

## LEGAL ADVERTISEMENT

The Emerald Coast Utilities Authority is submitting RFP Number 2017-03, for Enterprise Resource Planning (ERP), Utility Billing Systems (UBS), Computerized Maintenance Management System (CMMS), and Implementation Services. Proposals will be received by the Emerald Coast Utilities Authority Purchasing and Stores Manager, 9255 Sturdevant Street, Ellyson Industrial Park, Pensacola, FL 32514, until 2:00 p.m., local time, January 12, 2017. Proposals received after 2:00 p.m., local time, January 12, 2017, will be returned unopened.

Emerald Coast Utilities Authority (ECUA) is issuing this Request for Proposal (RFP) for purchase of an Enterprise Resource Planning (ERP), Utility Billing Systems (UBS), Customer Information Services (CIS), and Computerized Maintenance Management System (CMMS). ECUA requires that any proposal for an ERP also include professional services necessary to implement the system. All deployment options, including SaaS, Hosted Solutions, or On-Premise solutions will be considered for this selection.

The applications will include software, implementation services, training, and ongoing technical support. Ideally, ECUA would like to acquire these software modules as one integrated solution from one vendor. The functional scope for this project includes Financials, Human Resources, Payroll, Time Entry, Benefits Administration, Customer Information, Utility Billing and Computerized Maintenance Management. The project will serve the entire ECUA. The ECUA plans to implement core financial functions by October 2018, Human Resources and Payroll by the end of calendar year 2018 and UBS/CIS/CMMS by the end of calendar year 2019. Enhanced functions are to be implemented into calendar year 2020. Offerors interested in proposing should propose a schedule that implements the system efficiently.

All questions, comments or concerns about this RFP must be submitted in writing via mail, fax or email to Mrs. Amy Williamson, CPPB, FCCM, ECUA Senior Purchasing Agent, P.O. Box 15311, 9255 Sturdevant Street, Pensacola, FL, 32514, Fax (850) 969-3384, email: amy.williamson@ecua.fl.gov. Mrs. Williamson is the only designated representative of ECUA authorized to respond to comments, questions, and concerns. ECUA will not respond to comments, questions, and concerns addressed to any person other than Mrs. Williamson. ECUA will not respond to any oral questions. If the ECUA determines that a particular comment, question or concern necessitates a global response to all holders of the RFQ, ECUA will issue a clarification or addendum. The final day that ECUA will accept questions will be seven (7) calendar days prior to the RFP deadline.

Prospective submitters may obtain copies of the RFP by visiting the ECUA website, [www.ecua.fl.gov](http://www.ecua.fl.gov), selecting the "Doing Business with ECUA" header, followed by selecting "Bid Opportunities" under the dropdown menu, at which time a complete list of advertised ECUA projects can be seen. Click the link to the project and view, print or download the RFP as desired. ECUA advises potential responders to only rely on information personally obtained from ECUA's website and not from third parties. Look for RFP 2017 03.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or

repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, for category two (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

No proposal may be withdrawn for a period of one hundred eighty (180) days from the opening of the proposals. Prices may not be modified during this period. Proposals may be withdrawn at any time prior to the RFP opening time.

The Emerald Coast Utilities Authority reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; rebid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. In accepting a bid, ECUA may award a contract based only on the base bid, the base bid plus all alternates, or the base bid plus any alternates which ECUA selects, with all decisions being made based upon what ECUA believes to be in the best interests of its ratepayers, in the reasonable exercise of its discretion. ECUA further reserves the right to increase or decrease quantities as may be required to meet the needs of ECUA at the unit price which was bid.

The ECUA does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, and disability/handicapped status, veteran status, or any other legally protected status in employment or provision of service.

Proposed Advertising Date: November 17, 2016