County of Roanoke

FINANCE DEPARTMENT
PURCHASING DIVISION

Issued June 17, 2019

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REQUEST FOR PROPOSALS

2019-138

MICROSOFT DYNAMICS D365 UPGRADE AND MIGRATION

for

Roanoke County

One (1) original, **Two (2) electronic (USB Flash Drive) one as submitted, and one redacted to remove all confidential and proprietary material**, *and Seven (7) exact duplicates of the Sealed Proposal*

Proposals Due: July 19, 2019
2:00 P.M.
(Local Prevailing Time)

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MICROSOFT DYNAMICS D365 UPGRADE AND MIGRATION

GENERAL INFORMATION
Roanoke County is seeking proposals from qualified vendors to provide consulting services to complete the migration of the County's Microsoft Dynamics AX2012 to Microsoft Dynamics D365 for Finance and Operations.

One (1) original, **Two (2) electronic (USB Flash Drive) one as submitted, and one redacted to remove all confidential and proprietary material**, and Seven (7) exact duplicates of the Sealed Proposal, in a sealed envelope/package, will be received at and until **July 19, 2019, at 2:00 PM (local prevailing time)**, in the Roanoke County Purchasing Division at 5204 Bernard Drive, Suite 300F, Roanoke, Virginia 24018. NO faxed proposals will be accepted. It is the responsibility of the Offeror to ensure that its proposal is received in the Purchasing Division by the above date and time. Any proposal received after the above time and/or date will be returned to the Offeror unopened. Your response must be submitted in a sealed envelope/package, **clearly marked** "**2019-138 - MICROSOFT DYNAMICS D365 UPGRADE AND MIGRATION**" on the outside of the envelope/package. The Offeror assumes responsibility for having its proposal delivered on time at the place specified. An agent of the Offeror authorized to make financial and delivery commitments must sign the proposal. As this is a formal, sealed Request for Proposal no information regarding the contents of the proposal or the identity of the Offerors will be discussed until after the negotiation process.

Roanoke County shall provide the mechanism for the evaluation of all information received. Roanoke County reserves the right to make the final determination of responsible Offerors and to waive informalities and/or irregularities and to accept or reject any or all offers. Proposals shall be as thorough and detailed as possible so the County may properly evaluate the capabilities of the Offeror to provide the required services. It is not the intent of the specifications to be proprietary, or to exclude any individual, business or firm.

RFP QUESTIONS
Any inquiries regarding submittal of proposal or any questions concerning specifications shall be in writing and sent via mail, fax or email to:

Heath Honaker, Purchasing Manger   Phone: (540) 283-8146
5204 Bernard Drive SW, Suite 300F   hhonaker@roanokecountyva.gov
Roanoke, VA 24018

Written responses, including any questions will be provided on our Purchasing Website in the form of an Addendum. It is the responsibility of the Offeror to periodically check our website for any addendum or sign up for County Email Notification. Questions received within five (5) days of the proposal closing date will be attempted to be answered, but will not be reason to delay the closing time of the proposals.

NO CONTACT POLICY
After the date and time established for receipt of proposals by the County, any contact initiated by any Offeror with any County representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

BACKGROUND
Roanoke County is currently running Microsoft Dynamics AX2012 R3 CU13 on premise. This environment currently supports Roanoke County, Roanoke County Public Schools, and the Western Virginia Regional Jails in additional to several organizations where the County is the provider of fiscal agent services. The system currently has approximately 200 users. There are currently a number of system interfaces in place with integrations to the County's Lawson S3 payroll system, Tyler Munis tax revenue system, and an integration to the County's LaserFiche document imaging system. There are currently 4 environments on premise which are running in Windows virtual machines as follows:

- PRODUCTION
    - Windows Server 2012 R2
    - 4 AOS Servers
    - 1 SQL Server 2016 Server
    - 1 Management Reporter Server
    - 3 SharePoint Server 2010 Servers Running in a DMZ Network Supporting Enterprise Portal
    - Kernel: 6.3.6000.151
    - Application: 6.3.6000.149

- PRE-PROD
    - Windows Server 2012 R2
    - 1 VM running AOS, SharePoint Server 2010, and Management Reporter
    - 1 SQL Server 2016 Server
    - Kernel: 6.3.6000.151
    - Application: 6.3.6000.149

- TEST
    - Windows Server 2012 R2
    - 1 VM running AOS, SharePoint Server 2010, and Management Reporter
    - 1 SQL Server 2016 Server
    - Kernel: 6.3.6000.151
    - Application: 6.3.6000.149

- DEV
    - Windows Server 2012 R2
    - 1 VM running AOS, SharePoint Server 2010, and Management Reporter
    - 1 SQL Server 2016 Server
    - Kernel: 6.3.6000.151
    - Application: 6.3.6000.149

Microsoft Dynamics in all environments is accessed as a remote app through Windows Server 2012 R2 Remote Desktop Services.

The following modules are in use across all three of the entities.

- Accounts Payable
- Accounts Receivable

- General Ledger
- Budgeting
- Fixed Assets
- Cash and Bank Management
- Procurement and Sourcing
- Project Management

The AX2012 R3 implementation has a number of customizations which have been implemented in the VAR layer. These customizations will need to be migrated to D365 or re-developed if they are not compatible. These customizations are outlined in the Project Scope.

The AX2012 R3 implementation has several integrations which have been implemented utilizing the following standard Dynamics functionality.

- One-time vendor and invoice imports, multiple uses
- Electronic Bank Recon Using BAI2 File Format
- Workflow approval via email utilizing Microsoft Dynamics AX Connector for Mobile Applications

The AX2012 R3 implementation has several custom integrations which have been implemented utilizing a 3rd party integration tool which sits on top of native Dynamics AIF functionality. These interfaces were developed by Roanoke County with support of the implementer. These integrations will either need to be migrated or be redeveloped. These integrations are outlined in detail in the Project Scope.

There are several forms and reports that will be required to be upgraded or re-created in D365 FO. These forms and reports are outlined in detail in the Project Scope.

PROJECT SCOPE
The County of Roanoke is soliciting proposals from qualified Microsoft Partners to provide migration and consulting services to support the migration from Microsoft Dynamics AX 2012 R3 to Microsoft Dynamics D365 Finance and Operations. Options for on premise and cloud implementation are being evaluated. This implementation shall encompass Roanoke County, Roanoke County Public Schools, and Western Virginia Regional Jails. The following is a summary of the key activities and deliverables that shall be provided under this project scope.

1. Business Process and Gap Analysis

   Minimal changes are anticipated to the current business processes and workflow within Dynamics AX, however the project should include a review to identify and discuss any gaps that may exist between AX 2012 R3 and D365 FO. This task will focus on the following areas:

   - Identification of D365 FO functionality that may replace existing functionality or replace existing customizations.

- Identification of new D365 FO functionality that the County may elect to implement which may include but not limited to:

  - Carryforward identification for rolling transactions
  - Encumbrance reporting
  - Escheatment
  - Vendor collaboration expansion
  - Duplicate vendor checking by tax ID

- Identification of new D365 FO functionality that that can be utilized in conjunction with current processes.

- Identification of currently utilized functionality native to AX2012 R3 features or with existing customizations that will no longer be supported in D365 FO.

A formal gap analysis document shall be produced that documents the results of the gap analysis, identifies decision points, and provides adequate detail for these decision points to allow the County to make the appropriate decision on how to handle these gaps. Once the gaps are identified, provide solution design document (s) for all business process changes identified. The implementer shall develop a Solution Design Document which will be used to capture and document design decisions which relate to new functionality or for items which must be re-implemented.

2. Environment Provisioning

This task shall involve the provisioning of the environments that will be necessary to run D365 FO on premise or in the cloud. At a minimum, provisioning shall include the following environments:

- PRODUCTION
- TRAIN
- TEST
- DEV

Should the County choose to deploy on premise, Roanoke County CommIT will be responsible for the provisioning of Windows Server virtual machines and installation and deployment of SQL Server as needed to support the D365 implementation. The implementer will be responsible for the installation of all D365 software and any related software components.

This task shall also include the following:

- Work with the County Project Manager to Provision the D365 FO LCS Project

- Incorporate "As Built" documentation for the new environment in the Solution Design Document

3. Setup and Configuration

Setup and configuration of D365 FO shall include any required base setup to provide a functional system along with other setup and configuration to support the functions and features currently being utilized in AX2012 R3.

Setup and configuration of D365 FO shall also include any items that will not migrate as part of the AX 2012 R3 to D365 migration. These include:

- Cash and Bank Management
- Positive pay
- Advanced bank reconciliation
- Unclaimed property
- Other functionality identified in the gap analysis not otherwise specified

Setup and configuration shall also include setup necessary to support the migration of the existing Extensible Data Security (XDS) which is currently in use in the AX2012 R3 environment.

Setup and configuration documentation shall be created documenting the new configuration and the configuration of new modules within the system. This information shall be documented in the Solution Design Document.

4. Data Migration

All data will be upgraded using the upgrade tools and scripts provided by Microsoft. Upgrade scripts will need to be created for customization related data. The data upgrade process shall be executed multiple times as needed to accomplish an error free data migration into D365 FO.

The implementer shall be responsible for basic data validation to ensure data from AX2012 R3 was effectively migrated to D365. The County shall be responsible for additional data validation within each functional area.

The implementer shall be responsible for final data migration as a part of the final Go Live phase.

5. Customizations Upgrade

The list of existing customizations in the County of Roanoke's AX 2012 R3 environment which shall be re-created in D365 FO are listed below. This list shall be reviewed by the County and the implementer and agreed upon prior to the beginning of the project but at a minimum, the customizations upgrade shall include these items.

- Fixed Asset Label Changes (ROA013)
- Subaccount Fields for Escrow (ROA015)
- Budget Entry Balanced by Fund for Revenue and Expenditures (ROA016)
- Vendor Customer Accounts (ROA017)
- Laserfiche Vendor Invoice Integration (ROA018 and ROA024 and ROA114)

- Funding Source Field Update (ROA031)
- Require Description on All Journals (ROA032)
- Escrow Trial Balance Inquiry (ROA046)
- Update Table and Add Account Number in Vendor Invoice Screen (ROA052)
- Check Number Sequence (ROA056)
- Contracts Enhancements (ROA088))
- Modification of Requisition and Purchase Order Lines Screen (ROA061 and ROA062)
- Purchase Requisition Buying Legal Entity (ROA072)
- Check Number Sequence Update to Exclude Interface Checks (ROA080)
- Quote Versus Quote Sole Source (ROA083)
- Purchase Requisition Name on PO Grid (ROA090)
- Searchable Name on Vendor Contracts (ROA092)
- Increase Display Length of Invoice Number (ROA093)
- Expand Billing Code Description Field (ROA096)
- Invoice Edits (CAS-22839)
- New Field for Workflow Email (CAS-20859)
- Omit Default Account Type from BRE (CAS-19897)
- Custom Job to Put Vendors on Hold (CAS-13177)

Requirements and design information for each of these items shall either be captured in the Solution Design Document or a separate Functional Specification shall be created. The County Project Manager will work with the County project team to review and approve the functional specification and design for each of these customizations.

6. Integrations Upgrade

The following is a summary of existing integrations which have been implemented utilizing standard Dynamics functionality which will need to be recreated in D365 FO. Configurations for these re-implementations shall be documented in the Solution Design Document.

- One-time vendor and invoice imports for:

   - Jury / Jury Checks
   - Munis Refunds / Personal Property and Real Estate Refund Checks
   - Other One Time Payments

- Check files required for bank reconciliation

The following is a summary of custom integrations or interfaces. Some of these interfaces utilize Dynamics Advantage for Public Sector (DynAd), a 3rd party integration tool which sits on top of native Dynamics AIF functionality. These interfaces were originally developed by Roanoke County. Others use native SQL to access the AX2012 R3 database. The implementer shall provide an optional estimate of migrating these interfaces to a contemporary D365 integration architecture. Should the County elect to continue to maintain these interfaces or to do a self-service migration to a D365 technical architecture, the vendor shall provide technical support to the County IT staff to support migration or redevelopment of these interfaces utilizing either DynAd or an alternative

utilizing native D365 integration technology.

Many systems at Roanoke County still use the chart of accounts from a legacy accounting system. As a result, many of the internally-developed interfaces must convert from the legacy chart of accounts to the AX2012 R3 accounting strings in order to feed data into AX2012 R3. Interfaces that rely on the crosswalk are noted below.

Approval Department Divisions Report
Purpose: Returns the name of the user assigned the approval position in associated departments and divisions.
Source: DAX Database
System: SQL script run manually against DAX database.
Uses Crosswalk? No.
Output Example:

	A	B	C	D	E	F
1	OMOPERATINGUNITNUMBER	NAME	PERSONNELNUMBER	LASTNAME	FIRSTNAME	employee_name
2	C01	Revenue	100265	xxxxxxxxxxx	xxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx
3	C20	Board of Supervisors	100054	xxxxxxxxxxx	xxxxxxxxxxx:	xxxxxxxxxxxxxxxxxxxx
4	C21	County Administrator	100047	xxxxxxxxxxx	xxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx
5	C22	Public Information	100047	xxxxxxxxxxx	xxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx
6	C23	County Attorney	100290	xxxxxxxx	xxxxxxxxxxx:	xxxxxxxxxxxxxxxxxxxx
7	C24	Human Resources	100228	xxxxxxxxx	xxxxxxxxxxx:	xxxxxxxxxxxxxxxxxxxx

Check Dept Division Data for Fiscal Year Check Audit Report
Purpose: Returns check numbers for the fiscal year by department and division.
System: SQL script run manually
Source: DAX Database
Uses Crosswalk? No.
Output Example:

A	B	C	D	E	F	G	H	I	J	K
BankAccountId	CHEQUEN	TRANSDATE	PAYMENTAMOUNT	Departmer	Division	ACCOUNT	Vendor Name	DATAAREAID	LEDGERVOUCHER	LASTSETTLEVOUCHER
101600	2045076	7/2/2018	-3000	C37	3701	390	xxx	roco	IV00047136	IV00047136
101600	2045079	7/2/2018	-3000	C37	3701	395	xxx	roco	IV00047139	IV00047139
101600	2045081	7/2/2018	-3000	C37	3701	394	xxx	roco	IV00047141	IV00047141
101600	2045077	7/2/2018	-3000	C37	3701	393	xxxx	roco	IV00047137	IV00047137
101600	2045078	7/2/2018	-3000	C37	3701	392	xxxxx	roco	IV00047138	IV00047138
101600	2045075	7/2/2018	-12	C32	3202	606	xxxxx	roco	TR00001027	TR00001027

Budget Entries by Fiscal Year Report
Purpose: Return all budget entries for a defined period (header and detail records).
System: SQL scripts run manually
Source: DAX Database
Uses Crosswalk? No.
Output Examples:
Header:

	A	B	C	D	E	F	G
1	Ledger.	Entry numbe	Budget code	Budget	Default date	Budget code.(	Budget type
2	RCPS	BD00000196		oper	8/17/2017		Transfer
3	RCPS	BD00000211		OPER	7/6/2017		Transfer
4	RCPS	BD00000228		OPER	7/1/2017		Original budget
5	RCPS	BD00000230		OPER	7/1/2017		Original budget
6	RCPS	BD00000241		OPER	7/1/2017		Original budget

Details:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Line nur	Entry numbe	Ledger	Date	Currenc	Ledger[	Ledger[	Ledger[	Ledger[	Ledger[	Ledger[	Ledger[	Ledger[	Ledger[	Ledger[	Transaction c	Amoun	pe
602	1	BE00000095	ROCO	12/31/2017	USD	967070	4	C42	4299	C425					421000400	189779.58	Expense
603	-1	BE00000095	ROCO	12/31/2017	USD	967074	4	C42	4299	C425					421000400	-189779.58	Expense
604	1	BE00000098	ROCO	12/31/2017	USD	967074	4	C42	4299	C425					421000400	189779.58	Expense
605	-1	BE00000098	ROCO	12/31/2017	USD	967070	4	C42	4299	C425					421000400	-189779.58	Expense
606	2	BE00000198	ROCO	7/1/2017	USD	016907		C02	2299	C841						189779.00	Revenue

Journal Entries Fiscal Year Report

Purpose: Return all journal entries for a given time period (for audits) along with DAX accounting string and offset accounting.
System: SQL script run manually
Source: DAX Database
Uses Crosswalk? No.
Output Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	JOURNALI	HEADERN,	JOURNALI	POSTEDDATETIME	MODIFIEC	ACKNOWL	TRANSDAT	JOURNALNUM_	LINENUM	COMPANY	TXT	AMOUNT(	AMOUNT(	VOUCHER	OFFSETCC	SUBLEDGE	MAIN_ACCOUNTING
	JB000008	FY 2019 Fi	GLJournal	6/30/2018	EMALONE	7/1/2018	7/1/2018	JB00000868	1	WVRJ	Jul Fiscal /	0	9661.67	GL000476	WVRJ		380200-2-J94-9401-J881----
	JB000008	FY 2019 Fi	GLJournal	6/30/2018	EMALONE	7/1/2018	7/1/2018	JB00000868	1	WVRJ	Jul Fiscal /	9661.67	0	GL000476	WVRJ		380200-2-J94-9401-J881----
	JB000008	FY 2019 Te	GLJournal	6/30/2018	EMALONE	7/1/2018	7/1/2018	JB00000869	1	WVRJ	Jul Teleph	0	26666.7	GL000476	WVRJ		016107-J94-9416-J885--
	JB000008	FY 2019 Te	GLJournal	6/30/2018	EMALONE	7/1/2018	7/1/2018	JB00000869	1	WVRJ	Jul Teleph	26666.7	0	GL000476	WVRJ		016107-J94-9416-J885--
	JB000008	FY 2019 Fi	GLJournal	7/6/2018	EMALONE	7/1/2018	7/1/2018	JB00000871	1	WVRJ	Jul Debt C	0	157512	GL000476	WVRJ		016907-J94-9404-J884--
	JB000008	FY 2019 Fi	GLJournal	7/6/2018	EMALONE	7/1/2018	7/1/2018	JB00000871	1	WVRJ	Jul Debt C	157512	0	GL000476	WVRJ		016907-J94-9404-J884--

AX_1099_Express

Purpose: Reformat data exports from DAX and another application (Thomas Brothers) so that it can be used in a third application (1099 Express) to generate 1099 forms, as well as TIN file for filing 1099 information with the IRS.
System: SSIS package / Thomas Brothers / 1099 Express
Source: DAX Database
Target: 1099 Express
Uses Crosswalk? No.
Output Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ACCT	NAME	NAME2	SSN	ADDR	ADDR2	CITY	STATE	ZIP	BOX1	BOX2	BOX3	BOX4	BOX5	BOX6	BOX7	BOX8
	382	xxxxxxxxx		111222333	318 CYPRE		SALEM	VA	24153	0	0	0	0	0	0	3000	
	383	xxxxxxxxx		111222333	3160 HUFF		ROANOKE	VA	24014	0	0	0	0	0	0	3000	
	387	xxxxxxxxx		111222333	2171 WILD		SALEM	VA	24153	0	0	0	0	0	0	3000	
	388	xxxxxxxxx		111222333	2835 MON		ROANOKE	VA	24015	0	0	0	0	0	0	3000	
	390	xxxxxxxxx		111222333	2008 12 O		SALEM	VA	24153	0	0	0	0	0	0	3515.08	
	392	xxxxxxxxx		111222333	5343 SUG/		ROANOKE	VA	24018	0	0	0	0	0	0	3000	
	393	xxxxxxxxx		111222333	6937 GOO		GOODVIE\	VA	24095	0	0	0	0	0	0	3135	
	394	xxxxxxxxx		111222333	290 ORCH,		ROCKY MC	VA	24151	0	0	0	0	0	0	3000	

AX_Jury_Checks

Purpose: Reads a flat file created by the JuryPlus Next Generation Jury Management System from Jury Systems Incorporated (JSI). This file is reformatted into DAX one time invoice import format and manually imported into DAX.
System: SSIS package / JuryPlus
Source: JuryPlus
Target: AX2012 R3
Uses Crosswalk? Yes.
Output Example:

Street	City	State	Federal T	Tax ID Ty	Bank Ac	Routing	Bank Ac	Swift Coc	Iban	Invoice 1	Invoice L	Posting L	Invoice L	Due Date	Line Num	Item Num	Item Nam	Procurer	Procurer	Quantity	Unit	Line Net	Unit Pric	Reservat	Number	MainAcc	Departm	Division	Subdivisi	Fund	Function	Program	OL1	Percent
xxxxxxxx	VINTON	VA		UNKNOWN						J08-15-1	JURY DL	######	######		1			Procurer	99901-JI			30	30		1	300022	C34	3401		C100	C201		2	100
xxxxxxxx	SALEM	VA		UNKNOWN						J08-15-1	JURY DL	######	######		1			Procurer	99901-JI			30	30		1	300022	C34	3401		C100	C201		2	100
xxxxxxxx	ROANOK	VA		UNKNOWN						J08-15-1	JURY DL	######	######		1			Procurer	99901-JI			30	30		1	300022	C34	3401		C100	C201		2	100
xxxxxxxx	ROANOK	VA		UNKNOWN						J08-15-1	JURY DL	######	######		1			Procurer	99901-JI			30	30		1	300022	C34	3401		C100	C201		2	100
xxxxxxxx	ROANOK	VA		UNKNOWN						J08-15-1	JURY DL	######	######		1			Procurer	99901-JI			30	30		1	300022	C34	3401		C100	C201		2	100
xxxxxxxx	ROANOK	VA		UNKNOWN						J08-15-1	JURY DL	######	######		1			Procurer	99901-JI			30	30		1	300022	C34	3401		C100	C201		2	100

AX_Max_Galaxy

Purpose: Consume a file generated by the "Max Galaxy" cashiering system used by Parks and Rec. SSIS package intervenes and massages the formatting, applies some accounting logic, and drops a file into a DynAd port to be imported into DAX.
System: SSIS package
Source: Max Galaxy Parks and Rec Management System
Target: AX2012 R3
Uses Crosswalk? No.
Output Example:

AX_Munis_GL_Export

Purpose: SSIS package reads a file of journal entries exported from the Munis revenue collection system, converts it into a DAX GL journal file, and drops it into a DynAd port for import into DAX.
System: Munis / SSIS Package
Source: Tyler Munis
Target: AX2012 R3
Uses Crosswalk? Yes.
Output Example:

AX_Munis_Refund_Export

Purpose:
SSIS package reads a file of personal property and real estate refunds exported from the Munis revenue collection system and converts it into a one-time vendor invoice file that is imported manually into DAX.
System: Munis / SSIS Package
Source: Tyler Munis
Target: AX2012 R3
Uses Crosswalk? Yes.
Output Example:

AX_TB_Manual_Checks

Purpose: Social Services / CSA issue checks from an application called Thomas Brothers. They manually export a file reflecting the checks issued and send it to IT for processing. IT runs the file through an SSIS package that generates the following additional files:

1) A general journal file for import into DAX via a DynAd port
2) A bank recon file to import into DAX

System: SSIS Package / Thomas Brothers
Source: Thomas Brothers
Target: AX2012 R3
Uses Crosswalk? Yes.
Output Examples:

General Journal File

Bank Recon File

Posipay file

AX_Unclaimed_Property

Purpose: Finance exports a file of unclaimed property (uncashed checks) from DAX and provides it to IT. The package does some minor reformatting on this file and returns it to Finance as a "work file." Finance makes corrections to the file and returns it to IT. IT imports the corrected file and runs it through an SSIS package to create an unclaimed property file for submission to the State of Virginia in NAUPA format.
System: SSIS Package
Source: AX2012 R3
Target: State of Virginia in NAUPA Format
Uses Crosswalk? No.
Output Example:

AX_WF_PCards (Import Transactions)

Purpose: Read excel file of monthly transactions pulled from Wells Fargo CCER (Commercial Card Expense Reporting) report. Provide a total to balance to the CCER bank statement. If balancing is successful, creates a file in DAX general ledger template format to drop into a

DynAd port.
System: SSIS Package / Wells Fargo CCER
Source: Wells Fargo CCER
Target: AX2012 R3
Uses Crosswalk? No.
Output example:

AX_WF_PCards (Export DAX Dimensions)

Export files from the main account and dimension tables in DAX. Generate a "GLValues" file that contains all valid main accounts and dimensions. Send to CCER to aid employees with expense reporting.
System: SSIS Package / Wells Fargo CCER
Source: AX2012 R3
Target: Wells Fargo CCER
Uses Crosswalk? No.
Output Example:

AX_Laserfiche Interfaces_AP_Invoices

Purpose: Assigns a Laserfiche document number to invoices recorded in DAX, and pushes the document number and metadata (vendor name, check date, posting date, etc) into Laserfiche. This process involves:
1) A DAX customization to assign the Laserfiche document number and push the metadata into a County database.
2) A crystal report that generates scan sheets (to associate physically scanned documents with the DAX-assigned LaserFiche document number).
3) A Laserfiche customization that retrieves the metadata for the invoice from the County database.
4) A DAX customization that creates a URL to link to Laserfiche documents from inside of DAX.

System: Laserfiche/ DAX/ SSIS Package/ Crystal Reports
Source: AX2012 R3/Laserfiche
Target: Laserfiche/AX2012 R3
Uses Crosswalk? No.

AX_Laserfiche Interfaces_W9

Purpose: Get vendor W9s scanned into Laserfiche with metadata collected from DAX.
1) SSIS package gathers vendor information from the DAX database.
2) A Laserfiche customization draws from this package when populating LaserFiche metadata for scanned W9s.

System: Laserfiche/ DAX/ SSIS Package

Source: AX2012 R3
Target: Laserfiche
Uses Crosswalk? No.

AX_Laserfiche Interfaces_CSA
Purpose: An SSIS package gets Thomas brothers payment information from DAX using a sq. query. This information is used to generate Laserfiche scansheets, which include invoice metadata (Amount, CheckNo, etc) for scanning into Laserfiche.
System: Laserfiche/ DAX/ SSIS Package/ Crystal Reports
Source: AX2012 R3
Target: Laserfiche
Uses Crosswalk? No.

Lawson Recon
Purpose: Pull checks issued as part of payroll run in the Lawson system and create AX bank template file to import into DAX.
System: SSIS Package / Lawson
Source: Infor Lawson S3
Target: AX2012 R3
Uses Crosswalk? Yes.
Output Example:

Payroll Accounting Interface / Standard Interface
Purpose: Pull general ledger details for each payroll, create file of summarized general ledger entries and an AP invoice journals file to post to DAX via DynAd port. In addition, generate a crystal report that reflects details from the payroll and how the values map from the legacy to the current chart of accounts. Note that additional audit reports are created for the schools to satisfy additional reporting requirements (ESSA).
System: SSIS Package / Lawson / Crystal Reports
Source: Infor Lawson S3
Target: AX2012 R3
Uses Crosswalk? Yes.
Output Examples:
General Ledger file

Invoice file

Accrual Audit File

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	compan	employe	name		acct_un	account	subacct	date_gl	amt		rev_exp	OL1	main_ac	main_ac	departm	division	subdivis	fund_co	function	program	location	project_code
2	2000	10283	xxxxxxxxxxxxxxxxxxxxxx		000198	002100	8815	201903	-17.30				005000		FIN	FN03		ZPAY	0000	0000	
3	2000	11689	xxxxxxxxxxxxxxxxxxxxxx		000198	002100	8815	201903	-521.28				005000		FIN	FN03		ZPAY	0000	0000	
4	2000	5915	xxxxxxxxxxxxxxxxxxxxxx		000198	002100	8815	201903	-38.41				005000		FIN	FN03		ZPAY	0000	0000	
5	2000	2344	xxxxxxxxxxxxxxxxxxxxxx		000198	002100	8815	201903	-45.07				005000		FIN	FN03		ZPAY	0000	0000	
6	2000	1073C	xxxxxxxxxxxxxxxxxxxxxx		000198	002100	8815	201903	-25.54				005000		FIN	FN03		ZPAY	0000	0000	

AX_Budget_County_Positions

Purpose: Historically this was an SSIS package that allowed the Budget Office to track personnel, salary, budget codes, benefit participation, and longevity information throughout the year, and once a year to use this information to import the new Personnel budget into DAX. This process was not fully automated and required a lot of manual steps.

System: ~~SSIS Package~~ / ~~Lawson~~ / Global HR

Source: Infor Global HR

Target: AX2012 R3

Uses Crosswalk? Historically yes, but not anymore.

Output Examples:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
EffectiveD	Document	BudgetPlan	LineNumb	MainAcco	OL1	Departmer	Division	Fund	FunctionCo	Program	Location	Subdivisior	Project	Currency	Amount	
7/1/2019	ROCO_UP	1	101010	1	C20	2001	C100	C101						USD	159711	
7/1/2019	ROCO_UP	2	101010	1	C20	2001	C100	C101						USD	37946	
7/1/2019	ROCO_UP	3	101010	1	C21	2101	C100	C102						USD	245099	
7/1/2019	ROCO_UP	4	101010	1	C21	2102	C100	C102						USD	149650	
7/1/2019	ROCO_UP	5	101010	1	C21	2103	C100	C102						USD	149650	
7/1/2019	ROCO_UP	6	101010	1	C21	2105	C100	C102						USD	82932	
7/1/2019	ROCO_UP	7	101010	1	C22	2201	C100	C102						USD	134302	

Should the County elect to redevelop these interfaces, the County project team shall be responsible for the documentation of the design for each of these interfaces with assistance from the implementer on an as needed basis. The implementer should be accountable for providing the D365 file layout. The Roanoke project team will be responsible for formatting interface data to the D365 file specification.

7. Report Migration and Re-Implementation

There are several forms and reports that will be required to be upgraded / re-created in D365 FO.

The following forms will need to be migrated/re-created as part of the scope of this project. The implementer shall present a proforma design for each of these forms. The County project team shall review and have final approval for all form re-implementations or new implementations.

Forms

- Check format
- Purchase order
- Vendor invoice – proforma
- Free text invoice format
- Customer account statement printout

The following custom reports will need to be migrated/re-created as part of the scope of this project. The County project team shall review and have final approval for all form re-

implementations or new implementations.

Custom Reports

- Encumbrance Report (ROA120)
- Detailed transaction report (ROA053)
- Vendor Invoices and Payments, AP Version with SSN and User Version without SSN (ROA119)
- Vendor payment journal report with grand total (ROA067)
- Spend by Vendor Contract (ROA068)
- Check Listing (ROA109 AKA Cash Disbursements Report)
- Fixed Asset Report (ROA122)
- Financial Reporting will use Management Reporter – the existing reports will be exported from MR and imported into D365 FO

8. Testing

The following testing is required for this upgrade project:

Unit Testing

The implementer shall establish a Test Tracker that identifies all items to be tested along with a process for coordination and management of unit testing between the implementer team and the County project team. Unit testing shall occur during the first pass setup, configuration, and data migration. Unit testing shall also occur for any new functionality implemented or any existing functionality that is re-implemented. Initial unit testing shall be completed by the implementer to validate the operation of the system or system component. The implementer shall then transition items to the County project team. The County project team will then complete the necessary unit testing on the system, system components and modules, new functions, or functionality that is re-implemented.

The County Project Manager will coordinate testing with the County team and will have final approval of items tested by the implementer in the Test Tracker.

Conference Room Pilot

The implementer shall plan and coordinate Conference Room Pilot (CRP) as part of the upgrade. The purpose of this testing phase is to provide the County core project team with an opportunity to complete scenario based testing which will involve one or more test cases for each scenario. The County project team will be responsible for defining the test scenarios for this testing and completion of the testing.   The implementer will be responsible for demonstration of new functionality or re-implemented functionality and shall be responsible for identifying specific test cases or scenarios which address new functionality or re-implemented functionality.

The implementer shall provide a fully configured environment to support CRP as follows:

- System setup and configured with items completed as specified in item #3.

- Data migrated from the existing AX2012 R3 environment
- Customization migration completed
- Integration migration completed
- Report migration/re-implementation completed

The implementer shall work onsite with the County project team to support CRP.

End-to-End System Testing

After the final upgrade iteration for mock go live, the implementer shall do end-to-end system testing that will include regression and integration testing of the system to make sure that configured system, interfaces, customizations and reports are all working consistent with the County's production AX2012 R3 system or as specified in the Solution Design Document or other Functional Specification documents.

User Acceptance Testing (UAT)

Once system testing is completed, the vendor will prepare the UAT environment complete as follows:

- System setup and configured with items completed as specified in item #3.
- Data migrated from the existing AX2012 R3 environment
- Customization migration completed
- Integration migration completed
- Report migration/re-implementation completed

County of Roanoke core team and key users will use the test scenarios / scripts created by the County team to complete final user acceptance testing. The implementer shall assist with any issues reported and will be responsible for resolving these issues in a timely manner in preparation for Go Live.

9. Training

System Administration Training

The vendor shall provide system administration training to the County's core project team. This training shall be provided on-site by the vendor and shall include the following topics at a minimum:

- Introduction to Dynamics 365 for Finance and Operations Architecture
- Dynamics 365 for Finance and Operations Administration
- LCS Overview – Support cases and KB search
- Using the Dynamics D365 Integration Architecture

Core Team Training

The intent of this training is to provide hands-on experience on changes between AX 2012 R3 and D365 FO as well as training on customizations that changed as part of the

upgrade process. The vendor shall prepare a training agenda to be approved by the County Project Manager along with a quick reference guide that will be utilized to guide the training which can then also be utilized as a reference by the County team post migration. The vendor shall conduct one on-site core team training session to be scheduled through the County Project Manager.

Train the Trainer Training

Train the trainer training is done once the mock go live is complete and all customizations and upgrades have been prepared. The train-the-trainer training will cover the delta between AX 2012 R3 and D365 FO for the modules being used. Quick Reference Guides for key business processes with changes between AX2012R3 and D365 FO will be prepared by the implementer and used as training material. Training will be delivered by the implementer to the County team on-site.

End User Training

All end user training will be the responsibility of the County and is not included in this scope of work.

10. Go Live and Post Go Live Support

Go-live preparation and cutover to the upgraded system shall be a highly controlled process. The implementer shall provide the following as part of Go Live preparation, support, and Post Go Live Support.

- The implementer shall prepare the production environment to support Go Live. This preparation shall result in an environment that is ready to support full D365 FO operations supporting all current functions supported in the County's AX2012 R3 environment including all system functionality within scope, customizations, reports, and security.

- The implementer and the County project team shall conduct a pre Go Live table top exercise to walk through the Go Live operations and to assess the overall readiness for a Go Live event.

- The implementer shall prepare and provide a cutover plan to identify and track the tasks necessary to affect a successful cutover from AX2012 R3 to D365 FO.

- The implementer shall identify a contingency/back out plan to revert to the current production system in the event the cutover fails.

- The implementer and the implementer's key team members shall be on premise at the County for the cutover.

- The implementer shall provide and be available for post Go Live support for a period of 30 days after Go Live.

- The implementer shall provide an option for the transition into managed services

support after the first 30 days after Go Live. This proposal should include a proposed response time matrix identify issue severity and response time.

11. Project Management

The implementer shall work in concert with the County project manager to establish a framework for effective management of this upgrade project. At a minimum, the implementer shall be responsible for providing the following:

- Proposed Implementation Schedule and Project Plan

- SharePoint Project Site shall be provided by the County

- Issue Log will be housed on the SharePoint Project Site

- Implementer shall participate in bi-weekly project status meetings and will provide input on the status of project tasks from the project plan.

- Implementer shall participate in monthly project steering committee meetings and shall provide content as requested for these meetings.

- Implementer shall be responsible for task planning and management for all implementer resources.

- Implementer shall be responsible for working directly with Microsoft to manage issues which are identified.

12. Resources, Rates and Future Upgrades

The implementer shall outline the resources and rates for the resources which will be utilized to staff this migration as well as rates which will be applicable for potential future upgrades. Roanoke County reserves the right to issue multiple future statements of work to support minor or major version upgrades or other enhancements within the scope of the D365 implementation.

PROPOSAL INSTRUCTIONS AND CONTENT
All proposals submitted, will become part of any contract that may result from this RFP. All contracts must include the provided language to be consider. All proposals shall be submitted in either a 3 ring binder or bound in some manner and shall include the following sections labeled as follows.

Tab 1   Signed Transmittal Letter

This letter shall contain the following at a minimum:

- Offeror Legal Name
- Address
- Telephone Number
- Executive Officer Name
- Executive Officer Title
- Contact Name
- Contact Title
- Contact Phone Number
- Contact Email Address

The letter must include the name, title and signature of the individual authorized to sign contracts and to take legal responsibility for the contents of the proposal.

Tab 2   Company Profile and Background

This section of the proposal shall provide information on the offeror company. The offeror must be a Microsoft partner and must be in the business of providing professional services supporting the implementation and configuration of Microsoft Dynamics D365 for Finance and Operations. **The offeror must have been in business for a minimum of 3 years and must have completed at least two AX2012 R3 to D365 migrations.** The offeror must include in its response, a summary that describes your company's history, present operation and future business plans as they relate to providing implementation services for Microsoft. This section must include:

- Organizational Structure
- Total Number of Staff
- Staff Dedicated to Consulting and Implementation
- Staff Dedicated to Providing Managed Services Support if Applicable
- Number of Years in Business
- Number of Years as a Microsoft Partner

Tab 3   References

The offeror shall provide a minimum of three references to include company name, address contact person's name, phone number, and email address. The references should refer to Dynamics D365 for Finance and Operations implementations. Local government or public schools references are desirable.

References may or may not be reviewed or contacted at the discretion of the County. Typically, only references of the top ranked short listed Offeror or Offerors are contacted. The County reserves the right to contact references other than, and/or in addition to, those furnished by an Offeror.

Tab 4   Project Team Profiles

The offeror shall provide profiles of the proposed team members that would be assigned to this project. It is preferred the profiles that are provided coincide with

the reference projects. The proposed project manager as well as all functional consultants that may be assigned to this project should be provided.

Tab 5   **Project Methodology**

The offeror shall define a proven project implementation methodology that will be utilized to ensure the successful implementation of this solution. The content of this section shall be sufficient enough to provide the County with a comfort level that the offeror has a well-defined, proven strategy for implementing projects of this scope and nature while limiting any type of proprietary information.

Tab 6   **Project Planning and Management**

This section of the proposal shall outline the offeror's approach to project planning and management. At a minimum, it is the expectation of the County that the offeror provide the following as part of the scope of this project:

- Work in conjunction with Roanoke County's Project Manager to define scope, goals, roles, tasks, priorities and timing
- Create a project plan based on agreed upon dates and deliverables and provide updates to the project plan on a bi-weekly basis.
- Work with County Project Manager to create a Project Charter
- Work with the County Project Manager to establish a fully defined communication plan
- Organize and provide monthly updates to the project steering committee in the form of a PowerPoint. This update must include status of schedule, identification and status of risks, identification of any project scope issues, identification of any project resource issues, review of key tasks completed during the past month, review of upcoming key tasks for the upcoming month, and identification of any issues the Steering Committee should be made aware of.
- Provide a weekly status report to the County Project Manager identifying status of schedule and cost and participate and provide input into project status meetings that will occur at least every two weeks and possibly each week as determined by the County's Project Manager.

Tab 7   **Business Process and Gap Analysis**

The offeror shall identify the process that will be utilized to complete the required business process and gap analysis to identify changes between the current AX2012 R3 implementation including existing customizations and D365 FO functionality.

Tab 8   **Configuration and Implementation**

In this section of the proposal, the offeror shall clearly define the implementation and configuration tasks that will be completed to provision the environments to support D365 as well as to configure these environments. This section of the

proposal must address how the following items will be handled.

- Identification of prerequisites for the configuration and implementation along with responsibility for these items
- Provisioning and implementation of each platform which will be required to support D365 FO
- Configuration tasks which will be completed to bring each platform / environment to a ready state
- Identification of new modules or re-implemented modules that will require configuration and the tasks / process that will be completed

Tab 9   Data Migration

In this section of the proposal, the offer shall clearly define the methodology, process and task which will be utilized to support the data migration from the existing AX2012 R3 environment to the new D365 FO environment. This section shall also identify the data migration iterations or passes which will be completed as well as the timing of these passes.

Tab 10   Customizations Upgrade

This section of the proposal shall acknowledge and confirm the customizations which will be upgraded, re-implemented, or which will be replaced by native D365 functionality. This section shall also outline the approach which will be followed to support the upgrade of these customizations.

Tab 11   Integration Upgrade

This section of the proposal shall acknowledge and confirm the integrations which will be upgraded, re-implemented, or which will be replaced by native D365 functionality. This section shall also either identify an alternative to utilizing the 3rd party DynAd integration tool or offer an approach for working with AKA Enterprise Solutions to continue utilizing this tool to support the integration architecture.

This section shall provide an option for having the implementer replace the existing interfaces with contemporary D365 integration technology.

This section of the proposal shall also set forth a recommended approach for working with the County's technical resources to provide this team with the necessary knowledge and training for utilizing the proposed integration technology should the County wish to take responsibility for the re-implementation of the interfaces and integrations.

Tab 12   Forms and Report Migration and Re-Implementation

This section of the proposal shall acknowledge and confirm the forms and reports which will be upgraded, re-implemented, or which will be replaced by native

D365 functionality. This section shall also outline the approach which will be followed to support the upgrade of these forms and reports.

Tab 13   Testing and Quality Assurance

In this section of the proposal, the offeror shall define the process which will be utilized to accomplish unit, system, integration, and user acceptance testing. The proposal should address how the offeror will meet the following minimum requirements.

- Identify the recommended testing phases
- Identify the offeror's role in each of the testing phases
- Identify the offeror's approach to development of a test plan to address each of the testing phases
- Identify documents, plans, or tools the offeror shall provide to support the testing and quality assurance process.
- Identify the offeror's recommended process for managing quality assurance and for transition of changes between the D365 environments
- Identify the offeror's recommended process to support configuration management between the D365 environments

Tab 14   Training

In this section, the offeror shall provide a detailed plan on how training will be accomplished for the project. At a minimum, this shall include:

- Identify recommended training and training approach for System Administrators and identify the offeror's approach for the delivery of this training.
- Identify recommended training and training approach for Core Team Members and identify the offeror's approach for the delivery of this training.
- Identify recommended training and training approach for End Users to support the transition from AX2012 R3 to D365.

Tab 15   Deployment and Go Live

In this section, the offeror shall provide an outline of the deployment process. This section shall include a detailed plan of how the offeror would execute the actual deployment and Go Live for the system. This section should also address how the offeror would plan for and address risks and mitigation strategies.

Tab 16   Post Go Live Support

This section of the proposal shall outline the offeror's plan for post Go Live support. This plan should address the following requirements at a minimum.

- The offeror shall present a plan for 8x5 EST post Go Live support. The offeror shall provide options for support for periods of 1-month, 2-months, and 3-months.
- The offeror shall propose a service level agreement that identifies the services to be provided and the proposed response time associated with these services.
- The offeror shall provide an option for a plan for managed services whereas the County will have the option to engage the offeror to provide managed services support on a yearly basis.
- The offeror shall identify a mechanism that will be provided to the County to allow for submission and tracking of trouble tickets or issues.

EVALUATION CRITERIA

Respondents are encouraged to submit proposals that the respondent feels best meets the needs for Roanoke County. The County will make the final determination of the proposal that best meets the needs of Roanoke County. The criteria below will be utilized in the evaluation of qualifications for development of the shortlist of those Offerors to be considered for interviews/demonstrations and/or potential negotiations. Offerors are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

A. Overall quality of proposal submitted
B. Overall qualifications and experience of the firm and any subcontractors, including experience in providing these services;
C. Capability and experience of the project staff including experience with similar work and as evidenced by submission of resumes of personnel to be assigned to this work;
D. Work plan, schedule and methodology;
E. Past record and performance of the firm with respect to schedule compliance, cost control and quality of work; and
F. Proposed cost of services.

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. The County of Roanoke does not use a numerical or weighted scoring system when evaluating selection criteria. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to, the items referred to above and those set forth below:

A. The background, education and experience of the Offeror in providing similar services or items elsewhere, including the level of experience in working with municipalities and the quality of services performed or items supplied.

B. Reasonableness/competitiveness of proposed fee and/or benefits to the County, although the County is not bound to select the Offeror who proposes the lowest fees or most benefits for services. The County reserves the right to negotiate fees and/or benefits to the County with the selected Offeror(s).

C. The Offeror's responsiveness and compliance with the RFP requirements and conditions.

D.   Determination that the selected Offeror has no contractual relationships which would result in a conflict of interest with the County's contract.

E.   The Offeror's ability, capacity and skill to fully and satisfactorily provide the services and/or items required in this RFP.

F.   The quality of Offeror's performance in comparable and/or similar projects.

G.   Whether the Offeror can provide the services and/or deliver the items in a prompt and timely fashion.

BASIS FOR AWARD
Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the County, shall be utilized in the final award. Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Roanoke County. The County will make the final determination of the proposal that best meets the needs of Roanoke County.

GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS-RFP (04/12/2012)
READ CAREFULLY - Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Failure to do so may result in the proposal being considered non-responsive and, therefore, rejected.

Wherever the term Roanoke County, County or Roanoke County Board of Supervisors is used it is understood to include the Roanoke County School Board, in addition, any contract awarded from this solicitation may be used by Roanoke County Public Schools and any other public entity for which the County of Roanoke acts as a fiscal or purchasing agent.

SUBMISSION AND RECEIPT OF PROPOSALS
(a) To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", proposal number and the title of the Request for Proposal and received in the Roanoke County Finance Department/Purchasing Division no later than the specified date and time for the Request for Proposal opening. Failure to timely submit such proposal shall disqualify the Offer and such proposal will be returned to the Offeror unopened. NO FAXED PROPOSALS WILL BE ACCEPTED.

(b) Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County. Failure to do so shall be grounds for rejection of the proposal.

(c) Proposals having any erasures or corrections must be initialed in ink by the Offeror. An authorized officer of the company must sign proposals in ink.   Such authorization shall be a part of the proposal document. All quotations must either be typewritten or printed in ink.

(d) The original proposal response must not be permanently bound as to allow for document scanning for internal recordkeeping and one (1) electronic copy on CD/DVD is preferred.

IMPORTANT NOTICE – ADDENDUMS AND NOTICES OF AWARD

Any interpretation, correction, or change of the RFP will be made by an addendum. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bids Opportunities tab at https://www.roanokecountyva.gov/bids.aspx.

Interpretations, corrections or changes of this RFP made in any other manner will not be binding and Offerors must not rely upon such interpretations, corrections, or changes.

Vendors may visit http://roanokecountyva.gov/list.aspx to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. It is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. However, each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the RFP documents, including any addenda, before submitting a proposal. The County is not responsible for any RFP obtained from any source other than the County.

Although 'Notify Me' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2020.

Questions should be directed to:

Heath Honaker, Purchasing Manager	Phone: (540) 283-8146
Bernard Drive SW, Suite 300F	hhonaker@roanokecountyva.gov
Roanoke, VA 24018	

ACCEPTANCE OR REJECTION OF PROPOSALS

The County of Roanoke reserves the right to accept or reject any or all offers. The County also reserves the right to award the contract for any such materials, goods or services the County deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combinations as shall best serve the interest of the County. Roanoke County reserves the right to make a site visit to the facility prior to proposal award.

PROPOSAL GUARANTY

The Offeror must guarantee not to withdraw a proposal during the period of ninety (90) days following the due date or until a contract is signed; that if such proposal is accepted the Offer will accept and perform under the terms of this RFP, the proposal and any subsequent negotiation and resulting contract.

Modification or withdrawal of a proposal will be executed as outlined in the Roanoke County Procurement Code.

Roanoke County encourages free and open competition. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy Roanoke County's needs and the accomplishment of a sound economical operation. The Offeror's signature on this proposal guarantees that the price offered has been established without collusion with other eligible Offerors and without effort to preclude

Roanoke County from obtaining the lowest possible competitive price. The award(s) will be made to the responsible Offeror(s) whose proposal is determined to be most advantageous to Roanoke County based on the evaluation factors set forth in this Request for Proposal.

Costs of developing and delivering responses to the Request for Proposals are entirely the responsibility of the Offeror.

All materials submitted in response to the RFP become the property of Roanoke County upon delivery to the Roanoke County Purchasing Office and are subject to public inspection in accordance with the Virginia Freedom of Information Act.

SELECTION PROCESS/AWARD OF CONTRACT

As this is a Request for Proposal, no information regarding the identity of neither the vendors nor the contents will be released until after the negotiation process.

Proposals may be ranked without interviews; hence, firms are encouraged to submit their initial proposals as comprehensively as possible.

A.   Pursuant to Section 2.2-4302.2 (A)(4) of the Code of Virginia, selection of the Offeror will be as follows:

1.   The County's designee, shall engage in individual discussions with two or more Offerors, if there be that many deemed fully qualified, responsible and suitable on the basis of initial responses with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed projects as well as alternative concepts. These discussions may encompass nonbinding estimates of total project costs including, where appropriate, design, construction, life cycle cost, nonbinding estimates of price for services, and other matters. Methods to be utilized in arriving at a price for services may also be discussed. Properly designated proprietary information from competing Offerors shall not be disclosed to the public or competitors, except as may be required by law.

2.   At the conclusion of discussions, outlined in the paragraph above, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the two (2) or more Offerors whose professional qualifications and proposed services are deemed most meritorious shall be ranked in order of preference.

3.   Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

B.   All proposals submitted in response to this RFP will be reviewed by the Purchasing Division or its designee for responsiveness prior to referral to a selection committee or person.

A committee consisting of County personnel and/or others and/or an appropriate individual will then evaluate all responsive proposals, conduct the negotiations, and make recommendations to the County as appropriate. The award of a contract, if made, will be made to the Offeror whose proposal best furthers the interest of the County. The County reserves the right to reject any and all proposals, to waive any informality or irregularity in the proposals received, and to make the award to the Offeror whose proposal is deemed to be in the best interest of the County.

C.   Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the selection committee or person. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are strictly at the option of the County and may or may not be conducted.

D.   The County reserves the right to make multiple awards as a result of this solicitation.

INVOICES
The contractor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for items ordered, delivered and accepted by Roanoke County. All invoices must show the purchase order/contract number. All contractors need to be properly registered as a payment vendor for the County. An on-line **Vendor Payment Registration** is found on the Purchasing website. All vendors previously registered are still in the system as a payment vendor. This system will no longer be used for notification of IFB/RFP's.

PERFORMANCE BOND
At the time of or prior to the execution of the contract, the County reserves the right to require the successful Offeror to furnish a performance and/or labor and material payment bond with corporate surety, satisfactory to the County of Roanoke, in the amount of the contract price.

QUALITY
All materials used for the manufacture or construction of any supplies, materials or equipment covered by this contract shall be of the best quality available.

ACCEPTANCE OF MATERIAL
Until such time as all the conditions in the contract are fulfilled, the County reserves the right to refuse and return material, at the seller's expense.

WARRANTY/RETURNS
Clearly specify your warranty of product and handling of returns, including turnaround time on faulty equipment. Warranties and other technical data are to be included.

DELIVERY
Time is of the essence for delivery of any items, products or service procured as a result of this contract. If delivery is not made at the time specified on the Request for Proposal or subsequent negotiations, the County reserves the right to call in any and all bonds or other security given for performance, to cancel the order, or any part thereof, without obligation, to declare the seller in default, and to disqualify the seller from bidding on future County contracts.

DEFAULT

In case of failure to provide goods/services as specified herein, Roanoke County, after due written notice, may procure goods/services from other sources and hold the contractor responsible for any and all excess cost occasioned thereby.

COPYRIGHT OR PATENT RIGHTS
The Offeror warrants that there have been no violations of copyrights or patent rights in the manufacture, production or sale of the goods shipped or ordered as a result of this proposal. The Offeror agrees that the County of Roanoke shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

TAX EXEMPTION
The County of Roanoke is exempt from any taxes imposed by State and/or Federal Government. Upon notification, the County will furnish a certificate of tax exemption.

CERTIFICATION AND ABILITY
The County of Roanoke reserves the right to request from the Offeror, a separate manufacturer's certification of all statements made in the proposal. The County may request any or all s to furnish proof of experience, ability and financial standing.

COMPLIANCE WITH LAWS
The Offeror is responsible for compliance with all Local, State and/or Federal laws and regulations. The County of Roanoke shall be held harmless from any liability.

AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA
A Contractor organized as a stock or non stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with the County pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. The County may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section. All corporations, LLC's and LLP's shall be registered with the State Corporation Commission. To determine whether your firm should register, please contact the SCC.

By my signature on this solicitation, I certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

RULING LAW
This request for proposals and any contract executed pursuant hereto of which this request for proposal shall be an internal part shall be governed, controlled and interpreted in accordance with the law of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall there by submit to the exclusive jurisdiction of the Circuit Court of the County of Roanoke or, in the event that jurisdiction is authorized, to the United States District Court for the Western District of Virginia, sitting at Roanoke, Virginia.

NONDISCRIMINATION PROVISIONS

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or nation origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

INSURANCE

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

> Claims under workmen's compensation, disability benefit and other similar employee benefit acts; and

> Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees; and

> Claims for damages because of bodily injury, sickness liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

> Claims for damages because of bodily injury, sickness, or disease, or death of any person other than his employees; and

> Claims for damages because of injury in or destruction of tangible property, including loss of use resulting there from.

> Certificates of insurance acceptable to the OWNER shall be filed with the OWNER prior to coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified:

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than $1,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than $1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than $1,000,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than $1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the WORK is performed. Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any WORK is sublet, the CONTRACTOR shall require each SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

SPECIAL INSTRUCTIONS:
ANTITRUST
By entering into a contract, the Offeror conveys, sells, assigns and transfers to Roanoke County all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Roanoke County under said contract.

AVAILABILITY OF FUNDS
It is understood and agreed between the parties herein that Roanoke County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

ASSIGNMENT OF CONTRACT
A contract shall not be assignable by the in whole or in part without the written consent of Roanoke County.

CONTRACT
Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal, together with the Offeror's response, which consists of this document, the Price Schedule and other related documents attached hereto or submitted with this Request for Proposal.

MODIFICATION OF CONTRACT

This RFP and any subsequent contract constitute the entire agreement between the Offer or and Roanoke County. No alteration, amendment, or modification in the provisions of the contract shall be effective unless it is put in writing, signed by all parties and attached.

CANCELLATION OF CONTRACT

Roanoke County reserves the right to cancel and terminate any resulting contract, with a 30-day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and/or perform on all services prior to the effective date of cancellation. Cancellation of the contract would become effective the thirty-first day after notification. Data for cancellation of the contract will be gathered by Roanoke County. The opinion of Roanoke County as to lack of performance will be final and without appeal.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

By signing this proposal, the Offeror certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

KICKBACKS

I certify and warrant that by my signature on this solicitation, neither I nor the Offeror for whom I am authorized to act has offered or received any kickback from any other Offeror, supplier, manufacturer, or subcontractor in connection with proposal on this contract, subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

DEBARMENT

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the County of Roanoke and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right

or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

The County cannot legally agree to any clause indemnifying the contractor from any damages arising out of the contract or holding the contractor harmless. The submission of a bid or proposal means that the contractor agrees not to request such language in the resulting contract.

DRUG-FREE WORKPLACE
During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT
Prior to awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students, the school board shall require the contractor and, when relevant, any employee who will have direct contact with students, to provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude (§22.1-296.1 (C)).

PROPRIETARY INFORMATION
Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The Offeror must specifically identify the data or materials to be protected and state the reasons why protection is necessary on the "Notice of Proprietary Information Form" below. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Proposal and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

NOTICE OF PROPRIETARY INFORMATION FORM

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.

B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).

C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C.F.R. 309.5(c) (4).4342; 552 (b) (4); 12 C.F.R. 309.5 (c) (4).

SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended, Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County Of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County Of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County Of Roanoke.

I hereby certify that I am authorized to sign as a Representative for the Firm:

COMPANY NAME _____

ADDRESS _____ PHONE # _____

_____ FAX #   _____

_____ EMAIL   _____

FEIN _____   VA BUSINESS LICENSE NO. _____

STATE CONTRACTOR'S NUMBER (IF APPLICABLE) _____

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO

AUTHORIZED PER VA CODE §2.2-4311.2 _____

_____

SIGNATURE _____ DATE _____

NAME _____ TITLE _____

REFERENCE FORM

Name of Entity _____

Contact _____   Title _____

Telephone _____   Length of Business Relationship _____

Name of Entity _____

Contact _____   Title _____

Telephone _____   Length of Business Relationship _____

Name of Entity _____

Contact _____   Title _____

Telephone _____   Length of Business Relationship _____

Name of Entity _____

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Telephone _____   Length of Business Relationship _____

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Telephone _____   Length of Business Relationship _____