

REQUEST FOR PROPOSAL

RFP# 6368

FOR

WCHO Regional

Accounting Software

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48104

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WASHTENAW COMMUNITY HEALTH ORGANIZATION

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SECTION 1
BACKGROUND INFORMATION

**SECTION 1
BACKGROUND INFORMATION**

General

The Washtenaw Community Mental Health Organization (WCHO) is seeking proposals for a regional fund accounting software package to serve the Community Mental Health Partnership of Southeast Michigan (CMHPSM). In this partnership, the WCHO is contracted through the State of Michigan as the Prepaid Inpatient Health Plan (PIHP) and receives funding for Medicaid behavioral health services for the counties of Washtenaw, Lenawee, Livingston and Monroe. Currently, the WCHO treats each of its partners as an individual fund/organization and they are individually required to report financials to both the state and the WCHO. Because this current model duplicates financial systems, functions and reporting, the WCHO is expecting bids to propose the set up of one system, centrally located that offers a phased approach to implementation. This proposal is ONLY looking for software specifications and all hardware purchases will be met by the WCHO and the CMHPSM.

The Washtenaw Community Health Organization is requesting that vendors complete all of the enclosed forms.

The Vendors will deliver one original - must contain with original signature(s) - and four (4) copies - one which must be unbound - which are clearly marked as such and an electronic copy CD-Rom in PDF format to the following address:

**Washtenaw County Purchasing
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI 48104**

by 3:00 p.m., E.S.T. on Friday November 9, 2007:

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- **The envelope must be clearly marked “SEALED RFP #6368.”**
- **Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault, C.P.M. Purchasing Manager (734) 222-6760 or devaultb@ewashtenaw.org**
- **Any questions or comments regarding this RFP or the selection process should be directed to:**

**Eric Kurtz, Regional Operations Director
Washtenaw Community Health Organization
734-544-3000
kurtze@ewashtenaw.org**

SECTION 2
VENDOR PROPOSAL GUIDELINES

SECTION 2 VENDOR PROPOSAL GUIDELINES

To facilitate the evaluation and comparison of proposals, we require that all vendors prepare their proposals to conform with the guidelines set forth in the following paragraphs.

PROCUREMENT POLICY

Procurement for the Washtenaw Community Health Organization shall be handled in a manner providing fair opportunity to all businesses. This shall be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Washtenaw Community Health Organization. The Washtenaw Community Health Organization Administrator or designee has the vested authority to make the decision on the award of a contract or purchase order subject to Board approval where required.

PROPOSAL SUBMISSION

Vendor will deliver one (1) original and four (4) copies - one copy must be unbound - which are clearly marked as such and must contain one original signature and an electronic copy on a CD-Rom in PDF format.

All proposals must be submitted as defined by the Washtenaw Community Health Organization. Submission of a proposal is a conclusive presumption that the vendor is familiar with the RFP and Specifications and that the vendor understands and agrees to abide by each and all of the stipulations and requirements contained herein. Each proposal should be prepared simply and economically, providing a straightforward concise description of the proponent's approach and ability to meet the Washtenaw Community Health Organization's needs, as stated in this RFP.

RIGHT TO REQUEST ADDITIONAL INFORMATION

The Washtenaw Community Health Organization reserves the right to request any additional information which might be deemed necessary after the submission of this document.

PROPOSAL PREPARATION COSTS

The vendor is responsible for any costs incurred by the vendor or his/her subcontractors in responding to this RFP.

CONFIDENTIAL INFORMATION

Information contained in the vendor's proposal which is company confidential must be clearly identified in the proposal itself. The Washtenaw Community Health Organization will be free to use all information in the vendor's proposal for the Washtenaw Community Health Organization's purposes.

ACCEPT/REJECT

The Washtenaw Community Health Organization reserves the right to accept or reject any proposal, in whole or in part, at the sole discretion of the Washtenaw Community Health Organization, based on the best interests of the Washtenaw Community Health Organization.

PRICES AND NOTATIONS

Prices or notations must be typed or in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person signing the bid.

PROPOSALS

A proposal must be signed by an authorized officer and/or employee of the company appearing on the RFP. The signature represents binding commitment upon the company to provide such goods and/or services offered to the Washtenaw Community Health Organization should it be determined the finalist vendor. See Proposal Signature Form in Section XX.

PROPOSAL REJECTIONS AND MODIFICATIONS

Clarifications, modifications, or amendments may be made to the RFP at the discretion of the Washtenaw Community Health Organization. Should any such changes be made, all recipients of the RFP shall receive copies of the text of such changes.

COST QUOTATION

The Washtenaw Community Health Organization requires that proposals include firm prices for software, training, maintenance/licensing agreements, implementation/installation services, software modifications, and database conversion required to satisfy the RFP. Financing alternatives available from the vendor may be presented. All vendor proposals are required to be offered for a term not less than 120 calendar days in duration.

ALTERNATIVES TO SPECIFICATIONS

Vendors may offer alternatives from the expressed specifications described by the Washtenaw Community Health Organization. The Washtenaw Community Health Organization reserves the right to consider and accept or reject such alternatives. **Alternatives must clearly describe all variances from the specifications herein.**

CONTRACT REQUIREMENT

The Washtenaw Community Health Organization considers responses to RFP #6368 and to this RFP legally binding and will require that this *Request for Proposal* and the resulting *Vendor Proposal* be included as addenda to any subsequent contracts between the vendor(s) and the Washtenaw Community Health Organization. It should be understood by the vendor(s) that this means that the Washtenaw Community Health Organization expects the vendor(s) to satisfy substantially all requirements and reports listed herein.

RESPONSE TO RFP #6368

Any variations in the response to this RFP and the information provided in the vendor's response to RFP #6368 must be clearly noted and included as an Addenda in the response to this RFP. Unless noted, the Washtenaw Community Health Organization will assume all information provided in the response to RFP #6368 is part of the response to this RFP.

STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor proposes to include as part of any agreement resulting from this proposal between the vendor and the Washtenaw Community Health Organization *must* be submitted as part of the proposal. Any forms and contracts not submitted as part of the proposal and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements.

SOFTWARE TRAINING

The training programs proposed by the vendor should be prepared based on the requirement that

all appropriate personnel must be provided with a "working knowledge" of the installed applications that they will be using on an ongoing basis. Proposal should not assume a "train the trainer" approach but, rather, training for all users of the system.

SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

Every proposal shall separately state and set forth therein the amount of any and all Federal or State sales, excise, or use taxes included in prices submitted. If any such taxes are included in prices, the Washtenaw Community Health Organization reserves the right in making an award to deduct any amount thereof for the payment of which the Washtenaw Community Health Organization will execute appropriate tax exemption certificates justifying any such tax deductions from prices. As a governmental entity, the Washtenaw Community Health Organization is exempt from taxes.

PERFORMANCE BONDS

The Washtenaw Community Health Organization may require the selected vendor to provide a performance bond upon award of the contract. This bond shall be equal in amount to the total price to the Washtenaw Community Health Organization of purchased hardware, software, and services. The Surety of the bond shall remain in effect until all acceptances of purchased hardware, software, and services have been executed by the Washtenaw Community Health Organization. In the event that the vendor fails to perform their obligations under any contract between the vendor and the Washtenaw Community Health Organization, the bond amount shall be paid to the Washtenaw Community Health Organization. The vendor further agrees to save and hold harmless the Washtenaw Community Health Organization from all liability and damages of every description in connection with any subsequent contracts.

RECEIPT OF PROPOSALS

It is the vendor's responsibility to insure that proposals are received in the Purchasing Department prior to the date and time specified in Section XX of this RFP. This responsibility rests entirely with the vendor, notwithstanding delays resulting from postal handling or for any other reasons. Proposals shall be accepted at any time during the normal course of business only, said hours being 8:00 A.M. to 5:00 P.M. Eastern Daylight Time, Mondays through Fridays, legal holidays excepted.

WITHDRAWAL

Proposals may be withdrawn by written or electronic notice provided such notice is received prior to the time set for the opening of the proposals.

INDEMNIFICATION

The vendor shall indemnify, hold harmless and defend the Washtenaw Community Health Organization, and each member thereof individually, as their interest may appear, for and from all claims, demands, payments, suites actions, recoveries, and judgment of every name and description, brought or recovered against them, or either or any of them, for or on account of, any personal injuries or damages to property received or sustained by any person or persons whomsoever, by reason of any act or omission of the said contractor, agents or subcontractors in the performance of this work.

SECTION 3
VENDOR SELECTION CRITERIA

SECTION 3 VENDOR SELECTION CRITERIA

As briefly described in the General Information Section, the WCHO is requesting proposals based on the organizational structure as outlined below. This proposal should describe the site licensing process, implementation fees and the cost of the per user fees as we add additional partners. This system will include one chart of accounts and contain security and firewalls so that system access can be controlled at both the fund and user levels.

- The system will physically reside at a central location such as Washtenaw or a third party vendor.
- There will be one database with multiple companies
- A corporate build approach will be employed to facilitate resource sharing, standardization and cost savings
- The system analysis, design and configuration for the corporate build will be structured to create a foundation to support standardization of financial processing across all counties within the WCHO
- Cost of Licensing the software for affiliates (attach a copy of required licensing agreement language, if any)
- WCHO will coordinate and facilitate the corporate build and support Washtenaw Community Health Organization specific implementations
- Web based
- Employee Self Service
- Ability to connect to third party reporting tools
- Integration capability with the WCHO's Electronic Health Record (EHR).

RESPONSE TO RFP

The scoring of RFP #6368 will be based on the point scores from the evaluation of this RFP. Evaluation of hardware costs and specifications from RFP will not be included in the overall evaluation.

SOFTWARE

(Please describe the components of your software for each of the described models)

1. Control System/System Set-up
2. General Ledger
3. Accounts payable
4. Payroll
5. Purchasing
6. Budget

IMPLEMENTATION SUPPORT METHODOLOGY

(Using the organizational model as described, please describe your process for meeting these requirements)

LOCAL OPERATIONS SUPPORT

(Please describe your software support process and timeliness of responses)

AVAILABILITY OF COMPREHENSIVE SUPPORT

- . User procedures
- . System administration
- . System documentation

EXPERIENCE

1. Overall Experience
2. Local Experience
3. Application-Specific Experience

TECHNICAL ENVIRONMENT

1. Current and future technology
2. Use of industry standard tools

REFERENCES - including potential on-site visits and/or conference calls with existing customers

COST

(Since conversion will be customized depending on each affiliate (i.e. some none and some all) costs for conversion should NOT be included in the following quote)

1. Purchase Costs
 - A. System installation
 - B. User Fees
 - D. Training
2. Annual Software License Fees
3. Ongoing Operations/Support
4. Maintenance
5. Payment Terms