



**Grant County Washington
Request for Proposal
for ERP Software
#GC_ERP2021**

Financials and Human Capital Management

RFP Release Date: May 19, 2021

RFP Response Due Date: June 23, 2021 by 3:00 PM Pacific

GRANT COUNTY
ADVERTISEMENT FOR PROPOSAL
ERP Software and Implementation Services

Grant County, Washington (the County) is seeking proposals from qualified Vendors to provide ERP Software and Implementation Services. ERP software includes functionality to support Financial Management and Human Capital Management across all County departments.

The Request for Proposal (RFP) packet herein referred to as GC_ERP2021 shall be obtained by emailing Madeline Prentice at mjprentice@grantcounty.wa.gov or by visiting the County's website [Grant County, WA](http://www.grantcounty.wa.gov). Questions regarding specifications shall be directed in writing according to the schedule in this RFP to Madeline Prentice, Chief Accountant at the email above. No response will be provided for questions submitted after the date indicated in the RFP.

This RFP is being advertised through the MRSC roster and to its participants. **Vendors responding to the RFP are required to be registered with MRSC by the RFP due date; otherwise, their RFP submittal could be considered non-responsive.** Please visit <https://mrsc.org/> to register.

Any addenda, Vendor questions and their corresponding answers will be posted to the County's web site – www.grantcountywa.gov/request/proposal. Vendors should monitor the web site frequently to look for Addendums. Acknowledgement of receipt of any and all Addendums should be included per the instructions in the RFP (See Exhibit A, Cover Sheet). It is the responsibility of all Vendors to ensure their company information and contact information is kept updated and accurate.

Emailed proposal responses must be received by the County by **June 23, 2021** – 3:00 PM Pacific. Responses delivered later will not be accepted. The County is not responsible for delays in delivery. Responses must be submitted per the instructions provided in Section 5 of this RFP.

Any clarifications or revisions will be addressed and issued in addenda; the County must receive requests for changes in writing prior to 5:00 PM on May 26, 2021 Pacific Time. The County reserves the right to cancel this request or reject any and all responses submitted, or to waive any minor irregularities if it is in the best interest of the County to do so. No respondent may withdraw their proposal after the submittal due date unless the award of contract is delayed for a period exceeding one hundred eighty (180) days.

TABLE OF CONTENTS

- 1. INVITATION FOR PROPOSALS 4
- 2. COUNTY BACKGROUND 5
- 3. SCOPE OF WORK AND TIMELINE..... 8
- 4. RFP EVALUATION 10
- 5. VENDOR INSTRUCTIONS..... 11
- 6. REQUIREMENTS 13
- 7. TERMS AND CONDITIONS 14

- EXHIBITS
- A – COVER SHEET..... 19
- B – REQUIREMENTS..... 21
- C – PRICING SUMMARY 37
- D – CUSTOMER REFERENCES..... 38
- E – LIABILITY AND INSURANCE 40

SECTION 1 - INVITATION FOR PROPOSALS

Grant County (the County) is seeking to obtain proposals from experienced and qualified software Vendors (Vendors) for the acquisition and implementation of an Enterprise Resource Planning (ERP) software solution that satisfies all of the County's functional and technical requirements. A detailed description of the products and services required are contained in **Section 3, Scope of Work and Timeline**. Vendors may propose a single ERP solution that meets all requirements, or a solution combined with best-of-breed partner applications in order to meet the required modules and requested functionality.

It is the submitter's responsibility to deliver the document to the proper email address by the assigned time. The County accepts no responsibility for lost or misdirected submittals. The County is not liable for any costs incurred by the Vendor before issuance of a contract. All costs incurred in responding to this Request for Proposal are solely the responsibility of the Vendor.

Proposals submitted will not be considered public information until after the award of the contract to the successful Vendor. All materials and information submitted in response to this RFP become the property of the County. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

SECTION 2 – COUNTY BACKGROUND

Grant County, Washington was established in 1909 and named after US President Ulysses S. Grant. Grant County government is comprised of 30 staffed county departments under sixteen elected officials and 55 separate funds. The County contains twenty census-recognized communities and eleven unincorporated communities. The County seat is located in Ephrata, Washington.

The County is seeking to replace its current primary ERP Solution, Microsoft Dynamics GP. This system was originally purchased and implemented by the County in 2007 and is deployed on-premises. There are also some departments utilizing Intuit QuickBooks for real-time cost tracking and accruals, as well as Cascade Software WinCAMs for Cost Accounting in Public Works. Currently there are numerous best of breed solutions in use by the County in different departments. The County's preference would be to consolidate some of these systems into one ERP solution, and as much as practicable have a unified single source of data.

Grant County Facts and Figures:

Number of Employees	700
Contractors/Volunteers/Temps/Interns/Seasonal	100
Population	97,733
Growth	10% growth since 2010
Number of Collective Bargaining Units	11
Total 2021 County Budget	\$150 M

Grant County would like to replace its current ERP system with an integrated enterprise solution that would encompass much, if not all of the functionality outlined in this document and that will provide the following key benefits:

- Utilize a cloud-based solution deployment
- Enhance both internal and external access to data
- Improve internal processes
- Reduce workarounds, manual processes, and off-system data
- Utilize electronic workflow and reduce paper processes wherever possible
- Provide a suitable implementation partner with a documented implementation methodology as well as change management processes

Below is a list of the functional components of the current software platform.

Accounting	Community Development
General Ledger	Building / Land Use Permits (SmartGov)
Budget	Planning & Engineering
Accounts Receivable	Code Enforcement/Citations
Purchasing & Inventory (QuarterMaster)	Occupational Licensing
Accounts Payable	Land Management
Fixed Assets	
NOVAtime Timekeeping	
Payroll	General
Employee Timecard	Customer Facing Web Interface
Cash Receipts	Custom Data Reporting
Payment Card Processing	Custom Modification Support
	Document Imaging (Laserfiche)
Utility Billing	Other
N/A	Assessments (Terrascan T2)
Courts (District & Superior)	Fleet/Asset Management (WinCAMS and
Case Management (Karpel) – Prosecutor’s Office	Dude Solutions)
Odyssey Portal – Superior Court	Fairgrounds POS (QuickBooks)
Judicial Information System (JIS) – District Court	Clerk E-Pass

We are currently implementing NOVAtime for time and attendance for the Sheriff’s Office and Jail only. The County is open to exploring a different timekeeping solution that has a scheduling module sufficient to meet the staff scheduling needs for Sheriff, Jail, Juvenile, Mental Health, New Hope, etc. Proposers are open to partnering with Time and Attendance vendors in their response to this RFP. Additionally, there are several shadow systems such as Excel spreadsheets and QuickBooks being used to manage information outside the Dynamics GP ERP system. The County strategy is to eliminate or minimize the need for shadow systems within each department and rely on ERP technology to improve efficiencies, lower operating costs, and as much as possible to have a single source of data. Process improvement is expected to coincide with software implementation activities and the adoption of best practices wherever possible to optimize software utilization.

The key business drivers identified for this ERP replacement project are as follows:

- The current County environment is decentralized and does not lend itself to seamless interoperability between departments.
- The current ERP lacks a projects and grants subledger for managing real-time spend analysis and related budgeting of project related expenditures and various revenue/funding sources.
- The current ERP system in general does not provide the level of functionality desired.
- The industry trend is to drive access to customers with web-based delivery models that are not available with the current ERP system.
- Management requires ease of access to data, information and reporting functionality that is currently unavailable.
- County personnel find the current ERP system difficult to use and understand, which significantly increases the time it takes for new employees to be productive.

- As a result of current limitations to functionality and access to data, County personnel have developed work around processes that are impacting County business and are difficult to support.
- Third party software integrations with the current system are complex in nature limited, and/or are difficult to maintain.
- County is increasingly being exposed to legal and compliance risks.

The County is interested in receiving responses from all qualified Vendors who can meet the functional specifications as outlined in this RFP. This RFP is part of a competitive procurement process which helps to serve the best interest of the County and its residents. All respondents will hereby be referred to throughout this document as Vendor. This RFP will assist the County in selecting a qualified Vendor to provide ERP software and implementation services.

SECTION 3 - SCOPE OF WORK AND TIMELINE

The County is seeking an ERP software solution of integrated modules that should include the following functionality:

Modules	
<ul style="list-style-type: none"> ▪ General Ledger ▪ Budgeting ▪ Project and Grant Accounting ▪ Purchasing ▪ Accounts Payable 	<ul style="list-style-type: none"> ▪ Accounts Receivable/Cash Receipts ▪ Fixed Assets/Inventory ▪ Human Resources ▪ Payroll ▪ Reporting

The County will select an ERP system that most closely meets its requirements for functionality, flexibility, configurability and provides an open system architecture that supports integrations to other systems in use by the County. The following table lists some of the other key applications used by the County today that may or might need to interface with the new ERP solution.

Software	Function	Integrate/ Interface
Dude Solutions	Enterprise Asset Management	Yes
WinCAMS	Public Works, Fleet	Yes
CivicPlus	Citizen Portal	Yes
NOVAtime	Timekeeping and Scheduling	Possible
Laserfiche	Document Management	Yes
SmartGov	Code Enforcement	Possible
Thomson Reuters Terrascan T2	Treasury and Tax Management	Possible
Azure ADFS	Single Sign On	Yes
Odyssey	Washington State Case Management	Possible
Judicial Information System	District Court (fines, fees, etc.)	Possible
Collective Data Quartermaster	Police Asset Inventory	Possible

The solution selected will be implemented as recommended by the selected Vendor and approved by the County. The County expects process improvement through implementation of new systems and intends to adopt the best practices offered by the selected Vendor. Vendors who are invited to demonstrate their product should be prepared to discuss the application’s best practices and the system’s ability to adapt to user preferences.

Timeline

The following defines the estimated timeline for the selection of a Vendor. However, the County reserves the right to modify or reschedule procurement milestones as necessary.

Activity	Dates
Release of Request for Proposal	May 19, 2021
Vendors Questions Submitted	May 26, 2021
Vendors Questions Answers Posted as Addenda	June 2, 2021
Proposals Due	June 23, 2021
Selection of Finalists	July/August 2021
Software Demos	August/September 2021
Due Diligence Review	September 2021
Contract Negotiations	October 2021
Award Contract	December 2021

SECTION 4 – RFP EVALUATION

Evaluation. An evaluation committee selected by the County will review, evaluate, and rank responses in accordance with criteria identified below. Clarification of submitted material may be requested during the evaluation process. The County may award the successful Vendor based on their initial proposal or invite them to enter into contract negotiations. Each proposal received in response to this RFP will be subjectively evaluated based on the following criteria.

1. Functional and technical fit to the County's requirements
2. Technology and architecture of the solution
3. Vendor's experience and expertise
4. Implementation approach and timeline
5. Quality of references submitted
6. Total cost of the solution – licensing, implementation, ongoing support and maintenance

The County reserves the right to select a Vendor based solely on the information submitted in the proposal and to make a contract award without any further discussion with the Vendors regarding the responses received. Therefore, responses should be submitted initially on the most favorable terms available to the County from a price, contractual terms and conditions, and technical standpoint.

The County also reserves the right to conduct discussions with Vendors who submit proposals. The County is not under any obligation to reveal to a Vendor how a response was assessed or to provide information relative to the decision-making process.

Notification. Based on the evaluation of the proposals, the County will select a short list of approximately three Vendors and invite them to participate in pre-demo meetings and software demos. The selected Vendors will be notified via e-mail by the date indicated in Section 3. The notification will include a demo script document that will be used for virtual or on-site demos, whichever is most feasible.

Pre-Demo Meetings. Once Vendors have been notified of elevation to the short list, the County will conduct pre-demo meetings with those Vendors. The purpose of the pre-demo meeting is to address any questions about logistics of the online or on-site demos (TBD) or the demo script that will be provided by the County.

Software Demos. The functional and technical product demos will be presented to the County by the short-listed Vendors according to a pre-defined script. All Vendors must follow this script during their demo process. The evaluation criteria for the demo process will include adherence to the script as well as the ability to successfully demonstrate the product's ability to meet the County's functional and technical requirements. The County reserves the right to request additional information, interviews, follow-up demonstrations or any other type of clarification of proposal information it deems necessary to evaluate the final Vendors. In addition to scripted functional demonstrations, the County may request a more extensive technical demos, scheduled on an as needed basis.

SECTION 5 – VENDOR INSTRUCTIONS

Vendors responding to this RFP are required to be registered with MRSC by the RFP due date; otherwise, their RFP submittal may be considered non-responsive. Please submit your RFP response by the date and time indicated on in this RFP in the following format:

1. One electronic PDF copy of your entire RFP proposal in the order defined in the table below.
2. One electronic copy of the Requirements Section in MS Word with its original formatting intact.

Email the proposal to: Madeline Prentice, Grant County Chief Accountant at mjprentice@grantcountywa.gov by the due date and time specified in this RFP. **Please refer to the Project ID, GC_ERP2021 in the subject line of your email.**

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Pre-Bidders Questions. Questions regarding this RFP may be submitted to the County via email by the date indicated in Section 3. Email questions to mjprentice@grantcountywa.gov. The County will address all questions and post them to the County's website by the date indicated in Section 3 of this RFP. No formal pre-bidders conference call will be held.

Proposal Response Format. In order to assist in the fair and equitable evaluation of all responses, Vendors are being asked to **adhere to the specific response format** set forth below. Responses that deviate from the requested format may be classified as "non-responsive" at the discretion of the County and may be subject to disqualification. Marketing information will not be accepted in lieu of a direct response to all requirements and questions.

Proposals should be organized and include the following sections and content:

Section	Description
1. Cover Sheet	Complete the provided Cover Sheet from Exhibit A of the RFP and provide it as Section 1 of your response. This letter must be signed by a person authorized to bind the company.
2. Requirements	Complete Requirements document provided in Exhibit B following the directions in Section 6 of this RFP. Each line item must have a rating and a comment relative to how the function is supported by the software. Submit in Word format using the template provided along with the RFP and do not make any changes to formatting of this document, e.g. by adding logos, changing fonts, inserting page breaks, layout, etc. <i>Also do not convert the Word document from a PDF.</i>
3. Pricing	Complete Pricing Summary using Exhibit C of this RFP. Pricing must be fully comprehensive and complete, including all taxes and list any available discounts. Pricing must be valid for at least 180 days from response submission date. All one-time and recurring costs must be fully provided. <ol style="list-style-type: none"> a. Software/SaaS Licensing: Cost for user counts defined. Include individual pricing summaries for SaaS, or hosted options as applicable b. Implementation Services: Including but not limited to implementation and configuration of the software, data conversion, system configuration, integration, report development, testing, and training for all required software. If function or module is optional, list costs separately

Section	Description
	<ul style="list-style-type: none"> c. Maintenance: Indicate the estimated total dollars and percent of software license cost plus any CPI changes that might be incurred in years 2 to 5 d. Supporting documentation for pricing may be included if it clarifies or provides relevant detail to your proposal
4. Implementation	<p>Provide an overview of Vendor’s implementation methodology including:</p> <ul style="list-style-type: none"> a. Sample project plan including phases, tasks and timeline b. Recommendation for phased approach or go-live c. County resources: Roles, responsibilities, average estimated hours per month d. Vendor resources: Roles, responsibilities, average estimated hours per month e. Process improvement: Approach to process improvement through implementation f. Change management: Methodology and tools used g. Data conversion: Recommendations and tools or methodology used for data to be converted from legacy systems; data type, number of years, etc. h. Testing: Methodology and tools used i. Training: Methodology and approach including available Implementation and post-go live training options j. Work collaboration tools used k. Custom Reports: Estimated hours for development of custom reports and hourly rate l. Integration: Approach, tools, and experience with applications listed in this RFP m. Post go-live support services
5. Support	<p>Provide an overview of support services offered and recommended including but not limited to:</p> <ul style="list-style-type: none"> a. User support – hours of service, 24x7 support, average/guaranteed response time, ticketing system used, resources available, escalation process b. System enhancements – approach to user enhancement requests c. Support for 3rd Party Partner applications if proposed d. User groups and conferences; local and national
6. Technology Overview	<p>Provide an overview of the system technology and future strategic direction including:</p> <ul style="list-style-type: none"> a. Options for technical cloud deployment, e.g., hosted or multitenant SaaS b. Support for two- or multi-factor authentication c. Escrow agreements d. Timing and frequency of software updates e. Environments (e.g. testing “sandbox” – number and types provided) f. System back up, redundancy, disaster recovery services, etc.
7. References	<p>Using the forms provided in Exhibit C, provide 3 public sector existing customer references and 2 prior references that are similar in size and project scope to the County.</p>
8. Contract Performance	<p>Indicate if at any time during the past five years Vendor has had a contract terminated for convenience, non-performance, or any other reason, or has entered into legal action with a customer. Describe the situation(s) including name and address of contracting party.</p>
9. RFP Exceptions	<p>Specifically identify any exceptions to this RFP or its content.</p>
10. Contract Samples	<p>Provide sample contract documents that may include the following:</p> <ul style="list-style-type: none"> a. Statement of Work b. Perpetual Software License or SaaS License Agreement c. Maintenance or Support Agreements d. Service Level Agreements e. 3rd Party Agreements

SECTION 6 – REQUIREMENTS

This section includes instructions for completing ERP Requirements document located as Exhibit B in this RFP. Exhibit B should become Section 2 of your proposal. This is not a comprehensive list of all the County’s requirements but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts.

For each item, a ranking has been provided indicating the importance to the County. Rankings used are R for Required, I for Important, N for Nice to Have or E for Explore. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must **provide a rating and a comment for every item**. If the requirement does not pertain to the proposal being submitted, enter “N/A”. The comment should include a **brief explanation** of how the item is supported. **Please do not modify the format, font, numbering, etc. of this section or insert page breaks**. If a submitted RFP includes blank responses the document may be considered in violation and rejected. Use the following rating system to evaluate each requirement:

Ratings: Please use the following ratings along with your response:

Yes = Fully compliant out of the box

No = Does not meet requirement

3rd Party = Provided by 3rd Party Partner

Future = Coming in Future Release (state release date)

Sample Response Format: Please use the format below when completing your response.

	General	Response
R	1. Audit Trail with user, date, time stamp throughout all modules. Before/after values is Important.	Yes System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history.

USE THE WORD VERSION OF THE REQUIREMENTS AND SUBMIT AS A SEPARATE WORD DOCUMENT ALONG WITH A PDF VERSION OF YOUR ENTIRE RESPONSE.

SECTION 7 – TERMS AND CONDITIONS

7.1 Solicitation Documents and Changes - Addenda

This RFP is being advertised through the MRSC roster and to its participants. Any addenda, questions and their corresponding answers will be emailed to all Vendors originally emailed with the initial RFP advertisement. Once emailed, emails that are returned as “undeliverable” or “domain does not exist” will be deleted from future emails. It is the responsibility of all Vendors to ensure their company information and contact information is updated and accurate. The County is not responsible for Vendors not receiving this RFP due to their lack of correct information as of the initial advertised.

Packets received from other sources will not be considered valid documents. Please contact the Issuing Office with any problems viewing solicitation documents.

Any clarifications or revisions will be addressed and issued in addenda; county must receive request for changes in writing prior to the date indicated in Section 3 of this RFP.

Proposers are responsible for checking with the County for the issuance of any addenda prior to submitting a proposal. The proposer is held responsible for all addenda/changes to the documents and may be considered non-responsive if their proposal does not reflect those addenda/changes. Please contact the Issuing Office to ensure no addenda have been provided.

7.2 Protests

Any complaints or perceived inequities related to this RFP shall be made in writing and directed to the issuing office at the address listed.

7.3 Rejection of Proposals

The County reserves the right to cancel any and all proposals submitted. The County also reserves the right to waive or not waive any information or irregularities in proposal responses.

7.4 Modification/Withdrawal

Unless otherwise specified, modification to the Proposal will not be permitted; however, a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw their company’s Proposal, either personally or by written request to the issuing office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time for receipt of Proposal has not expired.

7.5 Cancellation

The County reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the County’s best interest. In no event shall the County have any liability for the cancellation of award.

7.6 Duration of Proposals

Proposals must remain valid for at least 180 days. Proposals must be signed by an official authorized to bind the proposer.

7.7 Public Record

All proposals submitted are the property of the County and are public records. All documents received by the County are subject to public disclosure after the County selects and successfully negotiates a contract with a finalist Vendor.

7.8 Incurring Costs

The County is not liable for any cost incurred by Vendors prior to execution of a contract.

7.9 Selection Process

The County specifically reserves the right to evaluate, in its absolute discretion, the total proposal of each Vendor so as to select the services which best serve the needs of the County.

7.10 Hosted or SaaS Solutions Requirements

The following terms and provisions will be in effect should any element of the solution operate in a SaaS or hosted environment.

Data Ownership

The County retains ownership of all data entered into the ERP software system. Vendor agrees not to disclose County data to any person in any form, without prior consent of the County. The Vendor's and/or Implementation contractor personnel will have access to County data for the purpose of supporting the County's use of its data. Vendor/contractor will not alter any County data without prior consent of the County.

In the event that this contract is terminated for any reason, Vendor agrees to work with the County to provide the County with its data in a format mutually agreed to by both parties. Following provision of data to the County, the Vendor agrees to destroy all copies of County data.

Data Protection

The Vendor stores County data in a "Class-A" data center located within the United States and with comprehensive physical and information security. Contractor performs at least daily backups of County data by completing daily incremental backups for seven days, plus a full weekly backup.

7.11 Project and Services Payments

Payment Schedule for software licenses will be tied to the County's installation, training, acceptance of, and use in production of the software for each project objective. Payment milestones for software will be as follows: 40% upon completion of software installation and technical training, 30% upon completion of end user training, 20% upon acceptance, and 10% upon use in production.

Acceptance indicates County has completed configuration evaluation and can verify software will perform functions as described in proposal response and other documents. Use of a system in production indicates the County is using the software to support day-to-day operations associated with the project objective.

Payment for services and expenses will be made following delivery of services and billing for approved expenses.

Ongoing costs for software maintenance and support services for five years will be submitted by proponents. Software maintenance obligations will not commence until system is operating in production.

7.12 Venue Stipulation

This Agreement has and shall be construed as having been made and delivered in the State of Washington, and the laws of the State of Washington shall be applicable to its construction and enforcement of this Agreement or any provision hereto shall be instituted only in the courts of competent jurisdiction within Grant County, Washington.

7.13 Liability and Insurance (also see Exhibit E)

1. **INSURANCE:** The selected Vendor shall continue coverage meeting the requirements of Grant County Enterprise Resource Planning Proposal Request, GC_ERP2021 for the duration of eligibility to perform under the RFP.

2. **INDEMNIFICATION:**

2.1. The selected Vendor (from herein known as "vendor") agrees to defend, indemnify, and hold the County harmless from any and all claims, including but not limited to reasonable attorney fees, demands, losses and liabilities to or by third parties arising from, resulting from, a negligent act, error or omission or of the Vendor performed under this RFP by the Vendor, its agents or employees to the fullest extent permitted by law. The Vendors duty to indemnify the County shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the County, its agents, or employees. The Vendors duty to indemnify the County for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence or (a) the County, its agents, or employees, and (b) Vendor, its agents or employees shall apply only to the extent of negligence of the Vendor or its agents or employees. Vendors duty to defend, indemnify and hold the County harmless shall include, as to all claims, demands, losses and liability to which it applies, the County's personnel- related costs, reasonable attorney's fees, court costs and all other claim-related expenses. Vendors defense obligation under the indemnity paragraph shall include only the reimbursement of reasonable defense costs to the extent of Vendors actual, proportional indemnity obligation as determined by a court of law.

2.2. The Vendors professional liability to the County (including Vendors officers, directors, employees, and agents) shall be limited to the amount payable under this Contract or one million dollars (\$1,000,000), whichever is less. In no case shall the Vendors professional liability to third parties be limited in any way. This limitation applies to all lawsuits, claims or actions identified under any legal theory related to Vendors

services provided under this RFP and any continuation or extension of such services.

2.3. The Vendors indemnification shall specifically include all claims for loss or liability because of wrongful payments under the Uniform Commercial Code, or other statutory or contractual liens or rights of third parties, including taxes, accrued, or accruing as a result of this contract or work performed or materials furnished directly or indirectly because of this contract.

2.4. Vendor and County expressly waive their immunity under Industrial Insurance, Title 51, RCW. County's waiver of immunity extends only to claims against Vendor by County's current or former employees. Vendors' waiver of immunity extends only to claims against County by Vendors current or former employees. Vendor agrees that this duty to indemnify County applies regardless of any provisions in RCW Title 51 to the contrary.

3. RELATIONSHIP OF THE PARTIES: The Parties intend that an independent contractor relationship will be created by this Agreement. The County is interested only in the results that could be achieved and the conduct and control of all services will be solely with the Vendor. No agent, employee, servant or otherwise of the Vendor shall be deemed to be an employee, agent, servant, or otherwise of the County for any purpose and the employees of the Vendor are not entitled to any of the benefits that the County provides for County employees. The Vendor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants, subcontractors, or otherwise, during the performance of work under this RFP.

7.14 Termination

Should either party here believe that the other has failed to substantially perform all or a material part of its obligations under the contract, it shall deliver written notice to that effect to the other, specifying the alleged default and giving the other party fifteen (15) days to cure such default. Thereafter, should the default not be remedied to the satisfaction of the non-defaulting party, the contract may be terminated upon seven (7) days written notice (delivered by certified mail). In the event of termination under this subparagraph, the contractor shall be paid an amount, in the discretion of the County's project manager, which takes into account actual costs incurred by the contractor in performing the project work to the date of termination, the amount of work originally required which was satisfactorily completed to the date of termination, the cost to the County of completing the work itself, or of employing another vendor to complete it, and the inconvenience and time which may be required to do so, along with any other factors which affect the value to the County of the project work which has been performed to the date of termination. In no event shall the contractor receive an amount based on anticipated profit on unperformed services or work.

On the giving of notice of termination by either party, contractor shall immediately begin winding down its services in anticipation of the termination, and shall be prepared to deliver to the County all documents and other uncompleted work on the date of termination.

In the event funding is withdrawn, reduced, or limited in any way after the effective date of the contract due to County budgetary constraints, and prior to its normal completion, the County may summarily terminate the contract as to the funds withdrawn, reduced, or limited notwithstanding any

other termination provisions of the contract. If the level of funding withdrawn, reduced or limited is so great that the County deems that the continuation of the services covered by the contract is no longer in the best interest of the County, the County may summarily terminate the contract in whole notwithstanding any other termination provision of the contract. Termination shall be effective upon receipt of written notice.

7.15 Software

It is the Vendor's responsibility to ensure that the County has all licenses required to use any software that may be supplied by the Vendor pursuant to the contract.

Exhibit A – Cover Sheet

Grant County, WA

Proposal Cover Sheet – RFP GC_ERP2021

Part 1 – Cover Sheet

A. Legal Name of Applicant Company			
B. Name of Contact person regarding this submittal			
Title			
Telephone number including area code			
Email Address			
C. Did outside individuals/agencies assist with preparation of this response? (Indicate Y/N). If “Yes” please describe			
Receipt of Addenda. Vendor Acknowledges receipt of the following Addenda if any:			
Addendum No:	Addendum No:	Addendum No:	Addendum No:
Dated:	Dated:	Dated:	Dated:

Part 2 A. Administrative Information - Vendor

1. Name of Company	
2. Business address including zip code	
3. Remit-to address including zip code	
4. Telephone number with area code	
5. Fax number including area code	
6. Federal Tax Identification Number	
7. Washington State UBI number if issued	
8. State Industrial Account Identification number if issued	

9. List all of the engagements the company has undertaken in the last 5 years which have resulted in:	
a. Arbitration or litigation and the disposition of the cases.	
b. Claims being filed by the Federal Government or the Washington State Departments of L & I, Employment security or Revenue.	
c. Liens or claims recorded with the Grant County Auditor by suppliers or subcontractors. List with whom, for what, and amount	

Part 2 B. Insurance Company

1. Name of Insurance Company	
2. Name of Insurance Agent	
3. Address including zip code	
4. Telephone number with area code	

SUBMITTAL CERTIFICATION

I certify that to the best of my knowledge the information contained in this Request for Proposal is accurate and complete and that I have the legal authority to commit the company to a contractual agreement. I realize the final funding for any product or service is based upon funding levels and the approval of the Grant County Board of County Commissioners.

Print Name

Title

Signature, Administrator or Applicant Entity

Date

Exhibit B – GC_ERP2021 Requirements

Note to Vendors – Please fill in and submit separate Requirements response using the Word template provided with the RFP.

Grant County ERP Requirements – RFP# GC_ERP2021

R = Required
I = Important
N = Nice to Have
E = Explore

Proposing Vendor and Solution Information	Response
1. Contact Information	
<ul style="list-style-type: none"> Company Name and Address 	
<ul style="list-style-type: none"> Contact Person: Name and Title 	
<ul style="list-style-type: none"> Phone, Email, Website 	
2. Company Information	
<ul style="list-style-type: none"> Year Founded 	
<ul style="list-style-type: none"> Public or Private 	
3. Vendor Employee Counts for the Proposed Solution	
<ul style="list-style-type: none"> Total Worldwide 	
<ul style="list-style-type: none"> Employees – North America 	
4. Proposed Solution	
<ul style="list-style-type: none"> Name of Proposed Solution 	
<ul style="list-style-type: none"> Brief Solution History/Genealogy 	
5. Number of Customers on Proposed Solution	
<ul style="list-style-type: none"> Total 	
<ul style="list-style-type: none"> Customers in Washington State 	
<ul style="list-style-type: none"> List Similar Customers to Grant County 	
<ul style="list-style-type: none"> Briefly describe experience with Public Sector clients 	
6. Implementation Model	
<ul style="list-style-type: none"> Direct, Implementation Partner, Value Added Reseller 	
<ul style="list-style-type: none"> Typical Implementation timeframe 	
7. Software as a Service Deployment Model	
<ul style="list-style-type: none"> Brief description of SaaS deployment models (single tenant or multi-tenant) offered 	
8. Version Releases	

Grant County ERP Requirements – RFP# GC_ERP2021

R = Required
I = Important
N = Nice to Have
E = Explore

Proposing Vendor and Solution Information	Response
<ul style="list-style-type: none"> Describe upgrade release schedule 	
<ul style="list-style-type: none"> Explain client-side level of effort for releases 	
Pricing Estimates	
1. Describe licensing methodology (SaaS, perpetual license plus hosting fees, named vs. concurrent licensing, etc.)	
2. Annual Subscription/Licensing: 700 W2's/60 financial users, including annual CPI increases, hosting services, etc.	
<ul style="list-style-type: none"> Year One 	
<ul style="list-style-type: none"> Year Two 	
<ul style="list-style-type: none"> Year Three 	
<ul style="list-style-type: none"> Year Four 	
<ul style="list-style-type: none"> Year Five 	
3. Implementation Estimate: Include design, configuration, training, travel expenses, installation, data conversion, integration, reports, etc.	
4. Other: Indicate any 3 rd party software and associated costs for modules and requirements in scope.	
5. Total Year One Cost:	
6. Total Five-Year Cost:	

	Functionality	Response
R	1. General Ledger	
R	2. Budgeting	
R	3. Project/Grant Accounting	
R	4. Purchasing	
R	5. Accounts Payable	
R	6. Accounts Receivable/Cash Receipts	

	Functionality	Response
I	7. Fixed Assets/Inventory	
R	8. Human Resources	
R	9. Payroll	
R	10. Reporting	
	Technology	Response
R	11. Cloud-based deployment model. Briefly describe available deployment option proposed.	
R	12. List data center provider and location(s).	
R	13. If Hosted/SaaS describe direct access to data methodology.	
R	14. Provide uptime guarantee (percent).	
R	15. List browsers supported (Chrome, Edge, Safari).	
R	16. Documented disaster recovery and business continuity.	
R	17. Documented IT security policy.	
R	18. Mobile strategy: App and/or HTML5 (iOS and Android in use at the County).	
R	19. Single Sign On – MS Active Directory in use today.	
N	20. Multi-factor authentication.	
R	21. Role-based security to menu, document, and field-level.	
R	22. Office 365 integration - Outlook, Microsoft Word, Excel. Bi-directional Excel integration required for journal entries, budget upload, etc.	
R	23. Briefly describe your document management strategy for both system attachments and external storage and retrieval capabilities (e.g. Laserfiche).	
R	24. List integration technologies supported (e.g. API's).	
R	25. Indicate experience with and approach to integrating with and/or replacing the applications listed below:	

	Functionality	Response
R	▪ Dude Solutions (Enterprise Asset Management)	
R	▪ WinCams (Public Works Financials)	
I	▪ Civic Plus (Web Site, Citizen Portal)	
R	▪ Civic HR (Recruiting)	
N	▪ Civic Clerk (Agenda and Meeting Management)	
R	▪ NOVAtime (Sheriff and Jail Timekeeping)	
I	▪ Laserfiche (Document Management)	
I	▪ SmartGov (Community Development)	
R	▪ Azure ADFS (Single Sign On)	
N	▪ Odyssey (WA State Case Management System)	
N	▪ Judicial Information System (JIS – District Court)	
N	▪ Collective Data Quartermaster (IT and Police Asset Tracking)	
	General Functionality	Response
R	26. Configurable role-based dashboards with key metrics, to-do's, KPI's, drill to details, etc.	
R	27. Effective dating throughout the system.	
R	28. Provide mandatory input fields and masks to validate data entry (such as account/code combinations) by user/group.	
R	29. System wide rules-based workflow routing for approvals and configurable notifications including delegation capabilities.	
I	30. Visible workflow approval queue.	
R	31. Ability to configure ad hoc and bi-directional workflows.	
R	32. Audit trail with date, time, user stamp and before and after values; reportable audit history.	
I	33. Support configurable data retention policies.	

	Functionality	Response
I	34. Searchable note fields, e.g. key words.	
I	35. Context and field sensitive online help.	
R	36. Drill down to source transactions from screens, queries, reports and dashboards.	
R	37. Attach documents and images to transactions throughout all modules (e.g. PDF, Word, JPEG, etc.).	
R	38. Positive pay management for all bank accounts and disbursements, e.g. accounts payable, payroll, etc.	
I	39. User-definable forms, letters and notifications.	
R	40. Describe available online training and support tools.	
I	41. Type-ahead feature with drop down list validation.	
R	General Ledger	Response
R	42. Support both cash basis and modified accrual accounting.	
R	43. Support single entity with separate “companies” for 400+ special districts with multiple funds, e.g. reserve, capital, general operating, etc.	
R	44. Indicate number of accounting periods supported and how you support year end adjusting, audit, and closing entries.	
R	45. Describe chart of accounts structure; number of segments and characters available.	
R	46. Meet Washington State BARS Uniform Chart of Accounts requirements – see http://scc.wa.gov/bars/ .	
I	47. Multi-dimensional chart of accounts (e.g. elements, flex fields, tags, etc.) to supplement the chart of accounts.	
R	48. Fund accounting functionality with automatic interfund balancing and eliminations.	
I	49. Describe any treasury management functionality including tools available to facilitate cash forecasting and debt management; 3 rd party OK.	

	Functionality	Response
R	50. Generate a cash distributions report for reconciliation with the general ledger.	
I	51. Restrict coding options by user permissions.	
R	52. Journal entry with short and long descriptions, comment fields, etc. Indicate number of characters for each.	
N	53. Automatic recurring journal entries.	
I	54. Allocating journal entries based on a statistic, e.g., hours worked.	
R	55. Electronic workflow routing/approval of manual and imported journal entries with automatic posting upon approval.	
R	Budgeting	Response
R	56. Multiple budget types (operating, grant, project, activity based, program, etc.).	
R	57. Capture budget line-item justification narratives and attach supporting documents (e.g. quotes).	
R	58. Workflow-based budget development – bottom up based on past 2 years and current YTD actuals.	
R	59. Budget administration: Decentralized budget entry by departments with online approval workflow of budget requests.	
R	60. Budget to actual and variance analysis with drill down capability.	
N	61. Support what-if budgeting with version tracking (for both budget development and pro forma budgets).	
I	62. Budget vs. actual trend analysis.	
R	63. Position budgeting with all personnel costs including pay, taxes, and benefits.	
R	64. Support budget amendments with version tracking.	
R	65. Support seasonal budget spreading functionality.	
R	66. Program budgeting functionality – multiple project	

	Functionality	Response
	budgets roll up to a program budget.	
R	67. Import salary and benefits information from payroll into budget with proper user permissions.	
I	68. Ability to budget by grant-funded positions.	
E	69. Post summary budget data to County web site (Civic Plus) for public view.	
R	Project/Grant Accounting	Response
R	70. Full project and grant accounting subledger.	
R	71. Assign multiple funding sources to a single project or program.	
R	72. Multi-level project hierarchy with reporting on detail or summary data to project/program, sub-project, and activity level with roll ups.	
R	73. Revenue and expenditure tracking for projects and grants that span multiple fiscal years in accordance with Washington State SAO BARS.	
R	74. Define budgets for CIP projects, including labor, materials, equipment costs, etc.	
R	75. Capture project-related cost data from external systems, e.g. WinCAMS work order system.	
R	76. Manage multi-year projects, including commitments and retainage.	
R	77. Track time to a project or program.	
R	78. Track real time project costs.	
N	79. Support what-if project budgeting activities.	
N	80. Support for pass-through related grants and loans to special districts, cities, hospitals, and no interest loans for infrastructure improvements over multiple years.	
I	81. Track and manage grant financial information as both grantor and grantee.	
R	82. Grant accounting for state or federal grants award including:	

	Functionality	Response
	<ul style="list-style-type: none"> a. Allocate grant to multiple project/programs b. Manage and track matching grants c. Track sub-grantee disbursements, award letters d. Grant roll up e. Expenses allowed/not allowed by grant f. Import hours/reimbursable payroll expenses g. Grant reimbursement tracking and invoicing h. Related grant or program reporting 	
N	83. Grant status tracking e.g., applied, under review, awarded, dates, extensions, continuations, revenue sharing requests, etc.	
I	84. Apply year-end grant revenue-sharing disbursements to a project.	
R	85. Multiple activities, programs, etc. to a grant.	
R	86. Ability to separate grant project expenses from billable/reimbursed expenses.	
R	87. Support customizable cost allocation formulas for recurring allocations to departments, grants, programs or projects.	
R	88. Ability to transfer cost between activities, grants, programs.	
R	Purchasing	Response
R	89. Support decentralized purchasing and receiving.	
R	90. Multi-level approval for purchase order or requisitions based on department, requisition type, account, cost center, etc.	
R	91. Budget check at time of PO creation can trigger an approval workflow if over budget.	
R	92. Support blanket PO's.	
I	93. Directly email approved purchase orders to vendors.	
R	94. Drop down for coding and allocation of expenses to cost centers, grants, donors, projects, etc.	
N	95. Vendor performance tracking functionality, e.g. total spend, timeliness, etc.	

	Functionality	Response
I	96. Describe contract management functionality and ability to manage multi-year contracts, including MOU's.	
N	97. Describe available functionality to support the management of the bid and quote process.	
R	98. Commitment and encumbrance accounting to track future liabilities.	
N	99. Online self-service portal to add a new vendor with approval workflow.	
R	Accounts Payable	Response
R	100. Vendor master file with standard and user definable attributes.	
R	101. Scan invoices centrally or decentralized; route for review, approval, account coding, Treasurer review, etc.	
R	102. Real time visibility to invoice approval routing queue.	
R	103. 2-way match of PO and invoice to generate list of approved invoices ready to be paid.	
R	104. Import electronic invoices or import Excel-based invoices; route for approval and process payment.	
I	105. Warrant management features, e.g., process accounts payable for special districts.	
R	106. Support one-time vendors.	
I	107. Distribute invoice to multiple general ledger accounts by line item.	
I	108. Support multiple bank accounts for cash management.	
I	109. Set up and process recurring payables.	
N	110. Manage retainage and holdbacks on vendor invoices.	
R	111. Import electronic bank files, perform automated bank reconciliations; generate resulting journal entries.	
R	112. Support payment by wire, check, ACH.	

	Functionality	Response
R	113. Online check requests with workflow routing for approval.	
R	114. 1099 management, including tracking vendor payments across all departments and divisions for consolidated 1099 electronic reporting.	
I	115. Duplicate invoice avoidance checking (multiple factors, e.g., vendor #, date, amount, etc.).	
I	116. Employee expense management tools - describe functionality available.	
I	117. P-card import and reconciliation support, e.g. post transactions to payee vendor.	
R	Accounts Receivable/Cash Receipts	Response
R	118. Customer master file that includes payment terms, banking information and user defined fields.	
R	119. Receivables accepted include credit card, cash, checks, wires, ach, etc.	
E	120. Online PCI compliant payment gateway for cash receipts.	
R	121. Generate inter-department billings.	
R	122. Describe cashiering system functionality.	
R	123. When generating invoices, apply rules-based finance charges, taxes, penalties, interest, etc. with ability to override as appropriate.	
R	124. Support grant reimbursement billing.	
R	125. Support multiple invoice and statement formats including custom formatting options.	
R	126. Apply a single payment to multiple receivables.	
R	127. Ability to email invoices and statements.	
I	128. Describe collections management functionality.	
R	Fixed Assets/Inventory	Response
R	129. Track fixed assets by category, grant/fund, department, location and purchaser.	

	Functionality	Response
R	130. Track grant-funded assets with special disposal rules.	
R	131. Track non-capitalized assets that fall under the capitalization level, e.g. small and attractive.	
I	132. Generate sequentially numbered barcode-scannable asset tags; preference to print decentrally.	
I	133. Capitalized asset inventory and audit functionality.	
R	134. Track loss or gain on sales of an asset.	
I	135. Describe basic inventory management functionality.	
R	Human Resources	Response
R	136. Position control management and history with date effectivity functionality.	
R	137. Full employee master file functionality including user defined fields and the ability to track issued equipment.	
R	138. Track multiple dates in employee master, e.g., original hire date, position dates, benefit dates, step increase dates, etc.	
I	139. Import applicants from Civic HR.	
R	140. Describe available onboarding management functionality.	
R	141. Modifications to employee record in human resources module flows through to payroll and timekeeping.	
I	142. Pay rates and compensation management including rules-based step increases and ranges by bargaining unit.	
R	143. Employee self-service functionality that includes: <ul style="list-style-type: none"> ▪ Online leave requests ▪ Exempt time entry ▪ W4 Changes ▪ Demographic changes ▪ Online open enrollment ▪ View and reprint W2's ▪ View pay advices ▪ View leave balances 	

	Functionality	Response
I	144. Manager Self-Service: view staff leave balances, approve leave requests, performance reviews, notifications, etc.	
I	145. Ability to post notifications to groups or all employees via ESS/MSS portals.	
I	146. Job description library.	
R	147. PTO/Leave policy support with different accrual rates by department, job description, classification bargaining unit, etc.	
R	148. Support comp time eligibility rules at department level, with expiration if not used within 90 days earned for some bargaining groups.	
I	149. Rules-based leave bank donations. Must have minimum of 80 hours banked after donation. Cap donated hours up to 720 hours in a 12-month period.	
I	150. Performance review management; review form templates, review dates, annual reviews, next review date, file attachments to employee record, etc.	
R	151. Electronic personnel action form with rules-based workflow and electronic signature.	
R	152. Rules-based eligibility for benefit elections by employee group or bargaining unit.	
R	153. Manage short and long-term disability including eligibility.	
R	154. Effective date changes for all transactions; salary tables, pay rates, benefits, etc.	
R	155. Track employee longevity based on hire date (years) with override capability.	
R	156. FMLA tracking and management features.	
I	157. Performance review management functionality.	
N	158. Grievance management and tracking.	
N	159. Ability to track HR department request, e.g. employee calls, requests, etc.	

	Functionality	Response
R	160. Describe available training management functionality.	
I	161. Track and manage mandatory training, certifications, licenses, expiration and renewal dates, with automated reminders.	
N	162. Skills repository features.	
I	163. Electronic checklist or wizard to manage separation or offboarding process including configurable workflow.	
	Payroll	Response
R	164. Support Payroll for multiple entities – special districts.	
R	165. Multiple pay types including: <ul style="list-style-type: none"> a. Stipends (may be based on % of pay) b. Education pay c. On call d. Standby e. Swat f. Bilingual g. K9 h. Equipment allowances i. Fringe benefits 	
R	166. Interface with multiple systems for timekeeping import, e.g. NOVAtime.	
R	167. Support bi-monthly or bi-weekly pay cycles.	
R	168. Define complex overtime, step pay, shift premiums and holiday pay rules and calculations based on employee groups and shift schedules, e.g. 9/80, 4 10's, 8, 9, 10 or 12-hour shifts, including fire and sheriff departments.	
E	169. Describe available functionality that supports staff scheduling for Public Safety, including shift rotations, rostering, shift swaps, minimum staffing levels, etc.	
R	170. Manage complex pay and benefit cost allocations to projects, grants, etc.	
R	171. Calculate and track OT for exempt employees.	
R	172. Support out of class pay calculations.	

	Functionality	Response
R	173. Accrue comp time earned in quarter hour increments; use at .5-hour increments.	
I	174. Describe basic time capture functionality, e.g., via self-service for exempt employees.	
I	175. Enter mass/bulk changes (e.g. COLA increase) that affect all employees or a subset of employees with ability to review before updating.	
R	176. Leave without pay administration.	
R	177. Assign multiple earnings and deduction codes per employee per pay period.	
R	178. Process retroactive pay and associated impacts on contributions and deductions and reporting to benefit providers.	
R	179. Electronic reporting to Social Security, IRS, and Workers Comp.	
R	180. Manage monthly earned vs. paid data for Washington PERS.	
R	181. Describe rules-based garnishment management features. Calculations based on adjusted gross pay; deductions cannot exceed 50% of income without approval. Amounts may vary each pay period.	
R	182. Generate W2s and make available via employee self-service portal.	
	Reporting	Response
R	183. List available reporting and query tools.	
R	184. Ad-hoc reporting functionality.	
R	185. Library of standard reports for all modules.	
R	186. Ability to modify and save standard reports.	
I	187. Capability to produce presentation quality CAFR reports.	
R	188. Support local, State of Washington, and federal regulatory reporting requirements.	

	Functionality	Response
R	189. Filterable reporting and queries. Drop down lists or drag and drop criteria selection preferred.	
R	190. User-level security flows through to queries, reports.	
R	191. Drill down capability within reports and dashboards.	
I	192. Point in time reporting.	
N	193. Ability to mask personal data in reports.	
R	194. Generate reports in multiple formats, e.g. HTML, PDF, Excel, Word, etc.	

Exhibit C – Pricing Summary

Use this template as Section 3 of your response to provide pricing for the software in scope. Provide pricing for both Hosted and Multi-Tenant SaaS options if available. Additional supporting documents may be provided to the summarized information. Pricing must be fully comprehensive, complete, and list any available discounts.

Grant County		
ERP Software Pricing Proposal – Multi-Tenant SaaS or Hosted		
50 Named Users with 700 W2s Generated		
Software		Assumptions
General Ledger		
Budgeting		
Project and Grant Accounting		
Purchasing		
Accounts Payable		
Accounts Receivable/Cash Receipts		
Fixed Assets/Inventory		
Human Resources		
Payroll		
Reporting		
Other (Please list)		
Sub-Total Software		
Implementation Services		Assumptions
Implementation		
Data Conversion		
Training		
Report Development		
Integration		
Travel		
Other		
Sub-Total Implementation		
Maintenance		Assumptions
Year 1		
Years 2 through 5		
Sub-Total Maintenance		
Total		Software, Implementation, Maintenance

Exhibit D Customer References - Existing

Item	Response
Client Reference No. 1 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Rationale for Including the Specific Reference	
Name of Prior Replaced/Upgraded System	
Client Reference No. 2 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Rationale for Including the Specific Reference	
Name of Prior Replaced/Upgraded System	
Client Reference No. 3 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Rationale for Including the Specific Reference	
Name of Prior Replaced/Upgraded System	

Exhibit D Customer References - Prior

Item	Vendor Response
Client Reference No. 1 - Prior	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Reason Reference is No Longer a Customer	
Name of Prior Replaced/Upgraded System	
Client Reference No. 2 – Prior	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products / Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Reason Reference is No Longer a Customer	
Name of Prior Replaced/Upgraded System	

Exhibit E

LIABILITY AND INSURANCE

INSURANCE REQUIREMENTS

The Vendor shall furnish and maintain all insurance as required herein and comply with all limits, terms and conditions stipulated therein, at their expense, for the duration of the contract. Following is a list of requirements for this contract. Any exclusion that may restrict required coverage must be pre-approved by Grant County. Work under this contract shall not commence until evidence of all required insurance, policy endorsements and bonding is provided to the County of Grant.

The Vendor's insurer shall be licensed to do business in the State of Washington. Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent for the Vendor and returned to the Grant County Accounting Department. The insurance policy or policies will not be canceled, materially changed, or altered without forty-five (45) days prior notice submitted to the department with whom the contract is executed. The policy shall be endorsed, and the certificate shall reflect that the County of Grant is named as an additional insured on the Vendor's general liability policy with respect to activities under the contract. The policy shall provide, and the certificate shall reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

The policy shall be endorsed, and the certificate shall reflect that the insurance afforded therein shall be primary insurance for the Vendor. Any insurance or self-insurance carried by the owner or County shall be excess and not contributory insurance to that provided by the Vendor.

The Vendor shall not commence work, nor shall the Vendor allow any subcontractor to commence work on any subcontract until a Certificate of Insurance, with additional insured endorsement, meeting the requirements set forth herein, has been approved by Grant County and filed with the Grant County Accounting Department. Said proof of insurance should be mailed to the Accounting Department Attention Contract GC_ERP2021. Upon request, the Vendor shall forward to the Accounting Department the original policy, or endorsement obtained, to the Vendors policy currently in force.

Failure of the Vendor to fully comply with the insurance requirements set forth herein, during the term of the Agreement, shall be considered a material breach of contract and cause for immediate termination of the Agreement at the County's discretion.

Providing coverage in the amounts listed shall not be construed to relieve the Vendor from liability in excess of such amounts. **REQUIRED COVERAGE:** The insurance shall provide the minimum coverage as set forth below, all coverage \$1,000,000.00 per occurrence with no deductible.

GENERAL LIABILITY INSURANCE: The Vendor shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury, fire damage and medical expense.

ADDITIONAL INSURED ENDORSEMENT: General Liability Insurance must state that Grant County, its officers, agents and employees, and any other entity specifically required by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims. Language such as the

following should be used "Grant County, Its Officers, Agents and Employees Are Named as an Additional Insured as Respects to Contracts issued under Request for Proposals GC_ERP2021".