



SHARON R. BOCK
 Clerk & Comptroller
 Palm Beach County

REQUEST FOR QUOTATION

**Clerk & Comptroller, Palm Beach County
 Procurement Department**

301 North Olive Ave
 West Palm Beach, FL 33401
 FAX 561-355-3806

CCRPURCHASING@MYPALMBEACHCLERK.COM

RFQ TITLE: #14-03 PeopleSoft 9.2 Software Upgrade Services – Technical *LIMITED TO:*

Florida State Term Contractors and General Service Administration Schedule 70 Contractors

RFQ#: 14-03 BUYER: LBURKE DATE: May 30, 2014	Quotation Offers must be received by the Procurement Department no later than 4:00 PM, Palm Beach County Local Time , on June 17, 2014 . Offers received after this time will not be considered. <p style="text-align: center;">**** EMAIL RESPONSES ACCEPTED ****</p>
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Quotations are requested for supplying the goods/services described below in accordance with applicable terms, conditions and specifications set forth herein without any modification, change or alterations to this solicitation unless specifically approved in writing by the Clerk & Comptroller, Palm Beach County (Clerk). The CLERK is EXEMPT from FEDERAL, STATE and CITY TAXES. An Exemption Certificate will be provided upon request.

By submitting an offer, the Bidder agrees to the terms and conditions of this Request for Quote (RFQ).

CONDITIONED OFFERS: Vendors are cautioned that any condition, qualification, provision, or comment in their quote, or in any correspondence transmitted with their quote, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any other terms, conditions, or provisions of this solicitation, is sufficient cause for the rejection of their quote as non-responsive.

ITEMS	DESCRIPTION		TOTAL COST
1	Consulting Services for PeopleSoft Upgrade 9.2 - Technical		

PLEASE COMPLETE AND SIGN BLEOW

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF AUTHORIZED AGENT: _____ DATE: _____

NAME OF AUTHORIZED AGENT (PRINT): _____ TITLE: 01 _____

PHONE #: _____ FAX #: _____ FED ID #: _____

EMAIL ADDRESS: _____

YOU MUST BE A REGISTERED VENDOR TO DO BUSINESS WITH THE CLERK'S OFFICE

RFQ #14-03 PeopleSoft Upgrade Consulting Services

RFQ#: 14-03	BUYER: LBURKE	DATE: June 2, 2014
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1. AWARD (ALL OR NONE)

The Clerk shall award the bid to a responsive, responsible Bidder on an all-or-none total offer basis. The Clerk will evaluate the bid responses based upon the Evaluation Criteria identified below. The Bidder must bid on every item in order to have a bid considered. The Bidder must also carefully consider each item, and ensure that each item meets the specifications as indicated. In the event that one (1) item does not meet the bid specifications, the entire bid will be considered non-responsive. Additionally, if a Bidder enters a No Bid, or N/A for any item, the Bidder will be considered non-responsive.

The Bidder is responsible for reviewing all information relative to this RFQ on the Clerk's website at: www.MYPALMBEACHCLERK.COM.

Once the bid is awarded, the Clerk and Bidder will enter into Contract negotiations to identify specific Terms and Conditions, Deliverables, Project Plan and Timeline.

If the Clerk is unable to successfully negotiate a contract with the awarded Bidder, the Clerk may select the next responsive, responsible Bidder to begin contract negotiations with

2. VENDOR QUALIFICATION

To be considered, Bidders must either be currently listed as a **Contractor on a qualifying Florida State Contract Florida** (973-561-01) **or** currently listed as a **General Service Administration Schedule Contractor** (GSA Schedule 70).

A Vendor Registration form must be completed, signed, submitted and approved in order to do business with the Clerk's office. A Vendor Registration Package can be downloaded from the Clerk's Website (www.mypalmbeachclerk.com) under the Procurement section. Vendors that are not already registered with the Clerk's office and intend on submitting a bid should complete and submit the vendor registration packet as soon as possible.

3. EVALUATION CRITERIA

The Clerk will evaluate responses to this RFQ based upon the following criteria:

EVALUATION CRITERIA	POINTS
Approach for services	30
References - where similar services/projects were performed (3 minimum)	25
Compliance to terms/conditions	25
Cost	20

4. COMMUNICATION

All communications regarding this RFQ are to be directed in writing to:

Director - Project Management Office @ COC_DL-PS-RFQ-14-03@mypalmbeachclerk.com

or

Director - Project Management Office
Clerk & Comptroller, Palm Beach County
PeopleSoft Upgrade Project – RFQ #14-03
205 North Dixie Highway, Room 4.2550
West Palm Beach, FL 33401

5. METHOD OF ORDERING (PURCHASE ORDER)

Upon execution of a contract, services shall be ordered by Purchase Order and all invoices shall reference the Purchase Order Number.

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6. TIMETABLE

The Timetable is a list of actions and the anticipated dates; the Clerk reserves the right to adjust the Timetable as necessary. The Clerk will post any modifications to the Timetable on the Clerk's website.

Date:	Function:
May 30, 2014	Proposal Distribution
June 17, 2014	Deadline for Receipt of Proposal
July 9, 2014	Proposer Award Notification
Not later than October 1st, 2014	Project Implementation start date
January 15th, 2015	9.2 QA Environment Ready for UAT
May 22nd 2015	Go live weekend (Starts Friday)
May 26th 2015	Live Production (Tuesday morning)

7. PURPOSE & INTENT

The Clerk has an immediate need to upgrade the current ERP Solution PeopleSoft Software from version 9.0 to version 9.2.

The sole purpose and intent of this Request for Quotation (RFQ) is to secure firm fixed pricing for consulting services and technical leadership to perform the steps required to successfully support of the Clerk's PeopleSoft Software Upgrade.

8. SCOPE OF SERVICES, TECHNICAL REQUIREMENTS and SPECIFICATIONS

Scope of Services, Technical requirements, Specifications, Deliverables and Milestones are identified in Exhibit A – Scope of Services.

9. RESPONSE REQUIREMENTS

Bidder must submit the following:

- Quotation for the Scope of Services as presented in Exhibit A.
- The Bidder's quote shall include Deliverables and Milestones with project costs associated with each Milestone.
- Project Plan for Upgrade Services aligning with the Scope of Services as identified in Exhibit A and dates identified in Timetable.

10. CLERK ACCEPTANCE

Payment shall be rendered only upon the Clerk's acceptance of the stated services. Acceptance is: Completion of Milestones as specified in the Contract resulting from this RFQ followed by signature from staff, or department manager.

11. INVOICING

All invoices must reference the corresponding Purchase Order number for each order. All Invoices shall be mailed directly to the Accounts Payable Group within the Accounting Department for processing (PO Box 229, West Palm Beach, FL 33402-0229).

12. PAYMENT

Payment is based on the pricing as identified in the resulting Contract. No additional compensation shall be offered or charges paid unless in accordance with the terms of the contract.