

DAVID R. MARTIN  
MAYOR  
CITY OF STAMFORD, CONNECTICUT

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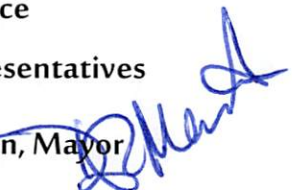
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## INTEROFFICE MEMORANDUM

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TO: Board of Finance  
Board of Representatives

FROM: David R. Martin, Mayor 

DATE: August 27, 2020

RE: Agreement for RFP 806;  
Project Manager – ERP Systems Identification and Implementation

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The attached copy of the Agreement: **RFP 806; Project Manager – ERP Systems Identification and Implementation**, submitted for your review and approval.

Kindly place this item on the agenda for your next scheduled meeting.

Thank you.

## Woldan, Marjorie

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**From:** Larson, Erik  
**Sent:** Wednesday, August 26, 2020 12:51 PM  
**To:** Dellaselva, Chris  
**Cc:** Villalva, David; Townsend, Natasha; Bottoni, Kristopher; Dennies, Sandy; Pankosky, Valerie; Woldan, Marjorie; Winterle, Cynthia; Rosenson, Valerie  
**Subject:** Stamford RFP No. 806 request for agreement ISG  
**Attachments:** Stamford RFP No. 806 Project Manager - ERP Systems Identification & Imp....pdf; Stamford RFP No. 806 Addendum No. 1.pdf; ISG Proposal to City of Stamford for RFP 806 Project Manager ERP Systems....pdf; Stamford RFP No. 806 Conditional Award.pdf  
**Importance:** High

Chris –

Attached please find the following documents for Stamford RFP No. 806 Project Manager - ERP Systems Identification and Implementation. Please prepare an agreement as soon as possible. It is critical this item be considered at the September 10<sup>th</sup> Board of Finance meeting (deadline August 28<sup>th</sup>) and the October 5<sup>th</sup> Board of Representatives meeting (deadline September 9<sup>th</sup>). Sandy is reaching out to Cynthia W. to request a placeholder on the BOF agenda.

Attached:

- Stamford RFP No. 806 Project Manager - ERP Systems Identification and Implementation
- Stamford RFP No. 806 Addendum No. 1
- Stamford RFP No. 806 Conditional Award
- *Have* COI - pending *attached, signed*
- ISG Proposal to City of Stamford for RFP 806
- *Need* ISG Value Added Services and Rate Card – pending - note – we will need to include this additional document, to be provided by ISG, in the agreement.

The total for the agreement will be the proposed fee – plus a not to exceed amount for services to be determined as the project moves forward, the fees for said services will be based on the rates outlined.

Thank you - Erik

Erik J. Larson  
Purchasing Manager  
City of Stamford  
888 Washington Boulevard  
Stamford, CT 06901  
203-977-4107

**PLEASE NOTE: THIS AGREEMENT IS PROVIDED AS AN EXAMPLE ONLY. THE ACTUAL CONTRACT SUBMITTED FOR YOUR FIRM'S SIGNATURE WILL VARY BASED UPON THE PARTICULARS OF THE SPECIFIC RFP/RFQ PACKAGE.**

## **AGREEMENT**

**THIS AGREEMENT** dated the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the **CITY OF STAMFORD**, a municipal corporation in the State of Connecticut, hereinafter referred to as the "City", 888 Washington Boulevard, Stamford, Connecticut 06904, acting herein by David R. Martin, its Mayor, hereunto duly authorized, and

hereinafter referred to as the "Contractor", acting herein by \_\_\_\_\_, \_\_\_\_\_, duly authorized.

## **WITNESSETH**

**WHEREAS**, the City of Stamford solicited Request for Proposals # \_\_\_\_\_ for \_\_\_\_\_; and,

**WHEREAS**, the Contractor has responded to the City by submitting a Response to the Request for Proposal; and,

**WHEREAS**, the City has accepted the Contractor's Proposal for said work, pursuant to the terms hereinafter set forth.

### **NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. SCOPE OF SERVICES.** The scope of services shall consist of those duties, functions, obligations, responsibilities, and tasks set forth in: (a) the City's Request for Proposal # \_\_\_\_\_, attached hereto as Exhibit A and made a part hereof; and (b) the Contractor's Proposal, Exhibit B attached hereto and incorporated herein.

**2. COMPENSATION.** The City shall pay as compensation to the Contractor a fee of \_\_\_\_\_.

**3. TIME OF COMMENCEMENT AND COMPLETION OF WORK.** The Contractor shall commence the work hereunder upon the execution of this Agreement by both parties and shall substantially complete said work by \_\_\_\_\_. It is agreed and understood that time is of the essence and that Contractor's failure to substantially complete the work within the period allowed shall constitute a breach of this Agreement. Contractor's sole remedy for delays shall be an extension of time to complete the work and Contractor hereby waives any claims for consequential damages, including, but not limited to, principal office expense, loss of financing, reputation and/or lost profit.

**4. REVIEW OF WORK.** The Contractor will permit the City, its officers, agents, and employees, to review, at any time, all work performed under the terms of this Agreement at any stage of the work.

**5. INDEMNIFICATION.** The Contractor shall indemnify and hold harmless The City, its officers, agents and employees, from loss, cost, damage, injury, liability, and claim for injury to or death of a person, including employees of The Contractor or loss of or damage to property, resulting directly or indirectly from The Contractor's negligent performance pursuant to this Agreement, or by any omission to perform some duty imposed by law or this Agreement upon The Contractor, its officers, agents and employees. The foregoing indemnity shall include



reasonable attorneys' fees and costs of suit, if applicable, and shall not be limited by reason of any insurance coverage required pursuant to this Agreement;

**6. ASSIGNMENT.** The Contractor shall not assign or transfer any portion of the work set forth herein without the prior written approval of the City.

**7. BOOKS AND RECORDS.** The Contractor shall maintain or cause to be maintained all records, books, or other documents relative to charges, costs, expenses, fees, alleged breaches of Agreement, settlement of claims, or any other matter pertaining to the Contractor's demand for compensation by the City for a period of not less than three (3) years from the date of the final payment for work performed under this Agreement.

**8. INSURANCE.** The Contractor shall provide and pay for such insurance as is set forth in Exhibit A – Insurance Requirements of the City of Stamford, attached hereto as Exhibit A and made a part hereof.

**9. REPRESENTATIONS.** The Contractor represents that it is an expert in relation to the work to be performed under this Agreement. The Contractor further represents that it has the requisite skill, expertise, and knowledge necessary to perform the scope of services required under the terms of this Agreement, including any supplementary work and the City relies upon said representation in executing this Agreement.

**10. INTERPRETATION.** The parties agree that in the event of any ambiguity between the terms of this Agreement, the City's Request for Proposal (Exhibit A), and the Contractor's Proposal (Exhibit B), the City in its sole discretion shall determine the terms and/or the documents which shall prevail and take precedence.

**11. NON-APPROPRIATION.** Contractor acknowledges that the City is a municipal corporation and that the City's obligation to make payments under this Agreement is contingent upon the appropriation by the City's Board of Representatives of funds sufficient for such purposes, for each budget year in which this Agreement is in effect. If sufficient funds to provide for the payment(s) hereunder are not appropriated, the City may terminate this Agreement upon notice in writing to the Contractor.

**12. SUBCONTRACTING.** Aside from those subcontractors disclosed in The Contractor's Proposal, attached hereto as Exhibit B, if any, the Contractor is prohibited from further subcontracting the work of this Agreement or any part of it unless The City first approves such subcontracting in writing and approves, in writing, of the specific subcontractor(s) The Contractor proposes to be used. . The Contractor shall provide the City fully executed copies of the City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit(s) for all proposed subcontractors. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void. Should The City approve of a proposed subcontractor, The Contractor agrees to comply with The City's Code of Ordinances § 103.4;

**13. CONTRACT EXTRAS.** Pursuant to Section 23-18.4C of the Code, it is specifically understood and agreed by the Contractor that all contract extras regarding this contract shall be governed by the City Charter and/or the Code. The City shall not be liable for payment of any additional costs unless the provisions of the City Charter and/or the Code are fully complied with. The provisions of the City Code can be found at [www.municode.com](http://www.municode.com)

**14. COMPLIANCE WITH CITY CODE PROVISIONS.** The Contractor shall fully comply with the requirements of Sections 103-1 through 103-7 of the Code. Failure to so comply shall constitute a material breach of the terms of this Agreement, for which the City may unilaterally terminate the Agreement upon written notice to the Contractor. The provisions of the City Code can be found at [www.municode.com](http://www.municode.com)

## **15. TERMINATION.**

- A. **TERMINATION FOR CAUSE.** If, through any cause, The Contractor shall fail to fulfill, in a timely and proper manner, its obligations under this Agreement, or if The Contractor shall violate any laws or any of the covenants, agreements, or stipulations of this Agreement, The City shall thereupon have the right to terminate this Agreement for cause by giving written notice to The Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished reports, documents, data, studies, photographs, or other material prepared by The Contractor pursuant to its performance under this Agreement shall, at the option of The City, become The City's property. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory services completed up to the effective date of termination. The Contractor shall not be responsible for any claims resulting from The City's use of the documents on another project or changes made to the documents without The Contractor's express written permission;

The term "cause" includes, without limitation the following:

- 1) If The Contractor furnished any statement, representation, warranty or certification in connection with this Agreement, which is materially false, deceptive, incorrect, or incomplete;
- 2) If The Contractor fails to perform to The City's satisfaction any material requirement of this Agreement or is in violation of any specific provision thereof or any State or Federal law or requirement; or
- 3) If The City reasonably determines that satisfactory performance of this Agreement is substantially endangered or can reasonably anticipate such an occurrence or default.

Should The City terminate this Agreement for cause, The Contractor shall not be relieved of liability to The City for any damages sustained by The City by virtue of any breach of this Agreement by The Contractor and The City may withhold any payment to The Contractor for the purposes of setoff until such time as the exact amount of damages due The City from The Contractor is determined.

- B. **TERMINATION FOR CONVENIENCE.** The City may terminate this Agreement at any time The City determines that the purposes of the distribution of monies under the Agreement would no longer be served by the services provided. The City shall effect such termination by giving written notice of termination to The Contractor and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials as described Subsection A shall, at the option of The City, become property of The City. If the Agreement is terminated by The City as provided herein, The Contractor shall be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed to the effective date of termination bear to the total services of The Contractor pursuant to the terms of the Agreement, less payments of compensation previously made, and subject to The City's right of set off for any damages pursuant to the terms of the Agreement;

## **16. DISPUTE RESOLUTION.**

- A. **EXECUTIVE MEETING.** The parties shall endeavor to resolve all claims, disputes, or other matters in controversy arising out of or related to this Agreement ("Claims")

through a meeting of the chief executives of each party, or their respective designees ("Executive Meeting").

A request for an Executive Meeting shall be made by a party in writing and delivered to the other party. The request may be made concurrently with the filing of a non-binding mediation as set forth herein. The Executive Meeting shall be a condition precedent to mediation unless 30 days have passed after the Executive Meeting has been requested with no meeting having been held.

The Executive Meeting shall be held in the place where the Project is located, unless another location is mutually agreed upon.

- B. **MEDIATION.** Any Claim subject to, but not resolved by, an Executive Meeting shall be subject to mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules and procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation.

The request may be made concurrently with the filing of arbitration but, in such event, mediation shall proceed in advance of arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

- C. **ARBITRATION.** Any Claim subject to, but not resolved by, mediation shall, in the sole discretion of The City, be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules and procedures in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law.

Any judgment will be entered or court action will be brought in a court of competent jurisdiction within the State of Connecticut.

- D. **PERFORMANCE DURING DISPUTE.** Unless otherwise directed by The City, The Contractor shall continue performance under this Agreement while matters in dispute are being resolved.

E. **CLAIMS FOR DAMAGES.** Should either party to this Agreement suffer injury or damage to person or property because of any act or omission of the other party or of any of its employees, agents or others for whose acts it is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

**17. GOVERNING LAWS & VENUE.** This Agreement shall be governed by the laws of the State of Connecticut and the parties hereto hereby waive any choice of law provisions contained therein. Any action arising out of the duties and obligations of this Agreement shall be brought in either the Connecticut Superior Court in Stamford, Connecticut, or the Federal District Court in Bridgeport, Connecticut;

**18. GIFTS.** During the term of this Agreement, including any extensions, The Contractor shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of The City or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to The Contractor shall include its members, officers, directors, employees, and owners of more than 5% equity in The Contractor. Violation of this provision shall constitute a material breach of this Agreement, for which this Agreement may be summarily terminated; and

**19. CODE OF ETHICS.** The Contractor shall comply with the Stamford Municipal Code of Ethics as codified in Chapter 19 of the City of Stamford Code of Ordinances and shall be considered an “employee”, as defined in that Chapter, strictly for the purpose of compliance thereto. The Contractor is prohibited from using its status as a contractor to The City to derive any interest(s) or benefit(s) from other individuals or organizations.

**20. RIGHT TO WORK.** The Contractor recognizes that this Agreement does not grant the Contractor the exclusive right to perform the work for the City and that the City may enter into similar agreements with other Contractors for the same work at the City’s sole discretion.

**21. SET-OFF OF PROPERTY TAXES OWED TO THE CITY.** Pursuant to the City of Stamford Code of Ordinances Section 23-18.4.1 and Section 12-146b of the Connecticut General Statutes, as amended, the Consultant/Contractor hereby acknowledges that the City shall have the right to set-off or withhold any payment, or portion thereof, due to the Consultant/Contractor pursuant to this Agreement if any taxes levied by the City against any property, both real and personal, owned by the Consultant/Contractor are delinquent and have been so delinquent for a period of not less than one year. Any amount withheld from the Consultant/Contractor pursuant to this section shall be applied to the Consultant’s/Contractor’s delinquent taxes, provided, however, that no such amount withheld shall exceed the amount of tax, plus penalty, lien fees and interest, outstanding at the time of withholding

Remainder of Page Intentionally Left Blank.

Signature Page Follows

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in the presence of:

**CITY OF STAMFORD**

\_\_\_\_\_  
Witness  
Print:

By \_\_\_\_\_  
David R. Martin, Mayor

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

**THE CONTRACTOR**

\_\_\_\_\_  
Witness  
Print:

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

Approved as to Form:

Approved as to Insurance:

\_\_\_\_\_  
Chris Dellaselva  
Asst. Corp. Counsel  
Date: \_\_\_\_\_

\_\_\_\_\_  
David S. Villalva  
Risk Manager  
Date: \_\_\_\_\_



**Contractor's Statement**

Pursuant to Section 103.1 of the Stamford Code of Ordinances, I hereby provide the following:

If a joint venture, trustee, partnership, limited liability company or partnership, the names and addresses of all joint ventures, beneficiaries, partners or members:

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If a corporation, the names and addresses of all officers, and the names and addresses of all parties owning over 10% of its common stock or over 10% of its preferred stocks. If any of said stockholders is a holding corporation, the names and addresses of all persons owning a beneficial interest in over 10% of the common or preferred stock of said holding company.

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The names and positions of all persons listed hereinabove who are elected or appointed officers or employees of the City of Stamford.

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Name of Bidder/Proposer: \_\_\_\_\_

Signature of Bidder/Proposer: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate if company submitting this proposal is: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ DBE

**Non-Collusion Affidavit**

The undersigned, having been duly sworn, affirms and says that to the best of his/her knowledge and belief:

1. The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Proposer or with any competitor for the purpose of restricting competition.
2. Unless otherwise required by law, the prices, which have been quoted in this Proposal, have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor.
3. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ ss. \_\_\_\_\_

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

Personally appeared \_\_\_\_\_, as \_\_\_\_\_  
of the above named firm, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires: \_\_\_\_\_

EFFECTIVE: 2/24/09

**City of Stamford**  
**State of Connecticut Contractor Verification (in accordance with Public Act 16-67)**

**Compliance Affidavit**

I, the undersigned, personally and on behalf of \_\_\_\_\_, having  
(Contractor)

been duly sworn, affirm and say that I have read, understand and am in compliance with Public Act 16-67 Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints, and that neither I nor said Contractor, to the best of my knowledge, is in possession of any information indicating a finding of abuse or neglect or sexual misconduct, or otherwise have knowledge of such a condition(s) for any employees working on the project identified in RFQ/RFP or Bid S-\_\_\_\_\_. Further, if I or said Contractor  
(RFQ/RFP or Bid Number)

become aware of any information indicating such a finding, or otherwise gain knowledge of such a condition, I and/or said Contractor will immediately forward such information to the City of Stamford.

Contractor Name: \_\_\_\_\_

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

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

Title of person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ ss. \_\_\_\_\_

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

Personally appeared \_\_\_\_\_, as \_\_\_\_\_  
of the above named Contractor, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief on behalf of himself and said Contractor.

\_\_\_\_\_  
Signature of Notary Public

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

**CERTIFICATE OF CORPORATE RESOLUTION  
RFQ/RFP**

I, \_\_\_\_\_, SECRETARY OF \_\_\_\_\_  
A CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF \_\_\_\_\_, DO  
HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE COPY OF CERTAIN RESOLUTIONS  
ADOPTED BY THE BOARD OF DIRECTORS OF SAID COMPANY, AT A MEETING THEREOF  
DULY CALLED AND HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

“RESOLVED, THAT THE \_\_\_\_\_

OF THE CORPORATION BE AND IS HEREBY AUTHORIZED TO SIGN

A CONTRACT WITH THE CITY OF STAMFORD, CONNECTICUT FOR

\_\_\_\_\_, RFP/RFQ No. \_\_\_\_\_”.

I, FURTHER CERTIFY THAT, \_\_\_\_\_ IS THE DULY  
ELECTED \_\_\_\_\_ OF \_\_\_\_\_  
AND THE FOREGOING RESOLUTION HAS NOT BEEN MODIFIED OR REPEALED AND IS  
IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, I HAVE, HEREUNTO, SUBSCRIBED BY NAME AND AFFIXED  
THE SEAL OF SAID CORPORATION THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SECRETARY



**CERTIFICATION AS TO CONTRACT SIGNATORY**  
***For Limited Liability Companies (LLCs)***  
**(Effective 9/1/2011)**

I, \_\_\_\_\_ a \_\_\_\_\_ of \_\_\_\_\_,  
(name of member or manager) (Member or Manager) (name of LLC)

LLC, a limited liability company organized and existing under the laws of the State of Connecticut (hereinafter the "Company"), hereby certify that:

1. that \_\_\_\_\_ is run by \_\_\_\_\_  
(name of LLC) (Members or Managers)

2. that \_\_\_\_\_ is a \_\_\_\_\_ of \_\_\_\_\_  
(name of contact signatory) (Member/Manager) (name of LLC)

and

3. that as such \_\_\_\_\_ is not prohibited from or  
(name of Member/Manager who is contract signatory)  
limited by the articles of organization from binding the LLC.

**IN WITNESS HEREOF**, the undersigned has affixed his/her signature this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

(LLC Seal)  
(Circle this L.S. if there is no seal)

\_\_\_\_\_  
Secretary (name of Secretary)

## **PROPOSER'S INFORMATION AND ACKNOWLEDGEMENT FORM**

RFP No: \_\_\_\_\_

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

Proposer's Name: \_\_\_\_\_

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

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

Business Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ Tax Id. No.: \_\_\_\_\_

Indicate (Yes/No) if company submitting this proposal is:

\_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ DBE  
(If yes, attach relevant certification)

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **Addenda Acknowledgement – check and note date of addendum**

<input type="checkbox"/> Addenda No. 1	<input type="checkbox"/> Addenda No. 2
<input type="checkbox"/> Addenda No. 3	<input type="checkbox"/> Addenda No. 4
<input type="checkbox"/> Addenda No. 5	<input type="checkbox"/> Addenda No. 6
<input type="checkbox"/> Addenda No. 7	<input type="checkbox"/> Addenda No. 8
<input type="checkbox"/> Addenda No. 9	<input type="checkbox"/> Addenda No. 10
<input type="checkbox"/> Addenda No. 11	<input type="checkbox"/> Addenda No. 12



**CITY OF STAMFORD**  
**PURCHASING DEPARTMENT**

Request for Proposal No.	806	
Title	Project Manager - ERP Systems Identification and Implementation	
Date Issued	July 8, 2020	
Issued on behalf of	Office of Administration	
Proposals Due	July 23, 2020 @ 4:00 P.M.	
Submit Responses	Online via ProcureWare at <a href="https://stamfordct.procureware.com">https://stamfordct.procureware.com</a>	
Name saved file as	Proposer Name Response to Stamford RFP No. XXX	
Deadline for questions	July 14 <sup>th</sup> , 2020	
Contact for Technical Questions/Project Manager	Sandra L. Dennies, Interim Director of Administration, (203) 977-4182, <a href="mailto:sdennies@stamfordct.gov">sdennies@stamfordct.gov</a>	
Contact for Purchasing Questions	Erik J. Larson, Purchasing Agent <a href="mailto:elarson@stamfordct.gov">elarson@stamfordct.gov</a>	
Pre-Proposal Meeting	N/A	
Mandatory		No

**Introduction**

The City of Stamford, Connecticut Purchasing Department, on behalf of the Office of Administration, is requesting proposals from qualified individuals to provide Project Manager services for the planning, identification of appropriate provider and implementation of a new ERP system for the City of Stamford. Duties shall include planning and coordinating the City's identification of and implementation of an ERP system to service the City's financial and other related technology programs.

## **INTERNET USAGE ACKNOWLEDGEMENT**

Caution: The competitive bid/proposal process requires the City of Stamford provide all competitors with equal and timely access to information. To enhance our capabilities, the Purchasing Department is providing bid information over the Internet. You may use this application provided you agree with the following understandings:

1. The City cannot guarantee that the equipment involved in this technology will be available to provide information or receive transmittals. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE CURRENT INFORMATION AND THAT QUOTATIONS ARE RECEIVED AT THE DESIGNATED LOCATION, COMPLETE AND ON TIME.
2. The City is not responsible for the confidentiality of information transmitted over the Internet.
3. The City makes no guarantee as to the completeness or accuracy of downloaded "Request for Bid", "Request for Proposal" or "Request for Qualification."

## **RFQ/RFP SUBMISSION REQUIREMENTS**

The Purchasing Department requests that you identify clearly your fee proposal sheet(s), as well as your bid bond pages if applicable.

Bids/Proposals must be received by the due date and time in order to be considered. Please be advised that the Purchasing Department does not accept bids or proposals by email or fax. More Information: (203) 977-4108, (203) 977-4107 or (203) 977-4994.

The following documents should be returned with your RFQ/RFP:

- ☐ Contractor's Statement
- ☐ Non-Collusion Affidavit
- ☐ City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit (**For all school projects**)
- ☐ A Certificate of Corporate Resolution signed by the Secretary of your firm, authorizing you to execute a contract.

Or

- ☐ A Certification as to Contract Signatory for Limited Liability Companies (LLCs) signed by the Secretary of your firm, authorizing you to execute a contract.
- ☐ Proposer's Information and Acknowledgement Form
- ☐ Department of the Treasury Internal Revenue Service Form W-9
- ☐ Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders Form

[http://www.ct.gov/chro/lib/chro/Notification\\_to\\_Bidders.pdf](http://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf)

*The Purchasing Agent reserves the express right, on behalf of the City of Stamford, to waive any/all technical defects, irregularities and omissions if the best interest of the City is served.*



### **Issuing Office**

This RFP is being issued by the Purchasing Department of the City of Stamford on behalf of the department identified on the coversheet, hereinafter referred to as the "City." The issuing officer is the Purchasing Agent or designee.

### **Inquiries**

All technical inquiries regarding this RFP must be in writing and must be addressed to the Technical Contact identified on the coversheet. The deadline for submitting questions related to this RFP is 10 working days before the due date. Responses to all questions will be furnished through a formal addendum following the closing date listed herein.

### **Incurring Cost**

The City of Stamford will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal or for any work performed prior to the issuance of a contract.

### **Rejection/Acceptance of Proposals**

The City of Stamford reserves the right to refuse for any reason deemed to be in the City's best interest any and/or all proposals submitted under this RFP.

This RFP is not an offer to contract. Acceptance of a proposal neither commits the City of Stamford to award a contract with any firm, even if all requirements in this RFP are met, nor limits its right to negotiate in the best interest of the City of Stamford. The City of Stamford reserves the right to contract with any firm for any reason.

### **Addenda to RFP**

Amendments to this RFP may be necessary prior to the closing date and will be furnished to all prospective proposers. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

### **Submission of Proposals**

Each proposer must submit their proposal via ProcureWare by the date and time stated on the cover sheet. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the proposer. Neither faxed nor emailed RFP responses will be accepted as qualified RFP submission.

### **Proprietary Information**

The City of Stamford will not disclose any portion of the proposals except to members of the proposal evaluation team prior to contract award. The City of Stamford retains the right to disclose the name of the successful proposer, the financial considerations and any other information in the proposal that is pertinent to the selection of the proposer.

### **Independent Project Cost Determination and Gratuities**

By submission of a proposal, the proposer certifies that in connection with its procurement:

The financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other proposer or competitor.

The financial data quoted in this offer will not change for a period of one hundred twenty (120) days after the receipt date at the City of Stamford of this offer.

Unless otherwise required by law, the financial data which has been quoted in this offer have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to award, directly or indirectly to any other proposer or to any competitor.

No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

No elected official or appointed official or employee of the City of Stamford shall benefit financially or materially from this contract.

### **Prime Contractor Responsibility**

Vendors submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the City of Stamford.

### **Availability of Funds**

The contract award under this RFP is contingent upon the availability of funds to the department identified on the coversheet. **In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.**

### **Termination for Default or for the Convenience of the Contracting Agency**

Performance under any contract resulting from this RFP may be terminated by the City of Stamford whenever:

The contractor shall default in the performance of his/her contract and shall default within the period specified by the contracting officer in a notice specifying default; or

The contracting officer shall determine that termination is in the best interest of the Office of Administration/Operations, the Purchasing Department or the City of Stamford.

Termination will be effected by delivery to the contractor of a notice to terminate, stating the date upon which the termination becomes effective.

### **Ambiguity in the Request for Proposal (RFP)**

Prior to submitting the proposal, the contractor is responsible to bring to the City's attention any ambiguity in this RFP. Failure to do so shall result in the contractor forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent contractor.

In the event of any ambiguity between the City's RFP and the proposer's proposal, then whatever shall be more favorable to the City of Stamford as determined in the sole discretion of the City shall prevail and take precedence.

### **Ownership Information**

The City of Stamford shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFP.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the City of Stamford and may not be copied or removed by any employee of the proposer without written permission of the City of Stamford.

### **Negotiated Changes**

In the event negotiated changes occur after the awarding of the contract, any policies called for in the original contract will remain in effect.

### **Contract Agreement**

The selected proposer will be required to agree to and sign a formal written contract agreement between the City of Stamford and the proposer prepared by the Law Department of the City of Stamford.

The term of this contract shall be for a period of one year, commencing on the date of the contract execution, with an additional allowance for two (2) one year extensions.

### **Insurance Requirements**

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies and terms acceptable to the Risk Manager of the City of Stamford. See attached insurance requirements.

### **Competition Intended**

It is the City's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the City in writing if any language, requirement, scope, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the City not later than seven (7) days prior to the date set for acceptance of proposals.

### **Tax Exempt**

The City of Stamford is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price.

### **Key Personnel**

Vendors must clearly explain and identify, in detail, the services they provide and identify their qualifications. Vendors must provide a resume indicating their experience.

## **Notification to Bidders (Rev. 9-1-17)**

The contract awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes.

The City of Stamford is an Affirmative Action/Equal Opportunity Employer/purchaser. Small, Minority, Women and Disadvantaged Business Enterprises are encouraged to respond.

The City of Stamford aggressively solicits the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials. "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: (1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n. "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans; (2) Hispanic Americans; (3) persons who have origins in the Iberian Peninsula; (4) Women; (5) Asian Pacific Americans and Pacific Islanders; and (6) American Indians. An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The City will consider the following factors when reviewing the Bidder's/Proposer's qualifications:

- (a) success in implementing an affirmative action plan;
- (b) where applicable, success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) a promise to develop and implement a successful affirmative action plan;
- (d) submission of employment statistics contained in the Connecticut Commission on Human Rights and Opportunities ("CCHRO") "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) a promise to set aside a portion of the contract for legitimate minority business enterprises.

## **2. Non-Discrimination**

- (a) The contractor agrees and warrants that in the performance of the contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that it will make good faith efforts to employ minority business enterprises as subcontractors and supplies of materials on such project. The contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
- (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on



behalf of the contractor, to state that it is an "Affirmative Action-Equal Opportunity Employer" in accordance with regulations adopted by the CCHRO;

(c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a copy of these provisions, advising the labor union or worker's representative of the contractor's commitments under these provisions and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said CCHRO;

(e) the contractor agrees to provide the City with such information requested by the City, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor.

### 3. Subcontractors

The contractor shall include the provisions of subsection (2) in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the City and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CCHRO. The contractor shall take such action with respect to any such subcontract or purchase order as the City may direct as a means of enforcing such provisions.

The contractor agrees to comply with the CCHRO's requirements as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### GIFTS:

During the term of this contract, including any extensions, the Contractor shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of the City of Stamford or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to the Contractor shall include its officers, directors, employees, and owners of more than 5% equity in the contractor. Violation of this provision shall constitute a material breach of this Agreement, for which this Agreement may be summarily terminated.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by [Sections 4a-60 and 4a-60a](#) of the Connecticut General Statutes; and, when the awarding agency is the State, [Sections 46a-71\(d\) and 46a-81i\(d\)](#) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at [Section 46a-68j-21 through 43](#) of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by [Sections 4a-60 and 46a-71\(d\)](#) of the Connecticut General Statutes.

According to [Section 46a-68j-30\(9\)](#) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in [Section 4a-60](#) of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of [Section 32-9n](#).” “Minority” groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by [Section 4a-60g](#) of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of [Section 46a-68j-21\(11\)](#) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with [Sections 46a-68-1 to 46a-68-17](#) of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. [See Section 46a-68j-30\(10\)\(E\)](#) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following [BIDDER CONTRACT COMPLIANCE MONITORING REPORT](#) must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to [Sections 4a-60 and 4a-60a](#) CONN. GEN. STAT., and [Sections 46a-68j-23](#) of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

[Section 4a-60g](#) CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision [4a-60g](#) CONN. GEN. STAT.

## 2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

### 3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><u>White</u> (not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u> (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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## BIDDER CONTRACT COMPLIANCE MONITORING REPORT

### PART 1 – Bidder Information

Company Name: Street Address: City & State: Chief Executive:	Bidder Federal Employer Identification Number: Or Social Security Number:
Major Business Activity: (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor? Yes <input type="checkbox"/> No <input type="checkbox"/> -Bidder is a minority business enterprise? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, check ownership category) Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Iberian Peninsula <input type="checkbox"/> Individual(s) with a Physical Disability <input type="checkbox"/> Female <input type="checkbox"/> -Bidder is certified as above by State of CT? Yes <input type="checkbox"/> No <input type="checkbox"/>
Bidder Parent Company: (If any)	
Other Locations in CT: (If any)	

### PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes <input type="checkbox"/> No <input type="checkbox"/>	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Does your company have a mandatory retirement age for all employees? Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes <input type="checkbox"/> No <input type="checkbox"/>	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Does your company have a collective bargaining agreement with workers? Yes <input type="checkbox"/> No <input type="checkbox"/>	12. Does your company have a written affirmative action Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain.
6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes <input type="checkbox"/> No <input type="checkbox"/>	13. Is there a person in your company who is responsible for equal employment opportunity? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give name and phone number:



1. Will the work of this contract include subcontractors or suppliers? Yes ☐ No ☐

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes ☐ No ☐

#### PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

**PART V - Bidder Hiring and Recruitment Practices**

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service	<input type="checkbox"/>	<input type="checkbox"/>			Work Experience	
Private Employment Agencies	<input type="checkbox"/>	<input type="checkbox"/>			Ability to Speak or Write English	
Schools and Colleges	<input type="checkbox"/>	<input type="checkbox"/>			Written Tests	
Newspaper Advertisement	<input type="checkbox"/>	<input type="checkbox"/>			High School Diploma	
Walk Ins	<input type="checkbox"/>	<input type="checkbox"/>			College Degree	
Present Employees	<input type="checkbox"/>	<input type="checkbox"/>			Union Membership	
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>			Personal Recommendation	
Minority/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>			Height or Weight	
Others (please identify)	<input type="checkbox"/>	<input type="checkbox"/>			Car Ownership	
	<input type="checkbox"/>	<input type="checkbox"/>			Arrest Record	
	<input type="checkbox"/>	<input type="checkbox"/>			Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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**THE CITY OF STAMFORD  
REQUEST FOR PROPOSALS (RFP)  
FOR**

**RFP No. 806**

**PROJECT MANAGER–  
ERP SYSTEMS IDENTIFICATION AND IMPLEMENTATION**

## **Scope of Services**

The City of Stamford is seeking proposals from persons qualified in facilitating organizational change in IT Infrastructure including the identification existing systems and practices, identification of areas of IT integration of systems, identification of an ERP Provider, assistance in negotiation of purchase, and all steps to implementation of the new system including appropriate alteration of current practices and procedures. A Master's degree in Business, Technology, or related field is preferred. A minimum of 10 years of experience in systems change is required. Must possess a valid motor vehicle operator's license and there will be a 7 x 24 open contact requirement and availability to respond to emergencies.

Must be knowledgeable of the principles and practices of change in systems.

Working knowledge of financial systems and interaction of related IT systems.

Strong oral and written communication skills at all levels of the organization, Boards and Commissions.

Excellent interpersonal skills.

Computer proficiency in word processing programs, PowerPoint presentations, spreadsheet and other document formatting techniques.

Ability to create and maintain rapid electronic communications networks.

Knowledge of communications practices, procedures, operations, equipment and staffing requirements required to enable change in an organization as large and as diverse as the City of Stamford.

Ability to organize and facilitate groups.

Knowledge of planning models and ability to create and maintain such plans.

Ability to work collaboratively with diverse organizations and interests and abilities.

Ability to develop and conduct training programs.

Willingness and ability to take directions.

Strong initiative and ability to work independently.

Ability to read, interpret, and apply complex applications.

Ability to remain calm in stressful situations.

A list of such duties and skills shall include, but may not be limited to the following:

- Develops a systems change plan for the City of Stamford, including identification of integrating systems and alteration of current practices to facilitate that integration.
- Develops appropriate time schedule for conduct of work to be accomplished in making the systems change.
- Provides leadership in the development of an RFP for an ERP system and facilitates selection efforts, as well as pricing and payment arrangements with the selected system provider.
- Identifies participants in planning/governance committees and lends support to their process.
- Identifies skills that additional consultants should bring to the City's change process and writes the RFP's for the City's procurement of such skills.
- Assumes lead staff role for full implementation planning and orchestration of change for the City of Stamford.
- Works closely with staff on transition planning.
- Creates and maintains activity database to ensure timeframes for conduct of systems change remains on schedule.
- Sets up and maintains a network of key individuals to be used by the Stamford Office of Administration to facilitate implementation steps.
- Assists with and/or provides training for staff in all departments.
- Provides ongoing communication to Stamford officials on implementation status.
- Develops written communications and responses for the public, the media, and policy makers on issues of project implementation.
- Encourages creativity and enthusiasm for the development of a quality ERP program in the City of Stamford.
- Demonstrates cultural competence by exhibiting behaviors, skills, attitudes, awareness, acceptance, and respect for differences among people.
- Adheres to all the relevant terms and conditions as provided for in all governing requirements of financial systems.
- Submits a monthly report of activities to the Director of Administration.

- Attends a one hour weekly staff meeting with the Director of Administration.
- Performs any related duties that may be reasonably required by the City.

### **Proposal Instructions**

The City of Stamford requests that all responding vendors follow the guidelines below:

#### **Content and Format:**

Each copy of the submission shall contain the following sections

- Section 1: A Letter of Interest
- Section 2: Experience and Qualifications
- Section 3: References
- Section 4: Fee Proposal

Each page of the RFP must be numbered consecutively from the beginning of the RFP" through all appended material.

#### **Letter of Interest:**

The Cover Letter must specify the following:

- The name and address of the proposer
- The name, title, email address and telephone number of the individual whom the City of Stamford should contact regarding questions and clarifications
- Expression of Interest Statement
- Certification that the vendor will meet the primary qualifications identified herein

#### **Qualifications:**

Proposers shall provide evidence of the following:

- A current and active motor vehicle operator's license
- Experience in timely facilitation of systems change in municipal settings or organizational settings both similarly sized and demonstrating diversity in knowledge, skills and abilities of personnel as well as preparedness and willingness of that personnel to make changes in their processes and practices.

#### **Committed Staff and Organization:**

Proposers shall submit an organization chart that includes all key personnel who will be responsible for providing services to the City of Stamford. A detailed resume must be included for each individual who will be assigned or committed to working with the City of Stamford. Resumes should highlight similar projects the individual has worked on and approximately when the work was performed.

**References:**

Proposers must provide the names and contact information of three (3) references the City of Stamford may call.

**Fee Proposal:**

The proposer must include a lump sum fee proposal for services for the first year of the contract, and then one for each of the two following years. No hourly fee or cost plus expenses method of presentation will be accepted. All fees to be paid out to the vendor selected through this RFP shall be paid over in equal monthly installments.

**Proposal Selection Criteria**

The following criteria will be used to evaluate proposals:

- Experience and Qualifications
- Committed Staff and Organization
- References
- Fee Proposal

Vendors may be asked to present their proposals to a selection committee and/or to respond to questions. Based on the information provided in the proposal and any additional information presented, a final selection will be made.

The City of Stamford reserves the right to reject any and/or all proposals submitted, to request information from any vendor and to negotiate with any of the vendors regarding the terms of the engagement. The City of Stamford intends to select the vendor that, in its opinion, best meets the City's needs, not necessarily the vendor that proposes the lowest fees.

The City of Stamford reserves the right to award the contract to more than one vendor in order to provide optimal coverage for services.



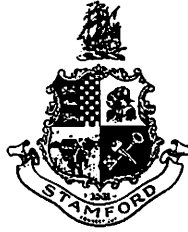
**CITY OF STAMFORD  
INSURANCE REQUIREMENTS  
PROJECT MANAGER -  
ERP SYSTEMS IDENTIFICATION AND IMPLEMENTATION**

The Consultant will be required to submit certificates of insurance, which contain the minimum insurance coverages described below:

1. Standard workers' compensation, which complies with all Connecticut workers' compensation statutes and regulations.
2. Employer's liability insurance, which contains limits of liability of not less than \$100,000 each accident, \$100,000 disease policy limit and \$100,000 disease – each employee.
3. Commercial general liability insurance, with a minimum limit of liability of \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage. Such coverage shall include the following:
  - (a) Products liability and completed operations, which shall be maintained for a period of not less than three (3) years following completion of the services under this Agreement or termination of the Agreement, whichever is later.
  - (b) Contractual liability insurance, which insures any indemnities contained in the Agreement between the Consultant and the City of Stamford.
  - (c) The City of Stamford and its employees, agents and officers designated as additional insureds.
  - (d) Policy shall be underwritten on an occurrence basis.
4. Commercial automobile liability insurance, which contains minimum limits of liability of \$1,000,000 per accident, and contains, at a minimum, the following coverage provisions:
  - (a) Coverage for all owned, non-owned and hired vehicles;
  - (b) The City of Stamford and its employees, agents and officers designated as additional insureds.
5. Professional liability insurance, which covers the services to be provided pursuant to the Agreement between the City of Stamford and the Consultant with a minimum limit of liability of \$2,000,000 per claim.
6. If any insurance is underwritten on a claims made, as opposed to an occurrence basis, the retroactive date in the policy shall be the earlier of the effective date of the Agreement between the Consultant and the City of Stamford or the date the Consultant commences its services for the City. The policy shall also contain an

extended reporting date of not less than three years following termination of the Agreement between the Consultant and the City of Stamford or conclusion of the services rendered by the Consultant, whichever is later.

7. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Stamford and its employees, agents and officers. The Consultant shall waive any right of claim, loss or damage against the City of Stamford and its employees, agents and officers.
8. All insurance policies required under this Agreement shall contain thirty (30) days prior written notice to the City of Stamford's Risk Manager in the event of cancellation, termination or material change to any policy terms or conditions required hereunder.
9. The insurance required hereunder shall in no way serve to limit or reduce the liability of the Consultant under this Agreement.
10. The Consultant shall provide the Risk Manager with certificates of insurance, which evidence the insurance required hereunder. The Consultant shall provide the Risk Manager with renewal certificates of insurance within 15 days prior to the expiration of the policies. Consultant's failure to review said certificates of insurance or insurance policies shall not be deemed to be a waiver of the Consultant's obligations to comply with all provisions of these insurance requirements hereunder.



**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

**ADDENDUM NO. 1**  
**(July 16, 2020)**  
**Request for Proposals No. 806**  
**Project Manager - ERP Systems Identification and Implementation**

Addendum No. 1 is being issued to all potential bidders to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the Contract Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments must be acknowledged, either in the space provided on the Bid Form or on the Contractor's Form of Proposal. Failure to do so may subject the Bidder to disqualification.

The items and references:

Q	The "Scope of Services" seeks individuals qualified in <b>Identification of existing systems</b> (including <b>Integration areas</b> ). Is the Project Manager <b>Responsible</b> for the deliverable or is <b>Accountable</b> in facilitating/coordinating the efforts of others involved. Please elaborate.
	The City is requesting proposals which clearly identify an entity to lead the City's efforts in defining what an ERP system can do for the City and to orchestrate our selection and implementation of such a system including conducting meetings of a Governance Group(s) and engaging all entities/individuals involved in the change of our systems/processes.
Q	Our understanding is that the engagement during <b>RFP Development</b> efforts extends to Planning, Evaluating & Selection of the ERP vendor. Please confirm.
	Yes
Q	Will participating bidders of this Proposal be invited to take part in the bidding, for the implementation of the ERP system. Do you see this as a conflict of interest?
	These are two different phases of the implementation and the Project Manager is not intended to be affiliated with a specific system.
Q	Is the Project Manager <b>Responsible</b> for the Solution Approach of the "To-Be" solution? Can you briefly describe the Project Team Structure & Stakeholders involved?
	Structure needs to be identified and stakeholders are all members of all Departments of the City that utilize technology in conducting their business as well as members of the governing boards.
Q	The term "Electronic Communications Network" is generally used in reference to the trading of financial products & securities in the Stock Market. Is this the requirement or does this relate to Client-Server technology, that enable communication network with internal & external entities?
	This project has nothing to do with the Stock Market and has everything to do with facilitating the work of the City through appropriate technology.
Q	Will the Project Manager be <b>Responsible</b> to develop Technical/User Training literature to support Change Management process?
	The Project Manager will make certain that the City has appropriate literature to facilitate user training.

Q	My interpretation of this RFP is that it is for one (1) Project Manager role. Is that correct?
	Yes, the City is looking for a leader to facilitate the systems change.
Q	Do we need references as an organization or references for the Project Manager candidate(s)?
	Provide references for both the organization and the proposed Project Manager.
Q	Do we need to fill out contract forms listed below prior to submission of the proposal or after award? Contractor's Statement Non-Collusion Affidavit City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit (For all school projects) A Certificate of Corporate Resolution signed by the Secretary of your firm, authorizing you to execute a contract. Or A Certification as to Contract Signatory for Limited Liability Companies (LLCs) signed by the Secretary of your firm, authorizing you to execute a contract. Proposer's Information and Acknowledgement Form Department of the Treasury Internal Revenue Service Form W-9 Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders Form
	Submit them with your proposal.
Q	What is the overall proposed project budget?
	That has not yet been determined.
Q	With the current COVID-19 situation, what are The City of Stamford onsite expectations and is travel part of the project budget?
	The Project manager will be primarily onsite with travel to City Department locations outside Government Center.
Q	Please further describe the anticipated functional scope of the City's ERP project. For example, the Scope of Services references "financial systems and interaction of related IT systems." Could the City provide a list of anticipated financial functions that would be covered by the project (e.g., general ledger, accounts payable, account receivable, etc.)?
	The Project Manager will facilitate identification of the scope of the system.
Q	Does the City anticipate that the scope of the related IT systems will extend beyond core financial functions to other administrative activities, such as procurement, human resources, or payroll? What about functions such as inventory, facilities, or point of sale?
	Scope of the system is to be developed and is part of what the Project Manager will be responsible for accomplishing.
Q	Please provide a diagram of the City's current administrative systems environment, including which software products are currently in use for the City's major administrative functions (i.e., Finance, Procurement, HR, and Payroll)?
	The City has several free standing systems including HTE, Ceridian, and the one you used to access the RFP, ProcureWare. This is only a partial listing of the systems currently in use. The Project Manager will review all systems and determine integration potential.
Q	Has the City been previously advised by any external vendor regarding the costs, benefits, and requirements for the anticipated ERP project? If so, is that vendor eligible to bid in this solicitation?
	The City has reviewed two providers of systems in order to determine if it should select simply a Financial System provider or an ERP system. All vendors meeting system specifications will be allowed to submit their ERP system to the City when we get to that point in the process. We are NOT there at this time.
Q	The RFP Scope of Services mentions the ability to develop and conduct training for staff in all departments. Does the City anticipate any training beyond that which might be provided by the ERP systems integration vendor? If so, what type of training and in what time periods would the City expect that to occur?
	The scope of the training has yet to be determined.

Q	What level of project participation can responding vendors anticipate from City staff? Will the vendor's project manager report directly to a single individual (e.g., Director of Administration) or to a governance committee?
	When a system is selected, they will report directly to the Project Manager who reports to the Director of Administration.
Q	Does the City expect to issue a single RFP for ERP software and implementation services, or does the City expect to issue an RFP for ERP software, followed by a second RFP for implementation services?
	The City has not determined that at this time.
Q	Does the City have a preferred project management tool for use in information technology projects?
	No.
Q	Regarding the requirement for a "current and active motor vehicle operator's license," does that requirement apply only to the specified project manager role or to any individual providing services to the City? Is an affirmative statement of possessing a valid motor vehicle license adequate for the proposal response, or will copies of motor vehicle licenses need to be included with the response?
	We are looking to hire a Project Manager at this time. The person that fulfills that role will require a motor vehicle license. The RFP requires evidence of a current and active vehicle operator's license.
Q	In light of the current COVID-19 pandemic, does the City have any present expectations as to the year 1 services being conducted remotely for the foreseeable future? For the optional second and third years, please offer guidance regarding expectations as to the percent of services to be performed remotely vs. on-site.
	The VAST majority of services are to be provided on site during the full project life.
Q	Please confirm that it is acceptable to include Section 4: Fee Proposal in the same electronic file as the other sections of the technical proposal.
	Confirmed
Q	The RFP is for new ERP system for city; what are the current system(s) details that will be replaced or enhanced by new ERP? What all functionalities do current system(s) provide? What all functionalities of current "in scope" system(s) be converted?
	The scope of the system has yet to be determined. The Project Manager will facilitate that determination.
Q	What are the benefits to be achieved by this program? What pain points to be resolved? What does success look like from business perspective?
	Improved operations of the City with shared information between and among department operations.
Q	Has business driven salient milestones been identified or needed within the target timeline?
	The Project Manager will lead that process to determine an achievable project timeline.
Q	We see mention of "city's financial and other related programs". What are those related programs? Please share a list of integrations and/or Integrations/Architecture diagram if available?
	The technology used in various department operations will be reviewed and their potential for integration determined as a part of the Project Manager's responsibilities.
Q	What city departments will be within scope of new ERP system?
	All City departments will be considered.
Q	Were there any similar efforts in the past or is this the first time to perform such ERP migration?
	This is the first full migration to an ERP system.
Q	During implementation of this project, will the project manager manage onshore resources, offshore resources, combination?
	That has yet to be determined.
Q	What is the proposed start and targeted completion date for this project?
	That has yet to be determined.
Q	Is there a driver for the completion date, e.g., information needed to plan a budget, reduced resources, planned retirement wave?

	None other than sunset of the current financial system.
Q	Has a budget for this engagement been established that you are willing to share it?
	No budget has been determined at this time.
Q	Is the City considering an on-premise solution, or is it considering “cloud” or SaaS solutions as well?
	That has yet to be determined.
Q	What is the City’s policy for travel and onsite work given the current COVID-19 pandemic?
	Government Center is open to employees and interface is by appointment. There are no restrictions on travel at this time.
Q	Is the expectation that there is a 7 x 24 contact requirement for all members of the project team? Or a specific role on the project team, such as the proposed project manager?
	At this time, only the Project Manager has been requested to be available 24/7.
Q	Does the City require an ID (e.g., driver’s license) from every member of the proposed project team?
	At this time, we are seeking a Project Manager only. Other members of the “team” will be defined as the project develops. If an organization submits to this RFP a team approach to Project Management, then all members of the team should provide verification of a current and active motor vehicle operator’s license.
Q	The RFP sometimes reads like the City is seeking an individual versus a consulting firm with a proposed project team. Is the City open to team with specialized skills in the areas identified, such as training, infrastructure, project management, etc.?
	Yes, however the project team is expected to grow beyond the Project Manager to address specific skill sets required as the project progresses.
Q	Given the COVID-19 pandemic, is there a preference for a local presence?
	The VAST majority of this assignment will be onsite.
Q	Can the City elaborate on what is meant on page 28 of the RFP - <i>Sets up and maintains a network of key individuals to be used by the Stamford Office of Administration to facilitate implementation steps?</i>
	The Project Manager reports to the Director of Administration. It is anticipated that the Project Manager will be required to interface with various individuals as the change in systems is designed, selected and implemented. At each step in that process, a network of key individuals required to guarantee success of that step should be available.
Q	There are many roles that a consulting firm can perform during the implementation phase of the project that will have a direct bearing on staffing and pricing to be proposed. Given that, what is the City’s expectation on the selected consultant’s role during system implementation or should we propose a potential role and associated pricing? Our concern is that different consultants will propose different roles and levels of support during system implementation resulting in a variety of pricing options that could negatively influence a consultant’s score on pricing if they are proposing a larger role than other firms.
	The position to be filled at this time is a Project Manager only. Other roles will be required to be filled during the implementation of the project.
Q	Are you looking for a true ERP that covers Finance, Human Resources, CRM, Service and Asset Maintenance Management, Inventory/Warehouse, Project Management, or are you focused on the Finance & Accounting specific features such as AR, AP, banking, financial reporting, revenue/sales recording and tracking?
	This RFP is seeking a Project Manager so that that question can be addressed.
Q	Are ERP functions centralized within the city? If so, can you specify which departments are included?
	There is currently no ERP in the City.
Q	Due to the sensitivity of personal information, can we redact sensitive information such as address and date of birth from copies of motor vehicle licenses included in the proposal?
	Yes
Q	Would the City please elaborate on any additional business drivers for this project beyond those in the RFP?

	The City's current financial system is used by only 4 organizations in the United States. In recognition that support for that system will be sun setting, the City is looking to improve its operations at this time through an ERP system.
Q	What is the functional area scope the City desires in the future ERP system? For example, core financials, human resources, utility billing, revenue, etc.
	Not yet determined.
Q	What systems does the City currently use to support the functions intended to be managed in the future ERP system?
	Not yet identified.
Q	Page 2 of the Scope of Services lists characteristics of an individual. Would the City please confirm that a team approach to lead this project is desired and that these characteristics must be represented among key team members?
	If the team approach to Project Management is being submitted, then the organization submitting that approach must present the desirability of their team to lead this change for the City.
Q	As it relates to the activities of selected a new ERP system, would the City please confirm whether each of the following tasks or activities are desired to be performed by the selected consultant: a. Business case development b. ERP system RFP development c. Short-list ERP vendor demonstration facilitation d. Preferred ERP vendor contract negotiation support
	Yes, among other tasks.
Q	Would the City please confirm proposers should plan to develop a second RFP for staff augmentation services to support the ERP system implementation?
	If it is determined to be required additional RFP's will be the responsibility of the Project Manager.
Q	For the purposes of proposing fees to manage the system implementation, is there an implementation timeline estimate proposers should assume at this point in time to provide equitable proposals? For example, an assuming of an 18 or 24 month software implementation?
	Not yet determined, therefore the RFP asks for a lump sum contract amount for year one, year two and year three to be paid out in monthly installments.
Q	For the purposes of proposing fees to manage the system implementation, does the City desire a single full-time resource?
	Yes, the City is looking for a Project Manager at this time, however, the City has not ruled out a vendor providing a team approach to that single role.
Q	Would the City please elaborate on any target timeline milestones for this project? For example, date of project start, date of ERP software RFP issuance, date of implementation kickoff, etc.?
	The development of an achievable project timeline is the responsibility of the Project Manager.
Q	Is there a local preference for this RFP? If so, what weight in the evaluation will that preference have?
	No preference. However, the role is on site for the VAST majority of the activities.
Q	Does the City have a budget associated with this RFP? If so, can it please be shared?
	The budget for this RFP has not been developed. We are looking at the bidders to tell us what this role will cost the City over a potential three year implementation period.
Q	Would the City consider adding force majeure language to its Sample Agreement, which we would outline as an exception with preferred language in our proposal response?



	The addition of contract language would need to be negotiated with Corporation Counsel following selection of the vendor.
Q	When is the anticipated Q/A release date?
	July 16, 2020
Q	In an ideal world what is your desired budget for this project?
	Not yet determined.
Q	Have you attempted this project before?
	No
Q	Does your IT shop run on a development/QA/Production cycles?
	No
Q	Roughly how many integration points are there? Or do you want these stated in the discovery phase?
	This needs to be determined by the Project Manager.
Q	Do you have any documentation / blueprints of the current state? And /or a current state/ future state.
	No
Q	At eRichards we stress documentation and knowledge transfer – do you have a local team that the new system can be downloaded to?
	No
Q	Is the City expecting multiple profiles to be submitted for providing the services in scope and meet the 7 x 24 open contact requirement and availability to respond to emergencies?
	If the submitter is suggesting a team approach, we are open to that potential management style and would require multiple profiles to be submitted and the role that each will be filling.
Q	Do we need to provide the experience, qualifications and references for each proposed candidate OR this information is required at vendor organization level?
	Each bidder should submit documentation which thoroughly demonstrates that each member of the organization that will be interfacing with the City is qualified to carry out their proposed role in conducting the responsibilities of the Project Manager.
Q	Is it completely an on-site engagement or the work can be performed using an on-site/remote model? If a blended delivery model is allowed, how much travel is involved?
	The work is to be accomplished primarily on site with in-City travel required to locations outside Government Center.
Q	Can we utilize the same staff to identify and help implement the ERP solution?
	Yes, as long as the staff identifying an appropriate ERP system does not have a conflict of interest in the selection of a system.
Q	Assists with and/or provides training for staff in all departments. What type of training is anticipated?
	Not yet determined.
Q	Does the City have a PMO?
	This RFP seeks to select a Project Manager that reports to the Director of Administration.
Q	Who will the awarded vendor(s) report to under this SOW?
	Director of Administration
Q	Can you confirm that payments are not tied to deliverables?
	Please see Section 15 of the City's sample agreement provided with the RFP.
Q	What is the anticipated start and end of the awarded contract?
	Start date follows selection of winning bid to the RFP and the end date has not yet been determined.
Q	Has there been any preliminary work done by another vendor for this RFP?
	Not for a Project Manager. The city has invited two vendors to demonstrate their products so that the City could determine the City's interest in a stand-alone financial system or an ERP. Those

	vendors will be allowed to propose when we get to that part of the project implementation.
Q	If so, who is the vendor, and can they respond to this RFP?
	We are seeking a Project Manager, not a system provider.
Q	Is there a preference for companies located in CT?
	No, however, the majority of the work of the Project Manager is on site.
Q	What is the City's current ERP system?
	It does not have an ERP.
Q	Is the City seeking references for the vendor or the proposed personnel?
	The city is seeking a Project Manager so the person(s) interfacing with the City in carrying out that role will require submission of references as well as the organization they represent.
Q	Is there a minimum number of FTEs that the City feels are necessary to be successful on this project?
	Not determined at this time.
Q	Please identify the computer software that is currently in use and the business areas that use this software.
	The only system wide computer software in use by all City Departments is H T E.
Q	What are the factors that are driving you to seek improvements to your business software?
	The current financial system support is sun setting.
Q	What business areas are you looking to include in a new ERP system?
	Not yet determined.
Q	What business areas are not to be included in the new ERP system (e.g., payroll, HR)?
	Not yet determined.
Q	Will the selected consultant participate in the development of an RFP for a new ERP system? If so, to what extent?
	Yes, they will be fully responsible for the development of the specifications for a new ERP system.
Q	What is your budget for this effort?
	Not yet determined.
Q	Has a budget been identified for the entire selection and implementation? If not, how is the budget currently defined?
	Funds have been made available to initiate action to change systems in the City.
Q	Please identify the executive sponsor.
	Tax payers of the City of Stamford.
Q	Has a project steering committee been identified? If yes, please identify the members.
	Not at this time.
Q	What internal resources will the City make available to the selected consultant?
	All resources required to support successful completion of this project.
Q	What external resources is the City utilizing for its IT functions?
	To be addressed as a part of the fact finding of the Project Manager.
Q	Is there an expectation (target date) for the completion of this engagement?
	No
Q	Is the intent to replace the existing solution (or is an upgrade a possibility)?
	The goal is to implement an ERP system which currently does not exist in the City.
Q	Does the City have any preference for the State of Connecticut based vendors?
	No
Q	What is the approved budget for this SOW?
	It is a portion of the total funds appropriated for this project to be initiated.
Q	What is the anticipated duration of the SOW?
	Not yet determined
Q	Can work be performed remotely or is on-site presence required?
	On site presence is required.
Q	How many resources are you seeking the vendor to propose to complete this SOW?

	Identification of individual(s) to complete the Project Management tasks only.
Q	What are the roles that the City is looking for vendors to propose beyond a Project Manager?
	None. Additional vendors will be sought once the full scope of the project is made known.
Q	There will be a 24x7 open contact requirement and availability to respond to emergencies. What type of emergencies would the City foresee as needing 24x7 contact availability?
	Unknown at this time.
Q	As listed under duties and skills, do these qualifications only apply to the Project Management role?
	Yes
Q	If not, which roles do they apply to?
	N/A
Q	How much of this response requires OCM responsibilities?
	A significant part of this position requires OCM responsibilities.
Q	Does the City have a separate vendor doing OCM work?
	No
Q	Is there any budget for resource hourly rates? If yes, can you please share the same?
	The City has made funds available for initiating the project. When full budgetary needs are known, the Director of Administration will request appropriation through the City's governing/fiscal bodies.
Q	What is the estimated/available budget for the work outlined in this RFP/Work Request?
	The amount is to be determined based upon the response of the bidders.
Q	Do you prefer local candidates for this position?
	Work for this Program Manager is to be done primarily on site.
Q	Is there any workstation fee for resource to work onsite?
	Yes
Q	What is the total number of profiles that can be submitted by the vendor?
	There is no limit as long as the responsibilities of the Project Manager can be successfully carried out.
Q	Is there any page limit for resource resumes?
	No
Q	Can you please let us know the anticipated project start date?
	As soon as the Project Manager is selected the project will begin.
Q	Given the impact and uncertain duration of COVID, could City of Stamford provide more clarity on any flexibility about a remote resource or a ratio of remote vs. required onsite?
	The VAST majority of the work of the Project Manager will be on site.
Q	Do you want vendor or vendor proposed resources to submit a copy of current and active motor vehicle operator's license? Please confirm
	Yes
Q	Do you want vendor to submit firm references? Or proposed resource references? Please confirm
	Yes, any organization must submit references for the firm and the individual(s) interfacing with the City.
Q	Do you envision the role being in the form of a staff augmentation? Meaning we basically provide you a resource available on demand?
	The City wants a Project Manager to be on site and working on the project each day following contract approval.
Q	Do you envision this project sufficient for one individual or would require multiple people (trying to understand and gauge complexity and budget)?
	The Project Manager was envisioned as one person, however, a team approach is not out of consideration.
Q	Do you have a budget to help us understand magnitude and what is feasible?
	The budget provided is to initiate the project and the full budget for the project has yet to be developed. The amount of the budget for the Project Manager will be determined based upon the bids submitted.

Q	Is the due date flexible (seems to be a 2 week runway and the Q&A is being collected yet to be released)?
	No
Q	There is mention that the funding is dependent on approvals – so funding support is not even available for this project, is this standard template or specific for this event?
	Standard template.

All other terms and conditions of **RFP No. 806** remain the same.

Erik J. Larson  
Purchasing Agent

Cc: Sandra L. Dennies, Director of Administration  
Purchasing Department File

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	-  -
or	
Employer identification number	
	-

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/26/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
BXS Insurance  
3355 West Alabama Suite 850  
Houston TX 77098

**CONTACT NAME:** Heather Rochow  
**PHONE (A/C, No, Ext):** 713-622-2330 **FAX (A/C, No):** 713-622-2053  
**E-MAIL ADDRESS:** heather.rochow@bxsi.com

**INSURED**  
International Consulting Acquisition Corp.  
dba ISG Public Sector  
2187 Atlantic Street, 8th Floor  
Stamford CT 06902

INFOSE-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Phoenix Insurance Company	25623
INSURER B: National Union Fire Ins Co Pittsburgh PA	19445
INSURER C: Charter Oak Fire Insurance Company	25615
INSURER D: Travelers Property Casualty Co of America	25674
INSURER E:	
INSURER F:	

**COVERAGES****CERTIFICATE NUMBER:** 1240936717**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		6300L967490	7/14/2020	7/14/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BA1N909137	7/14/2020	7/14/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP1L065873	7/14/2020	7/14/2021	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	UB0L97375A	7/14/2020	7/14/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>Technology Professional Liability</b>		015655412	7/14/2020	7/14/2021	Each Occ/Aggregate See Below \$10,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Technology Professional Liability  
A. Technology and Internet Errors and Omissions Liability - \$10,000,000  
B. Electronic Media Activities Liability - \$10,000,000  
C. Network Security Liability - \$10,000,000  
D. Privacy Liability - \$10,000,000  
E. Data Breach Fund - \$1,000,000  
F. Network Extortion Threat - \$1,000,000  
G. Miscellaneous Professional Services Liability - \$10,000,000  
See Attached...

**CERTIFICATE HOLDER**

City of Stamford  
888 Washington Boulevard  
Stamford CT 06904-2152

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

David Villalva

Digitally signed by David Villalva  
Date: 2020.08.27 09:01:13 -04'00'



# **ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY BXS Insurance		NAMED INSURED International Consulting Acquisition Corp. dba ISG Public Sector 2187 Atlantic Street, 8th Floor Stamford CT 06902	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

## **ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

**Sublimits:**

**B. Regulatory Proceedings Sub-Limit of Liability - \$2,000,000**

**\*\*Maximum Policy Aggregate Limit of Liability - \$10,000,000**

**Retention:**

**\$75,000 Each Claim for Coverages A, B, C, D and G**

**\$75,000 Each Claim for Coverage E**

**\$75,000 Each Claim for Coverage F**

General liability policy includes a blanket additional insured endorsement when required by written contract but only with respect to liability arising out of a named insured's work for additional insured including Products/Completed Operations coverage and in no way will the additional insured status exceed the limits, terms or conditions of the policy. Primary & Non-Contributory wording is included when required by written contract, but only with respect to coverage provided by this policy.

Auto liability policy includes a blanket additional insured endorsement when required by written contract but only with respect to the legal responsibility for acts or omissions of a person for whom liability coverage is afforded under this policy but in no event shall such coverage exceed the limits, terms or conditions of the policy.

General Liability, Auto Liability and Workers Compensation policies include a blanket waiver of subrogation when required by written contract but in no event shall such coverage exceed the limits, terms or conditions of the policy.

Excess/Umbrella Liability policy follows form of the Underlying policies, General Liability, Auto Liability and Workers Compensation, but not for broader coverage than would be afforded by such Scheduled Underlying Insurance.

30 Day Notice of Cancellation is provided when required by written contract except in the event of cancellation for Non-Payment of Premium.

All coverages shown are subject to the Terms, Conditions and Exclusions of the policies.

Certificate holder to include: The City of Stamford and its employees, agents, and officers

**David Villalva**

Digitally signed by David Villalva  
Date: 2020.08.27 09:00:09  
-04'00'