WASHINGTON COUNTY REQUEST FOR PROPOSAL

INTEGRATED FINANCIAL SOFTWARE / HARDWARE

OPENING DATE: Monday, JULY 20, 2015

PROPOSAL NUMBER 15-01

Sealed Requests for Proposals (RFP’s), subject to the proposal documents hereto attached, for an INTEGRATED FINANCIAL SOFTWARE / HARDWARE are being accepted.

Legal Name of Contracting Company

__________________________________________

Federal I.D.# (Company Or Corporation)    Social Security # (Individual)

__________________________________________

Telephone Number    Facsimile Number

__________________________________________

Contact Person    Title

__________________________________________

Complete Mailing Address    City & State    Zip

__________________________________________

Complete Street Address    City & State    Zip

INTRODUCTION

The County of Washington, Texas (County) is requesting proposals from established and qualified vendors to provide the County with a comprehensive, fully integrated financial system, including delivery and installation, system set-up, conversion of existing data, training, documentation, and on-going maintenance support.

The enclosed REQUEST FOR PROPOSAL and accompanying SPECIFICATIONS are for your convenience in offering the referenced products and/or services for the County.
The County intends to seek the most cost effective solution, based on the representative criteria contained in this RFP, for its data processing needs. The successful vendor will establish a turnkey, integrated hardware/software environment for the County, which will satisfy the specifications contained in this RFP, bringing to bear whatever vendor resources are required from the areas of computer systems hardware, software, technical training, conversion, maintenance and services support.

The County desires to contract with a single vendor for all software/hardware for an integrated financial system including maintenance, installation, conversion, and support. However, the County reserves the right to evaluate each software application module on its own standard of performance, regardless of whether other or remaining modules of the vendors are considered by the County. In addition, the County reserves the right to purchase any personal computers or servers needed from an alternate vendor, as recommended by the County’s Information Technology Director. This RFP does not commit the County to reimburse vendors for proposal submission costs.

Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other counties or cities, identification and understanding of the County’s needs and requirements.

The County is appreciative of the time and effort you expended to submit an offer.

BACKGROUND

The County currently budgets approximately 220 employees on a full-time equivalent basis. The County’s budget for the fiscal year 2015 is approximately $24.8 million.

The primary users of the integrated financial software, the Treasurer’s office, Human Resources, and the Auditor’s office, have approximately nine (9) employees who will be using the system on a daily basis. Additionally, there are twenty (23) elected officials, ten (10) appointed officials and various supervisors who will need access to the integrated financial system, including but not limited to, printing reports, performing inquiries, initiating accounts payable processing, beginning the procurement process, entering budget data and various other functions as applicable.

CURRENT FINANCIAL SYSTEM

The County currently has fourteen (14) years of data on this system to be converted to the new system. Access to the financial system is not available at all County locations. The modules provide for the financial package are Budgetary Accounting, Accounts Payable, Fixed Assets, Payroll, Human Resources, and Revenues.

The current financial system is EDOC technology. Other County software utilized is LGS for Justice Peace and New World for Sheriff. The County and District Clerks also use EDOC technology. The County Clerk also uses RetSoft (OCR).

SCOPE OF SERVICES

The County envisions a financial system that provides reliable financial transaction processing and accurate, timely and flexible reporting. The system will support the requirements of the County’s financial functions and meet the information needs of managers and other users of the financial system. Access to financial information and reports will be available at all County locations. The
implementation processes and the proposed system will be flexible enough to meet the County’s changing needs over time.

Vendors should propose a complete solution for the components identified below. The County is seeking specific information about your proposed solution. The solution should require no programming modifications to meet the County’s needs and must be an integrated system, encompassing each of the areas identified and should be modular in design to enable the implementation of future requirements through the addition of standardized components. If third party software is required for any of the functional areas, the vendor must clearly identify it. Optional modules should be uniquely priced out in the proposal for consideration.

The County seeks comprehensive installation and training services. It is the County’s intention that the selected vendor work in consultation with the Information Technology Director and provide project management, technical installation expertise and training to help alleviate employee stress and speed employee acceptance and usage of the new system. The proposed solution must include hardware specifications, system software, application software, comprehensive documentation, user training, conversion services, installation services, project management support, and comprehensive ongoing support. Companies unable to provide the required products and services and comply with the County’s terms and conditions should not submit a response to this request.

The core software applications anticipated to meet the requirements of this RFP are:

- Finance General ledger with an integrated Financial Report Writer
- Budget Management
- Accounts Payable
- Grants / Project Accounting
- Purchasing / Requisitions / Bids & Quotes
- Payroll
- Human Resources/Personnel Management
- Position Budgeting/Position Control
- Bank/Check Management and Reconciliation
- Revenue / Cash Receipting
- Fixed Asset/Inventory Management
- GASB Reporting & GAAP Compliance
- E-government applications for payroll and human resources
- Workers’ Compensation claims tracking
- Affordable Care Act compliance and reporting
- Encryption of personal, private and HIPPA sensitive information.

Implementation services are meant to include, at a minimum, the following:

- General implementation, including product installation and configuration
- Data conversion
- Training
- System transition
- Interface to third party system/configuration.
- Maintenance and ongoing support

**PROPOSAL SUBMISSIONS**
DEADLINE: Proposals must be received in the County Clerk’s office no later than 2:00 pm on Monday, July 20, 2015. Proposals will be publicly acknowledged at 2:00 pm or soon thereafter on Monday, July 20, 2015 in the County Commissioners’ Courtroom, 1st floor, County Courthouse, 100 East Main Street, Suite 104, Brenham, Texas 77833. Late proposals will not be accepted under any circumstances!

SUBMITTAL: Completed Proposals, original and one (1) copy and one (1) electronic copy on CD in PDF format, must be in a sealed envelope clearly marked with “INTEGRATED FINANCIAL SOFTWARE/HARDWARE PROPOSAL”, “PROPOSAL NUMBER 15-01”, “July 20, 2015" AND “2:00 P.M.” written in the lower left-hand corner of the envelope containing the proposal.

PROCUREMENT SCHEDULE: Requests For Proposals (RFP) will be available on May 26, 2015, after approval by the County Commissioners’ Court (Court). Proposal submission deadline is 2 pm on July 20, 2015. At the conclusion of the RFP opening, on Monday, July 20, 2015, each vendor will be assigned (at random) a time slot to present a preliminary demonstration as determined necessary by the County. This date and time can be changed if another time is available or if another vendor is willing to trade their time slot. The preliminary demonstration is not mandatory, and is meant to provide the County with a better understanding of the vendor’s product.

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<td>RFP Issued</td>
<td>Tuesday, May 26, 2015</td>
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<tr>
<td>Submission Deadline for RFP’s</td>
<td>Monday, July 20, 2015 at 2 pm</td>
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<td>Proposal Opening Date</td>
<td>Monday, July 20, 2015</td>
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<td>Preliminary Product Demonstration Dates</td>
<td>July 21 – August 21, 2015</td>
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<td>Evaluation of RFP’s</td>
<td>July 21, 2015 through the conclusion of site visits and in-depth demonstrations</td>
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<td>Site Visits and In-depth Demonstrations</td>
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<td>Award Contract</td>
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PRELIMINARY PRODUCT DEMONSTRATIONS: Preliminary product demonstrations (as determined necessary by the County) will be allocated a three (3) hour slot, from 8:30 a.m. – 11:30 p.m. or from 1:30 pm – 4:30 pm. Product demonstration will be organized with the first two hours being an overview of the vendor’s products and the last hour being a question and answer session. During this preliminary demonstration, the vendor should demonstrate why their product is advantageous to the County. The preliminary demonstration is not mandatory, and is meant to provide the County with a better understanding of the vendor’s product.

SITE VISITS AND IN-DEPTH DEMONSTRATIONS: The County will choose vendors with which it wishes to conduct site visits and more in-depth demonstrations, as necessary, as part of the evaluation process. These time and dates will be arranged between the County the vendor(s) and any site host.

ADDRESS: Sealed proposals may be hand-delivered or mailed to County Clerk, Beth Rothermel, Washington County, 100 East Main Street, Suite 102, Brenham, Texas 77833.

METHODS: All proposals must be returned in a sealed envelope with the proposal name, number, opening date and time clearly marked on the outside. If an overnight delivery service is used, the proposal name, number, opening date, and time must be clearly marked on the outside of the delivery service envelope. Facsimile and electronic mail transmittals are not acceptable.

WITHDRAWAL OR ALTERATIONS OF PROPOSAL: Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by vendor guaranteeing authenticity. After the official opening, proposals may not be amended, altered or
withdrawn without the recommendation of the County Auditor and the approval of the Commissioners’ Court.

NO OFFER: Please indicate on your “NO OFFER” response any area/concern that may have influenced your decision to indicate “NO OFFER.”

PROPOSAL OPENING: Proposals will be received and publicly acknowledged at the location, date and time stated above. Vendors, their representatives, and interested persons may be present. The proposals shall be reviewed and acknowledged only so as to avoid disclosure of the contents to competing vendors and kept confidential during negotiations. However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal and identified by the vendor as such.

DEMONTATIONS AND PRESENTATIONS: Vendors may be required to provide detailed demonstrations of proposed application software. Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of the County.

TAX EXEMPT STATUS: The County is exempt from Federal Excise and State Sales Tax. Therefore, tax must not be included in this proposal.

AWARD: It is anticipated that any award will be made within approximately ten to thirteen weeks after the proposal opening date. Proposals submitted must be binding for not less than ninety days after the date received. Vendors should note that the County anticipates a conversion date at or around the second quarter of 2016. The County reserves the right to reject any and all proposals.

PROPOSAL REQUIREMENTS

COMPLETED PROPOSAL: A completed proposal means an original, one (1) copy and one (1) electronic copy on CD in PDF format of each of the following:

- Vendor Identification (page 1)
- Proposal Submission
- Contract page (page 28)
- Affidavit (page 29)
- Conflict of Interest Questionnaire (page 30 and page 31).

LEGIBILITY: Proposals must be legible and of a quality that can be reproduced.

LATE PROPOSALS: Proposals received after submission deadline will not be opened and will be considered void and unacceptable. Washington County is not responsible for lateness of mail, courier service, etc.

DOCUMENTATION: Vendor shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE VENDORS: A vendor must affirmatively demonstrate their responsibility. A vendor must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

The County may request representation and other information sufficient to determine vendor's ability to meet these minimum standards listed above.

RESPONSE PREPARATION COSTS: The County will not pay any cost incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors with exception of costs associated with any County personnel visits to vendor offices or other client sites.

AWARD

CONTRACT: This Proposal, and accompanying documents, and any negotiated terms, when properly accepted by the County, shall constitute a contract equally binding between the successful vendor and the County. The final award of the proposal or contract will be made by the Washington County Commissioners’ Court. The successful vendor may be required to sign an additional agreement or contract containing terms necessary to ensure compliance with the proposal. No different or additional terms will become part of this contract with the exception of a Change Order.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract must be made in writing and signed by both parties.

EVALUATION CRITERIA: Criteria utilized by the County for determining the best acceptable vendor includes, but is not limited to: the vendor meeting the County's specifications, the vendor's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor(s) which could reasonably be asserted as being relevant to successful performance.

EXCEPTIONS / SUBSTITUTIONS: All proposals meeting the intent of this request for proposal will be considered for award. Vendors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the vendor has not taken exceptions and shall hold the vendor responsible to perform in strict accordance with the specifications of the RFP. The Court reserves the right to accept any, all, or none of the exception(s) / substitution(s) deemed to be in the best interest of the County.

REJECTION / ACCEPTANCE: It is understood that the Court reserves the right to accept or reject any or all proposals for any or all materials and or services covered in this proposal request. Additionally it is understood that they may waive discrepancies or defects in the proposal or to accept such proposal it shall deem to be in the best interest of the County. Receipt of any proposal shall under no circumstances obligate the County to accept the lowest dollar proposal.

ADDITIONAL INFORMATION: The County may request additional information to further clarify, explain or validate the contents of any response in this RFP. All information must be submitted to the County in writing within three (3) days of the County’s request.

CONTRACT ADMINISTRATION: Under this contract, Sharon Stolz, County Auditor, Peggy Kramer, County Treasurer and Darrell Reimer, Director, Human Resources shall be the contract administrators with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection, and delivery. The contract administrators will serve as liaisons between the County Court and the successful vendor. In order to ensure fair and
objective evaluation, all questions related to this RFP should be addressed to the person(s) named above. Contact with any other County employee, except at the vendor pre-bid meeting, (if conducted), is expressly prohibited without prior consent of the person(s) so named herein. Vendors directly contacting other County employees will risk elimination of their proposal from further consideration.

NEGOTIATIONS: The County reserves the right to negotiate the contract in accordance with Local Government Code section 262 for requests for proposals.

CONTRACT AWARD: The award of this contract shall be made to the responsible vendor whose proposal is determined to be the best evaluated vendor resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the request for proposals.

FUNDING OPTIONS: The Vendor should include any financing plans or options available to the County.

TERMS AND CONDITIONS

CONFLICT OF INTEREST: No public official shall have interest in this contract in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171, including, but not limited to, Local Government Code §171.002 and §171.003.

DISCLOSURE REQUIREMENTS: All prospective vendors shall complete the conflict of interest questionnaire and submit it with their proposal in accordance with Local Government Code §176.004. (The Texas Legislature passed House Bill 914 during the 2005 legislative session which requires the conflict of interest questionnaire to be completed. This can be referenced under Local Government Code, Chapter 176 relating to: Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information.

ETHICS: The vendor shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the County.

SOFTWARE DEFECTS: Vendor shall promptly and properly correct all software defects no later than three (3) business days from when the problem is reported to the vendor.

WARRANTY: The vendor shall provide a minimum of one-year warranty from the date of installation. Vendor shall warrant the system is free of defects in material and workmanship. Warranty shall include labor, materials, freight and equipment sold to or loaned to the County.

TERMINATION OF CONTRACT: This contract shall remain in effect until: 1) contract expires, 2) delivery/completion and acceptance of products and or services ordered or 3) terminated by either party with a thirty (30) day written notice prior to any cancellation. The successful vendor must state therein the reasons for such cancellation. In the event the contract is cancelled, the County reserves the right to award to the next best proposal, as it deems to be in the best interest of the County.

TERMINATION FOR DEFAULT: The County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Non-Performance of the vendor shall be a basis for termination of the contract by the County. The County reserves the right to terminate the contract immediately in the event the successful vendor fails to: 1) meet delivery or completion schedules, or 2) otherwise perform in accordance with these specifications. Breach of contract or default

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authorizes the County to award to another vendor, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful vendor. The County shall not pay for any commodities / services that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

FORCE MAJURE: Neither party shall be responsible for delays caused by “Acts of God”, non-county governmental processes, national emergency or any other causes beyond their reasonable control. Upon the discovery of such an event, the affected party shall notify the other and arrange a meeting to propose a program for a solution to the problem, and if necessary, to establish an estimated period of time of suspension or extension of the work.

COMPLIANCE WITH LAWS: The successful vendor shall comply with all applicable federal, state and local laws and regulations.

INVOICING: Invoices shall be sent directly to the Washington County Treasurer’s office, attention Accounts Payable, 105 West Main St., Suite 105, Brenham, Texas 77833. Payments will be processed within thirty (30) days after receipt of invoice or items, whichever is later. Invoices must be itemized.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of a valid invoice. Payments shall be made in accordance with the State of Texas Prompt Payment Act, Vernon’s Texas Codes Annotated, Government Code Title 10, Subtitled F, Chapter 2251. Successful vendor is required to pay subcontractors within ten (10) days after the successful vendor receives payment from the County.

Payment inquiries should be directed to the Treasurer’s Office, Accounts Payable: Donna Schultz 979 277 6224.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Washington County, Texas.

ASSIGNMENT OF CONTRACT: The successful vendor shall not assign, sell, transfer, subcontract, or convey this contract, in whole or in part, without the prior written consent of the Court.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement.

HOLD HARMLESS AGREEMENT: Contractor shall indemnify and hold Washington County harmless from all claims for personal injury, death and / or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor’s performance. Contractor shall procure and maintain, with respect to the subject matter of this proposal, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor’s liability as may arise directly or indirectly from work performed under terms of this proposal. Certification of such coverage must be provided to the County upon request.

WAIVER OF SUBROGATION: By virtue of acceptance of this contract, both contractor and insurance carrier waive any and all rights whatsoever with regard to subrogation against the
County as an indirect party to any suit arising out of personal or property damages resulting from contractor’s performance under this agreement.

INSURANCE: Before commencing work, the successful vendor shall be required, at his own expense, to furnish the County Treasurer within ten (10) days of notification of award with certificates of all insurance policies for all requirements as stated below to be in force throughout the term of the contract.

A. Commercial General Liability, errors and omissions insurance at minimum combined single limits of $1,000,000 per occurrence and $1,000,000 general aggregate for bodily injury including accidental death (to any one person and aggregate) and property damage, which coverage shall include products / completed operations at $1,000,000 per occurrence. Coverage must be written on an occurrence form.
B. Vendor’s Protective Liability Damage Insurance in the same minimum coverage as under General Liability Insurance.
C. Workers’ compensation insurance in accordance with provisions of the Labor Code of Texas.
D. Commercial Automobile Liability insurance at minimum combined single limits of $300,000 per occurrence for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.
E. Cyber liability insurance providing indemnification of the County and providing loss and relief coverage for any data breach of personal and confidential health information during the conversion process. Insurance coverage should include any software failure to encrypt and secure to current industry standard which results in a data breach. Minimum limits of $1,000,000, $500,000 sublimit for mitigation expenses, $100,000 sublimit for claim expenses related to regulatory penalties and $50,000 sublimit for regulatory penalties.
F. The vendor should add the County as an additional insured on each policy.

All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or authorized agent.

All required insurance shall be in force throughout the term of this contract. Failure to provide or any lapse in the required insurance may be cause for immediate cancellation of award of this contract.

QUESTIONS REGARDING PROPOSAL DOCUMENTS: Questions concerning this proposal should be directed to either Peggy Kramer, County Treasurer at 979-277-6224 or Sharon Stolz, County Auditor at 979-277-6229 or Darrell Reimer, Director, Human Resources at 979.277.6236.

THE COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT IN PART OR IN WHOLE ANY PROPOSALS SUBMITTED, AND TO WAIVE ANY TECHNICALITIES IN THE BEST INTEREST OF THE COUNTY.

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT.

SPECIFICATIONS AND PROPOSAL SHEETS

GENERAL: It is the intent of the following specification to describe, in general, the integrated financial software and hardware system needed by the County.
EVALUATION CRITERIA: Proposals will be evaluated based on the following criteria:

- 20% Total solution package
- 20% Compliance, meeting the needs of the County
- 20% Staff, qualifications and reputation of the firm
- 20% Time and ease of installation
- 20% Rates for service

The basis for the evaluation of proposals received includes but is not limited to, the following considerations.

High Priority:
- Compliance (meeting the needs of the County).
- Staff, qualifications, and reputation of the firm.
- Time and ease of installation.
- Rates for services.

Important Priority:
- Vendor’s performance record in meeting requirements of their existing customers (users). Particular emphasis will be placed in the areas of customer support and the ability to meet the anticipated future needs of the County.
- Number of satisfied local government customers, emphasis on Texas customers, using the software and hardware configuration being proposed.
- Amount and cost of vendor support that will be available for conversion, implementation, maintenance and on-going modifications.
- Proven, existing application systems that the vendor has available for immediate implementation. The vendor’s capabilities in other systems areas will be treated as a positive factor.
- Capability and costs to perform the required conversion of existing data files.
- Quality of application software manuals, or other documentation and training aids.
- Ease and ability to train user personnel.
- Adherence to the requested proposal format. This includes thoroughness of the proposal as well as the format of the presentation.
- Software and hardware maintenance, support and service capability.
- Required experience and number of in-house data processing personnel necessary to operate and maintain the system.
- The number, type and experience of vendor staff.
- Vendor’s ability to support the total system solution, including installation, conversion, software, training, and hardware/software maintenance and support.
- Responsiveness to software requirements outlined in this RFP.

The County reserves the right to negotiate the contract in accordance with Local Government Code, Chapter 262, for request for proposal.

TECHNICAL SPECIFICATIONS

The successful vendor will provide hardware and software requirements for conversion, implementation and solution performance. A hosted alternative solution and associated costs should be included. Cloud capability should be addressed. Other modules, to
include but not limited to, County and District Clerk, Judicial and Criminal Justice should be discussed as to compatibility and ease of integration with the financial system at a later date or any obstacles to be expected. Please indicate networks your product supports.

PROPOSAL SUBMISSION / INFORMATION FROM VENDOR

The RFP received from the vendor should include each of the following sections in the numbered order as noted below. If additional sections are needed by the vendor to highlight their product or provide additional information, such sections are to be added after the required sections.

Instructions: Please answer the questions listed below. Pre-printed product literature regarding your system(s) is acceptable but not required.

Section 1 - Vendor Information
Please include the following information on the Primary contact representative:

- Name
- Address
- Title
- Telephone Number
- FAX Number
- E-mail address

Please indicate if this person has the binding authority to enter into contracts.

How many years has the company actively provided automated data processing systems to local governments?

Section 2 – Summary of Solution
Please provide a summary of your solution for the County's integrated financial software and hardware system. (Later, within this section “Proposal Submission / Information From Vendors,” more specific questions are asked. If any section leaves out what you consider crucial or valuable information, please include it in your proposal.

Section 3 – Profile/History
Provide a brief history and profile of your company.

Include additional information such as:

1. When it was founded.
2. Types of software developed and sold.
3. Type of legal entity (i.e. corporation, partnership, etc.).
4. Names of owners if privately owned.
5. Indicate if the company incurred an annual operating loss in the last five (5) years.
6. Indicate if the company has had a workforce reduction during the past five (5) years.
7. Indicate any pending legal liabilities.

Section 4 – Personnel/Service Support
1. How many people are employed by your company?

2. How many of these employees devote 100% of their time to the development, sales, and ongoing support of financial software for local governments?

3. A list of the employees who provide training and customer support must be included. This list should include a brief resume outlining each employee’s experience and educational qualifications.

4. Number of staff members listed by primary responsibility:

   Marketing
   Software Development
   Application Software Training and Support
   Hardware & System Software Support
   Documentation
   Administration
   Other (describe)
   TOTAL

4. Describe how your company measures customer satisfaction. What key performance measures are used to quantify the results and which areas are evaluated.

5. Describe your company’s service and support philosophy. How it is carried out and how success is measured?

6. Provide a thorough description of help desk services including dial-in, web support, and ongoing maintenance.

Section 5 - Client Base

1. How many total local governments are currently using your software?

2. How many Texas local governments are currently using your software? Please list.

3. How many non-local governments (other clients) in Texas are currently using your software?

4. Include a complete list of your local government customers, their location, number of years as customer and version of your software that they are using.

Section 6 - Site Visit Locations

Provide at least four (4) clients who you feel would be comparable to the County and who you would recommend for a site visit. Please note that cost is a factor in determining which site(s) the County will visit.

Section 7 - Work Stations

The vendor should provide recommended minimum configurations for any PC or terminal that will be connected to the system.
Section 8 - Technology
The County is interested in partnering with a vendor having a strong history of technological advancement that provides state-of-the-art technology. Please provide information about the current technologies employed by your systems (modern programming languages, servers, databases, and operating systems). Please provide a short narrative history of your application development and a description of any recent changes you have implemented.

Section 9 - Hardware/Operating System
The vendor should provide complete specifications of hardware system proposed.

Section 10 - Hand-Held Bar Coding Reading Devices
Hand-Held Bar Coding Reading Devices: The vendor should propose hand-held bar coding reading devices that are integrated with the fixed asset management software. Any necessary equipment for charging, and uploading/downloading data to and from the hand-held devices must be proposed.

Section 11 - Installation/Configuration
Installation/Configuration: With the exception of running cables and providing an adequate number of lines for remote sites, if applicable, the vendor is responsible for installing and configuring all hardware and system software. The County desires a not to exceed fee for providing this service. The vendor should explain any exceptions.

Section 12 - Graphic User Interface
Graphical User Interface: The vendor must either currently offer, or plan to release, a fully tested GUI (graphical user interface) product within the next year. With this time frame in mind, the County may require the vendor to demonstrate completed GUI applications and provide a detailed schedule of release dates for various modules. The County desires to choose a product with a GUI easily learned by experienced Windows users. If not able to support GUI, please explain.

Section 13 – Indicate your SQL server software requirements.

Section 14 - Security
1. Describe, in detail, the levels of security in the application software being proposed. Provide your required or recommended security features to prevent data breach exposure.

2. Does the system include basic password protection for standard access?

3. For the password:
   a. Can you specify that it must include numbers and letters?
   b. Can you specify that it cannot be the same as a prior password?
   c. Will the system automatically prompt users to change their passwords at a set interval?

4. What audit records are provided when changes are made to data in critical fields in the software?

5. Are users restricted from access to applications not within their authority?

6. Can users be restricted from specific fields within subsystems to which they are authorized? (i.e. access to payroll module but not to social security number or home address).

7. Does the system provide flexible access control to the field level?
a. Does the system allow specific access permissions such as update, view-only, or prohibit view?

8. Does the system provide file backup and recovery capabilities to restore damaged files?

Section 15 – Reports
Include an example of the following reports from your system:

1. Departmental Expenditures Report / Detailed Account Activity (shows detail of year to date expenditures by line including vendor name, description, invoice date, and amount).

2. Statement of Expenditures Report (shows a summary of year to date expenditures compared to current budget)

3. Bills List / Disbursement by Date (shows bills to be approved by Court. Has vendor name, description, invoice date, account number and amount).

4. Fund Requirements (shows the total amount of funds expended on the “bill list” by fund).

5. Balance Sheet

6. Fixed Asset/Inventory Management Reports

7. Revenue Statement

8. Consolidated Finance Statement

9. Revenue Warrant Register

10. Transaction Register

11. Deposit Register

12. Detail General Ledger

13. Budget Analysis Worksheet

14. Periods Register

15. Transferred Check to Bank Reconciliation

16. Transferred Accounts Payable to General Ledger

17. Reset Encumbrance

18. Current Cash Position

19. Transfer Payroll To General Ledger

20. Check Register

21. 1099 Forms
22. Calculate 1099 amounts

23. Chart of Accounts

24. Expense Statement

25. Leave Balance Report by Department (Example: County Clerk’s Department amount of vacation, sick leave, etc.)

26. Payroll Register

27. W-2, W-2 Worksheet

28. Workers’ Compensation Analysis and Reporting

29. Unemployment Analysis and Reporting

30. Hours entered report

31. Confirmation of payroll reset

32. Computed payroll report

33. Deductions Report

34. Employee Listing

35. Disability Report

36. State Retirement

37. Timesheets by Department

38. Check Register

39. EEO Reporting

40. Longevity Report

41. Anniversary Report

42. Vacation/Sick Report

43. FTD-YTD Pay Report

44. MTD-YTD Pay Report

45. Employee Detail Pay History

46. Customed Defined Reporting

Section 16 – Print Screens
Include an example of the following “print screens” of your system:
1. Accounts Payable: master vendor file / vendor information (indicate how many screen)

2. Accounts Payable: invoice entry

3. Accounts Payable: vendor invoice history
   a. Indicate which fields can be “drilled down”

4. General Ledger: account inquiry
   a. Indicate which fields can be “drilled down”

5. General Ledger: journal entry creation

6. General Ledger: revenue entry

7. General Ledger: new account creation

8. Payroll: employee master file (indicate how many screens)

9. Purchasing: purchase order inquiry

**Section 17 - General Features**

1. In fields where user defined or existing codes are required, what tools are required that aid the user in the consistent selection of proper codes?

    □ YES  □ NO  Please explain

2. Does the software provide the capability for the customer to set up user defined fields within each application for tracking of any unique information that may be important to the County?

    □ YES  □ NO  Please explain

3. Report Writing: Do you include any customer defined reports and / or financial statements at no additional cost to the County?

    □ YES  □ NO  Please explain

4. Report Writing: Are any user defined report writing capabilities included with the application software at no additional cost to the County?

    □ YES  □ NO  Please explain

5. Describe any special features provided by the software that enhance the report printing process in your software, (i.e. report parameters, printer selection, etc.)

6. How does a user check on the status of a printer?

7. Are there any special features provided to make inquiry programs in the various software applications easy to access?

    □ YES  □ NO  Please explain

8. If a user is in the process of entering a purchase order, or entering payroll data, and needs to inquire about budget information on one or more general ledger accounts, describe the process and keystrokes that would be required to execute the inquiry and return to the data entry process.

9. Does an optional report writer exist that provides the option to run queries and display the result on screen instead of printing a report?

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Section 18 - Description of Additional Features
Include a description of any products, features, or other value-added components available for use with the proposed financial system that have not been specifically requested in this RFP. The County will consider your suggestions.

Section 19 – Configuration of Applications
The vendor shall describe how the applications software can be configured. When describing the configuring options, the Vendor shall answer the following questions:

1. How can the County configure the software directly?
2. How can the Vendor configure the software for the County?

Section 20 - Third Party Solutions
The Vendor should explicitly state the name of any third-party system software products that are part of the proposed solution to the County’s list of requirements. For each third-party product, there should be a statement about whether the contract would encompass the third-party product and/or whether the County would have to contract on its own for the product. Disclosure of any data breach having occurred via the third party software must be made. Provision and/or solution(s) of third party(ies) concerning indemnification and continuing vigilence to prevent a data breach should be discussed.

Section 21 - Installation
The Vendor must provide a detailed plan for installing the proposed system. Key activities must include:

1. Developing a comprehensive project plan
2. Pre-installing or staging all hardware and software
3. Delivering all software to the County and installing it into our network
4. Conversion guidance and phone assistance as necessary
5. Onsite user assistance during critical activities, such as initial live processing

Section 22 - Project Management
Provide information about your project management process and the frequency of updates and progress reports. The County prefers a Vendor having a streamlined project management approach with regular project updates.

Section 23 - Conversion
Provide information about your conversion methodology and disclose any tools your organization utilizes to achieve successful conversions. Due to the County’s streamlined staffing approach, the County prefers a Vendor that assumes the bulk of the conversion responsibilities. Vendor should specify any special requirements the County must meet in providing electronic conversions.

Section 24 - Training
The County believes that thorough training is necessary to the success of the system. Detail the training activities included in your proposal. The County specifically seeks the following information:

1. Training methodology.
2. Documentation descriptions.
3. General time frames for training activities.
4. Ideal class sizes.
5. Types of training provided (technical AND end-user).
6. Location of training.
7. Continuing training opportunities.

Section 25 - Customer Service
The County desires to partner with a technology company providing top-quality customer services. Please provide information about the support your organization provides, including:

1. Phone and web-based help, including the hours available
2. Tracking system for ensuring requests are promptly addressed
3. Any special support plans
4. Frequency and delivery mechanism for new software releases
5. Notification and delivery method for bug fixes and patches
6. Available user groups
7. Other support

The vendor must define any service level options and/or disclose which services are included in the annual maintenance fees and which are optional.

Section 26 - Training
Please specify how many staff-days of total training, both overall and for each subsystem that you anticipate providing as part of your proposal. Also, indicate if other recent similar size solutions that you have provided have used more or less training hours. Indicate the cost of additional training.

Section 27 – Licensing
Describe your licensing structure (i.e. based on number of users, number of citizens, etc.) and document the complete costs for licensing, installation, and ongoing support of their proposed systems.

Section 28 - Sample Documents
Vendor should include a sample purchase contract, maintenance agreement and license fee and / or franchise agreement and any other proposed documents with proposal.

Section 29 - Cost
Include an itemized list of all costs in the following key categories:

- License fees for each application and supporting programs (reporting programs, etc.)
- Training fees for each application and supporting programs (reporting programs, etc.)
- Hardware and system software
- Conversion costs should be all be addressed in the cost summary.
- Software Customization
- Implementation services divided into areas such as:
  - Project management
  - Technical services
o Parallel testing/production user assistance
o Data conversion
o System staging
o Onsite installation and technical staff training
• Annual software maintenance fees/costs for five (5) years
• Modification costs if denoted to satisfy requirements
• Any other costs associated with the acquisition of the system. (Travel expenses for vendors, employees, etc.)

The following is a list of the software modules for the Vendor to include in their proposal.

• Finance General ledger with an integrated Financial Report Writer
• Budget Management
• Accounts Payable
• Grants / Project Accounting
• Purchasing / Requisitions / Bids & Quotes
• Payroll
• Human Resources/Personnel Management
• Position Budgeting/Position Control
• Bank/Check Management and Reconciliation
• Revenue / Cash Receipting
• Fixed Asset/Inventory Management
• GASB Reporting & GAAP Compliance
• E-government applications for payroll and human resources
• Workers’ Compensation claims tracking

Describe how your application software is priced. Is it a one-time license fee? Is it based on the number of users on the system? Is it based on population of the entity? Is it based on number of employees? Is it possible that future growth at the County will result in additional license fees? Is there a specific increase each year? Please explain in detail.

Section 30 - Lawsuits
1. Has your company ever been sued by a local government customer? If so, please explain.
2. Are there any other lawsuits currently outstanding against your company? If so, please explain.

Section 31 – Cyber Security
1. Has your firm suffered a data breach in a client system?
2. What process, measures, security system or similar do you employ to ensure information remains secure?

Section 32– Questions

Please answer the questions listed below. Clearly indicate with a ‘Yes’ or ‘No’ if the item is included as part of the standard system package and elaborate if your system is particularly efficient in this area or if your system offers a different solution to the question asked. Identify the estimated cost of any required modification.

General

1. Single input. Is information entered into the system one time? (There should not be any duplicate entry of data. For example: between payroll and human resource records.)
2. Client/server. Is solution proposed a client/server application?

3. Ease of Use. The software must be easy to use and learn. Is this a Windows environment? (Please specify which version(s) of Windows on which your system will run)

4. Real Time Information.
   a. Is the system real time (not batch)?
   b. Are transactions that will affect financial balances, budget, reflected immediately in the appropriate ledgers?

5. Remote Access: Does the system provide access to remote departments for budget and other financial information?

6. Convenient Communication: Does the system facilitate the exchange of information by supporting electronic messaging and mail functions?

7. Ad Hoc Reporting. Does the system provide reporting tools for generating custom reports from the system information?

8. User Group Meetings. Do you currently sponsor local user group meetings for each module? If so, how often has this been done in the past and at what locations?

9. Training/Conference. Do you have annual or semi-annual user group conferences? Where have they been located for the past five (5) years?

10. System Documentation. Do you provide user documentation manuals for each subsystem?

11. Training and support
   a. Do you provide on-going training?
      i. On-site?
      ii. Web based?

12. Support. What hours is your live support available?

13. Do menus have ‘drill down’ capabilities for detail?

14. Does the system have the ability to print graphs and charts?

15. Does the system allow a user to inquire between software applications, or within the software application, without closing the process they currently in? (Example: Employee is in the middle of making payroll changes and receives a call regarding family medical leave.)

16. When inquiring on screen can you sort information by field (i.e. apply date, description, etc.)?

17. Do all subsystems have on-line help functions? (Please describe)

18. Can reports be rerun for periods other than the current period?

19. Does the system allow for an unlimited number of years of detail information?

20. Are all entries tracked as to:
   a. Transaction date and time?
   b. Posting date and time?
c. By user performing entry?

d. Location of user performing entry?

**Technology**

21. Does the system provide the ability to send broadcast messages by specified users to users at any time, as well as messages that are displayed at logon?

22. Does the system only require a standard Internet connection and TCP/IP protocol access to all user interfaces?

23. Does the system contain toolsets to accommodate API maintenance?

24. Does the system contain toolsets to accommodate archiving/purging of data?

25. Does the system contain toolsets to accommodate database maintenance?

26. Does the system provide record or file encryption using 3DES standards?

27. Does the system have the ability to access requirements through firewall must be clearly identified and follow standard port designations where possible?

28. Is the administrative access into the system minimized and well controlled?

29. Does the system have the ability to automatically sign a dormant user off the system after a user defined time period?

30. Does the system have the ability to generate warning messages to notify the administrator if multiple security roles applied to a single user are conflicting? If so, are such incidences recorded by the system?

31. Is the solution 100% compatible with industry standard firewall technology?

32. Does the system have the ability to view or obtain security reports showing security profiles by user?

33. Does the system have the ability to hide information or lock screens so that it is not visible to unauthorized security levels?

34. Does the system support standard Internet security including, but not limited to Secure Hypertext Transfer Protocol (HTTPS)?

**Accounts Payable**

35. Does your software allow each invoice to be paid by separate check, by indicating “yes” or “no” for separate check on the page when entering the invoice?

36. Does your software allow coding a vendor file at the vendor main file not at invoice processing, to code the vendor to process separate checks?

37. Does the system allow for on-line notes to vendor master accounts? If so, how may characters?
38. Does the system allow for on-line notes to individual invoices? If so, how many characters?

39. Does the system support temporary vendors?

40. Can invoice credits be processed in the same “batch” as an invoice or is there a separate process for entering credits? (Example: The employee is entering invoices for a vendor and has a return / credit. Can these be processed together?)

41. Does the system track whether vendors require 1099’s or not?

42. Does the system provide for a separate 1099 name, separate from the vendor name look up? (i.e. Invoices reflect Frank’s Trim Shop, however 1099 must be sent to Kim Smith).

43. Does the system keep payment totals, for 1099 purposes, for each calendar year?

44. Does the system allow checks to be written in January before previous calendar year payment totals are closed out?

45. Does the system allow for an unlimited number of vendors?

46. Does the system provide for a template for recurring expenses by vendor?

47. Can the system generate a payment approval list for the Commissioners Court approval?

48. Does the system provide history drill down to include:
   a. Invoice information?
   b. Fixed asset information?
   c. Purchase order information?
   d. General ledger account number?

49. Does the system accommodate ACH transfer of funds?

50. Does the system accommodate wire transfer of funds?

51. Does the system accommodate account debit?

52. Does the system accommodate account draft?

53. Does the system verify availability of budgeted funds prior to accepting a transaction?

54. Does the system verify availability of budgeted funds for grants or projects that are on a different reporting cycle (i.e. year begins September 1st instead of October 1st) prior to accepting a transaction?

**Purchasing**

55. Can the system support online paperless requisition and purchase orders, including online approvals?
56. Will the system track NIGP product codes?

57. How many characters are allowed in the description of the item?

58. Are multiple pages allowed on a printed purchase order? (Example: when a single purchase order has forty (40) different items, and would require printing on two (2) to three (3) pages).

**Budget**

59. Budget: Does your software allow, at the department head level, the department to modify the salaries of his employees when submitting a budget request? Example: The Tax Assessor-Collector wishes to include in her budget request an additional $2 per hour for each of her supervisors. How is this reflected on the budget request? How does the Commissioners Court know these salaries have been increased?

60. Does the system include position budgeting?
   a. If so, how does the budget system handle probationary employees who are currently making less than their full salary?
   b. Will the system calculate cost of living increase for all employees?
   c. If so, does the system also calculate the corresponding increase in benefits?
   d. Can the system be programmed to accommodate a different benefit rate as of a certain date? (i.e. retirement rate increases to 8.01 at beginning of calendar year)

61. Does the budget system identify between years with 2080 and 2088 hours?

62. Can the budget system accommodate Section 7k overtime exemption? (Example: Identify law enforcement officers who are budgeted at 171 hours per four (4) week period (generally budgeted at 2223 hours per year)?

63. Can the budget system reduce the number of hours budgeted for any specific class of employees? (Examples: jailers, who are budgeted at the 171 law enforcement hours, are reduced to 2100 for budgetary purposes due to high turnover rates. EMS operations employees working 183.5, 112.5 or 120 hours per two week cycle, totaling 336 hours every six weeks.)

64. Does the budget system allow for budget amendments and maintain the original budget and the amended budget?

65. When entering budget date (i.e. requested budgets) will the system:
   a. Allow the user to enter a single line item?
   b. Allow the user to enter a range of items, system prompted?
   c. Allow the user to modify an entire range based on parameters (i.e. Increase whole budget 3% or Increase the Jailer1’s 5% and Patrol Deputies (3%)?

66. **Bank Manager** Does the system’s bank reconciliation process allow for the downloading of bank statements?

67. Does the system allow for batch clearing of checks?
Revenues

68. Does the system allow for the import of a file from a third party system to post daily revenue reports?
   a. If so, what format does the system require?
   b. If so, what approval process is followed?

69. Does the system provide a template for entering revenues?  (Example: daily revenue reports from Tax Office).

70. Does the system allow revenues to be tracked by source codes?

71. Does the system provide cash receipting?

72. Does the system provide a receipt number (transaction number) for each deposit transaction?

General Ledger

73. Can the previous year be “locked” after year-end closure occurs so inadvertent changes cannot be made?

74. How many user defined chart of account components?  Is the system “red book” compliant?

75. How many characters available in the chart of accounts?

76. What is the procedure for posting to the general ledger?

77. Can monthly close be done on some funds and not others?

78. Is the County required to use a specific format for the chart of accounts?
   a. If so, what happens to the fields not used by the County?
   b. Are they required to be entered?

79. Does the system have an unlimited number of recurring journal entries?

80. Is your software GASB 34 compliant and adhere to GAAP standards?

81. Will the system allow accounting periods other than the County’s fiscal year for projects and grants?  If so, can inquiries be made regarding current budget balances?

82. Does the system allow for on-line notes to accounts?  If so, how many?

83. Does the system provide a reporting mechanism to report under a separate “Uniform Chart of Accounts”?

Cash Receipting Revenues

84. If the file format was made available, can the system batch revenue reports from other software modules and import them into the general ledger (i.e. Justice of the Peace daily revenue reports)?
85. Does the system provide for centralized collections? (This function is not currently utilized, please indicate if the system has the capabilities.)
   a. If so, does the system provide for an electronic cash drawer system?
   b. Can the system allow collection of all methods of payment at one location?

86. Can the system track all entered payments including voided receipts?

87. Can the system print a cash receipt on demand?

88. Does the system allow one or more transactions per receipt?

89. Will the system allow for credit and/or debit card payments?

   Payroll/Human Resources

90. Does the system support standard user-defined salary tables?

91. How many salary tables does the system allow?

92. Does the system support part-time and hourly employees, with pro-rated benefits? (i.e. benefits split between departments)

93. Does the system support multiple positions for a single employee? (i.e. Road and Bridge Administrator and Environmental Health Director)

94. Does the system automatically account for and distribute overtime pay in accordance with the Fair Labor Standards Act (FLSA)?

95. Will the system handle a pay raise in the middle of a pay period?

96. Does the system have the ability to print mailing labels for current employees?

97. Will the system allocate end of the year payroll between two fiscal years (Example: the two week pay period ends January 6th, the time through December 31st needs to be posted to the previous fiscal year>)

98. Is the payroll system integrated to the general ledger and budget?

99. Can you drill down from payroll to the general ledger accounts?

100. Does the system track:
   a. Vacation
   b. Sick Time
   c. Sick Pool
   d. Longevity
   e. Compensatory Time
   f. Overtime
   g. Family Medical Leave Act time
   h. Military Leave
i. Leave Without Pay
j. How many user defined accruals?

101. Does the system support multiple pay periods?
102. Does the system have the ability to accept import files for employee hours?
103. Does the system calculate longevity? (After 3 years, $5 for each month of service paid in one lump sum in November.)
104. Does the system have the ability to export a record of employee deductions to a third party vendor for reconciliation? (Example: Colonial Ez Billing reconciles the invoice to the employee deductions.)
105. Will the system generate all Federal and State reporting requirements?
106. Can the system generate:
   a. W-2’s
   b. 1099R’s
   c. IRS 941
   d. TCDRS Retirement Report
   e. Unemployment Report
   f. EEO Reporting
   g. Affordable Care Act Compliance, e.g. forms 1094c and 1095c
   h. Other quarterly reports?
107. Can tax tables be maintained and updated by the user?
108. Does the system support other methods of time entry such as electronic time clocks?
109. Is an automatic payroll direct deposit provided for more than one bank facility? (Example: Employee wishes to direct deposit into more than one financial institution.)
110. How does the system process escrow payment, such as child support and payroll taxes?
111. Does the system allow for the remote data entry of timesheets?
112. Is all pertinent payroll information on one or two screens?
113. How are employee screens set up?

Workers’ Compensation

114. Does the system have the ability to track workers’ compensation claims? (i.e. loss runs, indemnity benefits, medical benefits, reserves, legal expenses, property?)
115. Does the system have the ability to exchange information electronically with insurance carrier re-pricing company? (i.e. explanation of benefits)
116. Does the system have the ability to submit and receive medical bills from providers electronically?

117. Does the system have the ability to import existing workers’ compensation data?

118. Does the system have the ability to print workers’ compensation forms? (i.e. DWC-1, DWC-3, DWC-21)

119. Does the system have the ability to generate and print workers’ compensation reports?

120. Does the system have the ability to print graphs and charts?

121. Does the system have the ability to record OSHA information?

**Fixed Assets/Inventory**

122. Is the system integrated with accounts payable to facilitate additions to the fixed asset system?

123. Does the system allow the user to define classes of fixed assets?

124. Does the system allow for some assets to be depreciable and others not depreciable?

125. Does the system calculate depreciation?
   a. How does the system calculate depreciation on an asset disposed of during the year?
   b. Does the system calculate gain or loss on disposal of assets?
   c. Does the system generate depreciation postings and post to the general ledger?

126. Does the system maintain a historical record of interdepartmental transfers? (Example: printer transferred from Auditor’s office to Treasurer’s office to MIS).

127. Is the system capable of bar coding assets for physical inventory?
   a. If so, does the system support a hand held device to record and track during a physical inventory?
CONTRACT

The undersigned agrees, if this proposal is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications.

The undersigned, by his/her signature, affirms and represents that he/she is duly authorized to execute this contract and bind the vendor to fully comply with terms and conditions of the attached documents for the amount(s) shown on the accompanying proposal. Further, the undersigned affirms and represents that this proposal has not been prepared in collusion with any other vendor, and that the contents of this proposal have not been communicated to any other vendor prior to the official opening of this proposal.

By signing below, you affirm that you have read the entire document and agree to the terms therein.

Signature of Person Authorized to Sign Proposal     Date

Printed Name and Title of Signer: ____________________________________________

Mailing Address: ____________________________________________________________

City: ___________________________ State: _____ Zip: ______

E-mail: _______________________ Phone No.: __________________ Fax No.: __________

The Commissioners Court of Washington County, Texas does hereby agree to contract with ____________________________ to provide integrated financial hardware / software for the County, inclusive, in accordance with the request for proposal submissions set forth hereto.

PASSED THIS _____ DAY OF __________________, 2015.

APPROVED:            ATTEST:

____________________  ______________________
JOHN A. BRIEDEN, COUNTY JUDGE            BETH ROTHERMEL, COUNTY CLERK
AFFIDAVIT

STATE OF TEXAS
COUNTY OF WASHINGTON

BEFORE ME, the undersigned authority, on this day personally appeared ___________
____________________________known to me to be the person whose name is subscribed to
the following, who upon oath, says:

I am the Manager, Secretary or other agent or officer or the principal of the vendor in the matter of
the proposals to which this affidavit is attached, and I have full knowledge of the relations of the
vendor with the other firms in this same line of business, and the vendor is not a member of any
trust, pool or combination to control the price of supplies proposed on, or to influence any person to
propose or not to propose thereon.

I further affirm that the vendor has not given, offered to give, nor intends to give at any time
hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip,
favor, or service to a public servant in connection with the submitted proposal.

____________________________
Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states
that the facts contained in the above are true and correct, this _____________ day of
______________ , 2015.

____________________________
Notary Public in and for _________________ County, Texas

Name of Vendor:  
Signed by:  
Name / Title:  
Date:  

NOTE: PROPOSALS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED

The County of Washington does not discriminate on the basis of race, color, national
origin, sex, religion, age and disability in employment or the provision of services.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

   (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

4. Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

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Page 2

5

Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

______________________________
Signature of person doing business with the governmental entity

______________________________
Date

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Assessed 11/02/2020
I M P O R T A N T

BIDDER’S / PROPOSER’S CHECKLIST

Check off each of the following as the necessary action is completed.

[ ] The prices have been checked.

[ ] The PROPOSAL SUBMISSION has been completed, including all requested information, and is included in your proposal package.

[ ] The CONTRACT with the County Commissioners (Page 28) has been completed, signed, dated and included in your proposal package.

[ ] The AFFIDAVIT (Page 29) signed and notarized and included in your proposal package.

[ ] The CONFLICT OF INTEREST QUESTIONNAIRE (Page 30-31) has been completed, signed, dated and included in your proposal package.

[ ] The mailing envelope has been addressed to:

County Clerk Beth Rothermel  
Washington County  
100 East Main Street, Suite 102  
Brenham, Texas 77833

[ ] The mailing envelope contains the original and one (1) copy.

[ ] The mailing envelope has been sealed and marked:

  A. Proposal number  
  B. Name of proposal  
  C. Opening date and time

WASHINGTON COUNTY WISHES TO THANK ALL VENDORS FOR THEIR PARTICIPATION.