

# PROJECT MEMORANDUM

**DATE:** September 16, 2024

**TO:** Enterprise Resource Planning (ERP) System Vendors

**FROM:** Skamania County Project Team

**SUBJECT:** Request for Information (RFI)

## 1.0 INTRODUCTION

Skamania County ("the County") has engaged BerryDunn McNeil & Parker, LLC ("BerryDunn") to assess the current operational environment and identify opportunities for efficiencies through the implementation of new systems. The County currently operates with multiple disparate systems and manual processes across various departments to perform essential functions.

This Request for Information (RFI) is issued to solicit information on vendor capabilities and available solutions in the marketplace, specifically related to the functional areas outlined below, to support the County's procurement decision-making process. The County has identified your firm as having a software solution that meets the minimum qualifications and functionality for the replacement of the County's current ERP software, Eden.

We invite your firm to consider responding to the attached RFI.

## 2.0 RFI SCHEDULE OF EVENTS

The following Schedule of Events represents the best estimate of the schedule the County will follow, which is subject to change at the County's discretion. Vendors are encouraged to hold the demonstration dates listed. If a component of the schedule is accelerated or delayed, it shall be anticipated that the remaining components may also be adjusted by a similar number of days and a notice will be provided prior to the submittal deadline.

Milestone	Date
Vendor outreach sessions	August 2024
RFI Available for vendor responses	September 12, 2024
RFI Results due to BerryDunn	October 17, 2024
Finalist Demonstrations	November 12-15, 2024
Contract(s) Awarded	December 2024

### 3.0 FUNCTIONAL AREAS AND COUNTY STATISTICS

The following table contains the list of functional areas of the desired future systems environment.

System Functional Areas			
1	General Ledger	9	Project Accounting and Grant Management
2	Budget - Operational, Personnel, and Capital	10	Human Resources and Personnel Management
3	Account Payable	11	Learning Management
4	Purchasing	12	Recruitment
5	Bid and Contract Management	13	Benefit Administration
6	Accounts Receivable and Cash Receipts	14	Time and Attendance
7	Fixed Assets	15	Payroll
8	Work Orders and Inventory	16	General and Technical

The County does not intend to issue a formal Request for Proposal (RFP). As part of this phase of the project, we are engaging the vendor community to gather detailed information on available modules, functionalities, implementation timelines, and associated costs for new software systems. The information collected through this RFI will guide the County's planning process, with the intent to select a new software system based on the responses received.

The following statistics are provided to assist with the development of your response:

No.	Area	Statistic
1	General Fund Operating Budget (FY 24-25)	\$18,071,020
2	Total Budget	\$53,096,806
3	Population (2024)	12,640
4	Fiscal Year End	December 31st
5	Number of Employees (Approximate)	165
6	Number of Users by Functional Area:	
	Finance:	40
	Human Resources:	6
	Payroll:	6
7	Number of Report Users (Managers)	20+
8	Time and Attendance Users	165

The enclosed MS Excel workbook (Form A) contains four worksheets where the County is requesting information related to the availability of modules, availability of functionality, implementation timeline, and cost.

- Availability of modules (Tab 1): Please respond to the list of the County's desired modules using the indicators included in this tab.
- Availability of functionality (Tab 2): Please respond to the list of the County's desired functionality using the indicators included in this tab.
- Implementation timeline (Tab 3): Please provide your recommended phasing for the modules you provide and the related timeline for each phase.
- Cost (Tab 4): Please provide a low- and high-cost estimate for the modules you provide for the cost areas included in this tab for an implementation. We understand that the costs presented are for planning purposes only and will not be binding in any way.

The enclosed MS Word Document (Form B) contains information used to gather information on the company background, use of subcontractors, implementation methodology, and ongoing support. It is important that the vendor completes all eight sections for evaluation by County staff.

#### 4.0 SUBMITTAL INSTRUCTIONS AND INQUIRIES

To meet the County's requested timeline, we ask that responses be submitted no later than **5:00 PM PST on October, 17, 2024**. Earlier submissions are appreciated. Please send the completed documents to the County's consulting partner, BerryDunn (Tammie Warren at [tammie.warren@berrydunn.com](mailto:tammie.warren@berrydunn.com)).

It shall be the responsibility of the Proposers to inquire about any portion of the RFI that is not fully understood or that is susceptible to more than one interpretation prior to the question period closing. All questions concerning the RFI must be submitted via email only to BerryDunn.

Proposers shall not contact other County staff with any questions or inquiries. Unauthorized contact with any personnel of the County may be cause for rejection of the Proposer's response. The decision to reject a proposal is solely that of the County.

#### 5.0 GENERAL INFORMATION

**Non-Warranty of RFI Information:** Due care and diligence has been exercised in the preparation of this RFI and all information herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure to risk and verification of all information herein shall rest solely on those parties making Proposals. Skamania County, its representatives, and its agents shall not be responsible for any error or omission in this RFI, nor shall they be responsible for the failure on the part of any Proposers or their representatives to verify the information herein and to determine the full extent of that exposure.

**Costs:** Any costs incurred in the preparation of a proposal, presentation to the County, travel in

conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The County assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a contract or purchase order.

**Additional Information:** The proposer shall furnish the County with such additional information as the County may reasonably require.

**Property of the County:** All data, documents and other products used or developed during performance of the services will remain the property of the County upon completion of the services.

**No Obligation, Right of Rejection, and Multiple Award:** The inquiry made through this RFI implies no obligation on the part of the County. This RFI does not constitute an offer or a contract with any Proposer or other party. The County reserves the right to reject any or all Proposals, in whole or in part, and to waive any informality in proposals received, deemed to be in the best interest of the County or to accept or reject all or any part of any Proposal.

**Offer Held Firm:** Unless otherwise specified, all proposals submitted shall be valid for a minimum period of 180 calendar days following the date established for receiving proposals. At the end of the 180 calendar days the proposal may be withdrawn at the written request of the proposer. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.