



REQUEST FOR PROPOSAL (RFP)

RFP #21-65-FIN

ENTERPRISE RESOURCE PLANNING AND HUMAN RESOURCE MANAGEMENT SYSTEM SOFTWARE & SERVICES

Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective proponents to submit proposals for the provision of **Enterprise Resource Planning and Human Resource Management System Software & Services** as further described in the Part A: The Services.

Objectives

The City seeks to replace Vadim - iCity and implement a Human Resource Management System (HRMS). The City is seeking a single Respondent or blended partnership agreement to provide an integrated Municipal ERP & HRMS system which best meets the needs of the City. An integrated seamless solution is desirable but functionality and performance are the priority. The objective of this initiative is to select an Integrated Cloud Solution that can address functionality requirements primarily across the following major business areas:

- Accounting;
- Accounts Payable;
- Accounts Receivable;
- Budgeting;
- Procurement;
- Inventory;
- Human Resources;
- Payroll and Benefits;
- Talent Acquisition and Retention;
- Learning and Development;
- Occupational Health and Safety/ Employee Care.

A new System is the opportunity to add functions or better integrate current ones, the City wants to shift the use of its ERP from an operational tool to that of a core strategic application.

The City intends to negotiate for the purchase of the selected system and work with the selected Respondent for contractual and support issues. The City intends to enter into a contract with the successful Respondent to procure software licensing, implementation services and ongoing support services.

The RFP documents and registration form have been posted and are available for download at:
URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

Bid Submission:

Proposal together with all other attachments as identified in the RFP “*Submission of Proposals*”, to be uploaded to the City of Vernon procurement portal (Bonfire)

RFP Timetable:

Event:	Date:
Issue Date of this RFP	Friday, July 16, 2021
First Deadline for Addenda #1 Questions	Tuesday, July 27, 2021 @ 2:00pm
Last Day for Issue of Addenda #1	Thursday, July 29, 2021
Second Deadline for Addenda #1 Questions	Tuesday, August 10, 2021 @ 2:00 pm
Last Day for Issue of Addenda #1	Thursday, August 12, 2021
RFP Closing Date and Time:	Thursday, August 19, 2021 @ 2:00:00 pm
Notice of Shortlisting (estimated)	Thursday, September 2, 2021

The RFP timetable is tentative only, and may be changed by the City at any time.
Bids received after the Submission Deadline will not be accepted.

Contact:

Chris Sheel, Manager, Procurement Services
csheel@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal which it deems most favourable in the interest of the City of Vernon.