **Human Resource Management & Payroll**

- Payroll processing
- Position Control/Management
- Benefit Administration
- Personnel Management

❖ **Budgeting**

- Management & Forecasting
- Budget book creation
- Position control

❖ **Finance**

- General Ledger
- Account Payable
- Account Receivable
- Treasury
- Debt Management
- Procurement/Purchasing
- Vendor Management
- Fixed Asset Management
- Grant Management
- Fixed Asset Management
- Lease Management
- Contract Management
- Cash Management
- Financial System Reporting

Main objectives for a replacement ERP system include:

2.1.1 Enable the County to increase operational efficiencies by implementing best business practices and increased automation (i.e. encourage streamlining and automation of standard routine business transactions, enhanced processing, self-service, workflow, etc.).

- 2.1.2 Encourage the implementation of standard functionality and best business practices embedded in the solution to reduce cost, long-term maintenance impacts, and avoid or minimize customizations.
- 2.1.3 Improve quality and accessibility of information through standard reports, ad hoc tools, and the ability to create new reports. Information access must be perceived by the County’s average user as intuitive and efficient.
- 2.1.4 Promote a system that provides for self-services to the General Public, County departments, County employees, and external agencies via online and mobile capabilities.
- 2.1.5 Implement a scalable platform that will support future growth, changes in local, state, and federal laws, MOU agreements and integration with external systems without requiring significant upgrades, costs, and County resources.

The proposed ERP system should provide integrated functionality, meaning that the individual components of the system utilize a shared repository of information and processes to ensure that all users have access to the same information, that redundant data entry is not required, and that each of the components has a similar look and feel.

In addition to meeting the objectives identified above, the County is seeking a contractor to provide Professional Services that will ensure a successful implementation, including but not limited to Project Management, the migration of data from the existing ERP system as appropriate, and the development of interfaces between a number of third-party applications as identified in the next section, Current Environment.

- 2.2 Current Environment: The current County ERP solution is Ellucian Banner, which is hosted by a third-party vendor, Ellucian Company L.P. The following is the list of applications used by the County for major business functions. The County intends to discuss the future use of these applications during software demonstrations and contract negotiations. For the purpose of the chart below, “Financials” includes Asset Management, Purchasing/Procurements/Contracts, Accounts Receivable, Accounts Payable, General Ledger, Project/Grant Management, Fixed-Asset Management, and non-payroll related Employee Reimbursements.

**TABLE 1.0**

<b>Functionality</b>	<b>Application</b>	<b>In Scope to Replace</b>
Financials	Banner	Yes
HR/Payroll/Timekeeping	Banner/Kronos	TBD
Vendor Management	Banner	Yes
Budgeting	Banner	Yes
Budget Book Creation	Excel	Yes
Document Management	Banner	Yes
Treasury Investment Management	Sympro	TBD
Debt Management	Banner	Yes

Application Tracking (Recruitment), Onboarding, Offboarding, Learning Management, and Performance Management	Neogov	No
Cash Management	Banner	Yes
Financial Reporting	Banner	Yes
Lease Management	Banner	Yes

2.3 Request for Proposal 202401 will establish Software and Professional Services. The County seeks Contractors who will abide by all Local, State, and Federal regulations and who are also capable of providing all necessary materials and supervision, in the course of providing Software and Professional Services.

### 3.0 SCHEDULE

- Issue RFP – April 9, 2024
- Deadline for questions and requests for clarification on the RFP to be addressed at the pre-proposal conference call – May 6, 2024
- Last day to register for pre-proposal teleconference – May 6, 2024
- Pre-Bidders Teleconference – May 20, 2024
- Deadline for written questions – June 3, 2024
- County answers to written questions – June 10, 2024
- Proposal submittal deadline – July 8, 2024
- Estimated notification of Short List selection – July 22, 2024
- Short List Software Demonstration – August 1 – August 31, 2024
- Finalist Proof of Capabilities Demo/Interviews – October 1 – October 31, 2024
- Vendor Selection Notification – December 1, 2024
- Estimated agreement date – January 1, 2025
- Board of Supervisors approval – Second Board Meeting in January 2025

*This schedule is subject to change as necessary*

3.1 A Pre-Bidders Teleconference will be held on May 20, 2024 at 10:00AM PST. Attendance at the Pre-Bidders Teleconference is not mandatory for Contractors intending to submit a proposal. The Pre-Bidders Conference will be an opportunity for prospective Contractors to ask questions regarding the RFP or overall process.

Contractors intending to participate in the Pre-Bidders Teleconference call should request meeting access information by sending an email to [slawson@co.siskiyou.ca.us](mailto:slawson@co.siskiyou.ca.us) by 04:00PM PSDT on May 6, 2024.

Answers to questions submitted prior to the Teleconference call and answers to all questions asked at the Pre-Bidders Teleconference will be officially answered by Addendum after the meeting. The Addenda will be posted on the County's RFP web page at <https://www.co.siskiyou.ca.us/rfps>

- 3.2 Future Addenda - Contractors who received notification of this solicitation by means other than through a County of Siskiyou mailing shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any Addenda and/or information that may be issued prior to the solicitation submittal date. IT IS EACH CONTRACTOR'S SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP by either informing the County of their contact information or by regularly checking the County's RFP webpage at <https://www.co.siskiyou.ca.us/rfps>

## 4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:

Sherry Lawson (Primary Contact)  
Deputy County Administrator – Chief Fiscal Officer  
1312 Fairlane Rd, STE 1  
Yreka, CA 96097  
530-842-8005  
[slawson@co.siskiyou.ca.us](mailto:slawson@co.siskiyou.ca.us)

- 4.2 All questions regarding this solicitation shall be submitted in writing. Please email your questions prior to the DEADLINE FOR WRITTEN QUESTIONS to [slawson@co.siskiyou.ca.us](mailto:slawson@co.siskiyou.ca.us). Answers to questions submitted prior to the Pre-Bidders teleconference call and answers to all written questions asked at the Pre-Bidders teleconference will be officially answered via Addenda. The Addenda will be posted and sent to all emails on the contact list of Contractors.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in section 3.0 SCHEDULE herein. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written Addenda will be binding.
- 4.5 Prospective Contractors shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification of the contractor.

## 5.0 SCOPE OF WORK

5.1 Contractor Minimum Work Performance Percentage – Contractor shall perform with her, his, or its own organization contract work amounting to not less than 50 percent of the original total contract price, except that any designated “Specialty Items” may be performed by subcontract and the amount of any such “Specialty Items” so performed may be deducted from the original total AGREEMENT price before computing the amount of work required to be performed by CONTRACTOR with its organization.

5.2 Scope of work includes, but is not limited to, the following:

5.2.1 Software Functionality - The project scope for procurement and implementation of software solutions is briefly described below. Specific functionality within each category listed below is more thoroughly described in Attachment C (Business Requirements). Scope of these functionalities will be determined during the RFP evaluation phase.

### **GENERAL**

Employee Self-Service  
Reports & Dashboards  
Document Management  
Integrated Modules

### **HUMAN RESOURCE MANAGEMENT & PAYROLL**

Time & Attendance  
Payroll Processing  
Recruitment  
Onboarding/Offboarding  
Position Control  
Benefits Administration  
Performance Management  
Personnel Management  
Training & Certification

### **BUDGETING**

Management & Forecasting  
Budget Book Creation  
Performance Measures  
Position Control (tie to HR & Payroll)

### **FINANCE**

General Ledger  
Account Payable  
Account Receivable  
Treasury  
Debt Management  
Procurement/Purchasing  
Vendor Management  
Fixed Asset Management  
Lease Management  
Grant Management  
Contract Management  
Cash Management  
Financial Statement Reporting

- 5.2.2 Technology Approach/Parameters - The County will consider possible ERP solutions and software service delivery models with the following stipulations:
- A. The County is interested in replacing all current systems used with one integrated Software as a Service (SaaS) or vendor managed cloud solution.
  - B. County is interested in a phased implementation approach by integrating with existing systems to ensure minimum disruptions to the current business operations.
- 5.2.3 Implementation Services - In addition to the software functionality identified above, the selected contractor will be expected to drive the overall program and provide Professional Services that will ensure successful implementation.
- 5.2.4 Program/Project Management & Governance - Lead and guide the County throughout the program to ensure best in class program/project management and governance processes are defined, designed, executed, and refined, as needed. The list below is intended to provide clarity and guidance as to some of the County's expectations within this work stream.
- A. Establish and retain an effective resourceful System Integrator project team who can address all aspects of the project scope and produce the required deliverables.
  - B. Follow best practices to manage the project and develop and maintain all necessary project documentation.
  - C. Establish procedures for knowledge transfer between County and System Integrator.
  - D. Proactively identify System Integrator resource needs throughout the project.
  - E. Track the overall progress of the project according to the work plan and ensuring that regular status reports are produced, distributed, and reviewed in a timely basis.
  - F. Verify that regular project/cross-team communications are produced and are available to the core and extended project team members.
  - G. Develop an issue management process and tracking tool.
  - H. Monitor and manage project issues.
  - I. Regularly analyze project risks and establish processes and procedures to prevent or manage these risks.
  - J. Establish procedures and processes for capturing, escalating, and resolving the various types of project issues.
  - K. Establish and refine change control procedures and processes throughout the project life cycle.
  - L. Document and facilitate key design decisions and ensure the right inputs are being provided by the right parties on time to the right decision-makers.
- 5.2.5 Organizational Change Management (OCM) - Verify that County understands the need for the specified change and its effects, and that County possesses the capabilities and motivation to change. The list below is intended to provide clarity and guidance as to some of the County's expectations within this work stream.
- A. Accelerating County adoption of best practices and the changes required to fully use ERP.

- B. Reducing the drop in performance that is typically associated with large-scale ERP implementations.
  - C. Helping to verify that County is prepared to work with a new or changed set of processes that are enabled by the technology embedded in the ERP solution.
  - D. Transferring knowledge to the County, developing methods and content for user adoption and ongoing support of desired job performance
- 5.2.6 Functional/Process Design, Configuration, and Testing - Design solution to support County businesses across end-to-end processes. The list below is intended to provide clarity and guidance as to some of the County's expectations within this work stream.
- A. Ensuring consistent and full use of the configuration capabilities of the ERP solution.
  - B. Ensuring full understanding of identified gaps and challenges so that optimal decisions are made with respect to business process changes vs. package configuration changes vs. extensions.
  - C. Ensuring all upstream dependencies and down-stream impacts are factored into design and configuration decisions.
  - D. Delivering a fully integrated solution, inclusive of key integration points with identified non-ERP applications that will coexist with the ERP.
  - E. Involving operational users early and often throughout the project life cycle to ensure full understanding of the design and its impact on existing business processes.
  - F. Helping translate improved business processes and leveraging the ERP configuration into operational benefits.
  - G. Validating that technology, process, and people can work together as designed prior to go-live.
- 5.2.7 Data Cleanse/Governance/Conversion - Ensure accurate and reliable data is available in the ERP solution for each Go-live during the implementation. The list below is intended to provide clarity and guidance as to some of the County's expectations within this work stream.
- A. Ensuring consistency across the County for data design, data standards, and data governance.
  - B. Enabling improvements in data quality so that reporting and resulting decision-making is more effective.
  - C. Reducing work-around, re-work, and reconciliation associated with poor data quality.
  - D. Develop Data Conversion Strategy and Plan as per implementation schedule.
  - E. Develop crosswalk from Legacy to New System (data mapping) and automated conversions by partnering with the County.
  - F. Design and execute mock migrations as per implementation schedule.
  - G. Develop and test the automated conversion program(s) and load data into non-production and production databases as needed.

- 5.2.8 Technical Design/Environment Management/Development/Reporting - Work with County to ensure that technical design documentation and knowledge of existing environment that ERP will need to co-exist with is understood. The list below is intended to provide clarity and guidance as to some of the County's expectations within this work stream.
- A. Ensure that solution architecture related to new ERP functionality is understood by County.
  - B. Adhere to County's established technical environment, architecture, and development standards for integration with other systems.
  - C. Develop technical requirements documents to describe platform, security, architecture, controls, and integration requirements.
  - D. Ensure that solution architecture is well-documented and fully depicts and describes the end-to-end solution that aligns with the end-to-end business processes supporting the ERP target state environment.
  - E. Provide experienced ERP technical consultants who can identify best practices and solutions to the technical gaps, challenges, and requirements required for ERP.
  - F. Monitor pre-production environments.
  - G. Manage environment configuration and build control.
  - H. Ensure system performance and reliability.
  - I. Prepare system for production release.
  - J. Procurement of all required hardware or software to support the implementation.
  - K. Certify that the installation of the ERP system instance and environment, including database sizing and partitioning, are in compliance with the standards for the respective software release.
  - L. Management of development schedule and development resources.
  - M. Coding and unit testing of all approved development objects.
  - N. Performance testing.
  - O. Create and seek approval of report inventory to meet gaps.
  - P. Ensure development approach is consistent with reporting architecture defined by Solution Architecture team.
  - Q. Build and unit test interfaces and reports.
  - R. Incorporate reporting into end-to-end integration and User Acceptance Testing (UAT) test plans.
  - S. Develop and execute UAT.
  - T. Execute integration test.
  - U. Design reporting architecture for dashboards, analytics, and user queries.
  - V. Establish standard toolsets for each reporting need.
  - W. Implement reporting architecture in conjunction with county's reporting needs.

- 5.2.9 Deployment and Immediate Post Go-Live Support - Ensure an accelerated and high quality implementation followed by a focused and experienced support effort. The ultimate goal is to minimize business disruption and maximize user adoption. The list below is intended to provide clarity and guidance as to some of the County's expectations within this work stream.
- A. Providing an implementation schedule and associated staffing that can meet the demands of a phased, multi-site rollout in an efficient manner.
  - B. Ensuring site readiness prior to cutover.
  - C. Ensuring County support organization readiness to provide expanded support of the ERP solution to internal and external stakeholders.
  - D. Ensuring that County is self-sufficient in providing ongoing support.
  - E. Develop training materials.
  - F. Conduct product familiarization sessions with the project team.
  - G. Assess County's current support model for its level of fit and, based on successfully implemented support models, determine changes to the existing structure and processes.
  - H. Develop site-specific transition plans that encompass business process, operations, and organization alignment (Business and IT).
  - I. Establish backup, Disaster Recovery and other infrastructure related activities for ongoing support and maintenance of ERP and Non-ERP applications.
  - J. Conduct knowledge transfer sessions and establish a Knowledge Management Repository to deal with issues, incidents, support and other problems.
  - K. Design/refine, develop, and implement the technical support infrastructure, including help desk procedures and issue-tracking systems.
  - L. Establish ongoing production support organization (IT and Business).
  - M. Perform data migration from existing systems to new systems, by either electronic or manual methods, and perform selected integration and stress testing to validate that the solution is ready for production.
  - N. Deliver system and user documentation as well as end user training and materials.
  - O. Perform the Go-Live cutover to the production system.
  - P. Provide on-site support for an appropriate period of time to ensure stabilization (min of 3 months per implementation phase).
  - Q. Conduct post-implementation acceptance tests.
  - R. Conduct lessons learned activities with each deployment.
  - S. Identify and implement system fixes to correct system level performance problems (warranty period). These could be related to configuration, coding, data, training, root causes, etc. Update all documents associated with these fixes, as applicable.

5.3 **Project Schedule:** The County has planned to Kick-Off the project in November 2024. However, this will be dependent on guidance and recommendation from the Contractor on the project schedule based on the information provided in this RFP. In addition, project start will be dependent on contract negotiations and Board of Supervisors approval.

The County requests that Contractors provide potential phase start and target Go-Live dates in proposal responses per Attachment B – Proposal Response Forms, Tab 5. These dates should be estimates based on anticipated resource requirements and dependencies between functional areas. These dates are subject to negotiation. The County recognizes that the start and Go-live dates, as well as the phasing structure for the implementation may vary based on the selection of the configuration of solutions selected.

- 5.4 Project Staffing – The County will make every effort to staff the project appropriately and understands that staffing a project is critical to its success. The County is expecting guidance from the Contractor on appropriate staffing levels.

Contractor shall clearly indicate in the proposal responses the estimated level of County resource involvement in the implementation process, in order to allow the County to perform adequate planning. The County will utilize the response to CONTRACTOR Resource Hour Estimates provided in Attachment D as an input into the staffing plan the County develops, and requests that Contractor clearly articulate estimated staffing considerations in their responses to include by application/module, phase, and role.

The selected Contractor may be required to include onsite activities (at County offices) for some of the system implementation activities, although the County is open to remote work and meetings for certain activities subject to prior review and approval.

- 5.5 Statement of Work – The County will require the development of a detailed Statement of Work, including a high-level project plan, prior to contract signing. The Statement of Work will include and describe at a minimum the following and may include additional items the County deems necessary:

- Project scope
- Project milestones
- Project deliverables
- High-level project schedule (listing of phases and go-live dates)
- Project resources
- Project roles and responsibilities
- Project change control procedures
- Out of Scope
- Assumptions
- Dependencies

- 5.6 Number of Users - The following user counts by module contained below are estimates and are provided for planning purposes only. Additional users may be required for extra help and proposers should plan to provide sufficient system access for the Organization to fully

implement their desired business processes. Some users will use multiple modules, causing overlap in each functional area.

- Core/Power Users: This category of users includes County staff that will interact with the system modules on a regular basis, and conduct core business processes within the system as power users. Such examples include, but are not limited to: Human Resources Analyst, Payroll Technician, Finance Manager, etc.)
- Users: This category of users includes County staff (end users) that will interact with the system modules by either initiating transactions (e.g. entering a payment or entering a requisition), reviewing/approving transactions (e.g. leave requests, requisitions), or consuming information (e.g. reviewing departmental budget).

**TABLE 2.0**

<b>Module</b>	<b>Core/Power Users</b>	<b>Users</b>
Financials	20	400
HR/Payroll/Timekeeping	20	100
Vendor Management	20	100
Budgeting	20	100
Treasury Investment Management	20	50
Debt Management	20	50
Application Tracking (Recruitment), Onboarding, Offboarding, Learning Management, and Performance Management	n/a	n/a
Cash Management	20	50
Financial Reporting	20	100
Lease Management	20	50

5.7 Interfaces - Interface requirements have been included within Attachment C– Interfaces tab. CONTRACTOR(s) should respond to each requirement to identify the proposed scope. Any Interface development costs must be accounted for in Attachment E–Cost Proposal–Services tab. Interfaces to the County’s existing systems are critical to the project success.

5.8 Budget - The County is committed to fully funding the one-time and recurring annual costs for the acquisition of the software. A final budget will be determined based on the results of this RFP and final contract negotiations.

The County is sensitive to the total costs and has listed cost as one of the several evaluation criteria in the RFP; however, this is not an opportunity to identify the lowest priced solution.

This RFP opportunity is being presented as a best value and fit solicitation, and not a lowest priced bid opportunity.

## 6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of five years with the option to extend the AGREEMENT for five additional one-year terms. County is not required to state a reason if it elects not to renew.
- 6.2 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT. Both parties must agree upon rate extension(s) or changes in writing.
- 6.3 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.

## 7.0 LICENSING/SECURITY REQUIREMENTS

- 7.1 CONTRACTOR shall ensure that all services, costs, and materials must, at minimum, meet the specifications for State of California and CAL/OSHA regulations, as applicable.
- 7.2 CONTRACTOR is to ensure that insurance and required licenses under both State and Local jurisdictions are current during the full term of the AGREEMENT.

## 8.0 PROPOSAL/QUALIFICATIONS PACKAGE REQUIREMENTS

- 8.1 PROPOSAL ORGANIZATION GUIDELINES: In order for all proposals to be compared equally, the CONTRACTOR is required to assemble their proposal as per table 3.0 and instructions below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Failure to follow all proposal organizational requirements may result in disqualification. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address all sections outlined in the below table. Proposal packages shall include, at a minimum, but not limited to, the following information in the format indicated:

<b>Submittal Checklist</b>		
<b>Attachment A – Proposal &amp; Contractor Information</b>		
<b>Section</b>	<b>Item</b>	<b>Submitted</b>
1.1	RFP Submittal Checklist	
1.2	Executive Summary	
1.3	Signature Page (within RFP)	
1.4	Proposer Statement	
1.5	Scope of Proposal	
1.6	Company Background	
1.7	Use of Subcontractors	
1.8	References	
1.9	Contract Termination/Non-Renewal	
1.10	Litigation	
1.11	Sample Contract, License Agreements & Warranty	
1.12	Exceptions (If any) to Project Scope & Contract Terms	
<b>Attachment B – Proposal Forms</b>		
Tab 1	Relevant Experience	
Tab 2	Software Solution	
Tab 3	Project Approach and Implementation Methodology Software Solution	
Tab 4	Key Proposed Personnel and Team Organization	
Tab 5	Project Schedule	
Tab 6	System and Application Architecture	
Tab 7	Data Conversion Plan	
Tab 8	Testing & Quality Assurance Plan	
Tab 9	Training Plan	
Tab 10	Ownership of Deliverables	
Tab 11	Narrative Questions	
Tab 12	Functional & Technical Requirements	
Tab 13	Cost Narrative	
Supplements	Any CONTRACTOR-submitted materials or documentation not specifically requested through this RFP may be included as Supplements to the Proposal in a separately marked “Supplements” tab of the proposal.	
<b>Attachment C – Functional and Technical Requirements</b>		
Functional	Excel worksheet for CONTRACTOR to respond to Business Requirements	
Technical	Excel worksheet for CONTRACTOR to respond to Technical Requirements	
Interfaces	Excel worksheet for CONTRACTOR to respond to Interface Requirements	
<b>Attachment D -Proposal Templates</b>		
Software Solution	Proposed modules that are required to satisfy the requirements associated with the functional areas identified in <b>Table 02</b> of the RFP.	
Vendor Resources	Worksheet for CONTRACTOR to provide estimated CONTRACTOR project team resources to support all implementation phases.	
County Resources	Worksheet for CONTRACTOR to provide estimated County resources required to support all implementation phases.	
<b>Attachment E -Proposal Templates</b>		
Cost Proposal	Cost worksheets for CONTRACTOR to providing cost proposals for Implementation Services, Software Licensing, Annual Maintenance, and Software Subscription costs (if SAAS)	
<b>Attachment F – Non-Disclosure Agreement</b>		
Non-Disclosure Agreement	CONTRACTOR will be required to sign a Non-Disclosure Agreement	

8.2 Attachment A – Proposal and Contractor Information is a Word document that includes the above proposal checklist and other general information regarding the Contractor and proposal. This document provides detailed instructions and requirements for the Contractor as it relates to the information and documents to be submitted as part of their RFP response and services required for the project.

8.3 Attachment B – Proposal Response Forms is a Word document that provides detailed instructions and requirements for the Contractor as it relates to the information documents to be submitted as part of their RFP response and services required for the project.

Contractor is instructed to organize Proposals in a tabbed format and to insert the completed tab forms (Attachment B – Proposal Response Forms) in the corresponding tabs as a part of their response to the proposal. In addition to the information captured through the questions and tables in Attachment B – Proposal Response Forms, proposers are requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each tab section.

8.4 Attachment C – Functional and Technical Requirements is an Excel document which contain worksheets for the business, technical, and interface requirements. Proposers shall provide responses to the requirements in Attachment C using the response indicators listed in each worksheet.

When providing responses to the business requirements in Attachment C – Functional and Technical Requirements, Contractor shall use the response indicators contained in the following table.

Contractor(s) are instructed to enter only one response indicator in response to each requirement. If a Contractor is not proposing on certain functionality, a response of “No Bid” shall be provided for all applicable areas. A response of “No Bid” should not be used as a replacement for an “O” or “N” response.

**TABLE 3.0**

Response	Definition
5	Functionality provided as standard. The software fully supports the requirements, and the Contractor provides the functionality from its own code base. No customization or work-around is required. Some configuration may be required, but this should not be significant or complex, should not add significantly to the implementation timescales, and should not affect future upgrades.
4	Functionality provided by seamless integration with third-party solution. The CONTRACTOR has established a relationship (e.g., as an OEM) with a business

	partner to provide this functionality, which is fully integrated (in terms of data, process and application) with the proposed solution and requires no customization or integration development. Contractor to provide the name of the recommended third-party solution in the Comments section.
3	Functionality provided by the vendor but requires customization or PaaS extension. The functionality can be accomplished with the Contractor’s products, however some customizing or working around is required. For ERP applications delivered as vendor hosted cloud services, the functionality would be provided by building an extension using platform as a service (PaaS) capabilities provided either by the Contractor or a third party. Identify any areas where customization, modification or extension will affect the application upgrade path. Contractor to provide additional information regarding the customization/workaround in the Comments section.
2	Functionality provided; requires customized integration with third-party solution. The Contractor has established a relationship with a business partner to provide this functionality, but it needs customizing or working around in order to be deployed as an integrated solution. Identify any areas where modification will impact the application upgrade path. Contractor to provide additional information regarding the customization/workaround in the comments section.
1	Partial Functionality: The software supports some of the requirements. Contractor to clarify which requirements are not supported in the Comments section.
0	Functionality not provided. The software does not support the requirements. If the required functionality is planned for a future release, please indicate the timescale (month and year) in the comments section.

- 8.5 Attachment D – Proposal Templates an Excel document which includes worksheets to provide responses to the software solution and project resource needs. Detailed instructions for completing these templates can be found in Attachment B Tabs 2 and 3.
- 8.6 Attachment E – Cost Proposal is an Excel document which includes worksheets to provide a detailed cost proposal for the software solution and professional services. Detailed instructions for completing these templates can be found within the document itself. In addition, Contractor will be required to complete a cost narrative in Attachment B Tab 13.
- 8.7 Attachment F – Non-Disclosure Agreement is a PDF document which is required to be completed by the Contractor and submitted with their proposal package.
- 8.8 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” proposals will be required to be submitted electronically as per the below instructions. The following table provides the required file formats and naming conventions for the electronic media files.

**TABLE 4.0**

<b>Proposal Section</b>	<b>Recommended File Naming Convention</b>	<b>Required File Format</b>
Proposal (Inclusive of Attachments A, B, C, D, E, and any appendices/exhibits)	(Contractor Name) Proposal	Searchable PDF
Attachment A (Sections 1-12)	(Contractor Name) Attachment A	Searchable PDF
Attachment B (Tabs 1-13)	(Contractor Name) Attachment B	Searchable PDF
Attachment C - Functional and Technical Requirements	(Contractor Name) Attachment C	Microsoft Excel
Attachment D	(Contractor Name) Attachment D	Microsoft Excel
Attachment E	(Contractor Name) Attachment E	Microsoft Excel
Attachment F	(Contractor Name) Attachment F	Searchable PDF
Any additional documentation provided shall be provide as:	(Contractor Name) Supplement - ( <i>Supplement Document Title</i> )	Searchable PDF

**OPTIONAL: Hardcopy version of the proposal package.**

8.8.1 One set of the proposal package can be submitted in response to this solicitation if the CONTRACTOR chooses. The copy shall include a cover indicating the company name submitting, and reference to RFP #101-2024. Additional copies may be requested by the COUNTY at its discretion.

8.8.2 Proposal or qualifications packages shall be prepared on 8-1/2" x 11" paper, preferably duplex printed bound with front and back covers. Fold out charts, tables, spreadsheets,

brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.

- 8.8.3 Reproductions of the Siskiyou County Seal shall not be used in any documents submitted in response to this solicitation.
- 8.8.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal or qualifications package but may instead line out and initial in BLUE ink any item which no longer is applicable or accurate.
- 8.8.5 To validate your proposal or qualifications package, submit the SIGNATURE PAGE (contained herein) with your proposal (included in Attachment A). Proposals or qualifications packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in BLUE ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining proposal copies. All prices and notations must be typed or written in BLUE ink in the original proposal copy as well. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent and must be initialed in BLUE ink by the person signing the proposal.
- 8.9 CONFIDENTIAL OR PROPRIETARY CONTENT: Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION" at the top of the page. CONTRACTOR acknowledges that any other method of marking documents as proprietary will be assumed to be residual and will be disregarded. CONTRACTOR is encouraged to use restraint in marking documents "confidential" or "proprietary" and should be prepared to provide legal authority for any such designation upon request.

## 9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 Submittal Identification Requirements: ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL OR QUALIFICATIONS OR QUOTATION PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION NUMBER RFP #101-2024 and CONTRACTOR'S COMPANY NAME.**
- 9.2 Mailing Address: Proposal packages shall be mailed to County at the mailing address indicated on the Signature Page of this solicitation.
- 9.3 Due Date: Proposal packages must be received by County ON OR BEFORE the time and date specified, at the location and to the person specified on the Signature Page of this solicitation. It is the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.

- 9.4 Shipping Costs: Unless stated otherwise, the Free on Board (F.O.B.) for receivables shall be destination. Charges for transportation, containers, packaging, and other related shipping costs shall be borne by the shipper.
- 9.5 Acceptance: Proposals are subject to acceptance at any time within 90 days after opening. Siskiyou County reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of another wise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 9.6 Ownership: All submittals in response to this solicitation become the property of the County of Siskiyou. If a CONTRACTOR does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 9.7 Compliance: Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores, or be deemed non-responsive.
- 9.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).
- 9.9 The award(s) resulting from this RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the county, best serves the overall interest of the County.

## 10.0 SELECTION CRITERIA

- 10.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 10.2 All submittals will be reviewed for responsiveness and completeness, and responsive submittals will further be screened by the County Selection Committee in accordance with the below Short List criteria in Table 4.0 below. The CONTRACTOR(s) that receive the highest rated proposal will be elevated to the Short List. It is anticipated that they will be notified by July 22, 2024 and invited to provide a software demonstration sometime between August 1 – August 31, 2024.
- 10.3 Short List CONTRACTOR(s) will be further evaluated and scored based on the Finalist Identification Criteria in Table 4.0 following the software demonstrations.
- 10.4 CONTRACTOR Finalists will be required to participate in additional discovery sessions and extensive Proof-of-Capabilities (POC)/Interviews to allow County staff to fully understand the proposed solution sometime between October 1 through October 31, 2024. In addition, the selected Finalist may be requested to conduct a full system demo prior to final selection.

- 10.5 The County reserves the right to make an award without further discussion of the submittal with the offeror. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose.
- 10.6 The County reserves the right to award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results.
- 10.7 The County reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate with the successful firm(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.
- 10.8 The County will notify all proposers whether or not they are selected for the subject work. Email is the County’s preferred method of communication for all stages of the RFP process. Estimated Notification of Selection is December 1, 2024
- 10.9 The selection criteria include the following:
- 10.9.1 Short-List Identification: The County intends to utilize the criteria presented in Table 4.0 following the Evaluation Team’s review of Proposals. Each Proposal will be eligible to be awarded up to 100 points at this stage.

**TABLE 5.0**

<b>Criteria</b>	<b>Description</b>	<b>Max Points</b>
<b>Functionality</b>	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• The vendor’s written responses to the Functional Requirements for proposed functional areas.</li> <li>• The ability for the proposed software to integrate with the County’s systems environment.</li> <li>• Proposed Integration with other modules/Systems in RFP Scope</li> <li>• Overall understanding of the County's needs</li> </ul>	<b>40</b>
<b>Technical</b>	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Contractor's written response to the Technical Requirements</li> <li>• Alignment of the proposed software to the County’s preferred deployment model</li> <li>• The vendor’s written response to each potential Interface.</li> <li>• The level of integration among proposed functional areas.</li> </ul>	<b>25</b>
<b>Approach &amp; Services</b>	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• The described approach to implement an enterprise system to achieve the County’s goals and objectives.</li> <li>• The alignment of the proposed implementation timeline to the County's desired timeline.</li> <li>• The distribution of implementation tasks among County and vendor teams. or Implementation and integration services offered.</li> </ul>	<b>15</b>

	<ul style="list-style-type: none"> <li>• The proposed resources hours among County and vendor teams.</li> <li>• The vendor’s approach to key implementation tasks including but not limited to data conversion, testing, and training.</li> <li>• The vendor’s planned ongoing support and maintenance services.</li> <li>• Project Management approach and risk mitigation</li> </ul>	
<b>Vendor Experience</b>	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• The Contractor's experience delivering the services requested in the RFP.</li> <li>• The Contractor's experience with similar implementations for comparable organizations.</li> <li>• The Contractor’s experience deploying comparable interfaces to the County’s related applications.</li> <li>• Past Experience with other California Counties/Cities and References</li> </ul>	<b>10</b>
<b>Cost</b>	<p>This criterion considers, as applicable, the price of the software license/subscription schedule, services, and terms of any offered ongoing maintenance and support (including applicable service level agreements, disaster recovery, etc.) proposed in response to the information solicited by this RFP. CONTRACTORS will be evaluated on their pricing scheme, as well as on their price in comparison to the other proposers. <b>*NOTE:</b> Short List CONTRACTORS will have the opportunity to revise pricing based on subsequent discussions with the County</p>	<b>10</b>

10.9.2 Finalists Identification: The County intends to utilize the criteria presented in Table 5.0 following the demonstrations by Short-List vendors. Each Proposal will be eligible to be awarded up to 100 points at this stage.

**TABLE 6.0**

<b>Criteria</b>	<b>Description</b>	<b>Max Points</b>
<b>Functionality Demonstrated</b>	<p>This criterion considers new information learned through vendor demonstrations including but not limited to:</p> <ul style="list-style-type: none"> <li>• The demonstrated user interface.</li> <li>• The alignment of demonstrated functionality with preferred business processes.</li> </ul>	<b>40</b>
<b>Technical Capabilities</b>	<p>This criterion considers new information learned through the Technical Discussion as part of vendor demonstrations as well as other sessions.</p>	<b>20</b>
<b>Reference Feedback &amp; Comparable References</b>	<p>This criterion considers the feedback received from references related to the vendor’s performance in the implementation including meeting project objectives and timelines, as well as the knowledge, skills, and experience of implementation staff; capabilities of the software; and ongoing vendor performance with support and maintenance.</p>	<b>15</b>

	This criterion will also consider the relevance of references related to organization size, comparable scope, similar software version, and deployment model.	
<b>Cost</b>	<p>Pricing will be re-evaluated by the County based on revised pricing if applicable. In addition, software demonstrations, References feedback, Implementation Approach, and Experience discussions will be taken into consideration.</p> <p>For final evaluation of cost, the County will evaluate on a fully loaded five year cost of ownership. Fully loaded is defined to include (but is not limited to): software purchase/subscription and implementation costs; ongoing support and service costs; hardware costs if applicable; hosting and associated hardware support costs if applicable. The County reserves the right to add their own estimates of the costs (including any anticipated savings) associated with the required level of internal staffing (business users and IT staff) for implementation and for ongoing support, hardware and overhead costs and savings, and may rely on the Respondent's resource estimates as a basis for their calculations.</p>	<b>10</b>
<b>Approach Discussion</b>	This criterion considers new information learned through the Implementation Approach Discussion as part of vendor demonstrations as well as other sessions	<b>5</b>
<b>Experience Discussion</b>	This criterion considers new information learned through the Company Overview Discussion as part of vendor demonstrations as well as other sessions.	<b>5</b>
<b>Local Business Declaration</b>	If the CONTRACTOR meets the General Requirements for Local Business Declaration as outlined in Section 12, a five percent (5%) preference shall be subtracted from the cost proposal submitted by a responsive local CONTRACTOR. If the application of the 5% results in a local CONTRACTOR's bid being at or lower than the non-local vendor, the price proposal selection criteria will be based on the lower amount.	<b>5</b>

- 10.10 AGREEMENT award(s) will not be based on cost alone.
- 10.11 The award(s) resulting from this RFP will be made to the CONTRACTOR(s) that submits a response that, in the sole opinion of the County, best serves the overall interest of the County.
- 10.12 The County will select a CONTRACTOR based upon the recommendation of the Selection Committee. However, the award made from this RFP will be subject to approval by the County Board of Supervisors.

# 11.0 PRICING

- 11.1 CONTRACTOR(s) will complete ATTACHMENT E - Cost Proposal for the provision of services as outlined within this RFP. Guidelines and instructions for completing the Cost Proposal worksheet can be found in Attachment B – TAB 13. Contractors will also complete Cost Narrative in ATTACHMENT B – TAB 13.
- 11.2 CONTRACTOR prices stated in ATTACHMENT E - Cost Proposal shall be effective from the date the proposal is submitted to the day the AGREEMENT is awarded and through the initial term of the AGREEMENT.
- 11.3 Prior to the start of each project, the County department and CONTRACTOR(s) will mutually agree upon the budget for the project.
- 11.4 Proposals should include any early discounts and/or incentives offered.

# 12.0 PREFERENCE FOR LOCAL CONTRACTORS

- 12.1 General Requirements: Each local CONTRACTOR providing goods, supplies or services funded in whole or in part by County funds or funds which the County expends or administers, shall be eligible for a local preference as provided in this section.
- 12.2 “Local CONTRACTOR” Defined - In the procurement of goods or services in which price is a determining factor for award of the contract, a five percent (5%) preference shall be subtracted from a bid submitted by a responsive local vendor in determining the lowest responsive bidder. If the application of the 5% results in a local vendor’s bid being at or lower than the non-local vendor, the price proposal selection criteria will be based on the lower amount.
- 12.3 Local Preference Policy: The County desires, whenever possible, to contract with qualified Local Vendors to provide goods and services to the County. A five percent (5%) preference will be applied to the scoring evaluation for a firm that qualifies as a Local Vendor. Local Vendor is defined as:
  - 12.3.1 Vendor either owns, leases, rents, or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address within Siskiyou County, Shasta County, Trinity County, Del Norte County, Butte County, or Lassen County (the “Area”). Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one of the six counties within the Area when the address is located in an unincorporated area within one of the three counties; and
  - 12.3.2 Vendor employs at least one full time employee within the Area, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the Area; and

12.3.3 Vendor's business must have been in existence, in Vendor's name, within the Area for at least two (2) years immediately prior to the issuance of either a request for competitive bids or request for qualifications for the County; and

12.3.4 Newly established businesses which are owned by an individual(s) formerly employed by a Local Vendor for at least two (2) years also qualify for the preference; and;

12.3.5 If applicable, vendor must possess a valid resale license from the State Franchise Tax Board showing vendor's local address within the Area and evidencing that payment of the local share of the sales tax goes to either a city within the Area or to one of the six counties within the defined Area.

## 13.0 INSURANCE REQUIREMENTS

- 13.1 Prior to commencement of an AGREEMENT, CONTRACTOR shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, CONTRACTOR upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

- 13.2 Qualifying Insurers: All coverages, except surety, shall be issued by companies that hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide, or a company of equal financial stability that is approved by the County's Purchasing Manager.
- 13.3 Insurance Coverage Requirements: Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of an AGREEMENT a policy or policies of insurance with the following minimum limits of liability:

- 13.3.1 Commercial general liability insurance including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.*

13.3.2 Automobile Insurance Threshold: Agreement Under \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

OR

Agreement Over \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.*

13.3.3 Workers' Compensation Insurance: If CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

*Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.*

13.3.4 Professional Liability Insurance: If required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

*Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.*

#### 13.4 Other Insurance Requirements:

- 13.4.1 All insurance required by an AGREEMENT shall be with a company acceptable to County and issued and executed by an admitted insurer authorized to transact insurance business in the State of California. Unless otherwise specified by an AGREEMENT, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under an AGREEMENT.
- 13.4.2 Each liability policy shall provide that County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insureds with respect to claims arising from each subcontractor, if any, performing work under an AGREEMENT, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.
- 13.4.3 Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Siskiyou, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.
- 13.4.4 Prior to the execution of an AGREEMENT by County, CONTRACTOR shall file certificates of insurance with County Administration/Risk Manager, showing that CONTRACTOR has in effect the insurance required by an AGREEMENT. CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in an AGREEMENT, which shall continue in full force and effect.
- 13.4.5 CONTRACTOR shall always during the term of an AGREEMENT maintain in force the insurance coverage required under an AGREEMENT and shall send, without demand by County, annual certificates to County Administration/Risk Manager. If

the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of an AGREEMENT, which entitles County, at its sole discretion, to terminate an AGREEMENT immediately.

## 14.0 CONTRACT AWARD

- 14.1 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.
- 14.2 Board of Supervisors: The award(s) made from this solicitation will be subject to approval by the County Board of Supervisors.
- 14.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.
- 14.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 14.5 Notification: All CONTRACTORS who have submitted a Proposal or Qualifications Package will be notified of the final decision as soon as it has been determined.
- 14.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.

## 15.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or qualifications or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a Proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

## 16.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by County Counsel. Submission of a signed bid/proposal and the SIGNATURE PAGE will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS

AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the SAMPLE AGREEMENT Section herein. County may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

## 17.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

## 18.0 RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION", in conformity with the specific requirements set forth in section 8.9, above. The County will not disclose proprietary information to the public, unless required by law; however, the County cannot guarantee that such information will be held confidential. As a California government entity, County is subject to the California Public Records Act and other public transparency laws and, as such, cannot guarantee the confidentiality of information marked confidential or proprietary. County will respond to requests for disclosure of records related to this solicitation in accord with applicable law on disclosure requirements and exemptions to disclosure.

## 19.0 PIGGYBACK CLAUSE

CONTRACTOR shall indicate below if CONTRACTOR agrees to extend the same prices, terms and conditions of their proposal to other public agencies that have delivery locations within the State of California limits: \_\_\_\_ Yes \_\_\_\_ No. CONTRACTOR's response to this question will not be considered in award of the AGREEMENT resulting from this solicitation. When CONTRACTOR extends the prices, terms and conditions of their proposal to other public agencies, any resulting agreement shall be between CONTRACTOR and the other public agencies and County shall bear no responsibility or liability for any agreements between CONTRACTOR and the other public agencies.

## 20.0 SAMPLE AGREEMENT SECTION

The COUNTY OF SISKIYOU STANDARD AGREEMENTS with all terms and conditions (which are hereby incorporated by reference as though set forth entirely herein) may be viewed at:  
<https://www.co.siskiyou.ca.us/administration/page/rfp-enterprise-resource-program-replacement>

## ATTACHMENTS/EXHIBITS AND SIGNATURE PAGE

Refer to Section 8 for additional details and instructions regarding the below attachments.

Attachment A – Sections 1-12

Attachment B – Tabs 1-13

Attachment C – Functional and Technical Requirements

Attachment D – Proposal Templates

Attachment E – Cost Proposal Template

Attachment F – Non-Disclosure Agreement

SIGNATURE PAGE

COUNTY OF SISKIYOU  
CONTRACTS/PURCHASING

RFP TITLE: County of Siskiyou ERP Replacement  
RFP #101-2024

PROPOSALS ARE DUE IN THE OFFICE OF COUNTY ADMINISTRATION BY  
5:00 P.M., LOCAL TIME, ON MONDAY JULY 8, 2024

**MAILING ADDRESS:**  
County of Siskiyou  
C/O County Administration  
1312 Fairlane Rd, STE 1  
Yreka, CA 96097

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO  
Sherry Lawson, [slawson@co.siskiyou.ca.us](mailto:slawson@co.siskiyou.ca.us), (530) 842-8005

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL:

ALL REQUIRED CONTENT AS DEFINED IN SECTION 8.0 HEREIN

The signature page must be included with your submittal to validate your proposal.  
**Proposals without this page will be deemed non-responsive**

CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email \_\_\_\_\_