



REQUEST FOR PROPOSALS

*THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
INVITES CONSULTANTS TO SUBMIT THEIR PROPOSALS FOR:*

ENTERPRISE RESOURCE PLANNING SOFTWARE SYSTEM

You are invited to submit your proposal for the services to complete the above project. Proposals are due via email to Ryan Bigelow, Contracts & Grants Coordinator, ryan@tamcmonterey.org by **12:00 noon Pacific Time on Thursday, December 11, 2025**

The Request for Proposals and supplemental information, if any, are available on the TAMC website (www.tamcmonterey.org) in Adobe Acrobat (PDF) format or may be obtained by contacting the Contracts & Grants Coordinator specified above or at the TAMC offices located at 55-B Plaza Circle, Salinas, CA 93901.

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

DATE: October 29, 2025
TO: Interested Consultants
FROM: Todd A. Muck, Executive Director
SUBJECT: Enterprise Resource Planning Software System

INVITATION

You are invited to submit a Proposal for the referenced services.

Please submit one (1) digital copy of your Proposal to the office of the Transportation Agency for Monterey County via email to Ryan Bigelow, Contracts & Grants Coordinator, ryan@tamcmonterey.org by **12:00 noon Pacific Time on Thursday, December 11, 2025**. There is no requirement to submit a paper copy of your proposal. Proposals received after the date and time specified above will not be considered.

Proposals shall be considered firm offers to enter into a contract as described in this RFP for a period of ninety (90) days from the time of submittal.

Proposals and inquiries relating to this Request for Proposals shall be submitted to:

Ryan Bigelow
Contracts & Grants Coordinator
Transportation Agency for Monterey County
55-B Plaza Circle, Salinas, CA 93901
ryan@tamcmonterey.org

Email inquiries, including the submittal of the Proposal, relating to this Request for Proposals should include ERP Software System in the subject header.

The Transportation Agency is an equal opportunity employer.

BACKGROUND

The Transportation Agency for Monterey County (“TAMC” or the “Agency”) is a state-designated public agency with regional transportation planning responsibilities, including rail planning, that cross city-county boundaries. TAMC is committed to planning, funding, and delivering transportation projects for the region. The Agency is also committed to providing information to the public about its projects, plans, and activities, ensuring public participation and fostering public understanding of its functions.

TAMC’s Board of Directors includes twenty-three members who consist of local officials from each of its twelve incorporated cities and five county supervisorial districts, and ex-officio members from six public agencies. The mission of TAMC is to proactively fund and plan a transportation system that enhances mobility, safety, access, environmental quality, and economic activities by investing in regional transportation projects for Monterey County residents, businesses, and visitors.

PROJECT DESCRIPTION

This request for proposals will be used by TAMC to select a consultant or consultant team to provide new software to satisfy its finance and human resources information management application needs.

Attachment A is a draft Scope of Work, technical information, schedule, and proposal submittal format. A final Scope of Work will be made a part of the professional services agreement between TAMC and the consultant. A copy of the standard TAMC agreement anticipated to be utilized is **Attachment B**. Any requests to modify the standard contract provisions must be made as part of the request for proposals. A single document will be prepared between the Consultant and TAMC consistent with the provisions of these attachments.

It is important that the consultant or consultant team has the capability to work closely with Agency staff. The consultant or consultant team must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement. TAMC will administer the consultant contract and be the primary contact.

PROJECT BUDGET

The estimated budget for this work is \$300,000 for implementation, and \$75,000 per year thereafter of agency reserves. There is no federal funding on this project.

PROJECT SCHEDULE

This project is anticipated to take approximately 1 year to complete, starting in May-June 2026 and being completed by June 2027.

SELECTION PROCESS

TAMC will establish a review committee to review the proposals. This review may be followed by an oral interview between a review committee and the firm(s) that respond(s) best to the RFP. Based on the recommendations of the review committee, TAMC staff will issue a "Notice of Intent to Award" notice to all responders, indicating staff's intent to negotiate with the specific firm considered to be the most qualified consultant or consultant team.

Staff will then attempt to negotiate a final Scope of Work and a Budget for the project with that firm. The final Scope of Work will include a full description of each task, a description of deliverable products, and a schedule of the due dates for the deliverable products and other important milestones. The Budget shall include an estimated cost per task and use the appropriate Caltrans cost proposal format. Upon successful completion of negotiations, the consultants or consultant teams will be recommended to the TAMC Board for final selection and contract approval.

Should the most qualified consultant or consultant team and TAMC fail to successfully negotiate a final scope of work and a mutually agreed upon budget for these consulting services, then TAMC reserves the right to enter negotiations with the next most qualified candidate for performance of the work.

Further, the Agency may, or may not, also negotiate contract terms with selected proposers prior to award, and expressly reserves the right to negotiate with several proposers simultaneously and, thereafter, to award a contract to the proposer offering the most favorable terms to the Agency. Proposals submitted, should contain the proposers' most favorable terms and conditions, because the selection and award may be made without further discussion with any proposer. The Agency will submit the proposal considered to be the most responsive and competitive to the Board of Directors for consideration and selection. The Agency reserves the right to accept or reject any and all submitted proposals, to waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all proposers at any stage of the evaluation. TAMC may use their discretion to choose the bid that presents the greatest value to the Agency after all evaluation criteria is considered.

MINIMUM QUALIFICATIONS

The selected consultant can be a firm, a consortium of firms or an individual, but must demonstrate to TAMC's satisfaction the following qualifications:

- The overall capability to provide the required software features and capabilities.
- The amount of vendor support that will be available for implementation, conversion, training, ongoing modifications, and software support.
- The total costs of the system implementation and ongoing support.
- The vendor's performance record-to-date in meeting the requirements of its existing customers, as well as the availability of users similar to TAMC to allow reference investigation.
- The financial stability, longevity, and strength of the vendor.
- Ease and intuitive use of software.

Demonstrated ability and adequate resources to:

- Complete the Scope of Work by specified deadlines
- Communicate effectively with sub-consultants and other members of the project team
- Effectively manage sub-consultants and/or technical staff

Prepare clearly written documentation. **The evaluations will be based upon the following criteria:**

TAMC staff will review the proposals for adherence to the minimum qualifications and inclusion of the items requested in this Request for Proposals. Proposers failing to meet the minimum qualifications will not be considered. Any proposal that does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation criteria listed below will be considered non-responsive and will not be evaluated. A proposal that fails to include one or more items requested in the Proposal Format may be considered complete and generally responsive, if evaluation in every criterion area is possible.

1	<u>Firm Profile & Project Team:</u> Do the qualifications of key personnel to be assigned to the project coincide with tasks listed in the Scope of Work? Do assigned personnel and sub-consultants have requisite education, experience, and professional qualifications? Does the firm's organizational structure show sufficient depth for its present workload, and do assigned personnel have sufficient availability for project? Does the firm accept the contract terms as proposed? During what hours and days is technical support available?	10 points
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2	<u>Relevant Project Experience</u> : Has the firm demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? How many customers have they had? Have those customers had experience with transportation planning agencies or entities? How large were those customers?	15 points
3	<u>Specific Approach</u> : How will the firm, specifically the key personnel assigned to the project, apply its techniques and resources to ensure the project is properly completed? How will key personnel approach problems when they arise? Has the firm described its ability to achieve specified project delivery goals? How well does the proposal align with the feature and function specifications? What is the age and type of software/technology to be utilized?	45 points
4	<u>References</u> : Are the firm's references from past clients and associates favorable? Does the firm show financial and operational stability?	15 points
5	<u>Cost</u> : How does the vendor's proposed cost compare to other proposals and the amount budgeted?	15 points

Total of 100 possible points

Following the evaluation, the panel may invite for interviews a "short list" of proposers with a reasonable likelihood of being awarded the contract. References will be checked for short-listed proposers prior to final evaluation. If a proposal is short-listed, the selected proposers will be requested to make a formal presentation. The evaluation committee will recommend one consultant from those interviewed.

Should interviews be conducted, the factors for scoring the interview will address the same areas as the factors for scoring the consultant proposal. For interviews, the consultant will be asked to prepare a brief 10-minute presentation outlining their experience and work plan approach. The consultant proposal score and interview score will be used for consultant selection, along with consideration of reference checks.

QUESTION & ANSWERS, ADDENDA

This Request for Proposals and any addenda will be posted on the Agency's website (www.tamcmonterey.org). Questions and answers regarding the request for proposals will also be posted on the website. All prospective proposers are responsible for checking the website for any addenda to the Request for Proposals. To receive email notifications of addenda to this Request for Proposals, prospective proposers must submit an email request to the Contracts & Grants Coordinator.

Any questions must be received by the Agency no later than **12 noon, Pacific Time, on Wednesday, November 12, 2025**, to guarantee response or consideration. Responses to questions concerning this Request for Proposals posed before this deadline will be posted on the Agency's website (www.tamcmonterey.org).

SUBMITTAL REQUIREMENTS/PROPOSAL FORMAT

All interested firms are required to submit one (1) digital copy of their Proposal to perform the requested consulting services. The Proposal must include the names and qualifications of all personnel to be employed on the project. The Proposal should provide a short description of the firm's experience with projects that relate to this Scope of Work (**Attachment A**). A list of relevant past clients should be included.

A. Cover Letter

The Cover Letter shall be on company letterhead, signed by a duly authorized officer, employee, or agent of the vendor. Please include a brief general statement of intent to provide the products and services requested and willingness to enter into a contract with TAMC.

B. Executive Summary/Project Understanding

Please include a summary of the proposal and confirm that all elements of the RFP have been reviewed and understood.

C. Software Company Background and Qualifications

Please provide information related to your company as requested in **Appendix B**. In addition, specifically address the following issues:

- If you are a software reseller/partner, please provide the same company and reference information for your specific company in addition to the software vendor's information in **Appendices B and C**.
- If your proposed solution belongs to a parent/consolidation company, only provide references for the proposed solution in **Appendix E**.

D. Software Company Contractual Requirements and Exceptions to RFP

Please describe any exceptions to the RFP, listed on an item-by-item basis and cross-referenced with the RFP document. If there are no exceptions, proposer must expressly state that no exceptions are taken.

E. User Base and References

Please provide the total number of customers (software provider and reseller, if applicable) for the applications in **Appendix D**. Additionally, please provide an organization-name list of all active customers within the state of California. Contact information is not necessary.

Please provide references for ten (10) completed projects of similar scope and nature to TAMC, **preferably within the same region**. A reference worksheet is provided in **Appendix E**.

F. Software System Architecture

Please describe the programming languages, operating systems, user interface, and database management system used for your application (**Appendix F**).

G. Cost Considerations

Initial one-time costs for hardware (if applicable), implementation, training, software licensing, travel, and related costs, etc., must be included with the price proposal. See electronic price proposal forms (**Appendix G-J**).

Recurring annual costs should be described in the proposal, clearly stating what is included (e.g., application upgrades, state and/or federal reporting requirements, hours of support, etc.) (**Appendix G-J**). TAMC prefers unlimited telephone support. If after-hours support is only available at an hourly rate, this should clearly be indicated.

The objective is to have **no hidden or unexpected costs**.

H. Implementation Methodology

Please describe your implementation methodology with milestones and timeframes. Include a preliminary implementation schedule for all applications/functionality, including the required time for onboarding, planning, configuration system and application training and program testing. Please include how you expect to sequence the installation of the various applications or application groupings.

I. Training and Education

Please provide consulting and training options, including classroom (on-site and off-site), online (group and self-paced), training videos, and manuals. Include training for all required staff and users. Include ongoing training and user support group training.

J. Project Management

TAMC will provide a designated project manager and expects the vendor to do the same. Please include recommended vendor project management costs (**Appendix G**) in the response and **describe, in detail, services to be provided**.

K. Customer Implementation Responsibilities

Please describe and/or provide a list of the typical customer implementation responsibilities.

L. Workflow Capabilities

Please provide information on your system's workflow capabilities. Describe the integration level with all systems. If you have no workflow capabilities, please indicate.

M. Mobile Field Computing

Please describe your solution's mobile field computing options, including full application access through wireless VPN connectivity (i.e., no vendor software required), mobile field application for use with laptops or mobile field applications with use of tablets (e.g., iPads, Surface, etc.).

N. Reporting Capabilities

Please provide information on overall system/solution reporting capabilities (e.g., canned reports, ad hoc reporting, executive dashboard, etc.).

O. Contract modifications, clarifications or exceptions:

Proposers wishing to propose alternative approaches to meeting TAMC's technical or contractual requirements should thoroughly explain their reasoning, note as to whether they are "technical" or "contractual" exceptions and reference the relevant section(s) of the contract template.

P. Project Budget

The Budget shall include an estimated cost per task using the appropriate Caltrans cost proposal format.

PROPOSED SCHEDULE

Selection Process	Target Dates
Release and Issuance of the Request for Proposal (RFP)	Wednesday, October 29, 2025
Vendor Questions Due	Wednesday, November 12, 2025
Date for the Agency to Provide Answers to Vendor Questions	Wednesday, November 19, 2025
Vendor Proposal Responses Due	Thursday, December 11, 2025
Decision on Vendor Finalists (Short-List)	January 2026
Demonstrations by Vendor Finalists	January – February 2026
Reference Checks	January – February 2026
Final Vendor Selection-Tentative Award Letter	Feb – March 2026
Contract Negotiations	March – April 2026
TAMC Board Contract Approval	April 22, 2026
Implementation Start	May-June 2026

MISCELLANEOUS**A. Modification or Withdrawal of Submittals**

Any Proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, however, the modified Proposal must be received by the time and date specified above.

B. Property Rights

Any Proposals received within the prescribed deadline become the property of TAMC and all rights to the contents therein become those of TAMC.

C. Confidentiality

Before award of the contract, all Proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all Proposal), all responses will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or

portions of the Proposal confidential will be regarded as non-effective and will be disregarded.

D. Amendments to Request for Qualifications

TAMC reserves the right to amend the Request for Proposals by addendum before the final Proposal submittal date.

E. Non-Commitment of TAMC

This Request for Proposals does not commit TAMC to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services. All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain at the completion of the contract.

F. Conflict of Interest

The prospective consultant shall disclose any financial, business or other relationship with TAMC that may have an impact upon the outcome of this contract or TAMC construction project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or TAMC projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on TAMC projects.

G. Nondiscrimination

The prospective consultant must certify compliance with nondiscrimination requirements of TAMC pertaining to the development, implementation and maintenance of a nondiscrimination program. The prospective consultant's signature affixed to and dated on the cover letters shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

H. Final Selection and Protests

The RFP process is considered concluded when a "Tentative Award" letter is sent to all participating consultants indicating which consultant will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by TAMC Board of Directors.

Protestants shall submit a detailed written statement of protest to:

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

no later than five (5) business days after receipt of the Tentative Award letter described above.

QUESTIONS

If you need assistance or have any questions, please email the Contracts & Grants Coordinator, Ryan Bigelow at ryan@tamcmonterey.org.

Attachments:

- A. Draft Scope of Work, Technical requirements and Schedule
- B. Sample TAMC Standard Agreement

ATTACHMENT A

SCOPE OF WORK and SCHEDULE

Enterprise Resource Planning Software System

1. New System Scope Requirements

TAMC is looking for an integrated system, which is to include the following primary functionality (modules). This list is not intended to be all-inclusive/exclusive.

Financial Management

- General Ledger
- Bank Reconciliations
- Budgeting (General, Salary, and Capital)
- Project & Grant Accounting
- Requisitions and Purchasing
- Accounts Payable
- Employee Expense Reimbursement
- Cash Receipts
- Accounts Receivable and Miscellaneous Billing
- Fixed Assets (optional)
- Financial Reporting

Human Management

- Human Resources
- Time & Attendance
- Payroll

Other

- Reporting – Ad Hoc
- Integrations (please reference **Appendix H** for specific requirements)

2. Current Environment

TAMC seeks to install the system utilizing the vendor to provide all services, including software, installation, process discovery, training, project management, interfaces, conversion assistance, maintenance, and support. If applicable hardware specifications with sizing documentation should also be provided.

TAMC looks to replace the following existing systems:

- Financial Management
 - ◆ Quickbooks
 - Accounts payable
 - Accounts receivable
 - Cashiering
 - General ledger
 - ◆ Microsoft Excel
 - Accounts receivable
 - Budgeting
 - Fixed assets
 - Project accounting

- Financial and ad hoc reporting
- ♦ Paper-based
 - Purchasing
- Human Resources Management as follows:
 - ♦ QuickBooks
 - Payroll
 - Intuit Timesheets

3. Background

The Transportation Agency for Monterey County is looking for the best overall solution to meet its current and future needs. It is understood that there are no perfect solutions, and that the applicable vendor may vary in its capability to meet TAMC's overall system needs.

TAMC serves as the county's regional transportation planning agency and is a state designated agency responsible for planning and financial programming of transportation projects. TAMC's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.

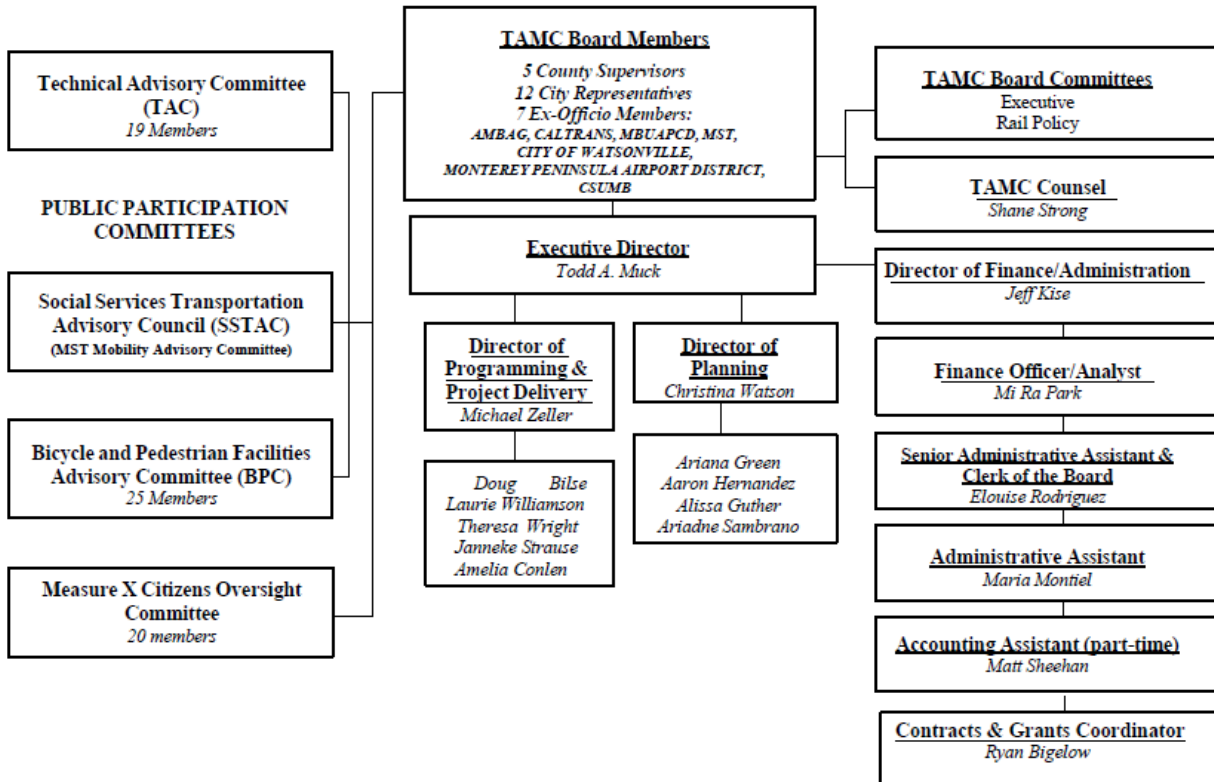
Some statistics regarding TAMC are identified in the table that follows:

Operating Budget	\$4,132,762
Direct Program Budget	\$5,699,779
Number of Full Time Employees	17
Number of Part-Time Employees	3

4. Organizational Chart

TRANSPORTATION AGENCY for MONTEREY COUNTY (TAMC)

LOCAL TRANSPORTATION COMMISSION (LTC) REGIONAL
TRANSPORTATION PLANNING AGENCY (RTPA)
TRAFFIC CONGESTION MANAGEMENT AGENCY (CMA) SERVICE
AUTHORITY FOR FREEWAYS AND EXPRESSWAYS (SAFE)



5. User License Information

Description ¹	Quantity
Concurrent Users	13
Unique Full-User ID Licenses	21

6. Volumes

The tables below summarize the estimated volumes of transactions and records associated with the application processing requirements and preliminary conversion requirements discussed in **Section 10**.

Volumes Information

Volume Description	Quantity / Estimate Transactions
General Ledger	

Volume Description	Quantity / Estimate Transactions
No. of Funds	7
No. of GL Accounts (Active)	800
No. of Bank Accounts	1
Fiscal Year End Date	June 30 th
Budgeting	
No. of Budget Transfers/Amendments (Annually)	0
No. of Budget Units	70
No. of Budget Levels/Versions	Draft/Final
Current Year Total Budget	\$9,832,541
Projects & Grants Management	
No. of Projects/Programs (Active)	60
No. of Grants (Active)	23
Requisitions & Purchasing	
No. of Purchase Orders (Annually)	600
Accounts Payable	
No. of Vendors (Active)	201
No. of A/P Invoices (Annually)	620
No. of A/P Checks (Annually)	496
No. of Employee Reimbursements (Annually)	93
No. of Employee-use Credit Cards	3
Check Run Frequency	Bi-weekly
Accounts Receivable	
No. of Master Customer Records (Active)	75
No. of A/R Invoices (Annually)	400
Average Number of Line Items Per Invoice	2
Cash Handling/Management	
No. of Cash Receipt Transactions (est.) (Annually)	200
No. of Cashiering Locations (counters)	1
No. of Cashiering Terminals	0
Fixed Assets	
No. of Fixed Assets	25
No. of Asset Additions	5
No. of Assets Retired	5
Human Resources	
No. of Full-Time Employees	17
No. of Part-Time Employees	3
No. of Personnel Actions (e.g., Disciplinary, FMLA Requests, wage increase, etc.)	40
No. of Benefits Enrollees	18

Volume Description	Quantity / Estimate Transactions
No. of Benefit Plans	8 medical 1 dental 1 vision Life/LTD
Payroll	
No. of Direct Deposit Accounts	22
Pay Period Frequency	Bi-weekly

7. Integration/Interface Capabilities

TAMC is expecting to expand its integration and interfaces with key systems. Please include an estimated range of costs for the integrations below, if available. Costs for proposed integrations are to be included in **Appendix H**. A screenshot is provided below.

Interfaces/Integrations Name	Description	Interface Direction(s) (One-way or Two-way)	Third-Party Software (Vendor Name, Product Name, & Version)	Frequency / Real-Time Active (As Needed, Scheduled or Real-time)	Integration Type (Import or Export)
General Ledger					
Bank Statement File	Ability to import a downloaded bank statement file in Bank Administration Institute (BAI) file format.	One-way	US Bank	As Needed	Import
Third-Party Journal Entries File	Ability to import a journal entries file. Please comment on the acceptable file formats.	One-way	N/A	As Needed	Import
Budgeting					
Microsoft Excel Budget <i>Import</i>	Provide the ability to import detailed budgets into the Budget modules from Microsoft Excel.	One-way	Microsoft Excel	As Needed	Import
Microsoft Excel Budget <i>Export</i>	Provide the ability to export detailed budgets from the Budget modules into Microsoft Excel.	One-way	Microsoft Excel	As Needed	Export
Accounts Payable					
1099 Forms To IRS	Ability to electronically submit 1099 forms to the IRS.	One-way	IRS	As Needed	Export
1096 Forms To IRS	Ability to electronically submit form 1096 to the IRS.	One-way	IRS	As Needed	Export
Purchasing Cards (transaction details associated with GL accounts)	Ability to download purchasing card transaction file to post transaction detail to general ledger by	One-way	US Bank / CalCards	As Needed	Import
Positive Pay	Provide the ability to integrate with financial institutions for positive pay on accounts payable	One-way	US Bank	As Needed	Export
Electronic Payments (ACH/Direct Deposit/Wires)	Ability for electronic payments to be made to vendors via ACH/Direct Deposit and wire transfers.	One-way	US Bank	As Needed	Export
Payroll					
Direct Deposit File	Report and data file for transmission to bank.	One-way	US Bank	As Needed	Export
Positive Pay	Provide the ability to integrate with financial institutions for positive pay on payroll checks.	One-way	US Bank	As Needed	Export
Electronic Federal and State Files	Generate electronic file and all related forms (including W-2 reporting) for annual reporting to	One-way	N/A	As Needed	Export
myCalPERS	Ability to export a file to be uploaded to myCalPERS.	One-way	CalPERS	As Needed	Export
Time Keeping System	Import hours worked by work element	One-way	Intuit Time/TBD	Scheduled	Import
Others					
Email Integration	Ability to send emails from system utilizing standard SMTP protocols.	One-way	Office 365/Outlook	As Needed	Export
Single Sign-On / Active Directory	Support of Single-Sign-On and Active Directory.	Two-way	Microsoft Entra	As Needed	Bi-directional
Multi-Factor Authentication (MFA)	Support Multi-Factor Authentication (MFA).	Two-way	Microsoft Entra	As Needed	Bi-directional
Rest API	Provide a REST API interface to facilitate querying data and integration.	Two-way	N/A	Scheduled	Bi-directional

8. Data Conversion Information

TAMC anticipates electronic data conversions, depending on cost. Please include an estimated range of costs for data conversions for each application, if available, and a description of data that would be typically converted. Costs for proposed data conversion are to be included in **Appendix I**. A screenshot is provided below:

Conversions	Description	Number of Records (Estimated)	No. of Years Of Data	Existing Software Product		
				Software Application	Version	Database
Financial Management						
Vendor Master Records (Accounts Payable)	Vendor master data including names, addresses, SSN/FID, etc.	201	N/A	QuickBooks	N/A	N/A
Vendor Address Records (Accounts Payable)	Additional vendor remit addresses	201	N/A	QuickBooks	N/A	N/A

9. Proposal Submittal Format

Interested vendors are requested to submit the information described in **Section 11 Proposal Information Request** (above) consisting of three electronic files, indexed in the manner described below.

A. Vendor Proposal File (PDF)

- Cover Letter
- Executive Summary/Project Understanding
- Software Company Background and Qualifications
- Software Company Contractual Requirements and Exceptions to RFP
- Specific Proposal Information Requirements
 - Maintenance and Support
 - Software Upgrades
 - References and User Base
 - Software System Architecture
 - Cost Considerations
 - Implementation Methodology
 - Training and Education
 - Project Management
 - Customer Implementation Responsibilities
 - Workflow Capabilities
 - Mobile Field Computing
 - Reporting Capabilities
- Appendix A
 - Appendix A1 – Financial Management Feature/Function Workbook Tabs
 - Appendix A2 – Human Capital Management Feature/Function Workbook Tabs
 - Appendix A3 – Other Feature/Function Workbook Tabs
- Appendix B – Vendor Profile
- Appendix C – Vendor Software Support
- Appendix D – Vendor Customer Base
- Appendix E – Vendor References
- Appendix F – Vendor General System
- Appendix G – Project Costs

- Appendix H – Interface Costs
- Appendix I – Conversion Costs
- Appendix J – Modification Costs

B. Vendor Electronic Response Files (Excel)

The multi-tab Excel spreadsheet files contain all appendices listed below. *Appendices* must be filled in and submitted using these electronic forms (multi-tab Excel files) and must also be printed and included in your proposal.

- Appendix A
 - Appendix A1 – Financial Management Feature/Function Workbook Tabs
 - Appendix A2 – Human Capital Management Feature/Function Workbook Tabs
 - Appendix A3 – Other Feature/Function Workbook Tabs
- Appendices B-J
 - Appendix B – Vendor Profile
 - Appendix C – Vendor Software Support
 - Appendix D – Vendor Customer Base
 - Appendix E – Vendor References
 - Appendix F – Vendor General System
 - Appendix G – Project Costs
 - Appendix H – Interface Costs
 - Appendix I – Conversion Costs
 - Appendix J – Modification Costs

10. Proposal Submittal Checklist

Interested vendors are requested to submit the information described in **Section 11 Proposal Information Request** (above) using the following format, indexed in the manner described below. Appendices must be filled in and submitted using the three separate files listed below.

Vendors are encouraged to use this table as a checklist to ensure all components are included in your proposal.

	File/Format	Contents
☐	Vendor Proposal (PDF)	• Cover Letter • Executive Summary/Project Understanding • Software Company Background and Qualifications • Software Company Contractual Requirements and Exceptions to RFP • Specific Proposal Information Requirements (see Sections 11 and 12) • Appendix A – Feature/Function Workbook Tabs • Appendix B – Vendor Profile • Appendix C – Vendor Software Support • Appendix D – Vendor Customer Base • Appendix E – Vendor References • Appendix F – Vendor General System

		• Appendix G – Project Costs • Appendix H – Interface Costs • Appendix I – Conversion Costs • Appendix J – Modification Costs
☐	Appendix A Feature/Function Workbook Tabs (Excel)	• Appendix A1 – Financial Management Feature/Function Workbook Tabs • Appendix A2 – Human Capital Management Feature/Function Workbook Tabs • Appendix A3 – Other Feature/Function Workbook Tabs
☐	Appendices B-J Workbook Tabs (Excel)	• Appendix B – Vendor Profile • Appendix C – Vendor Software Support • Appendix D – Vendor Customer Base • Appendix E – Vendor References • Appendix F – Vendor General System • Appendix G – Project Costs • Appendix H – Interface Costs • Appendix I – Conversion Costs • Appendix J – Modification Costs

ATTACHMENT B

SAMPLE TAMC STANDARD AGREEMENT