

**City of Fargo**  
**Request for Proposals for Consulting Services**  
**Financial Software System Upgrade Project**

**January 11, 2021**

**Background Data**

The City of Fargo is beginning an early planning process to replace its legacy system that currently resides on an IBM I series computer. Our ERP vendor Central Square (formerly Sungard Systems) has been in place since 1997. Due to advances in technologies, we believe that this hardware platform is nearing end of life. A recent retirement announcement of our primary system support manager adds to the complexity of keeping our system updated and secured. We are searching for a consulting firm that can assist with project pre-planning and full project management services during the life of our core financial systems replacement project including selection a qualified software vendor who can support our needs well into the future. We expect a system replacement project would take about two years to complete.

Due to a lean staffing environment in our Finance and IT Departments, Administration has chosen to utilize a consultant approach throughout the life of this project to assure we obtain the desired results in a reasonable timeline being fully supported until the project is complete.

**City ERP Software & Related Systems and Current Operating Environment**

The City's current ERP vendor is Central Square who provides common core operating sub- systems including general ledger, accounts receivable, accounts payable, payroll, human resources, inventory, fixed assets, capital assets, purchasing cards.

There are many third party systems integrated into our out of our existing ERP. While plans have not been made to eliminate these systems with a more robust ERP system we desire to evaluate either continuing to interface non-ERP software or to replace them with core functionality of the selected vendor ERP solution.

This system serves twenty-five operating Divisions. We service primary governmental operations in addition to twelve enterprise funds and serve as fiscal agent to a very large flood control project.

There are fifteen staff in our Finance Division and one application support manager in our IT Department.

Fargo's budget is \$308 million for FY 2021 excluding capital project funds. No funds have been appropriated for this project; however, we have the ability to incorporate this project into future budgets depending upon our final planning decisions.

## **Consulting Services**

This project will require the following services:

- Assessment of our current financial system operating software environments
- Interim planning for support of our IBM I Series system including hardware and software system support
- Workflow analysis and recommendations for changes in operating practices and procedures
- Assessment of our current third party systems that interface into our existing ERP
- Assessment of our internal IT support staffing for this project and recommendations for adequate resources to complete this project successfully
- Assistance in evaluating in-house deployment vs. a cloud based solution
- Development of a systems requirements document for use in the vendor RFP process
- Development of a comprehensive project budget to include hardware, software, integration services, project management services and troubleshooting.
- Development of a vendor request for proposal document
- Solicitation of qualified governmental software vendors
- Selection of the most qualified vendor
- Project management services during the post selection period
- Providing staff resources needed to help configure the new system
- System testing and final deployment planning

## **Qualification Requirements**

The City of Fargo is seeking a highly qualified consulting firm for this mission critical project. We expect proposers to have significant recent experience in ERP replacements in the past five years.

Please list and explain what comparable projects you have completed in the past five years and contrast your scope of work with our requirements.

Please identify the government entities you served in past engagements and the years that you provided consulting services. Provide a contact within the entity for purpose of reference checking.

For each engagement listed above please list top three software vendors that were short listed and who was selected and state the reasons why the final vendor was selected.

Please list the level of effort in term of consulting hours spent on comparable engagements.

Please list the position job titles of staff members that will be assigned to this project and their years of experience with municipal government clients.

Please explain how you would approach this engagement in a COVID-19 environment and what primary form of communication you will use.

Please list the hourly rate for the professional staff that would be assigned to this project.

**Proposer Response Instructions**

Qualified consulting firms shall submit five copies of their proposals to the City Auditor's Office, 225 4<sup>th</sup> Street North, Fargo, ND 58102 by noon on Friday, February 5, 2021. A more detailed description of the scope of work is available upon request. An electronic copy of your proposal in a PDF file format should be sent directly to the Director of Finance, Kcostin@FargoND.gov.

**Response Return Date:**

Please respond to this proposal by noon on February 5, 2021.