

TOWN OF PEMBROKE PARK
REQUEST FOR PROPOSALS
ENTERPRISE RESOURCE PLANNING
SOFTWARE SELECTION
RFP 20180625

Notice is hereby given that the Commission of the Town of Pembroke Park, Broward County, Florida, is advertising for sealed proposals which will be received by the Deputy Town Clerk of the Town of Pembroke Park, Broward County, Florida, until 3:00 p.m. on Tuesday, July 31, 2018, at which time they will be recorded, but not publicly opened, by the Deputy Town Clerk or designee. Any proposals received after the time specified will not be accepted.

The proposals shall be for the selection of a qualified firm to provide:

**COMPLETE ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE
SOLUTION, INCLUDING SOFTWARE, HARDWARE SPECIFICATIONS,
PROJECT MANAGEMENT AND OTHER TECHNOLOGY SERVICES**

A comprehensive description of the software and services to be provided, and other information relative to the project may be obtained from Mark Pakula, Information Technology Specialist, Town of Pembroke Park, 3150 SW 52 Avenue, Pembroke Park, Florida 33023, telephone number 954-966-4600, or downloaded from the Town of Pembroke Park website at:

<http://www.townofpembrokepark.com/departments/bid-openings/>

If in the opinion of the proposer, inconsistencies appear to exist in the proposed scope of work, it is the proposer's responsibility to seek clarification from the Town. Additionally, it is incumbent upon all proposers to conduct a personal investigation as to requirements of the Town. All questions concerning the Request for Proposals shall be submitted by electronic mail prior to 3:00 p.m. on Tuesday, July 24, 2018, to Town Information Technology Specialist Mark Pakula at:

mpakula@townofpembrokepark.com

Questions concerning the Request for Proposals may not be submitted orally or in any format other than stated above.

Proposals must be submitted by 3:00 p.m., local time, July 31, 2018 to:

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Proposers must submit One (1) signed, completed, original, six (6) copies, and one (1) electronic copy of the Proposer's technical proposal and one (1) original and six (6) copies, and one (1) electronic copy of the Proposer's cost proposal. The first page of the original proposals should be marked "Original" and the first page of the copies should be marked "Copy." The electronic proposals should also include the following files:

ERP System Selection RFP 20180625 - Specifications.xlsx
ERP System Selection RFP 20180625 - Pricing Forms.xlsx
ERP System Selection RFP 20180625 - Vendor Forms.docx

A technical proposal with the cost proposal must be accompanied in the same package. The electronic copy of the Proposer's technical proposal response shall include the completed specification worksheets that have been provided in Microsoft Excel. The electronic copy of the Proposer's cost proposal shall include the completed pricing worksheets that have been provided in Microsoft Excel.

All proposals must contain the following wording clearly marked on the outside of the envelope:

ERP System Selection RFP 20180625

Additionally, Proposers must send one (1) complete hard and one (1) electronic copy (including the files specified above) of both the technical and the cost proposal responses to:

Plante & Moran, PLLC
Attention: Kim Szlachetka
27400 Northwestern Hwy
PO Box 307
Southfield, MI 48037-0307

Proposals received after the deadline will not be accepted and will be returned to the sender unopened via certified mail. Proposals may not be delivered via facsimile or e-mail. Proposals shall be sent by Federal Express (or comparable carrier) or hand delivered to the above address. The full name and address of the proposer will be clearly marked on the outside of the package that is inside the Federal Express package or comparable carrier.

The Town reserves the right to change the submission deadline, to issue amendments to the Request for Proposals, or to cancel or reissue the Request for Proposals without any penalty. The Town reserves the right to reject any and all proposals, and to waive minor irregularities. Further, the Town is not liable for any costs incurred by the proposers including, but not limited to, the costs incurred by the proposers for the presentation of their proposal and the attendance at any presentation. The Town will not be responsible for any errors or omissions in information provided, nor for the failure of the proposers to determine the full extent of the effort necessary to provide the requested services.

NOTE: ALL PROSPECTIVE PROPOSERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE TOWN OF PEMBROKE PARK STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON. Minority owned, women owned, and small business enterprises are encouraged to respond to this solicitation.

TOWN OF PEMBROKE PARK, a Florida
municipal corporation

By: /s/ Natasha Joseph
NATASHA JOSEPH
Deputy Town Clerk

ANY INDIVIDUAL WHO BELIEVES THEY HAVE A DISABILITY WHICH REQUIRES A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN SUBMISSION OF A PROPOSAL SHOULD CONTACT THE TOWN CLERK AT (954) 966-4600 AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE DATE SET FOR SUBMISSION OF PROPOSALS.