

*Rock River Water Reclamation District*



## **Request for Proposals**

**Enterprise Resource Planning System  
(Financial/Human/Utility Billing-CIS Management &  
Permitting/Inspections[Optional])**

RFP: #21-210

*February 26, 2021*

*3501 Kishwaukee Street  
Rockford, IL 61109*

NOTICE  
ROCK RIVER WATER RECLAMATION DISTRICT  
REQUEST FOR PROPOSALS  
#21-210 ENTERPRISE RESOURCE PLANNING SYSTEM

The Rock River Water Reclamation District is requesting proposals from qualified vendors to provide an Enterprise Resource Planning System. The District would like to procure and implement an integrated enterprise resource planning, utility billing and customer information, and permitting and inspections systems that utilizes best practices, the latest technology, automated workflow, and improved and simplified reporting. New software will be evaluated to satisfy the District's Enterprise Resource Planning Management applications needs.

Proposals shall be submitted to the Rock River Water Reclamation District, 3501 Kishwaukee St., Rockford, IL 61109 until 4:00 P.M., April 9, 2021. Copies of the RFP for review purposes only are available through the Rock River Water Reclamation District web site [www.rwrwd.dst.il.us](http://www.rwrwd.dst.il.us). Proposal documents for submittal are available by contacting Purchasing at [MRoach@rwrwd.illinois.gov](mailto:MRoach@rwrwd.illinois.gov) or (815) 387-7425. For more information, visit the Rock River Water Reclamation District web site at [www.rwrwd.dst.il.us](http://www.rwrwd.dst.il.us).

The District will confirm any award decision in writing, to the successful proposer.



Julia Scott-Valdez  
Director of Management Services  
Rock River Water Reclamation District

# Request for Proposals

## Enterprise Resource Planning System: RFP: #21-210

### (Financial/Human/Utility Billing-Customer Information & Permitting [optional] Management)

The Rock River Water Reclamation District (“District”) is evaluating new software to satisfy its Enterprise Resource Planning Management applications needs.

Response instructions are contained in **Sections 3, 4, 5, 6 and 8** of the Request for Proposals (RFP) document.

**Section 5** of the RFP contains feature/function and other information worksheets. Please complete these worksheets using the electronic forms (Excel format) as directed in the RFP instructions.

The proposal should include all costs associated with training, implementation, hardware specifications, interface estimates, file-conversion assistance, custom modification estimates, annual maintenance, and support.

- Intent to propose notification is to be directed to Melinda Roach, Procurement Coordinator (Agency Point of Contact, “POC”) by email to [mroach@rrwr.d.illinois.gov](mailto:mroach@rrwr.d.illinois.gov) no later than **March 10, 2021**.
- Questions related to this RFP are to be directed in writing, to the POC via email no later than March 24, 2021. Only written questions submitted by email by the above stated date will be accepted.
- Please submit your proposal by 4:00 PM local time (CST) April 9, 2021 as follows:
  - One (1) copy electronically on a flash drive
  - Eight (8) printed hard copies
  - Send electronic and printed hard copies to:

Melinda Roach, Procurement Coordinator  
Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

- Proposals will not be accepted by fax or email.
- If the Illinois Department of Human Rights registration number has not been obtained, this number must be provided within 5 business days after the due date of the proposal.

Thank you for your participation. We look forward to reviewing your proposal.

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# 1. Project Objectives and Process

## 1. Purpose

This information was developed to facilitate the preparation of a proposal in response to this RFP and the subsequent evaluation of that response.

The District currently utilizes the following core systems:

- Blackbaud Financial Edge for financial management
- Clover Payment Systems for credit card processing
- STREAMS for utility billing and permitting (in-house developed application)
  - It is the primary customer, permitting, and compliance reporting system. It resides primarily on an IBM zEnterprise z13s server, running the z/VSE and z/VM Operating Systems. It is programmed by District staff using Software AG's Natural Fourth Generation programming language, with the data residing on Software AG's Adabas (high performance database).
  - Billing for all customers is calculated using flow and wastewater characteristics (WWC's) as well as other costs. WWC's include BOD, TSS (total suspended solids) Phosphates and Ammonia. Soon we will be adding phosphorus to this calculation. For about 100 customers, these WWC's are calculated based on sampling data results performed each quarter.
  - Processes and loads consumption data in various formats and data types from various local municipalities. This data is used as the basis of all customer account billing.
  - Process check payments from customers via our Remittance Processing System.
- Human Capital Management as follows:
  - Payroll – Blackbaud
  - Human Resources – None
  - Time & Attendance - Attendance Enterprise, Outlook Calendar for vacation and sick tracking, etc.
- In addition to these core systems, the District relies on other software, tools, and services for tracking, reporting, and processing payments:
  - MS Excel
  - Authorize.net for credit card payments
  - Billtrust for bill printing and e-bills payments
- The District is interested in software to automate its permitting and inspections activities. Vendors who have this functionality are encouraged to include it in their proposal. Vendors who do not have this capability will not be penalized. The District recognizes that this functionality may need to be evaluated as a separate procurement.
- The District recognizes that vendors may not offer all of the software suites defined in section 4 herein. Vendors are encouraged to propose a solution with software partners in order to meet the District's desire for an integrated solution under a single contract with one parent vendor (See **Section 3, Subsection 23**)

The District would like to procure and implement an integrated enterprise resource planning, utility billing and customer information, and permitting and inspections systems that utilizes best practices, the latest technology, automated workflow, and improved and simplified reporting.

The final decision will be based on various evaluation criteria (see **Section 2 – Evaluation Criteria**). Those criteria may include how well the proposed solution will meet the District's overall functional requirements, cost, and technology. The requirements noted in this RFP are designed to meet these objectives.

## 2. Objective

The objectives for this project are to:

- Improve customer relations and service
- Reduce manual processes and increase productivity
- Improve internal processes by automating routine tasks
- Reduce paper-based workflows
- Improve integration with other systems
- Select and implement a supportable solution
- Improve customers' ability to interact and do business with and in the Agency
- Take advantage of newer technology

The District is looking for the best overall solution to meet its current and future needs. It is understood that there are no perfect solutions, and that the applicable vendor may vary in its capability to meet the District's overall system needs.

## 3. District Background

The Rock River Water Reclamation District was incorporated as the Rockford Sanitary District on November 10, 1926 under the Sanitary District Act of 1917. The primary treatment plant was completed in 1931; a secondary treatment plant and additional treatment facilities were added in 1958. Other additions and changes to the process have occurred over the years.

The District protects public health and the environment through innovative and cost-effective management of wastewater and solid waste. Our 1,100-mile-long network of buried sewers carries wastewater from residences, industrial sites, and other businesses to the treatment plant in southeast Rockford, where we convert waste into resources such as recycled water, energy, fertilizer, and recycled materials.

The District covers nearly 100 square miles of Winnebago County. It serves around 240,000 people in the communities of Rockford, Loves Park, Machesney Park, Roscoe, Cherry Valley, New Milford, Winnebago, and a small portion of Rockton. Except for several private collection systems, the District owns and maintains all sanitary sewerage collection facilities within its boundaries. The District's approximately 1,100-mile-long network of buried sewers conveys wastewater from industrial sites, other businesses, and residences to the treatment plant in southeast Rockford.

The following page contains the District's organizational chart.



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## 4. System Functionality Requirements

The District is looking for an integrated system, which is to include the following primary functionality (suites/modules).

### Financial

- General Ledger/Bank Reconciliation
- Budgeting
- Projects/Grants Accounting
- Requisition/Purchasing
- Bids
- Contracts
- Accounts Payable
- Accounts Receivable/Miscellaneous Billing
- Fixed Assets
- Reporting (Financial, GASB 34, CAFR)

### Human Capital Management

- Applicant Tracking
- Human Resources
- Time & Attendance
- Payroll

### Utility Billing/Customer Information

- Customer Information/Service and Billing
  - Including online functionality
- Cashiering
  - Include online and counter credit card processing

### Other

- Customer Request Management (CRM)
- Reporting – Ad Hoc
- Parcel Address/Management/GIS Integration
- Permitting/Inspections (Optional)

The District seeks to install the system utilizing the vendor to provide all services, including software, installation, process discovery, training, project management, interfaces, conversion assistance, maintenance, and support. Applicable hardware specifications with sizing documentation should also be provided.

## 5. Process and Schedule

The process is for the District to review the proposals, evaluate the solutions, and finalize a project scope of work. Using subsequent interviews, demonstrations, reference checks, and/or site visits, the District will then make a final decision.

The following is the current estimated timeline:

| Selection Process Step  | Estimated Date(s) |
|---|-------------------|
| Release and Issuance of the <i>Request for Proposal</i> (RFP) | Feb 26            |
| Notification by Vendors of Intent to Respond                  | March 10          |
| Final Date for Vendors to Submit Questions                    | March 24          |
| Date for Publishing Answers to Vendors' Questions             | March 29          |
| Proposals Due   | April 9, 2021     |
| Decision on Vendor Finalists (short-list)                     | April 2021        |
| Demonstrations by Vendor Finalists                            | May/June 2021     |
| User Site Visits/Reference Checks                             | May/June 2021     |
| Final Vendor Selection  | June 2021         |
| Contract Negotiations Process                                 | July 2021         |

## 2. Evaluation Criteria

The District reserves the right to select the vendor who best meets the overall needs of the District, based primarily on the following criteria (not listed in any order of importance):

- The overall capability to provide the required software features and capabilities
- The flexibility of the application software, including the availability of tools to allow the novice user to “drill down and across” and perform ad hoc analysis and reporting
- Staff qualifications
- The amount of vendor support that will be available for installation, conversion, training, ongoing modifications, and software support
- The total costs of the system over a ten-year period, including direct and indirect costs
- The vendor's performance record to date in meeting the requirements of their existing customers, including the availability of users similar to the District to allow reference investigation
- The expandability of the proposed solution, including the ease of upgrading the proposed system by adding components to accommodate future needs
- Adherence to the requested information specifications and thoroughness of the proposal, as well as the overall format of the presentation
- The financial stability, longevity and strength of the vendor
- Corporate direction (potential organizational/industry restructurings, mergers, acquisitions, etc.)
- Future technology direction (major changes in architecture, database, platforms, languages, etc.)
- The internal controls provided within the system which prevent unauthorized access to data and provide adequate audit trails
- The capability to perform required conversions of existing data files
- The seamless integration of the various system modules and ability to meet the interface/integration requirements noted in this RFP
- Ease and intuitive use of software interface (for both internal staff and web customers)
- Availability and ease of use of mobile and online applications
- Ability to meet contract requirements

# 3. Specific Response Requirements

Include the following items in the order listed below (and indexed in the same manner) in your response to this Request for Proposals (RFP). Please respond to each issue in detail regarding how the proposed solution will satisfy each concern.

## 1. Programming Languages

Please provide information on all programming languages used for each proposed required application.

## 2. Operating Systems

Please provide a description of the proposed server and desktop operating systems used by your products and which server software option is being proposed (include server software name, year, and version).

## 3. Database

The District expects the information system to be based on a very stable and flexible relational database standard. The District's preference is MS SQL. Please briefly describe the relational database platforms available in the use of your products and which database option(s) are being proposed (include database management system name, year, and version).

## 4. User Interface Configurations

The District desires to move forward with advancing technologies and therefore prefers a solution that is browser-user interface (BUI), .Net, HTML5, etc. Screen-scraping technology configurations will not be considered. Please describe your client architecture.

## 5. Reporting Capabilities

Please provide information on overall system/solution reporting capabilities (e.g., canned reports, financial reporting, ad hoc reporting, executive dashboard, etc.) Please define the reporting architecture that is used (SSRS or other[s]).

## 6. Electronic Document Management Capabilities

Please describe how information is stored and accessed from within your proposed system at multiple levels (example: invoices, purchase orders, personnel forms, etc.) Also provide information regarding integration to third-party EDMS solutions. If your solution offers standard integration with any EDMS solutions, please list them, and describe the integration capabilities.

## 7. Workflow Capabilities

Please provide information on your system's workflow capabilities. Describe the integration level with all systems. If you have no workflow capabilities, please indicate.

## 8. Application Security

Please describe application and user security features/capabilities. Indicate any special security features (e.g., user/role security, function security, file security, field-level security, etc.) provided by the software. Please also confirm your support of Active Directory and if you provide single sign-on capabilities.

## 9. Application Software

Please complete the Software Features, Functions, and Capabilities Listing contained in the electronic file provided with the **RFP Section 5 (Appendices A1-A5)**.

The proposed software should demonstrate an online, integrated method of processing the noted application modules and allow for immediate update of all information. Access to information in either summary or detail should be obtained easily and intuitively. The proposed software's data entry screens should be designed to facilitate rapid data entry.

For each application software module proposed, indicate whether your organization developed the module, or if the module is available because of a third-party relationship that has been established with another vendor.

In addition to the required and optional software information requested in *Section 5*, provide general information on other application modules not requested in this RFP which may be of interest or benefit to the District.

## 10. Software Upgrades

Please describe your software versioning and update policies/practices. Include, at a minimum, how often you issue updates (new versions) and whether new versions are provided as part of your annual maintenance and support fees. Please explain process of installing update patches and service packs. Please provide costs related to the following upgrade items.

| Upgrade Types    | Typical Frequency (in months) | Typical Vendor Assistance Cost |           | Typical Vendor End-User Training |           |
|------------------|-------------------------------|--------------------------------|-----------|----------------------------------|-----------|
|                  |                               | Low Cost                       | High Cost | Low Cost                         | High Cost |
| Version Upgrades |                               |                                |           |                                  |           |
| Major Upgrades   |                               |                                |           |                                  |           |
| Minor Upgrades   |                               |                                |           |                                  |           |

## 11. Staff Qualifications

Please identify and provide vitae for individuals responsible for planning and conducting the study.

## 12. User-Access Requirements by Module

The following table lists the District’s estimated number of Full and Inquiry user-access requirements by module. **NOTE:** *These are not separate user IDs. Most of these are duplicate users because users may work in multiple modules. This information is intended to give the vendor an understanding of the number of users involved in implementation and/or training at each module level. For overall total user counts, please see “User Information” under section “Volumes and Conversions.”*

| Module                                      | Full Access | Inquiry Access | Total |
|---|-------------|----------------|-------|
| <b>Finance</b>                              |             |                |       |
| General Ledger                              | 4           | 4              | 8     |
| Budgeting                                   | 3           | 8              | 11    |
| Projects & Grants Accounting                | 6           | 9              | 15    |
| Requisition & Purchasing                    | 7           | 18             | 25    |
| Bids  | 5           | 20             | 25    |
| Contracts                                   | 5           | 20             | 25    |
| Accounts Receivable/Misc. Billing           | 5           | 4              | 9     |
| Accounts Payable                            | 8           | 17             | 25    |
| Fixed Assets                                | 4           | 7              | 11    |
| Reporting – Financial, GASB 34, CAFR        | 6           | 15             | 21    |
| <b>Human Resources</b>                      |             |                |       |
| Applicant Tracking                          | 3           | 11             | 14    |
| Human Resources                             | 2           | 4              | 6     |
| Time & Attendance                           | 19          | 0              | 19    |
| Payroll                                     | 3           | 14             | 17    |
| <b>Utility Billing/Customer Information</b> |             |                |       |
| CIS/UB                                      | 2           | 6              | 8     |
| Cashiering                                  | 6           | 2              | 8     |
| <b>Other</b>                                |             |                |       |
| Permitting (Optional)                       | 2           | 9              | 11    |
| Inspections (Optional)                      | 2           | 6              | 8     |
| Customer Request Management (CRM)           | 4           | 7              | 11    |
| Ad Hoc Reporting                            | 5           | 9              | 14    |

## 13. Hosted/SaaS Model

If your solution can only be deployed as an on-premise environment, complete “Appendix G1 – On-Premise Project Costs.”

If your solution can only be deployed in a vendor-hosted/SaaS environment, complete “Appendix G2 – Cloud Hosted Project Costs.”

**Note:** Both appendices G1 and G2 must be completed if the solution can be deployed in both a cloud-hosted and an on-premise environment.

## 14. Hardware Requirements

Please provide all hardware specifications, including servers, workstations, and other equipment. Include estimated costs (if applicable) in **Section 5 (Appendices G-1 and G-2)**.

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## 15. Integration/Interface Capabilities

The District is expecting to expand its integration and interfaces with key systems. Please describe any current capabilities, partnerships, or future considerations for the following types of applications/systems.

Below is a snippet of **Appendix H**, which identifies the specific integrations the District currently utilizes and/or need in the future. Please complete **Appendix H** (MS Excel), which is a fillable form to identify estimated interface/integration costs.

| Appendix H<br>INTERFACE COSTS   |  |                        |                              |                  |
|---|--|------------------------|------------------------------|------------------|
| Interfaces/Integrations   | Integration Destination  | Interface Direction(s) | Frequency / Real-Time Active | Integration Type |
| <i>See the Integration Table in the RFP Document for further detail</i> |  |                        |                              |                  |
| <i>Please provide both low and high estimated cost</i>                  |  |                        |                              |                  |
| <b>General Ledger</b>   |  |                        |                              |                  |
| Download Bank Statement File  | External   | One-Way                | As-needed                    | Import           |
| Upload G/L Journal Entries  | External   | One-Way                | As-needed                    | Export           |
| Import Recurring G/L Entry  | External   | One-Way                | As-needed                    | Import           |
| <b>Budgeting</b>  |  |                        |                              |                  |
| Excel Budget Import   | Budget Module  | One-Way                | As-needed                    | Import           |
| Excel Budget Export   | Excel  | One-Way                | As-needed                    | Export           |
| <b>Cashiering &amp; Online Payments</b>                                 |  |                        |                              |                  |
| Online Credit Card Payments   | Cashiering   | Two-Way                | Real-Time (Live)             | Integration      |
| Barcode scanners to auto populate fields for payment processing         | Cashiering   | One-Way                | Real-Time (Live)             | Integration      |
| <b>Accounts Payable</b>   |  |                        |                              |                  |
| 1099 Forms To IRS   | External - IRS   | One-Way                | Real-Time (Live)             | Integration      |
| 1096 Forms To IRS   | External - IRS   | One-Way                | Real-Time (Live)             | Integration      |
| Credit Card Download  | External   | One-Way                | As-needed                    | Import           |
| Purchase Cards (transaction details associated with GL accounts)        | External   | One-Way                | As-needed                    | Import           |
| Positive Pay  | External   | One-Way                | Scheduled                    | Export           |
| Voided Check File   | External   | One-Way                | As-needed                    | Export           |
| Electronic Payments (ACH/Direct Deposit/Wires)                          | External   | One-Way                | As-needed                    | Export           |
| <b>Human Resources</b>  |  |                        |                              |                  |
| EEO-4 Survey File Upload  | External   | One-Way                | As-needed                    | Export           |
| Affordable Care Act (ACA) information File Upload                       | External   | One-Way                | As-needed                    | Export           |
| Benefits/Health Insurance Import  | External   | One-Way                | Scheduled                    | Import           |
| Work's Comp Import  | External   | One-Way                | As-needed                    | Export           |
| <b>Payroll</b>  |  |                        |                              |                  |
| Bank Prenotes File  | External   | One-Way                | Scheduled                    | Export           |
| Direct Deposit File   | External   | One-Way                | Scheduled                    | Export           |
| Electronic Federal and State Files                                      | External   | One-Way                | As-needed                    | Export           |
| Time and Attendance (Attendance Enterprise)                             | External - Attendance Enterprise   | One-Way                | Scheduled                    | Import           |
| <b>Utility Billing</b>  |  |                        |                              |                  |
| Assessor's Parcel Information Import                                    | CIS/UB   | One-Way                | As-needed                    | Import           |
| Utility Bill Printing (BillTrust)                                       | External - BillTrust   | One-Way                | As-needed                    | Export           |
| Field Collection System (MV-RS)   | External - MV-RS   | One-Way                | As-needed                    | Import           |
| Horizon Laboratory Information Management System (LIMS)                 | External   | One-Way                | As-needed                    | Export           |
| <b>Others</b>   |  |                        |                              |                  |
| Permitting  | ECMS, GIS  | Two-Way                | Real-Time (Live)             | Integration      |
| Inspections (including mobile)  | ECMS, GIS  | Two-Way                | Real-Time (Live)             | Integration      |
| Email Integration   | General System   | One-Way                | Real-Time (Live)             | Integration      |
| Single Sign-On - Active Directory                                       | General System   | Two-Way                | Real-Time (Live)             | Integration      |
| Ad Hoc Third-Party Report Writers                                       | Reporting  | Two-Way                | Real-Time (Live)             | Integration      |
| Electronic Content Management System, (TBD)                             | Financial, Customer Request Management, Utility Billing/CIS, Permitting, Inspections | Two-Way                | Real-Time (Live)             | Integration      |
| GIS & GIS Mapping (ESRI ArcGIS)   | Customer Request Management, Utility Billing/CIS, Permits, Inspections               | Two-Way                | Real-Time (Live)             | Integration      |

## 16. Cost Considerations

Initial one-time costs for hardware (if applicable), implementation, training, software licensing, travel, and related costs, etc., must be included with the price proposal. See electronic price proposal form **Section 5 (Appendices G1 and G2)**.

Recurring annual costs should be described in the proposal, clearly stating what is included (e.g., application upgrades, state and/or federal reporting requirements, hours of support, etc.), in **Section 5 (Appendices G1, G2 and H)**.

The objective of all vendors responding to this RFP is to provide all necessary pricing **without any hidden or unexpected costs**.

## 17. Mobile Field Computing

Please describe your solution's mobile field computing options, including full application access through wireless VPN connectivity (i.e., no vendor software required), mobile field application for use with laptops or mobile field applications with use of tablets (e.g., iPads, Surface, etc.)

## 18. Maintenance and Support

Please describe all support services available from your company in **Section 5 (Appendix B)**. Specifically address the following issues:

- Normal hours of availability
- Website support information
- Online chat
- Remote system access capabilities
- Access via toll-free 800 number
- Costs
- Quality assurance program(s)
- Other support services
- Service-Level Agreements (SLA) – Response time (by priority or severity levels), escalation processes, and other metrics

## 19. Implementation Methodology

Please describe your implementation methodology with milestones and timeframe. **Include a preliminary implementation schedule** for all applications, including the required time for system and application training, program/user acceptance testing, interfaces/integrations, and data conversion. Please include how you expect to sequence the installation of the various applications or application groupings.

## 20. Conversion Costs

The District anticipates electronic data conversions, depending on cost. Please include an estimated range of costs for data conversions for each application, if available, and a description of data that would be typically converted. Costs for proposed data conversion are to be included in the RFP **Section 5, Appendix I (MS Excel)**. A snippet is provided below:

**Appendix I  
CONVERSION COSTS**

| #   | Conversions   | Number of Records (Estimated)   |
|---|---|---|
|   | <i>See the Conversion Information Table in the RFP Document for further detail</i>  |   |
|   | <i>Please provide both low and high estimated costs</i>                             |   |
| <b>Financial Management</b>                       |   |   |
| 1   | General Ledger Accounts Balances  | 834,750 *Journal entry transactions   |
| 2   | Fixed Assets - GIS  | 2,543 fixed assets; 60,000 transactions (depreciation, acquisition, disposal) |
| 3   | Budgeting (Approved Budgets) (5 years)  | 21700   |
| 4   | Budgeting (Adopted Budgets) (5 years)   | 21700   |
| 5   | Customer Master Records (A/R)   | 1700  |
| 6   | Vendor Master Records (A/P)   | 2000  |
| 7   | AP Check History (indicate in comments the extent of data that can be converted)    | 9,000   |
| 8   | AP Invoices (Vendor, indicate in comments the extent of data that can be converted) | 26,000  |
| 9   | Attachments   | 2,000 *Purchase Order support   |
| <b>People Management</b>                          |   |   |
| 10  | Employee Master Records (active)  | N/A   |
| 11  | Employee Deductions (active/no end date)  | 910   |
| 12  | Emp Payment History   | 9900  |
| 13  | Emp Earnings & Deduction History  | 31000   |
| 14  | PR- Emp Leave Accrual Master Rec  | 15000   |
| 15  | Time and Attendance - Summary Time Entry (Timecard History - 3 Yrs)                 | 43000   |
| 16  | Attachments   | 0   |
| <b>Customer Information &amp; Utility Billing</b> |   |   |
| 17  | Customer/Account Master Records   | 100,000 +   |
| 18  | Transactions  | 14 million +  |
| 19  | Billing History   | 8 Million +   |
| 20  | Consumption History   | 15 Million +  |
| 21  | Account Notes   | 3 Million +   |
| 22  | Miscellaneous Files   | 10 Million +  |
| 23  | Process check payments via a Remittance Processing System                           | ~ 1611 a week   |
| 25  | Attachments   |   |
| <b>Other - Permits/Inspections (Optional)</b>     |   |   |
| 26  | Address/Parcel Records  |   |
| 27  | Active Permit Applications  |   |
| 28  | Historical Permit Records   |   |
| 29  | Active Encroachment Permits   |   |
| 30  | Historical Encroachment Permits   |   |
| 31  | Historical Inspections  |   |
| 32  | Attachments   |   |

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## 21. Training and Education

Please describe your consulting and training options, including classroom (on site and off site), online (group and self-paced), training videos, and manuals. Include training for all required staff and users. Include ongoing training and user support group training options. Please refer to **Appendices G1 and G2** to provide the pricing for this service.

## 22. Project Management

The District will provide a designated project manager and expects the vendor to do the same. Please include recommended vendor project management costs (**Section 5, Appendices G1 and G2**) in the proposal and **describe, in detail, services to be provided**. The District reserves the right to accept or reject changes in vendor project management personnel.

## 23. Subcontractor and Third-Party Relationships

Please describe any subcontractor relationships and/or third-party providers that will be used for this implementation.

*Note: If a vendor chooses to partner with a third-party vendor to address some requirements, this must be clearly stated in the response. Be specific when describing applications and the third-party vendor-solution provider. Third-party vendors will be required to demonstrate their portion of the application solution along with all other required information being provided by the prime vendor.*

## 24. Customer Implementation Responsibilities

Please describe and/or provide a list of the typical customers' implementation responsibilities.

## 25. Sample User and Technical Manuals & Other Documentation

Please provide sample pages for the following:

- Sample Application User Manual
- Sample Application User Online Documentation
- Sample Technical User Manual
- Sample Technical User Online Documentation
- Sample Training Syllabus
- Sample Section of a Detailed Implementation Project Schedule

## 26. Vendor/Reseller Information

Please provide all information related to your company as requested in RFP **Section 5 (Appendices B, C, & D)**. In addition, specifically address the following issues:

- Describe your research-and-development approach and process.
- If you are a software reseller/partner, please provide the same company, customer demographics, and reference information for your specific company in addition to the software vendor's information (see *Section 5, Appendices B, C, D, and E*).
- If your proposed solution belongs to a parent/consolidation company, only provide customer base figures and references for the proposed solution (see *Section 5, Appendices D and E*).

## 27. Technology Direction

Please describe short-, medium-, and long-term direction regarding major changes in architecture, database, platforms, languages, etc.

## 28. Vendor Financial Information

Shortlisted vendors may be required to provide copies of your organization's last three (3) years of audited financial statements, including any pending litigation, in a confidential manner to the District. Please **do not** send financial statements with your proposal.

## 29. User Groups

Provide information regarding organized user groups, including frequency and location of user group meetings. Also, indicate who conducts the meetings and who is responsible for establishing meeting agendas. Please also describe a local (state or regional) user groups or meetings.

## 30. References and User Base

Please provide references for a minimum of ten (10) completed projects of similar scope and nature to the District, **preferably within the same region** and that have gone live within the last three (3) years.

A reference worksheet is provided in **Section 5 (Appendix E)**.

Please provide total number of customers (software provider and reseller, if applicable) for the applications according to the demographic request worksheet provided in **Section 5 (Appendix D)**.

If your proposed solution belongs to a parent/consolidation company, only provide customer base figures and references for the proposed solution (see **Section 5, Appendices D and E**).

Additionally, please provide an organization-name list of all active customers within the State of Illinois. Contact information is not necessary.

Lastly, please provide the **number** of new customers (original go-lives) implementing the proposed applications in each of the last three (3) years.

## 4. Volumes

The tables below summarize the estimated volumes of transactions and records associated with the application processing requirements.

### 1. General Information

| Description                                     | Value or Quantity |
|---|-------------------|
| Utility Accounts                                | ~81,000           |
| District Annual Operating Budget FY21           | ~\$25M            |
| District Annual Capital Improvement Budget FY21 | ~\$34M            |
| Number of Employees                             | ~117              |

### 2. User License Information

| Description <sup>1</sup>             | Quantity |
|--------------------------------------|----------|
| Concurrent Users                     | 25-30    |
| Unique Full-User ID Licenses         | 31       |
| Unique Inquiry-Only User ID Licenses | 7        |

<sup>1</sup>See the table under the "User Access Requirements by Module" of Section 3 *Specific Response Requirements* for user access requirements by individual module.

### 3. Volumes Information

| Volume Description                       | Quantity                         | Estimated Annual Transactions |
|--|----------------------------------|-------------------------------|
| <b>FINANCIAL MANAGEMENT</b>              |                                  |                               |
| <b>General Ledger</b>                    |                                  |                               |
| G/L - Number of funds                    | 3                                |                               |
| G/L – Account numbers                    | 1,200 – Active<br>600 - Inactive |                               |
| Bank Accounts                            | 10                               |                               |
| <b>Projects/Grants Accounting</b>        |                                  |                               |
| Projects/Programs (Active)               | 95                               |                               |
| Grants (Active)                          | 1                                |                               |
| <b>Purchasing</b>                        |                                  |                               |
| Purchase Orders                          |                                  | ~700                          |
| Average Number of Line Items Per PO/Req. | 4                                |                               |
| <b>Accounts Payable</b>                  |                                  |                               |
| Vendors (Active)                         | 546                              |                               |

| Volume Description   | Quantity                         | Estimated Annual Transactions |
|--|----------------------------------|-------------------------------|
| Invoices   |                                  | 8,461                         |
| A/P Checks   |                                  | 3,363                         |
| Check Run Cycles   | Weekly & As needed               |                               |
| Employee-Use Credit Cards  | 25                               |                               |
| <b>Accounts Receivable</b>   |                                  |                               |
| Customer Records (Active)  | 1,200                            |                               |
| Invoices (excludes Utility Billing)                                  |                                  | ~660                          |
| Average Number of Line Items Per Invoice                             | 2-4                              |                               |
| <b>Fixed Assets</b>  |                                  |                               |
| Fixed Assets   | 2,528                            |                               |
| Asset Additions  |                                  | 55                            |
| <b>HUMAN CAPITAL MANAGEMENT</b>                                      |                                  |                               |
| New Hires  |                                  | 15                            |
| Job Applications   |                                  | 150                           |
| Full-Time Employees  | 117                              |                               |
| Pay Periods  | 27 (last is off cycle check run) |                               |
| Permanent Part-Time Employees  | 0                                |                               |
| Direct Deposit Accounts  | 98.9%                            |                               |
| Performance Evaluations  |                                  | 50                            |
| Personnel Actions (e.g., Disciplinary, FMLA Requests, wage increase) |                                  | 50                            |
| <b>UTILITY BILLING</b>   |                                  |                               |
| No. of Customer Utility Accounts                                     | 61,000                           |                               |
| No. of Utility Billing Cycles  | 13 (over 12                      |                               |
| Utility Billing Frequency  | Quarterly                        |                               |
| Cashiering Locations (counters)                                      | 1                                |                               |
| Cashiering Terminals   | 2                                |                               |
| Total Cash Receipt Transactions (est.)                               |                                  | 60,000                        |
| <b>Permitting</b>  |                                  |                               |
| Permit Applications  |                                  | 1,444                         |
| Inspectors   | 4 (1 in IWS/3 in Engineering)    |                               |
| Inspections  |                                  | 1,975                         |



# 5. Proposal Forms & Supporting Information

This section of the RFP explains the required proposal forms and other supporting information designed to assist the vendors in their response.

## 1. Vendor Electronic Response Files

The multi-tab Excel spreadsheet files contain all appendices listed below. *Appendices* must be filled in and submitted using these electronic forms (multi-tab Excel files) and must also be printed and included in your proposal.

### RRWRD ERP - RFP Feature/Function Requirements Appendix A file (Excel)

*RFP Appendix A1 – Financial Management Feature/Function Workbook Tabs*

*RFP Appendix A2 – Human Resources Management Feature/Function Workbook Tabs*

*RFP Appendix A3 – Utility Billing/Customer Information Management Feature/Function Workbook Tabs*

*RFP Appendix A4 (Optional) – Permitting & Inspections Management Feature/Function Workbook Tabs*

*RFP Appendix A5 – Other Feature/Function Workbook Tabs*

### RRWRD ERP - RFP Appendices B-J file (Excel)

*RFP Appendix B Vendor Profile*

*RFP Appendix C Vendor Financial Information*

*RFP Appendix D Vendor Customer Base*

*RFP Appendix E Vendor References*

*RFP Appendix F Vendor General System*

*RFP Appendix G1 On-Premise Project Costs*

*RFP Appendix G2 Cloud-Hosted Project Costs*

*RFP Appendix H Interface Costs*

*RFP Appendix I Conversion Costs*

*RFP Appendix J Modification Costs*

# 6. Proposal Instructions

This section outlines the information that is requested to be included in your proposal. Please include a table of contents at the beginning of your proposal clearly outlining the contents of each section.

## 1. General Proposal Instructions

Software features, functions, and capability information should also be submitted electronically using the forms and instructions contained in the RFP.

Response instructions are contained in **Sections 3, 4, 5, 6 and 8** of the *Request for Proposals* (RFP) document.

**Section 5** of the RFP contains feature/function and other information worksheets. Please complete these worksheets using the electronic forms (Excel format) and as directed in the RFP instructions. Effort has been made to keep the RFP and feature/function listing as brief as possible.

The proposal should include all costs associated with training, implementation, hardware specifications, interface estimates, file-conversion assistance, custom modification estimates, annual maintenance, and support.

- Intent to propose notification is to be directed to Melinda Roach, Procurement Coordinator (Agency Point of Contact, "POC") by email to [mroach@rrwrw.illinois](mailto:mroach@rrwrw.illinois) no later than **March 10, 2021**.
- Questions related to this RFP are to be directed in writing, to the POC via email no later than **March 24, 2021**. Only written questions submitted by email by the above stated date will be accepted.
- Please submit your proposal by 4:00 PM local time (CST) **April 9, 2021** as follows:
  - One (1) copy electronically on a flash drive
  - Eight (8) printed hard copies
  - Send electronic and printed hard copies to:

Melinda Roach, Procurement Officer  
Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

The respondent shall return their proposal, clearly marked as "RFP #21-210 Enterprise Resource Planning System". The District cannot ensure that the sealed proposal will not be prematurely opened if the respondent does not properly label his proposal envelope.

Requests for extension of the submission date will not be granted. Vendors submitting proposals should allow for normal mail or delivery time to ensure timely receipt of their proposal.

Responses to the *Specific Proposal Requirements* identified in **Section 3 MUST** be completed and indexed appropriately. In addition, all forms and checklists identified in **Section 5 and Section 8** must also be included in your hard-copy response. Failure to include any of the requested information within your proposal may result in rejection/disqualification.

## 2. Proposal Format

Proposals should be made in accordance with the RFP format provided herein, with all blank spaces in the appendices properly filled in. Numbers shall be stated in whole dollars.

Please provide the following sections, as a minimum:

- **Executive Summary**
- **Understanding of Project Objectives**
- **Specific Proposal Requirements (see Section 3)**
- **Detailed Proposal and Contractual Requirements (including exceptions taken to any RFP requirement)**
- **Documents required in Section 8**
- **Remaining Appendices not included in another section**

Proposals shall be addressed as indicated. A duly authorized official representing the vendor must sign all proposals.

Modification of proposals will be acceptable only if delivered in writing to the place of the proposal prior to the proposal due date and time. Should the vendor find discrepancies in the RFP, detect omissions from the RFP, or be in doubt as to the meaning of any point, it shall at once notify Melinda Roach, Procurement Coordinator by email to [MRoach@RRWRD.illinois.gov](mailto:MRoach@RRWRD.illinois.gov). The District will then send written instructions/clarifications to all vendors. If the proposal and specifications are found to disagree after the contract is awarded, the District shall be the judge as to which was intended.

**Vendors are prohibited from contacting any District officials or employees regarding this Request for Proposals.** All questions must be directed, in writing, to Melinda Roach, Procurement Coordinator by email to [MRoach@RRWRD.illinois.gov](mailto:MRoach@RRWRD.illinois.gov). Failure to comply with this provision may result in rejection/disqualification of your proposal.

No negotiations, decisions, or actions shall be executed by the vendor as a result of any discussions with any of the District officials, employees, and/or consultant. Only those transactions provided in written form from the District may be considered binding. In addition, the District will only honor transactions from vendors which are written and signed.

The District reserves the right to terminate the selection process at any time and to reject any or all proposals. The contract will be awarded to the vendor whose overall qualifications best meet the requirements of the District.

The District shall not be liable for any pre-contract costs incurred by interested vendors participating in the selection process.

The contents of each vendor's proposal to the District, including technical specifications for hardware and software, purchase and lease prices, and hardware and software maintenance fees, shall remain valid for a minimum of 120 calendar days from the proposal due date.

All proposals should include copies of all sample contracts for hardware (if applicable), systems software, application software, hardware maintenance (if applicable), and software support. Please note that all contracts will be subject to negotiation between the District and the selected vendor.

This RFP and the selected vendor's proposal, including all representations, warranties, and commitments contained in the proposal and related correspondence shall be contractual obligations included in the written final contract for services, equipment, and software.

# 7. Disclosures & Contractual Requirements

Please note that any exceptions to the following requirements, as well as other sections of this Request for Proposals, should be addressed in a separate section of the vendor's proposal.

## 1. Bulletins and Addenda

Any bulletins or addenda to the specifications contained in this RFP issued during the period between issuance of the RFP and receipt of proposals are to be considered covered in the proposal, and in awarding a contract, they will become a part thereof. The vendors shall acknowledge receipt of bulletins or addenda in their proposal cover letter.

## 2. Rejection of Proposals

Proposals that are not prepared in accordance with these instructions to vendors may be rejected or disqualified. If not rejected, the District may demand correction of any deficiency and accept the corrected proposal upon compliance with these instructions to proposing vendors.

## 3. Acceptance of a Proposal

Proposals submitted are offers only, and the decision to accept or reject will be based on the quality, reliability, capability, reputation, and expertise of the proposing vendors.

The District reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the District, to reject the lowest-price proposal, to accept any item of any proposal, to reject any and all proposals, and to waive irregularities and informalities in any proposal submitted or in the RFP process, provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing vendors should not rely upon or anticipate such waivers in submitting their proposal.

## 4. Insurance

The Contractor shall furnish the District satisfactory proof of the insurance required herein with an insurance company acceptable to the District upon the execution of this Agreement.

**The successful respondent/contractor shall, for the duration of the contract, maintain the following:**

**General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.

**Auto Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage including coverages for owned, hired or non-owned vehicles, as applicable.

**Workers' Compensation and Employers' Liability:** Workers' Compensation limits as required by statute and Employers' Liability limits of \$500,000 per accident and \$500,000 per disease.

**Umbrella:** \$2,000,000 per occurrence/aggregate.

**Professional Liability** (Errors and Omissions) insurance appropriate to the Contractor's profession with limit no less than \$1,000,000 per occurrence or claim/\$1,000,000 aggregate. These limits subject to change depending on size of the project.

The policies shall contain, or be endorsed to afford Contractual Liability coverages for the following provisions in the General Liability and Automobile Liability coverages:

1. The District, its officers, officials, employees, and volunteers shall be covered as additional insureds as respects liability arising out of activities performed by or on insured's general supervision of the successful respondent/contractor, products and completed operations of the successful respondent/contractor, premises owned, occupied, or used by the successful respondent/contractor, or automobiles owned, leased, hired, or borrowed by the successful respondent/contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, volunteers, or agents.
2. The successful respondent's/contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, officials, employees, volunteers, or agents shall be in excess of the successful respondent's/contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, volunteers, or agents.
4. The successful respondent's/contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**Proof of Insurance – Certificate of Insurance and Additional Insured Endorsements.**

No more than 10 calendar days subsequent to the District's issuance of an award letter and no later than 30 days before commencement to work, the successful respondent/contractor shall provide documentation including a Certificate of Insurance and additional insured endorsements for commercial general liability and auto liability to prove that it has obtained all required insurance and bonds. The Certificate of Insurance shall state Rock River Water Reclamation District is additional insured under the commercial general liability and automobile liability on a primary, non-contributory basis. The primary, non-contributory additional insured endorsements for commercial general liability and automobile liability shall be provided. The District shall be the sole judge as to the acceptability of any such proof.

**Correction of Successful Respondent's/Contractor's Insurance Deficiencies.** If the District determines the successful respondent's/contractor's insurance or documentation does not conform to the specifications, the District shall inform said respondent/contractor of the non-conformity. If said respondent/contractor fails to provide conforming insurance or documentation within five calendar days of the District's notice, it shall be in default.

**Suitability of Insurance.** The District shall be the sole judge of whether an insurer's rating is satisfactory. The District's decision shall be final and the District's bidding procedures contain no appeal provision.

**Best Ratings.**

Alphabetical Rating. For purposes of this Request for Proposals, "insurer" shall mean any surety, insurance carrier, or other organization which proposes to provide an insurance policy or

bond for the successful respondent/contractor. No insurer or surety rated lower than "A-," Excellent, in the current Best's Key Rating Guide shall be acceptable to the District.

Financial Size Rating. Provided an insurer's alphabetical rating is satisfactory, the District will examine said insurer's financial size rating.

If Best classifies the insurer XII or larger, said insurer shall be acceptable to the District.

If Best classifies the insurer as smaller than XII, but larger than VI, said insurer shall be submitted to the District's Director of Management Services and/or the District's insurance consultant for review.

Financial Size ratings less than VII are not acceptable and will disqualify the respondent/contractor.

### **Indemnification Clause**

Successful respondent/contractor shall protect, indemnify, hold and save harmless and defend the District, its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, or subcontractors of the successful respondent/contractor or District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the successful respondent/contractor or subcontractor, whether such loss, damage, injury, or liability is contributed to by the negligence of the District or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the successful respondent/contractor shall have no liability for damages or the costs incident thereto caused by the sole negligence of the District.

The indemnification shall not be limited by a limitation on amount or type of damages payable by or for the successful respondent/contractor or its subcontractor under any employee benefits act including, but not limited, to the Workers' Compensation Act.

No inspection by the District, its employees, or agents shall be deemed a waiver by the District of full compliance with the requirements of the Contract. This indemnification shall not be limited by the required minimum insurance coverage in the Contract.

### **Force Majeure**

The obligations of either the District or the successful respondent shall be suspended during the time as such party is prevented from complying therewith in whole or in part because of any cause, except financial, beyond the reasonable control of such party. In the event of either the District or the successful respondent being rendered unable wholly or in part by force majeure to carry out its obligations other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by facsimile to the other party as soon as possible after the occurrence of the cause relied on, then the obligations of the parties insofar as they are affected by such force majeure shall be suspended during the continuance of any inability so caused but for no longer period, and such cause shall as far as possible be remedied with all reasonable dispatch.

## **5. Vendor Demonstrations**

Vendors may be requested, at no cost to the District, to demonstrate the proposed software and hardware systems at a mutually agreeable date and site.



## 6. Qualifications

It is expected that the proposing vendor has the requisite experience, ability, capital, facilities, organization, and staff to enable the proposing vendor to perform the work successfully and promptly, and to commence and complete the work within the proposed price and time frame.

## 7. Acknowledgments

By submitting a proposal, a proposing vendor acknowledges and agrees to each of the following:

**Reliance.** The District is relying on all warranties, representations, and statements made by the vendors in their proposals.

**Reservations of Rights.** The District reserves the right to reject any and all proposals, reserves the right to reject the lowest priced proposal, and reserves such other rights as are set forth in the instructions to proposing vendors.

**Acceptance.** If a vendor's proposal is accepted by the District, the vendor shall be bound by each and every term, condition, and provision contained in the Request for Proposal, the vendor's proposal, and in the final contract to be negotiated between the selected vendor and the District.

**Remedies.** Each of the rights and remedies reserved to the District in this Request for Proposals shall be cumulative and additional to any other or further remedies provided in law or equity.

**Severability.** The provisions of this Request for Proposals shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Request for Proposals shall be held invalid, illegal, or unenforceable by a court with jurisdiction in the State of Illinois, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Request for Proposals shall be in any way affected thereby.

**Amendments.** No modification, addition, deletion, revision, alteration, or other change in this Request for Proposal shall be effective unless and until such change is reduced to writing and executed and delivered by the District to the prospective vendors.

**Exceptions:** It will be assumed that the Proposer accepts all conditions and considerations as outlined within this document unless specifically noted in this Exceptions section, *and* within the Main Body of Response at the section and point where the exception is taken.

**Taxes:** This District is exempt, by law, from paying Federal Excise Tax and Illinois Retailers' Occupational Tax. Therefore, the respondent shall exclude those taxes from his proposal. The District's tax exemption number is E9992-3696. The respondent shall include all applicable taxes in his proposal price.

**Withdrawal of Proposals:** At any time prior to the scheduled proposal deadline, the respondent may withdraw his proposal. In order to do so, he shall submit a written request to the Director of Management Services.

**Laws and Regulations:** The respondent who is awarded the contract shall comply with all laws of the United States of America, the State of Illinois, and all lawful regulations of the Rock River Water Reclamation District and the respective cities and villages in which the professional



service and material supplied is to be performed respecting labor and compensation and all other statutes, ordinances, rules and regulations applicable and having the force of the law.

**Payment:** Payments to the Successful Respondent. If the District receives an acceptable invoice for conforming materials prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

**Default:** In case of default, the District will procure the service described in this Request for Proposals from other sources. The District shall hold the defaulting successful respondent responsible for any excess cost incurred. The defaulting successful respondent shall make such payment no more than 60 calendar days after the District notifies him, in writing, of such an occurrence.

**Investigation:** It shall be the responsibility of the respondent to make any and all investigations necessary to become thoroughly informed of what is required and specified in the proposal. No plea of ignorance by the respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the respondent to make necessary examinations and investigations will be accepted on a basis for varying the requirements of the District or the compensation of the respondent.

**Use of the District Name Prohibited:** In the absence of the District's written permission, the successful respondent shall not use the District's name in any form or medium of public advertising.

**Contract Form:** No more than 10 business days following the contract award, the successful respondent shall submit a completed Contract Form to the District's Director of Management Services. If the successful respondent fails to complete the agreed upon Contract Form within the specified time, they shall be in material default.

**Respondent's Unacceptable Performance.** If the successful respondent fails to provide service in conformity with this Request for Proposals, the District shall notify him in writing. If the successful respondent fails to correct the performance deficiency to the District's satisfaction within five working days after he receives the District's notice, he shall be in default. If the same performance deficiency recurs despite the District's notification and the successful respondent's temporary correction, the successful respondent shall likewise be in default. The District may, at its sole discretion, terminate the Enterprise Resource Planning System contract with the defaulting successful respondent, and remedy the matter under provisions set forth in this Section of this Request for Proposals.

**Illinois Department of Human Rights Registration Number:** All proposers inside and outside of Illinois must provide an Illinois Department of Human Rights Registration Number. If the number has not been obtained, it must be provided within 5 business days after the date proposals are due. This number shall be written or typed on the line in the Fair Employment Affidavit of Compliance (included in the documents you receive). The following link may be used to access the website where the number can be obtained:

[http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor On Line Renewal.aspx](http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor%20On%20Line%20Renewal.aspx)

## 8. Required Forms

The following documents must be submitted with your response. Failure to include the required documents will cause the proposal to be rejected or disqualified.

### Order of Required Documents for submission:

1. Proposal Form
2. Fair Employment Practices Affidavit of Compliance
3. Forms of Affidavit

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**Proposal Form**

REQUEST FOR PROPOSALS  
ENTERPRISE RESOURCE PLANNING SYSTEM  
RFP # 21-210

To: BOARD OF TRUSTEES  
ROCK RIVER WATER  
RECLAMATION DISTRICT  
P. O. Box 7480  
ROCKFORD, IL 61126-7480

From: \_\_\_\_\_  
(Individual, Partnership or Corporation)

\_\_\_\_\_  
(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish an Enterprise Resource Planning System in compliance with the attached Notice, all sections of the RFP, Proposal Form, Fair Employment Practices Affidavit of Compliance Form, and Forms of Affidavit.

The Undersigned also affirms and declares:

A. That he (they) has (have) carefully examined the scope of the required service, and that, from his (their) own investigation, has (have) satisfied himself (themselves) as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the materials or services or their performance.

B. That this proposal is made without any understanding, agreement or connection with any other person, partnership, or corporation making a proposal for the same purposes, and is in all respects fair and without collusion or fraud; and that he (they) is (are) not barred from proposing as a result of a bid-rigging or bid-rotating conviction.

C. All goods and services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

D. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act. If said firm is awarded a contract to provide the District's Enterprise Resource Planning System, it will:

1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
2. document compliance as required,

- FOR REVIEW PURPOSES ONLY
3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
  4. prepare and make available all required information and documentation, and
  5. hold harmless and indemnify the District and the District's representatives as defined in Section 7.4.E from all:
    - a. Suits, claims, or actions;
    - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
    - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

E. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State law;
3. a description of sexual harassment, utilizing examples;
4. my (our) organization's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

I (we) agree that I (we) shall not withdraw this proposal for a period of 60 calendar-days following the scheduled proposal due date. I (we) have carefully examined the nature of the service and materials. The cost of all the materials, equipment, and service necessary to complete this contract is given in this Proposal.

The undersigned acknowledges that he has received Addendum numbers \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and realizes that all Addenda are considered part of the Contract.

Respondent: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Firm

By: \_\_\_\_\_  
Authorized Rep's Signature

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

\_\_\_\_\_  
Rep's Name

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

\_\_\_\_\_  
Rep's Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

NOTE: The Rock River Water Reclamation District, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The respondent shall exclude those taxes from his proposal.

FOR REVIEW PURPOSES ONLY

**Fair Employment Practices Affidavit of Compliance**

PROJECT: Enterprise Resource Planning System

NOTE: THE PROPOSER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED PROPOSAL. THE ROCK RIVER WATER RECLAMATION DISTRICT CANNOT ACCEPT ANY PROPOSAL WHICH DOES NOT CONTAIN THIS AFFIDAVIT

\_\_\_\_\_, being first duly sworn, deposes and says that:  
(Name of person making affidavit)

They are: \_\_\_\_\_ of \_\_\_\_\_  
(Officer's Title) (Company Name)

that said company is and "Equal Opportunity Employer" as defined by Section 2000(e) of Chapter 21, Title 42 of the United States Code annotated and Federal Executive Orders #11375 which are incorporated herein by reference;

and that said company will comply with any and all requirements of Title 44 Admin. Code 750. APPENDIX A – Equal Opportunity Clause, Rules and Regulations, Illinois Department of Human Rights, which read as follows:

"In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance to this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizen status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor

organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

5. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Departments Rules and Regulations.
6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contacts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 I11. Reg. 16484, effective September 23, 2008)"

IL Dept of Human Rights Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_



**Forms of Affidavit**

**Vendor City:** \_\_\_\_\_ **Vendor County:** \_\_\_\_\_ **Vendor State:** \_\_\_\_\_

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**This Section for Sole Proprietorship:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that the organization I represent is a sole proprietorship, and that I am the person described in and who executed the foregoing proposal and that the several matters therein stated are in all respects true.

Signature \_\_\_\_\_

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**This Section for Partnership:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that I am a member of \_\_\_\_\_ (partnership name), the firm described in and which executed the foregoing proposal; that I duly subscribed the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Signature \_\_\_\_\_

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**This Section for Corporation:**

We, \_\_\_\_\_ (representative who signed the Proposal Form), and \_\_\_\_\_ (other corporate officer), being duly sworn, depose and say that we reside in the cities of \_\_\_\_\_ and \_\_\_\_\_, respectively, and that we are the \_\_\_\_\_ (representative's title) and the \_\_\_\_\_ (other corporate officer's title), respectively, of \_\_\_\_\_ (corporation name), the firm described in and which executed the foregoing instrument; that we are authorized to complete this form and to enter into this contract on behalf of said corporation; that we have signed our names thereto by like order; and that we have knowledge of the several matters therein stated and they are in all respects true.

\_\_\_\_\_  
(representative's signature)

\_\_\_\_\_  
(other corporate officer's signature)

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**This Section for a Limited Liability Corporation:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that I am a \_\_\_\_\_ (representative's title) of \_\_\_\_\_ (company name), the company described in and which executed the foregoing proposal; that I am authorized to complete this form and to enter into this contract on behalf of said company and have knowledge of the several matters therein stated and they are in all respects true.

Signature \_\_\_\_\_

**Notarization (required for all successful proposers):**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

County \_\_\_\_\_

My Commission Expires \_\_\_\_\_

FOR REVIEW PURPOSES ONLY