REQUEST FOR PROPOSAL

RFP 2025-07

Bay County
Enterprise Resource Planning Software

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR PROPOSAL – THIS IS NOT AN ORDER OR OFFER

DATE OF REQUEST   JUNE 18, 2025

REFERENCE PROPOSAL NUMBER   RFP 2025-07

DEADLINE FOR VENDOR QUESTIONS   JULY 11, 2025
                                             5:00 PM

RESPONSES DUE FROM COUNTY   JULY 25, 2025
                                             5:00 PM

PROPOSED DATE/TIME REQUIRED   AUGUST 8, 2025
                                             11:00 AM

PROPOSAL SUBMITTAL   BAY COUNTY FINANCE DEPT.
                                             PURCHASING DIVISION
                                             ATTN: NICOLE PUTT
                                             BAY COUNTY BUILDING
                                             515 CENTER AVENUE; 7TH FLOOR
                                             BAY CITY, MI 48708-5128

MARK PROPOSAL   "BAY COUNTY ENTERPRISE
                                             RESOURCE PLANNING SOFTWARE–
                                             DELIVER TO THE FINANCE
                                             DEPARTMENT IMMEDIATELY"

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The Bay County Finance Department is soliciting sealed proposals from a qualified firm interested in providing Enterprise Resource Planning Software for Bay County, Michigan. The County currently utilizes Tyler Munis. The current software supports approximately 210 enabled users with a variety of permissions. The County is seeking software for Financial Management, Personnel Management, Treasurer Management, Drain Management, and Information Technology Requirements. The vendor must state if they are providing complete ERP Software for all required modules or can provide partial software that can be integrated into modules they do not offer.

This RFP process will serve to evaluate software alternatives and associated project costs for turnkey implementation of a fully integrated Enterprise Resource Planning Software system as described in this document as well as sufficient project management services to keep the project on track and up to quality standards.

The vendor will provide implementation services to include system configuration, data migration, configuration, and customization of required forms, reports, and letters, extensive training services for a successful Go Live and subsequent operations.

The implementation process will include processes for testing, quality control, management of the implementation, and successful completion of the various software processes per Bay County's implementation team.

Proposed pricing for each product or service is required for a successful deployment, installation training, and continuing support on your proposed products.

BACKGROUND AND PROJECT OVERVIEW:
The exhibits at the end of this document will provide information regarding:
- Summary of Key Annual Transactions Operating Values
- Critical & Optional Modules
- Approximate Number of Users
- Combined Department Needs

SUBMITTAL REQUIREMENTS:
1. Responses must use Times New Roman font 12 pt.
2. Responses must be spaced 1.15".
3. Responses must be typed, no handwritten replies.
4. Additional information must be limited to no more than 1 page per section.

CONTENTS OF BID SUBMISSION PACKET:
This qualification submission will be broken out into two sections. The first section will be focused on the technology needs of the County; the second section will focus on the business requirements of the County.

Bid Acknowledgements – forms supplied by Bay County

1. Cover Sheet.
2. Bidder's Checklist.
3. Attachment A – Certificate.
4. Attachment B- Proposed Software Statement.

Section I: Technology Needs:
5. Attachment B – Software Requirements
6. Attachment C – Hosting and Platform Requirements
7. Attachment D – Solutions
8. Attachment E – Network
9. Attachment F – Data Extract, Transform, and Data Load
10. Attachment G – Data Ownership, Access and Retention
11. Attachment H – Licensing and Additional Terms and Conditions
12. Attachment I – Support and Maintenance
13. Attachment J – Data Security and Compliance
14. Attachment K – Development and Configuration Practices
15. Attachment L – Business Continuity and Recovery
16. Attachment M – Respondent Performance History

Section II: Business Requirements:
16. Attachment N – Resumes
17. Attachment O – Experience
18. Attachment P – Termination from any contracts
19. Attachment Q – Firm's ability and capacity
20. Attachment R – Availability to meet the deadlines
21. Attachment S – Standard engagement contract.
22. Attachment T – Clients
23. Attachment U – Project experience
24. Attachment V – Firm background and history
25. Attachment W – Understanding of project's requirements
26. Attachment X – Timeline

Cost Proposal – form supplied by Bay County
27. Cost Envelope - ONLY 1 required and placed with submission labeled "ORIGINAL."

RESPONSE FORMAT
The items listed below shall be submitted with each proposal and shall be submitted in the order shown. Each section should be clearly labeled with pages numbered and separated by tabs. Include a title page and table of contents. Failure by a proposer to include all listed items may result in the rejection of its proposal.

SCOPE OF WORK:
General
- The system supports both a total paperless function, and a hybrid function.

- The system includes automatic translation of codes to data.
- The system includes support and updates for the above functions.
- Your company provides after-hours call center support for the system. Bay County is expecting 24/7 weekdays/weekends and holidays. Please detail your support hours.

PROPOSER REQUIREMENTS:

The Proposer shall describe the following, and must be labeled as indicated:

SECTION I TECHNOLOGY NEEDS:

4. **Attachment B - Software Requirements**

   Proposer shall provide a detailed description of the product(s) and product versions being proposed. The response to this section shall detail the system features and capabilities and indicate if these are native to the software or if integration with a 3rd party software is required or recommended.

   Include the following:
   a. Operating system at the desktop and server level.
   b. User interfaces
   c. Development tools
   d. New version release schedule, to include how the release would be accomplished at the user level and into a hosted or non-hosted data center.
   e. Application architecture
   f. Backup and recovery procedures
   g. Documentation to include operations, technical manuals, online help, and training materials.

5. **Attachment C - Hosting and Platform Requirements**

   The Proposer must give an overview of all platform requirements associated with the proposal. If Proposer determines any of the following requirements to be inapplicable, Proposer shall state so and shall also state the basis for determining each such requirement to be inapplicable.
   a. System Environments – The Proposer shall state all environments (e.g., production, development, and test) included in the proposal. If such environments are limited in functionality, scope or otherwise, the proposal shall describe such limits.
   b. Shared Components of the System - The Proposer shall clearly state and describe all shared components of the System (e.g., network segments). The Proposer shall assume responsibility that any System components not identified as shared components are provided by the Proposer as System components dedicated for the County's use only.
   c. Data Storage Limits and Overages – The Proposer shall clearly state all data storage limits associated with the System. Where exceeding such data storage limits would cause the County to incur additional cost, the Proposer shall state such costs in its clearly marked pricing proposal.
   d. Data Transfer Limits and Overages – The Proposer shall clearly state all data transfer limits associated with the System. Where exceeding such data transfer limits would cause the County of Bay to incur additional cost, the Proposer shall state such costs in its clearly marked pricing proposal.

6. **Attachment D - Solutions**
   a. Its proposed service model (e.g., SaaS, PaaS, IaaS).
   b. Its proposed deployment model, (e.g., Private Cloud, On-Premises or Hybrid).
   c. Whether it relies upon any third parties in the provisioning of its deployment model.
   d. Whether the Proposer offers any other deployment.
   e. How another of Proposer's deployment models might impact the County's data security and any compliance obligations.
   f. How another of Proposer's deployment models might impact pricing, but the Proposer shall state such costs in a clearly marked pricing proposal.
   g. Location of the Proposer's data centers.

7. **Attachment E - Network**
   The Proposer shall give an overview of all network and bandwidth requirements associated with the proposal. If Proposer determines any of the following requirements to be inapplicable, Proposer shall state so and shall also state the basis for determining each such requirement to be inapplicable.
   a. Normal Bandwidth Requirements – The Proposer shall include a reasonable estimate of minimum bandwidth required for concurrent application access and data access for "normal" daily operational use for cloud, hybrid and/or on-premises systems. Proposer shall also provide its definition of "normal daily operational use."
   b. Peak Bandwidth Requirements – The Proposer shall include a reasonable estimate of peak volume/times for each retrieval and uploading transactions for cloud, hybrid and/or on-premises systems.
   c. Typical Impact – The Proposer shall include a reasonable estimate of the typical impact expected on the network post implementation.
   d. Other Network Requirements – The Proposer should describe the optimal physical network infrastructure required for an on-premises solution to effectively mitigate latency and data speed issues. If proposing a cloud-based or hybrid hosting solution, please describe the physical network infrastructure, connectivity testing and performance assurance. Network architecture diagrams must be included with details regarding the management of remote systems.
   e. If any assumptions are made to support the answers, clearly state those as part of the response.

8. **Attachment F - Data Extract, Transform, and Data Load**
   The proposal shall give an overview of all data migration, conversion, and transformation requirements associated with the System or Hosting. If Proposer determines any of the following requirements to be inapplicable, Proposer shall state so and shall also state the basis for determining each such requirement to be inapplicable.
   a. Data Extract – The Proposer shall include the cost of extracting the data from the source System as part of their price proposal. The Proposer will explain the process to convert the data into a single format for the transformation processing and any tools that will be used. If the performance of this task will cause the County to incur additional costs, the Proposer shall state such costs in its separate pricing proposal.

b. Data Transform – The Proposer shall include the cost of transforming the data from the source system to the proposed system as part of their price proposal. The Proposer will explain the transformation type required to meet the business and technical needs of the target database and the tools that will be used. If the performance of this task will cause the County to incur additional cost, the Proposer shall state such costs in its clearly marked pricing proposal.

c. Data Load – The Proposer shall include the cost of loading the data to the proposed system as part of their price proposal. The Proposer will explain the load process and tools. If the performance of this task will cause the County to incur additional cost, the Proposer shall state such costs in its clearly marked pricing proposal.

9. **Attachment G - Data Ownership, Access, and Retention**

If awarded, all County data shall be and remain the sole and exclusive property of the County. The selected Proposer will treat County data as Confidential Information. The selected Proposer will be provided a license to the County data hereunder for the sole and exclusive purpose of performing its obligations under the Standard Contract, including a limited non-exclusive, non-transferable license to transmit, process, and display the County data only to the extent necessary in the provisioning of the services and not for the storage or recording of the County. The selected Proposer will be prohibited from disclosing County data to any third party without specific written approval from the County. The selected Proposer will have no property interest in and may assert no lien on or right to withhold data from the County.

The proposer is expected to acknowledge and accept, or state any objections to, the County's data use and ownership.

Proposer shall also provide a statement of its data protection practices and its responsibilities to protect and prevent the use or sale of data to/or by external entities. The Proposer's full data protection policy shall be included as an attachment to its proposal.

Furthermore, the proposal shall state that the Proposer will meet the following data-related System requirements:

a. At all times, the County shall be able to receive data, associated metadata, and reasonably granular subsets thereof, as well as any associated files or attachments, from the System in a usable, encrypted format.

b. Upon termination of the contract and at the County's written request, the Proposer shall destroy County data, including back-ups and copies thereof, according to the National Institute of Standards and Technology (NIST) standards or as otherwise directed by the County.

c. The System shall have the ability to retain County data in a manner that is searchable and capable of compliance with records retention laws and best practices.

d. At no time may Proposer suspend or terminate County's access to County data or the System for breach of contract or term or condition relating to the System without giving the County reasonable notice and opportunity to cure according to the County's dispute resolution process.

Data Access and Standards:

The County is committed to centralizing and warehousing data for the purpose of improving service delivery and enabling cross departmental analytics. For this reason, the County expects the successful Proposer, and any resulting software platforms to enable data access, data interoperability, storing and warehousing of resulting data, and adherence to County data standards.

Specifically, the County minimally requires:
a. Access to any data via APIs (Application Programming Interface) in a machine-readable format. Acceptable machine-readable formats are JSON, CSV, XML.
b. Full documentation of APIs (including field names and objects) and the database schema used by the application.
c. Ability for County to push data as needed to these software systems to update base datasets.
d. The ability for the County to use and govern data as it deems necessary - centralizing it, porting it into other systems, and using it for additional and future organizational needs.
e. Data collected, transferred, and stored meet minimum standards to insure confidentiality, integrity, and availability.
f. Data to meet compliance rules/regulations to ensure the sensitive digital assets are guarded against loss, theft, and misuse. These rules come in several forms including applicable industry compliance/standards, state or federal-level laws or even supra-national regulations.

Additionally, the County prefers:
a. The system or platform has the capacity to store field-level metadata and display it in the user interface when appropriate.
b. API can provide data in a JSON (Java Script Object Notation) format.
c. Data system or data exports integrate easily with ESRI products including feature services.
d. Systems or platforms that support data exchanges (pushes and pulls) that can happen dynamically.

(**Any of these additional data specs and standards that are met will be factored positively into the overall score)

10. Attachment H - Licensing and Additional Terms & Conditions
Licenses

The Proposer shall succinctly state:
a. The duration of the software licenses, if any (e.g., perpetual)
b. The County's rights under the license (e.g., use, disclosure, sale, etc.)
c. Other license restrictions.
d. Any terms and conditions within the license that contradict or conflict with the provisions of the Standard Contract.

Intellectual Property

In addition to any other rights granted to the County under the Standard Contract or by operation of law, the Proposer must grant the County a perpetual, royalty free license to all materials prepared pursuant to the contract or in anticipation of the contract, including but not limited to the data, data schemas, studies, briefs, drawings, maps, models, photographs, files, records, computer printouts, estimates, memoranda, computations, papers, supplies, notes, recordings, and videotapes, whether such materials are reduced to writing, magnetically or optically stored, or kept in some other form, for unlimited use by the County for any lawful purpose.

11. Attachment I - Support and Maintenance

The proposal shall individually address each the following requirements and provide sufficient detail on how it meets the following requirements:

a. Multi-tiered support – The proposal shall provide multiple tiers of support and shall state whether the County is assumed to provide the lowest level, Tier 1, support. Define the tier support level and the criteria for each.

b. Severity levels – The proposal shall provide support and maintenance response proportionate to varying levels of incident severity. Define the severity levels and define the response criteria.

c. Multiple contact method – The proposal should provide for multiple methods of reporting an incident to the Proposer. Define the methods to initiate support for each tier.

d. First-tier support scripts – If the Proposer assumes that the County will provide Tier 1 support, the Proposer shall deliver sufficient scripts and training to the County help desk staff and/or departmental technicians to adequately function as Tier 1 support. Define the script format, training requirements and if the provider can provide training.

The proposal shall individually address the following service level agreements (SLAs) for support and maintenance services, whether such SLAs are offered, any additional cost for such SLAs, and detail on such:

a. Proposer's Help Desk Availability SLAs – Help desk availability refers to the required time frames during which certain Services provided by the help desk must be available to end-users, and response to automatically generated help desk incidents must be achieved.

b. Proposer's Response Time SLAs – Response time is the number of seconds it takes an end-user to connect with Proposer's contact center live representative. Proposer will provide toll-free telephone lines in adequate quantity to handle call volume; automatic call distribution system ("ACD") system(s) to record call date, time, and duration information; and electronic interfaces to all systems for monitoring and reporting.

c. Proposer's Incident Resolution SLAs – Incident resolution is the time elapsed from the initiation of the help desk Incident until Service is restored.

d. Proposer's End-User Account Administration SLAs – Routine functions, such as setting up end-user IDs, changing End-User authorization tables, changing account codes and similar functions, which are handled by Proposer.

e. Proposer's Client Satisfaction SLAs – Measures the level of end-user satisfaction in relation to help desk services.

For each SLA, the Proposer shall state:
a. Detail on what written reports Proposer will provide to the County to demonstrate compliance with the SLAs in addition to the reports specified.
b. Detail on any levels of SLAs, whether by severity or other classification.
c. Detail on offered service level credits, fee reductions, and/or earn backs.

12. Attachment J – Data Security and Compliance
a. The proposal shall give an overview of the System's software, hardware, and other controls supporting the System's data security and the County's evolution to a Zero Trust Environment.
b. The Proposer shall provide sufficient details on its data security and privacy controls and details for any compliance certifications and/or accreditations.
c. The Proposer shall also provide a reasonably detailed explanation as to how the proposal will protect the System and County's data within each of the following additional data security categories (NOTE: the County recognizes that reasonable descriptions of each security attribute below will vary in length, some attributes requiring little explanation, others not).
d. If the system is hybrid or hosted, Single Sign-On (SSO) with the County's Active Directory system is required.
e. If Proposer determines any of the following requirements to be inapplicable, Proposer shall state so and shall also state the basis for determining each such requirement to be inapplicable:
    a. Password configurations (e.g., complexity, aging, etc.).
    b. Authentication configurations (e.g., active directory, encrypted data exchange, hash, etc.).
    c. Encryption configurations (e.g., symmetrical AES-256, asymmetrical RSA 2048, etc.) for both data at rest and data in motion.
    d. Logging/Auditing review capabilities (e.g., verbose user tracking and reporting, etc.).
    e. Physical security (e.g., 24-hour security, alarms, restricted access, etc.).
    f. Personnel security (e.g., extensive background checks, annual recheck, etc.)
    g. Web Application configurations (e.g., SQL injection protection, buffer overflow, etc.).
    h. Network transmission security (LAN and VPN).
    i. Data that is to be transmitted off-site must be encrypted end to end.

13. Attachment K - Development and Configuration Practices
The proposer shall describe its application development methodology and how its methodology adheres to applicable best practices and standards regarding both data security and data privacy. Proposer shall state how it will tender its deliverables in a manner that reasonably protects the security, confidentiality and privacy of County data and any individuals who may be considered data subjects as to the County, contract deliverables, or County's data. Specifically, the Proposer shall state whether it conforms to the following:
a. Microsoft Secure Coding Guidelines for the .NET Framework.
b. CERT Secure Coding Standards.
c. OWASP Secure Coding Principles.
d. Privacy by design principles; and
e. Federal Trade Commission's Fair Information Practice Principles.

f. On-Premises Cloud Hybrid Hosting

14. Attachment L - Business Continuity and Recovery
   a. The proposal shall individually address each of the following requirements and provide sufficient detail on whether and how it meets the following requirements.
   b. Proposers shall have an automated backup and recovery capability for the system and application, including incremental and full back up capabilities. Additionally, system backups shall be accomplished without taking the application out of service and without degradation of performance or disruption to County operations.
   c. Proposers shall be able to provide the service from at least two geographically diverse data centers that do not share common threats (e.g., the data centers cannot be in the same earthquake zone, likely hurricane path, same flood zone, etc.). The data centers shall at a minimum meet Tier III standards for redundancy of power, telecommunications, HVAC, security, fire suppression and building integrity.
   d. Proposers shall specify whether, in the event of a technology or other failure at the primary processing center, the alternate system will meet the following tiers, for which the County's use should be identical regardless of which location is processing the County's work:

Category	Alternate System Characteristics
High availability	Continuous operation without interruption or degradation in service.
Standard Availability	Available for Bay County use within 48 hours with no degradation in service.
Non-Critical Availability	Available for Bay County use within 96 hours with no degradation in service.

   e. Proposers shall implement crisis management, business continuity and disaster recovery plans, subject to County approval, which the County will not reasonably withhold. These plans shall outline how the Proposer will support the County's recovery at the alternate site, including backup staff required to implement the plan in an emergency if the Proposer's primary staff is unavailable. Such plans shall also include a minimum of annual testing in coordination with the County.
   f. Proposers shall specify the System's proven, maximum tolerable length of time that a computer, system, network, or application can be down after a failure or disaster occurs or its recovery time objective ("RTO") and the amount of data at risk, as determined by the amount of time between data protection events, and as it reflects the amount of data that potentially could be lost during a disaster recovery point objective, ("RPO") in case the primary site becomes unavailable. The selection of the RTO and RPO will be agreed upon objectives between the Proposer and the County.
   g. Proposers shall specify whether the System will meet the following availability tiers, which tier, and shall specifically describe how the System meets such tier:

Category	Availability	RTO	Characteristics and RPO

High Availability	99.982%	Intra-day	Typically involves data replication to a hot site for each transaction or at short intervals, like 15 minutes.
Standard Availability	99.741%	24 to 48 hours	Nightly imaging to cloud / data center. System reestablished at time of disaster from cloud / data center. May lose up to one day of data.
Non-Critical Availability	99.671%	48 to 56 hours	Nightly imaging to cloud / data center. System reestablished at time of disaster from cloud / data center. May lose up to one day of data.

15. **Attachment M - Respondent Performance History**
   The proposer shall provide the following information.
   a. Identify in detail at least three (3) similar projects by name, subject matter, location, service provided and length of time these services were provided.
   b. Provide resumes of the key personnel assigned to this project.
   c. Provide three (3) projects where the contract was terminated and why.

SECTION II BUSINESS REQUIREMENTS:

16. **Attachment N – Resumes of Key Personnel to be assigned to the project.**
   Include applicable credentials, licenses and post-secondary degrees.
   a. **Subcontractors -** Except as named by Vendor as part of this bid submission, subcontractors may not be utilized without the express written permission of the County. Subcontractors shall adhere to all terms of this RFP and the resulting contract.

17. **Attachment O – Similar/related experience during the last five (5) years.**
   a. Include projects where professional services were similar or were related specifically to county government software
   b. Include examples of three (3) current software projects and three (3) past software projects that your firm has installed and implemented that are/were similar in scope to Bay County's.
   c. Include a description of the project, a contact person, and dollar amount for each example given in "b" above.

18. **Attachment P** – If your firm was terminated from any contracts with the last five (5) years, please identify the name of the company/government, contact person's name, phone number, associated project description, termination date and reason for termination. Please identify a maximum of three (3).

19. **Attachment Q** – Summarize your firm's ability and capacity to perform the work including the size of your firm and number of employees, your understanding of the legal requirements for county government specifically identify your understanding of the project requirements.

20. **Attachment R** – Identify your firm's ability to meet the deadlines that will be determined by working with the County.

21. **Attachment S** – Each firm shall send with their qualifications a copy of their standard engagement contract.

22. **Attachment T** – Each firm shall list three (3) current and three (3) former clients. Preference will be given to government references.

23. **Attachment U** – Please provide similar project experience in Michigan municipalities.

24. **Attachment V – Quality of firm background and history**:
    a. Years in business
    b. Provide closest office address
    c. List general experience and specific capabilities.

25. **Attachment W – Understanding of project's requirements**.

26. **Attachment X – Time Schedule planned for this project.**
    a. Availability
    b. Ability to meet deadlines

COST PROPOSAL:
27. **Cost Envelope** - ONLY 1 required and placed with submission labeled "ORIGINAL."
Proposed pricing for each product or service is required for a successful deployment, installation training, and continuing support on your proposed products.

Proposers are requested to make a firm cost proposal.

Pricing to include:
- Cost of software and any related charges
- Indicate the fees charged to perform the services.
- Attach a schedule of fees or hourly rates broken out for each staff member that will work on this project.
- Implementation
- Support
- Customization

SCOPE OF SERVICES

Vendor must provide all software, training, program maintenance, user support and any other services necessary to ensure that all specified software is fully operational, functional and reliable in an existing Michigan municipality of a similar size.

The vendor shall be familiar with Michigan County government operations and programs and understand Governmental Generally Accepted Accounting Principles (GAAP). Furthermore, the Vendor should have a comparable software system running in a Michigan municipality of similar size. The Vendor shall have directly participated in the design and installation of these systems. The Vendor shall have the staff, technical and financial resources to reliably install and support the proposed system.

Network and Communications Requirements:
Bay County employs a Novell Enterprise solution to deploy all the network access to application software that is in use on a day-to-day business environment. Specifically, GroupWise E-mail, Financial applications (In-house programming in an RPG environment), Health Department software, Court software and miscellaneous Governmental applications (i.e. Tax Administration software).

The network is comprised of a Cisco solution utilizing segmentation and VLAN technology to segment and monitor all network traffic. In addition, several remote sites utilize the VPN solution to access application and associated data. This robust environment is essential for further growth and opportunities.

The connectivity to the network and devices attached to the network are via fiber runs, CAT 5 cabling, Internet cabling and wireless access. The devices are controlled by standard TCP/IP technology with the use of static as well as dynamic addressing schemes. SFP Gigabit Ethernet is deployed as well.

Workstation Integration Requirements: The County will purchase hardware that meets or exceeds the selected Vendors' requirements for the software, provided that the operating system(s) are industry standard and the specific hardware requirements are within reason for the proposed software application.

PC Software Integration and Data Transfer: The proposed software must operate compatibly with the Windows operating system software. Most of the desktops utilize Windows 2000 and above. The specifics of the aspects of data transfer needs to be discussed specifically with the proposed software vendors' specification, if any.

System Installation and Support:
The vendor shall be responsible for installation of the software to the point of independent operation by County personnel. In addition, the vendor, as part of their proposal, shall provide support services necessary to ensure successful operation of the software including, but not limited to, the following:
1. Training of County personnel
2. Assistance in conversion of current system data (2009-current)
3. Software support and programming both on-site and via telecommunication devices during the initial installation period, and successful completion of the various software processes per the County's implementation team, and on-going as needed.

The Vendor must also have the demonstrated ability to support the software after installation is completed and accepted by Bay County.

Orientation and Training:

The selected vendor must provide training and documentation materials on all phases of the selected software operation and control, based upon the following levels of involvement:

1. Vendor Senior Management Staff: General software configuration and capabilities, software security approach, database, applications, and software implementation plan.
2. Vendor System Operation Staff: Application operating and control procedures, hands-on software training and use of utility programs to enable generation of user reports from the data base. Training sessions will include detailed instruction of user applications, operational and security procedures, along with an implementation plan and schedule. Training shall include hands-on use of PC's and PHM software application programs.

The software must be designed so that existing staff, trained by the Vendor, using the Vendor documentation and manuals can effectively operate and implement software applications.

Project Implementation:

The selected Vendor must work with the County to determine the delivery, installation, training and conversion dates for each of the selected software modules. The project implementation schedule jointly developed shall consider the availability of key County and Vendor staff and will be subject to negotiation and modification by the County after the contract is awarded.

SERVICES

Installation:

The selected vendor shall be required to install the software and provide security controls and initialization functions to have the software in a ready to use status, including the establishment of logins, to allow users to access the system for designated purposes.

Training and Support:

Adequate training for management and operating staff shall be included. Such training shall be provided by personnel having a functional understanding of the daily operations of the software modules provided. Training will be on-site at Bay County facilities and be integral to current operations. Comprehensive operations and user documentation operating manuals are also required.

Data Conversion:

Vendors are to include any costs for data conversion in their proposals. It is expected that data from 2009-current be converted to the new format prior to beginning training on the vendor's software. Please include and itemize by each software module or application all costs associated with data conversion. Accurate data conversion is an extremely critical area and failure to adequately address this issue may result in the Vendor's bid being rejected.

System Administrator Training:

The County expects, at a minimum, the selected vendor will provide the system administrator training for one or more of County staff on the following:

   a. Training on the setup, security and maintenance of users
   b. Training on the basics of printer administration
   c. Training on the use of the backup software and processes

Vendors are to describe exactly how system administration training and support are to be provided, should the user encounter software related problems or issues.

Payment for the project will be structured based on the successful completion of various software modules, training sessions, and services. Each phase of the project will be evaluated for its effectiveness and functionality, and payments will be made as a percentage of the total project cost corresponding to the completion of each phase. This ensures that the vendor is compensated fairly for the work completed while also maintaining accountability and quality throughout the project implementation.

CONTRACT INFORMATION:
   1. The County, without invalidating its contract, may order extra services or make change by altering, adding to or deducting from the services, with the contract sum being adjusted accordingly. All such work shall be executed under the conditions of the contract except that any claim for extension of time caused by any directed change shall be adjusted by a change order at the time of ordering such change.
   2. The contract period will be five (5) years.

      The contract shall be terminated:
      a. Immediately, if the County and service provider mutually agree in writing to termination.
      b. Immediately, if the service provider fails or refuses to faithfully or diligently perform the services, provisions, or duties of the contract, or for other good cause. Depending upon the seriousness of the breach, the County will use its best efforts to provide thirty (30) days written notice of conditions endangering performance.
      c. With seven (7) days written notice notwithstanding any other provision of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming through failure of the County to appropriate funds, discontinuance or material alteration of the program under which funds were provided, Bay County shall have the right to terminate the contract without penalty after documenting the lack of funding. The service provider shall receive compensation for services performed prior to termination.
   3. All persons performing work on behalf of the successful bidder shall be considered the service provider's employees or agents.
   4. All bids must demonstrate that the bidder has willingness and ability to comply with bidding documents.

GENERAL INFORMATION:
   1. CHANGES TO RFP: All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Purchasing Agent, Nicole Putt, only. Firms shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in

person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.

2. CONTACT INFORMATION: To receive future communications related to this RFP, possible firms are asked to immediately send contact information by email to Nicole Putt, Bay County Purchasing, at purchasing@baycountymi.gov; failure to do so may limit your ability to submit a complete, competitive proposal.

3. RIGHT TO WITHDRAW BIDS: By submitting a Proposal in response to this RFP, Firm agrees to be bound by this RFP's terms and conditions. Proposals may be withdrawn by the Firm without penalty at any time before notification that the Firm's Proposal has been selected. However, if the Firm withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Proposal ("Liquidated Damages"). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Proposal would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm's payment of the Liquidated Damages shall be Firm's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Firm's Proposal.

4. BONDING REQUIREMENTS:
    a. A bid-bond will be required equaling 5% of the total project cost.

5. RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.

6. TAX-EXEMPT STATUS: The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.

7. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in the proposals may be subject to FOIA requests.

8. INSURANCE: The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm's services related to this RFP and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed

by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:

a. Workers' compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than $100,000 each incident;
c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than $1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than $1,000,000 each occurrence and a mandatory $2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:
1. "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
2. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

9. NON-DISCRIMINATION: In the performance of the competitive sealed bid and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, national origin, gender identity and sexual orientation in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or

privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

10. COST OF DEVELOPING PROPOSAL: The Firm shall be responsible for all costs incurred in the development and submission of its Proposal.

11. QUESTIONS: All questions about this RFP must be received by **JULY 11,2025 at 5:00 p.m**. must be in writing, sent via email, to:

Nicole Putt
Purchasing Agent
purchasing@baycountymi.gov

Every attempt to answer your inquiries will be made, however Bay County reserves the right to not answer any questions received after the **JULY 11,2025 5:00 p.m.,** due date.

Responses to any inquiries will be issued in one (1) Addendum no later than **JULY 25, 2025**, and will be sent to all known firms.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response.

In addition, the person listed above will issue all valid responses and changes to this RFP. Contact with other County staff or a County Board of Commissioner could be reason for disqualification.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response.
Any significant explanation desired by a firm regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their proposals.

Any information given to a prospective firm concerning the Request for Proposal will be furnished to all prospective firms as an amendment or addendum to the Request for Proposal if such information would be of significance to uninformed firms.

The County shall make the sole determination as to the significance to uninformed firms.

12. RESPONSIBILITY: Firms are solely responsible for ensuring their bid is received by Bay County Purchasing in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

Bay County Purchasing shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of qualification shall be made to Bay County Purchasing, Bay County Building, 7th Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

13. PROPOSAL DELIVERY: Proposals must be returned no later than **AUGUST 8, 2025 @ 11:00 A.M.** in a sealed envelope clearly marked **"Bay County Enterprise Resource Planning Software"** Please provide seven (7) printed copies of the submission and one cost envelopment (include with the submission labeled "Original"). The submissions may be hand delivered or sent by mail to Bay County Purchasing Office, Bay County Building, 7th Floor, Bay City, Michigan 48708.

The County will not accept proposals sent by FAX machine or E-mail.

14. PROPOSAL OPENING: There will be a public proposal opening immediately following the deadline to receive proposals in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the proposals read.

15. PROPOSAL REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all proposals, to waive any irregularities and to make the final determination as to the best low qualified proposal.

16. PROPOSAL AWARD: In the event the proposal is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the proposal to the Firm providing the best value to the County.

17. CONTRACT: The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a proposal, the firm acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified proposal, or reject all proposals.

A copy of a firm's suggested terms and conditions may be submitted with firm's Proposal, however, neither the County's acceptance of any proposal nor award of any contract pursuant to this RFP shall be

construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Firm's Proposal.

18. DISPUTES: In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Purchasing Office. This form must be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**

ADA ASSISTANCE:

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson	Nicole Putt, Purchasing Agent
Corporation Counsel	Bay County Finance Department
Bay County Building	Purchasing Division
515 Center Ave. 4th Floor	Bay County Building
Bay City, MI 48708-5128	515 Center Ave. 7th Floor
(989) 895-4098	Bay City, MI 48708
(989) 895-4049 TDD	purchasing@baycountymi.gov

THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE

www.baycountymi.gov

EXHIBIT 1

Summary of Key Annual Transactions
Operating Volumes

	2025 Estimate
Budget – Total County	$135,587,699
Budget – General Fund	$48,170,641
Funds	69 79 including drain
Departments	42
Activities	558
Purchase Orders Issued	1372
Active Vendors – Purchasing and Accounts Payable	2100
Accounts Payable EFTs and Physical Checks	8104
Job Postings	123
Job Applications	2265
Pay Period	26
Years of History On-line all detail	16 years
Years of History On-line summarized	2004-2025

EXHIBIT 2

Critical & Optional Modules

Application	Critical	Optional
Financial Modules		
• Accounting	X	
• Accounts Payable	X	
• Accounts Receivable	X	
• Budgeting	X	
• Debt Management	X	
• Financial Reporting	X	
• Fixed Assets	X	
• General Ledger	X	
• Grant & Project Accounting	X	
Human Resources		
• Human Resources Management	X	
• Human Resources Reporting	X	
Tax & Treasury Management		
• Investment Management	X	
Other Modules		
• Retirement System Management	X	

EXHIBIT 3

Approximate Number of Users

Module	Number of Users
Accounts Payable Clerk	1
Payroll	4
Purchasing	2
Accounts Receivable	5
Retirement System	3
Human Resources	5
Fixed Assets	3
Grant & Project Accounting	5
General Ledger	6
Budget	6

SEE ATTACHED

REQUIRED DOCUMENTATION

EXHIBIT 4

Combined Department Needs

Personnel Management Modules

Administrative User Interface
- The application shall allow administrators to view the daily schedule by groupings to include staffing (by shift and/or unit), and vacancies (by shift or by unit)
- The application shall allow administrators to record exceptions to all schedules.
- The application shall allow administrators to verify certification/license expirations.
- The applications shall allow administrators to view the list of qualified and available employees according to each department staffing rules.
- The application shall allow administrators to display warnings when staffing levels are below the requirements where special skills are needed.
- The application shall allow administrators to obtain the work status information per individual employee.
- The application shall allow administrators to view employee information including hire date and promotion date.

Human Resources Management
- The system shall be able to post and advertise open positions.
- The system shall be able to electronically apply for open positions.
- The system shall be able to rank applicants based on employer specifications.
- The system shall allow electronic notification of awards of positions.
- System shall allow electronic notification of position being filled.
- The system shall allow automatic electronic notifications for the next step in hiring process.
- The system shall allow 100% electronic onboarding of new staff and rehires including but not limited to name, address, tax withholding, direct deposit, etc.
- The system shall allow acknowledgement of receipt and understanding of policies.
- The system shall allow electronic signatures.
- The system shall allow automatic exit interview surveys to be disbursed based on termination status.
- Users shall have the ability to self-update contact information including address, phone, email, availability for overtime.
- Users shall be able to review their work schedule. The application shall allow a user to enter their own payroll information including days/hours worked, any sick or vacation time for the pay period.
- The application shall allow users to edit/change their own tax withholding information.
- System shall have EEO-4 tracking/reporting abilities.
- The system shall have ACA tracking/reporting abilities.
- System shall have seniority tracking/reporting abilities.
- System shall allow applicant tracking software to post open positions to Indeed/job boards.
- System shall allow for multiple insurance options.

- The system shall allow importing for payroll processing.
- System shall allow union dues calculations based on hours/wages
- System shall have the ability to accrue paid time off in various ways
- The system shall have the ability to set defaults for paid time off accruals, including maximum hour roll overs and payouts
- System shall allow automated step increases
- System shall provide audit trails for all changes to employee information
- The system shall allow split payroll posting (year-end posting of payroll in two different years)

Work Schedule/Staffing Management
- The system shall have a module which facilitates the department's annual bid process for shifts and positions.
- The module shall be able to build an electronic roster of available shifts/positions as specified by department/work unit rules.
- The module shall be able to notify identified personnel via telephone, text or email regarding the applicable time to submit the respective bid for shifts.
- The module shall be able to allow personnel to remotely view and submit requests for available positions/shifts.
- All schedules shall be configured based on the outcome of the department's bid process for shifts and positions.
- Management shall be able to review the status of schedule at any time.
- Rules shall identify schedule issues and exceptions.
- Application shall be able to automatically notify personnel of schedule changes and positive acknowledgment.
- The application shall allow users to sign up for work.
- The application shall record exceptions to a user's schedule.
- The application shall require user requests to be approved by management.
- Staffing rules shall be configured by the shift position.
- The system shall prioritize the list of qualified and available candidates according to staffing rules and then contact who is next on the call back list.
- The system shall allow the staffing of special units for special activities with the location of the event and the detail code for payroll.
- The system shall maintain an audit trail of all rules used to fill vacancies.
- The application shall have the ability to develop a work roster based on position, day and shift.
- The application shall have the ability to provide unique rules for each position, day, and shift including but not limited to minimum staffing levels required, minimum rank, day of the week, shift
- The application shall update databases in real time, keeping an accurate roster of all times.
- The system shall record exceptions to work schedules promptly after user enters exceptions.
- The system shall create vacancy promptly after an exception has been entered and the roster shall be updated.
- Roster updates shall be completed by using the department rules and staffing procedures.
- The system shall allow for several ways of timekeeping including but not limited to, worksheet entry, time clocks, supervisor entry, etc.
- All timekeeping shall require supervisor approval and submission.
- Time keeping shall allow employees to be charged to various accounts, projects, etc.

- Timekeeping shall allow employees to have different pay types, rates, etc. as defined by the employer.
- The system shall allow for exception entry.
- The system shall allow for corrections or overrides by employees, supervisors, payroll.
- The system shall allow for pay based on collective bargaining agreement specifications including but not limited to minimum hour call-in, overtime minimums, etc.
- The system shall allow employees to request leave time electronically.
- The system shall require management acceptance of leave request.
- System shall automatically update schedule based on management approval of leave request.
- The system shall automatically update leave balances once management approval of leave as unavailable and shall deplete leave balance after payroll is completed.
- The system shall allow different lunchtime times (1/2, 1hr) based on where the employee works when clocking in.
- The system shall employees to add in FMLA hours if using intermittent FMLA, otherwise, allow for the system to categorize employees time as using FMLA.

Notification
- The system shall have a proven method of automatically notifying personnel of open shifts and be able to be stopped to allow management to call staff personally.
- The system shall be capable of automatically notifying supervisors to warn them of any unfilled/open shifts.
- The system shall be capable of allowing the department to record messages.
- The system shall be capable of sending notification by text or email.

Reporting
- The system shall be able to report on general staffing inquiries including but not limited to who was scheduled to work, any exceptions and how they occurred, work schedule by individual, sick leave reports, vacation leave reports, security audits, all overtime earned.
- System shall be able to create reports to view, comma delimited and PDF formats.

Payroll Specific Options
- System shall allow different report options.
- The system shall allow different shift differentials based on start/ending times per union contracts.
- The system shall configure FMLA pay type with accrual pay types, so it docks from accrual bank(s) and adds to FMLA total time used.
- The system shall allow a stop limit as to how many PMLA (sick) hours an employee can use in a year.
- Allow the system to select employee as retired and use the same Employee ID as a retired employee. Currently, a new Employee ID is given to a retiree which limits the total number of Employee IDs.
- List if your system requires a USB key for signatures when running payroll.

Retirement Options
- List if your system is able to run a report exported to Excel that pulls all the sheriff/general active employees' wages and contributions for the year with their full social security numbers included in the report.

Finance Modules

Accounting System
- Recurring entries.
- Check Reconciliation modules Payables and Payroll.
- Journal with attachment access from account inquiry.
- Import Journal from excel and import checks for reconciliation.
- Account Detail History reports by transaction codes.
- Detail and summary accounts trial balances by account.
- Receipt inquiry.

AP Invoice entry
- Treasury reports for Cash Common, Matured Years Journal summaries and outstanding, escheat reports (SQL server reporting services)
- Copy charge codes from one year to the next
- Check Reconciliation/Positive pay functions for payables and payroll

Purchasing

Vendor Self Service
- When a vendor adds or makes changes to their profile, those changes shall not be activated until a county employee reviews, verifies, and accepts the changes (to combat potential fraud).
- All fields shall have the availability to be marked mandatory by County staff.
- Regular vendors would need name, address, email for EFT notification, SSN or Tax EIN, banking information as we require EFT payments.
- Employees who are in the vendor system for the purposes of travel and reimbursements would only need to submit their name, address and banking information.
- Refund vendors and One Time Vendors would not require an SSN or Tax EIN, banking info, 1099 status, etc. We would just need name and address to issue payment.

Contract Management
- Allow the system to attach contracts to vendor profile.
- Interface with the requisition system so the bid award and contract can be assigned in the system and the approval process begin.

Purchasing Management
- Interface with the bid module so bids can be sent via email.
- System shall allow for requisition entry by users based on access rights.
- The system shall use workflow for approval of the requisition.
- The system shall convert requisitions automatically into purchase orders after the final approval.
- The system shall automatically send the purchase order to the user who entered the requisition and possibly email the purchase order to the vendor.
- The system shall allow for purchase order maintenance.
- The system shall allow for purchase order maintenance by the same staff who enters requisitions and the approval for the purchase order change is sent through workflow.

- The system shall have the options to receive purchase orders based on the type of purchase order. For example, if the purchase order is for travel, that purchase order would automatically be received, however, waiting for goods, it would not be automatically received.

Financial Reporting
- Flexible Period Reports that can be ran as a PDF or Excel.
- YTD-Budget Reports that can be ran as a PDF or Excel.
- Account Trial Balance.
- Balance Sheet Report.
- Run a statement of revenues.
- Run a statement of expenditures.
- The system shall print year-to-date budget reports by fund, org, and object monthly.
- Print Account Detail History Reports.
- Print Account Trial Balance Reports.
- Ability to close the month and roll to next month so prior month is not being used.
- Ability to close the year and roll to next year so prior year is not being used.
- When running reports have the ability to include journal entries that are not posted yet.

Fixed Assets and Inventory
- Asset Inquiry
- Capital Asset – Imports purchase orders for Assets
- Adjustments, requirements, modifying and disposing of assets
- Ability to flag a purchase order as a fixed asset.
- Ability to have master and subsidiary assets be noted on a purchase order.
- General ledger which updates appropriate asset and depreciation accounts when activating, transferring, adjusting, depreciating, or retiring assets.
- The system shall allow the ability to see asset details from journal entries.
- The system shall support GASB reports, such as activities and net assets.
- Asset management shall allow connection to all necessary enterprise asset that have an accounting or reporting requirement.
- The system shall have a fixed assets tag system.

General Ledger
- The system shall have the ability run flexible period reports.
- The system shall have the ability to make customizable reports such as crystal report functionality.
- Ability to download to an excel file.
- Ability for recurring journals that can generate entries automatically by day, week, month.
- Ability for inter-fund accounting including automatic due to/due from transfers.
- Ability to define segments such as fund, department, function, and category.
- Ability to show pending and posted items in account inquiry.
- Ability to run historical reports.
- Ability to run line-item detail reports.
- Ability to post budget adjustments to period (12) until a hard close of the books is complete.
- Ability to have unlimited number of years access to prior years data.

Journal Entries
- The system shall approve journals through a workflow process.
- The system shall allow to back date journal entries for year-end purposes.
- The System shall have the ability to change an unposted journal entry "month and year" to move it to the next month.
- The journal entry module shall check for errors. Such as ensuring debits and credits match.
- System shall have the ability to attach entry backup.
- Ability to reverse journal entries that affect prior or closed periods.
- The system shall have a detailed, comprehensive audit trail.
- The system shall record all account maintenance changes, including date, time, user, old value, and new value.
- The system shall have the ability to search journal entry modules by year, period, journal, source, etc.

Invoice Entry
- Ability to back date invoices.
- Ability to adjust invoices after they are posted.
- Ability to attach backup documents.
- Ability to print invoices by date range, invoice number or year.
- Create invoices with more than one cash account.
- The system shall restrict duplicate and blank invoice numbers
- The system shall not allow users to change payment method.
- The system shall allow for purchase order module to sync with A/P invoice entry.
- The system shall allow for a check run where expenses can be posted back to December when in a new year.

Accounts Receivable

- The system shall run aging reports on all accounts receivable objects/line items.
- The system shall print statements- daily monthly, quarterly, and annually.
- The system shall include an aging report on any object/line item that A/R invoices.
- The system shall show outstanding balances as of the requested "effective date" for the aging report.
- Aging report shall show credits (negative balances).
- The A/R system shall be able to issue invoices in period 13.
- The system shall allow to add late fees and interest to past due accounts.
- The systems shall allow to pull daily cash receipts by post date.
- The system shall print account inquiry by fund, org, and object. And allow to sort by date, journal, amount, vendor, and in ascending or descending order.
- The system shall track and reconcile daily bank deposits.
- The system shall support the reversal of all payment batches, including lockbox or mass pay files.
- The system shall have the ability to create receipts for bill and miscellaneous cash payments, with the ability to print or email receipts.
- The system shall have the ability for an aging report to pull by fund.
- The system shall have the ability to create your own change codes to facilitate date entry, receive detailed analysis by bill type for a given date range.

Accounts Payable

- The system shall allow accounts payable to update and release all invoice entries.
- The system shall allow for changes and update to warrants.
- The system shall allow for changes and updates to effective year.
- The system shall restrict the ability to change funds and cash accounts.
- System shall allow the ability to select items to be paid.
- The system shall allow print checks.
- The system shall allow for EFT processing.
- Cash disbursements journal.
- The system shall compile a file of payments completed in the check run to be sent to the bank to ensure for accurate payment to vendors. (File transfer)
- The system shall have the ability to modify paid invoices such as 1099 updates and voids.
- System shall allow to change 1099 code after payment.
- The system shall create and print annual IRS approved forms for 1099-MISC, 1099-NEC and 1099-S based on check run and vendor information.
- The system shall create edit lists for 1099's reconciliations which include employer identification or social security numbers and the 1099s amounts.
- The system shall create a year-to-date paid Warrant List Report of all checks written so far, each year. Shall be able to run the report anytime.
- The software vendor shall provide the name of blank stock checks and 1099 forms that are guaranteed to work with their system.
- The accounts payable system shall connect to the purchase order system. If an unpaid invoice refers to a P.O., then you shall be able to see how many paid invoices are linked to this P.O.
- The system shall have a process to void and re-run checks if errors occur, for example a check copy didn't attach/ archive under the vendor or the expense line item.

Grant and Project Accounting

- The system shall have the ability to run flexible cycle reports
- Run reports as YTD budget status report.
- The system shall run line-item detail reports.
- The system shall have a grant module that can report on different grant cycles.

Fixed Assets and Inventory

- The system shall track fixed assets.
- The system shall record purchase date, dollar amount, and funding source of fixed assets.
- The system shall track depreciation expense and accumulation depreciation.
- The systems shall have a way of tracking inventory.

Budget Module

- The system shall create budget projections.

- The system shall upload data from the payroll system into a budget payroll projection.
- The system shall allow for the budget payroll projection to post to the budget projection.
- The system shall allow for the budget payroll projection to be posted and reversed to the new budget projection many times throughout the budgeting process.
- The budget system shall have year-to-date Budget Reports which show actual revenue and expenses (R&E) for one-year prior, current year (R&E) plus budget and the new proposed budget amounts.
- The budget module system shall allow attachments under department individual budgets.
- The budget module system shall have a way to be notified when a department is done with their budget.
- The budget module system shall have a budget payroll projection report which shows the following for each department/activity: Employees name or vacant position, job title, pay grade, step level, employee number, budget org and object, scheduled hours, annual wage amount, payment in lieu, prior vacation payout, social security, veba, retirement, health insurance, life insurance, workers compensation, unemployment, sick and accident, total per employee amount, total department/activity amount, grand totals of all payroll amounts.

Debt Management

- System shall have a debt software.
- System shall be able to create amortization tables.
- System shall track bonds payable transactions.
- Per GASB 87, system shall track/record leases.
- Per GASB 96, system shall track/record software (subscription-based information technology arrangements).

Chart of Account Changes

- System shall bridge an old account number to the new one to ensure we have account number history.
- If account numbers change, system shall change number on the payroll journal.

Treasurer Modules

- Investment Management/Tracking Requirements.
- Maturing investment reports.
- Investment inputting.
- Multiple funds.
- Connection to Bloomberg/Live database to pull CUSIP data.
- Fair Market Value reports.
- Amortization schedules.
- Accrued Interest reports.
- Journal import/export functions.
- Prepare GASB/Audit reports.

Drain Requirements

Currently the Drain Commissioner Staff Accountant uses the same Financial Management software as

our Finance department. Below are the requirements specifically needed to manage and keep the finances of the Drain Commissioner who is in charge of over 300 drains in Bay County.

- Ability to process accounting functions for over 300 drains.
- Each Drain has their own cash account and financial statements.
- Each Drain has its own chart of accounts.
- Process multiple funds with separate GL accounts.
- Drain accounts have separate Balance Sheet, Revenue, Expense accounts rolled into a fund, processed separately from the General Fund.
- Budgets, Drain Orders (Purchase orders), Accounts Payable, Cash Disbursements and Accounts Receivable are processed separate from the General Fund.
- The system shall be able run reports for the drain accounts individually and/or be rolled up (consolidate) with a fund level. (Ex: 801- main fund for 300 individual drain accounts).
- Process multiple funds for: (Specialty codes-(within funds) to group for reporting. Ex: construction accounts, maintenance accounts, Drain administration.)
- Drain Assessment module.

General Ledger

- Be able to create fund, function, activity and specialty codes to separate departments, especially for drains. These segments verify which department to use. Ex: General fund departments and drain funds for revenue, expenditure and balance sheet organization codes.
- Be able to have multiple funds that can be separate and/or rolled up together.
- Ability to browse journal entries either from operator created, specific operator or all operators.
- Be able to modify detail lines, add notes that will print out on the journal. Prints out as PDF, excel, or display.
- Have account detail reports, import journal, export journals. Balance Sheets reports are able to run by fund and specific account ranges, by fund or by individual accounts. (Consolidated/ Individual).
- Scanning PDF's to attach with each module.

General Information Technology Requirements
- Email throughout the major modules in the system
- Ability to save reports in comma delimited and PDF format
- Single sign-on connected to the County's Active Directory System
- Nightly backups of data
- Convert all the existing years of data
- Robust reporting system to allow the building of customized reports
- Ability to schedule reports
- Ability to save information locally
- 8x5 phone and email/web support with SLA
- 24x7 support available with appointment
- No Java JRE requirements
- Reliable local printing

- Possible IOS/Android apps
- Customizable forms
- Uses Active Directory for group permissions
- Comprehensive user access logs
- Ongoing training available to all staff
- Web based system
- Vendor shall provide SOC Level II Reports

NON-BIDDERS FEEDBACK FORM
Bid #: 2025-07
Bay County Enterprise Resource Planning Software

If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to purchasing@baycountymi.gov

_____   Unable to bid at this time but would like to receive future bid requests.

_____   Service(s) or material(s) not provided by our firm.

_____   Service(s) or material(s) we offer do not fully meet all the requirements specified.

_____   We cannot meet the timetable required.

_____   Insufficient time allowed for preparation and submission of bid.

_____   Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)

_____   Other: _____
_____
_____

Please remove our name from your bidders list for   _____   This commodity group
                                                                _____   These item(s) or material(s)
                                                                 _____   All bids

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Email: _____

Phone: _____   Date: _____

Bid Response Cover Sheet
Bid #: 2025-07
Bay County Enterprise Resource Planning Software

ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE ONE (1) OF THE BID

TO: County of Bay
        515 Center Ave, 7th Floor.
        Bay City, MI 48708

FROM: _____

Company Name
        [ ] an individual,
        [ ] a corporation
(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Request for Proposal (RFP) for Bay County Sheriff's Office Inmate Medical Care Services of the County in the manner described and subject to the terms and conditions set forth in the attached Submission, including, by reference here, the County's RFP document. Submissions must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____
        (Signature of authorized representative)

        _____
        (Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____   County: _____

State _____   Zip Code: _____

Telephone: _____   Fax: _____

Email: _____

TIN #: _____   UEI #: _____

Bidders Check List
Bid #:2025-07
Bay County Enterprise Resource Planning Software

	YES	NO
1. I have read ALL the instructions and specifications.	_____	_____
2. I have read and acknowledge the information contained in the "General Information" section of the Bid.	_____	_____
3. I have filled in ALL the required documentation.	_____	_____
4. I have provided all required information per the guidelines specified within the bid document.	_____	_____
5. I am an officer of the company.	_____	_____
6. I have the authority to obligate my company.	_____	_____
7. I am returning the signed ORIGINAL and specified number of copies required per the bid document.	_____	_____
8. I have organized and labeled the bid per instruction.	_____	_____
9. I have retained a copy of the submission.	_____	_____
10. I have properly labeled the external envelope.	_____	_____
11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.	_____	_____
12. I have provided the necessary information for the person responsible for follow-up.		

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone Number: _____   Fax Number: _____

E-mail Address: _____

Date: _____

CERTIFICATION
Bid # 2025-07
Bay County Enterprise Resource Planning Software

The individual signing below certifies:

1.   He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2.   He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.

3.   This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.

4.   The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.

5.   No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone: _____   Fax: _____

Email: _____

Date: _____

BID SUMMARY
Bid # 2025-07
Bay County Enterprise Resource Planning Software

Software Cost	$
Implementation	$
Support	$
Customization	$
Total Bid Price	$

Additional Fees	Price
Fees to Perform Service	$
Fees to Extract Current Data	$
Fees/Hourly Rates of Employees on Project	$

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

PROPOSED SOFTWARE STATEMENT
Bid # 2025-07
Bay County Enterprise Resource Planning Software

The individual signing below certifies what ERP software modules they are proposing to the County.

Financial Management	
Personnel Management	
Treasurer Management	
Drian Management	
Information Technology Requirements	

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____