

## **RFP Committee Evaluation Report**

Request for Proposal (RFP) Bid File 3595  
for Consulting Services for Solicitation  
of an Enterprise Resource Planning System

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### **OVERVIEW**

On December 29, 2017, the City of Fresno (City) released a Request for Proposal (RFP) Bid File 3595 for Consulting Services for Solicitation of an Enterprise Resource Planning System. The City solicited proposals for consultants to assist the City in preparation of an RFP for the potential upgrade or replacement of the PeopleSoft software system. The RFP closed on January 31, 2018, and we received 11 Responses.

### **COMMITTEE**

The evaluation committee consisted of staff from ISD, Personnel and Finance.

### **PROCESS STEPS**

#### **February 8, 2018**

The committee was provided electronic copies of the proposals for individual review along with an understanding that we were looking for assistance with the following:

- Assessing our current PeopleSoft system
- Determining what features we should be looking for in a new or upgraded system
- Creating an RFP for upgrade/replacement
- Evaluating proposals for a new system and selecting a vendor
- Negotiating a contract with the selected vendor

Selection based on criteria outlined in AO 6-19 with an emphasis on:

- Cost as shown on the proposal form.
- Ability to meet the stated service requirements.
- Past Performance and Experience based on References and experience shown on "Statement of Qualifications and Experience."
- Conformance to the terms and conditions of the RFP.
- Financial Stability based on information provided in the Statement of Qualifications.
- Other related information.

### **March 20, 2018**

The committee met to discuss the merits of the proposal's and select a list of the top 4 vendors to invite for presentations.

Presentations were heard by the top 4 April 5<sup>th</sup> through April 13<sup>th</sup>.

### **April 19, 2018**

The committee met to further discuss the vendor presentations and narrow the selection down to two. The Committee further evaluated the proposals, requested clarifying information where needed and checked references of each respondent. Feedback was also solicited from several agencies about their experiences working on similar projects.

### **April 20, 2018**

The committee met to discuss the clarifying information received.

### **April 30, 2018**

The committee met and agreed that SDI Presence LLC (SDI) was their recommendation for this RFP.

### **RECOMMENDATION**

From the committee's evaluation, vendor proposals, references and outside feedback, SDI was chosen unanimously as the committee's recommendation. Key factors in the selection of SDI included: a large body of relevant experience with California municipalities far beyond other proposers; a demonstrated record of success with California municipalities including the City of Fresno; individuals within SDI who will have direct charge of the proposed work; demonstrated ability to work effectively with City staff and other public agencies; previous experience with and knowledge of the City of Fresno and its business environment; ability to meet and agreement to the City's insurance requirements; proposed costs appropriate to the estimated body of work; and offices located in California and in close proximity to Fresno. The selection process carefully followed provisions and selection criteria in the City's Administrative Order for Contracts and Consultant Services (AO 6-19).