



COUNTY OF YOLO

Procurement Division

Notice of Request for Proposals (RFP)
for
Workforce Management Solution

Bid#: RFP-2025-0019
Bid Posted: April 18, 2025

**RFP AMENDED TO UPDATE SCHEDULE OF EVENTS
(See Page 8 of RFP)**

Proposal Responses Due:

~~**2:00 pm Pacific
May 30, 2025**~~

**2:00pm Pacific
June 13, 2025**

Issued on behalf of
The Human Resources Department
Yolo County
625 Court St #101
Woodland, CA 95695

RFP Coordinator: Hiren Desai
(859) 420-6760
hiren@bluebloodconsulting.com

TABLE OF CONTENTS

I. INTRODUCTION	3
II. SCHEDULE OF EVENTS	8
III. GENERAL INSTRUCTIONS AND INFORMATION	9
IV. TERMS AND CONDITIONS	13
V. INSTRUCTIONS FOR COMPLETION OF PROPOSAL.....	18

Exhibits:

Exhibit "A"	Proposal Transmittal Letter
Exhibit "B"	Qualifications and Experience
Exhibit "C"	Proposed Solution and Project Approach
Exhibit "D"	Reference Letters
Exhibit "E"	Cost Proposal
Exhibit "F"	Evidence of Financial Stability
Exhibit "G"	Signature Page (County Form Supplied)
Exhibit "H"	Non Collusion Non Conflict of Interest Statement (County Form Supplied)
Exhibit "I"	Exceptions to Sample County Agreement (County Form Supplied)

Attachments:

Attachment 1	2023 Insurance Requirements
Attachment 2	Sample County Agreement
Attachment 3	Labor Distribution Business Requirements
Attachment 4	Functionality Prioritization
Attachment 5	Time Record Import Template

I. INTRODUCTION

A. STATEMENT OF PURPOSE

The County of Yolo is requesting proposals through the Request for Proposals ("RFP") process from qualified vendors for a Workforce Management Solution as outlined in this RFP.

Proposers who submit a response to this RFP must have the ability to meet all the requirements, including complying with the terms and conditions contained in this RFP.

B. SYNONYMOUS TERMS

As used throughout this proposal and its attachments, the following terms are synonymous:

1.
 - a. Supplier, Vendor, Contractor
 - b. Purchase Order, Contract, Agreement
 - c. Services, Work, Scope, and Project
 - d. Bidder, Offeror, Proposer
 - e. Beacon, Beacon Bid
 - f. "New Application", "Proposed Solution"

2. "The County" generally refers to the County of Yolo, California.

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C. SCOPE OF WORK (SOW)

1. BACKGROUND

The County of Yolo ("County") is currently using Infor Workforce Management 6.2 solution for time and attendance, scheduling, and absence management for approximately 1,900 employees. This is the specific system for which a replacement solution is being sought through this particular procurement.

The County also uses the Infor CloudSuite for Human Capital Management and Payroll and this system will continue to be used. Any new time and attendance system ("new application") selected will have to properly integrated with this Human Capital Management and Payroll System on an ongoing basis. Proposed software solutions which have successfully been integrated with this platform are preferred.

2. GOALS AND OBJECTIVES

The goals and objectives of this project are:

- a. To implement a fully functional web-based application with flexible methods of managing leave absences and recording and tracking time and attendance to various cost pools to achieve labor cost distribution. See mandatory labor distribution business requirements outlined in Attachment 3 – Labor Distribution Business Requirements which any new application must comply with. The new application would replace the current "Infor Workforce Management 6.2 solution" mentioned in the background section.
- b. The new application must be able to provide full functionality and support for all the items identified as "Required" or "Needed" Priority on Attachment 4 – Functionality Prioritization.
- c. Ideally, the new application should provide some or all of the functionality and support for the items identified as "Wanted" or "Wished for" on Attachment 4.
- d. The new application must be able to generate time reports which include the specific data fields identified in Attachment 5 – Time Record Import Template.
- e. The new application must be available on a 24/7/365 basis with an mutually-agreed upon Service Level Agreement (SLA) in place.

3. MINIMUM QUALIFICATIONS

In order to be eligible to submit a qualified response, each Proposer must meet the following qualifications and clearly demonstrate that in its response:

- a. Proposer must have at least five (5) years of recent experience in implementing and supporting similar workforce management solutions with counties, cities, or other public agencies.

4. COUNTY RESOURCES

The County anticipates establishing a project team of County Resources to help support this project, including the following:

- a. A Project Manager who will be assigned to spend at least 50% of their time on this project will coordinate the availability of any County resources such as those outlined below.
- b. Functional experts who will be available as needed, based on the project schedule, and at the request of the Project Manager.
- c. Technical lead(s) who will be available as needed to assist, at the request of the Project Manager. A technical leader may assist with technical efforts on the County side, such as network configuration, security, and database needs.
- d. System Users will be available during certain agreed-upon testing periods.
- e. There are no County resources who will be available and allocated 100% to this project.

5. CONTRACTOR RESOURCES

It is anticipated that the contractor will be providing the following types of resources as part of this project:

- a. Project Management.
- b. Customization of the Software Solution (including Integration and Configuration).
- c. Testing.
- d. Training of County staff on any daily operational and administrative tasks necessary to maintain the solution after go-live. This would include providing proper documentation for administrators and end-users in the County.

6. HARDWARE REQUIREMENTS

- a. In its proposal, a vendor should identify the minimum hardware/infrastructure requirements necessary for the software solution to run properly on the County's hardware.
- b. The County will procure any additional hardware necessary and Contractor will provide feedback on this as needed.

7. IMPLEMENTATION

- a. Any solution provided must meet the business requirements in Attachment 3.
- b. Any solution provided must deliver all the functionality identified as "Required" or "Needed" in Attachment 4.
- c. Ideally, some or all of the functionality identified as "Wanted" or "Wished for" in Attachment 4 could also be provided. This information (what exactly could be provided) should be described in the vendor's proposal.
- d. The solution must also fully comply with the time reporting requirements in Attachment 5.
- e. It is anticipated that, as part of any solution being proposed, the vendor will identify a reasonable project schedule for implementation and anticipated date for go-live, with the relevant tasks and responsibilities associated with this and the associated fees.
- f. The County reserves the right to negotiate these items further during contract negotiations.

8. ONGOING COSTS

- a. It is anticipated that as part of any solution proposed, the vendor shall clearly explain the basic support provided after go-live, with a breakdown of the ongoing costs.
- b. In addition, the vendor should also describe any additional support levels available, beyond basic support, include any costs associated with this.
- c. The County reserves the right to negotiate for additional support (beyond the basic support provided) during contract negotiations.

9. AWARDED CONTRACTOR ADMINISTRATIVE REQUIREMENTS

- a. The successful awarded Contractor must supply all applicable insurance requirements required in Attachment 1.

b. CONTRACT TERM:

- Contractor agrees to provide awarded items and/or services as specified in the RFP document for the initial term of October 1, 2025 to September 30, 2028.
- The contract may be extended by mutual consent for the following renewal periods:
 - First renewal: October 1, 2028 to September 30, 2029
 - Second renewal: October 1, 2029 to September 30, 2030
 - Third renewal: October 1, 2030 to September 30, 2031
 - Fourth renewal: October 1, 2031 to September 30, 2032
- The County reserves the right to negotiate the scope and initial term of the contract, and the scope and term of any subsequent renewals, with the vendor selected for contract award, if it is in the best interest of the County to do so. The total anticipated contract term would still run from October 1, 2025 to September 30, 2032.
- Vendors may propose price increases for renewal periods within their proposals, but once pricing is negotiated and accepted as part of contract award, it shall remain firm for the entire contract term (including renewals). No additional price increases shall be granted as part of the normal renewal process.

10. PROPOSAL DEADLINE

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section II, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

11. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through Beacon Bid's platform (<https://www.beaconbid.com/solicitations/yolo-county/open>).

It is the sole responsibility of the proposer to ensure their proposal reaches Beacon before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Beacon at 1-888-402-2231 or suppliersupport@beaconbid.com for vendor support.

Bidders/Offerors are cautioned to allow adequate time to ensure timely receipt of their proposals. The County is not responsible for any delays of the Bidder's/Offeror's proposal delivery. Late proposals shall not be accepted, nor shall additional time be granted to any potential Bidder/Offeror.

12. ADDENDA

Any additional information not included in this solicitation which the County finds necessary and material to responding to the RFP will be posted as an addendum on Beacon. Answers to questions submitted through Beacon shall be considered addenda to the solicitation documents.

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II. SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 AM and 4:00 PM., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors through Beacon.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted on the Beacon website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

	EVENT	DATE	TIME
1	County Issues RFP	April 18, 2025	
2	Deadline for Written Comments (Questions) Posted on Beacon	May 9, 2025	2:00pm
3	(AMENDED) County Issues Responses to Written Comments	May 23, 2025	
4	(AMENDED) Deadline Proposals Due	June 13, 2025	2:00pm
5	County Completes Evaluations	TBD	
6	Software Demonstration by Finalists	TBD	
7	Anticipated Contract Start Date	October 1, 2025	

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III. GENERAL INSTRUCTIONS AND INFORMATION

A. RFP COORDINATOR

The following RFP Coordinator shall be the main point of contact for this RFP:

RFP Coordinator: Hiren Desai
Phone: (859) 420-6760
hiren@bluebloodconsulting.com

B. COMMUNICATIONS REGARDING THE RFP

Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator named above. Unauthorized contact regarding the RFP with other County employees of the procuring county agency may result in disqualification.

Questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing online at: <https://www.beaconbid.com/solicitations/yolo-county/open> in the questions and answers section of the solicitation no later than the date and time noted above in the Section II. Schedule of Events Chart, Deadline for Written Comments Posted or per any changes to Schedule of Events as posted to Beacon.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted at the Beacon website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

Any oral communications shall be considered unofficial and nonbinding on the County.

Any irregularities or lack of clarity in the RFP should be brought to the attention of the County for correction or clarification.

C. PROPOSAL PREPARATION COSTS

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

E. PROPOSAL AMENDMENT

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

G. PROHIBITION OF PROPOSER TERMS & CONDITIONS

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

H. ASSIGNMENT AND SUBCONTRACTING

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. The County must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

I. PROPOSAL OF ADDITIONAL SERVICES

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the County.

J. INDEPENDENT PRICE DETERMINATION

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any Competitor.

K. INSURANCE

The successful Contractor will be required to provide and maintain insurance as required and listed in Attachment 1 before commencing work on the contract.

L. LICENSURE

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

M. RFP AMENDMENT AND CANCELLATION

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers through Beacon. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

N. RIGHT OF REJECTION

The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The County reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any Proposer to strict compliance with the RFP.

O. DISCLOSURE OF PROPOSAL CONTENTS

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked "Exempt from CPRA." Proposer shall defend, indemnify and hold the County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial of a CPRA request. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the County may disclose the requested information under the CPRA."

P. PROPOSAL EVALUATION PROCESS

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

Q. AWARD OF PROPOSAL

Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County after all factors have been evaluated.

Award Evaluation Criteria:

Criteria	Maximum Points
Organizational Qualifications and Experience	20
Proposed Solution and Project Approach	40
Reference Letters	15
Reasonableness of Cost Proposal	25

Product Demonstrations: After the initial round of evaluation (based upon the award criteria listed above) the County reserves the right to scheduled demonstration(s) of the proposed solution(s) from a shortlist of finalist(s). The scope and details of any such demonstration(s) will be established at that time. A separate set of award criteria and points will be created for the demonstration(s) and added to the total from the initial round of evaluation, to get a final score.

In addition, the County also reserves the right to hold any additional interviews/discussions as needed, if it is in the best interest of the County to do so.

R. AWARD PROCESS

The County reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. The County reserves the right to negotiate and/or include a best and final offer stage to the process.

Notwithstanding, the county reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

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IV. TERMS AND CONDITIONS

A. QUALIFICATIONS/INSPECTION

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The County reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The RFP Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

B. NON-WAIVER

The County's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the County.

C. FEDERAL, STATE, AND LOCAL LAWS

The successful proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. GOVERNING LAW

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. NON-DISCRIMINATION

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

F. PUBLIC AGENCY

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

G. ADDITIONAL PURCHASES

Following the award, the County may dispense with separate bidding for additional purchases of like item(s) from the successful Proposer within a twelve (12) month period from the initial purchase date provided that the Vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

H. EXTENSIONS

The County reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

I. PRICE ESCALATION

All prices are firm for the entire contract term (including renewals).

J. INVOICES AND PAYMENT TERMS

Invoices are to be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number, product description and reference to back ordered items. Failure to comply may result in delayed payments.

The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

K. COMPLIANCE

Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Department) may be cause for the County to cancel the balance of the awarded purchase order and award will be made to the next lowest proposer. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

L. DEFAULT

In case of default by the awarded proposer, the County may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to the County. The County may also ban selected proposer up to two years from future solicitations for default.

M. TERMINATION FOR CONVENIENCE

The County reserves the right, in its best interest as determined by the County, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

N. CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the County for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

O. ASSIGNMENT/TRANSFER/SUBCONTRACTING

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the County.

P. F.O.B. POINT

All prices quoted shall be F.O.B destination, freight prepaid (proposer pays and bears freight charges, proposer owns goods in transit and files any claims), excluding sales tax. The County is exempt from Federal Excise and Transportation taxes.

Q. PROTESTS

The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

1) Protest Procedures:

All protests shall be typed under the protester’s letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail. Protests submitted by facsimile will not be accepted. All protests must be addressed and submitted to both the RFP Coordinator of this solicitation and the Manager of Procurement. All protests shall include at a minimum the following information:

- a. The name, address, and telephone number of the Protester;
- b. The signature of the Protester or Protester’s representative;
- c. The solicitation title and due date;
- d. Name of County employee designated as the RFP/IFB Coordinator;
- e. Identification of the statute or procedure that is alleged to have been violated;
- f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor’s position;
- g. The form of relief requested.

The contact information for the Manager of Procurement is as follows:

Manager of Procurement
Yolo County Department of General Services
120 W Main St., Ste. C
Woodland, CA 95695

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFP Protest and shall constitute a failure to exhaust administrative remedies.

The Manager of Procurement will review the materials in connection with the protest, assess the merits of the protest, and provide a written decision on the protest. The Manager of Procurement's decision is final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

2) Protest of RFP Specifications/Requirements/Terms & Conditions:

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the County. Notice shall be provided prior to the closing date and time of the designated "question and answer period" of the proposal noted above in the Section II. Schedule of Events Chart, item#3 Deadline for Written Comments Posted on Beacon.

Notice must be clearly marked "**Notice of Protest of Specifications/Requirements/Terms & Conditions.**" No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

3) Protest of Disqualification:

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked "**Notice of Disagreement.**" Companies who fail to do so forfeit all rights in the protest process. It is at the county's discretion at the department level to make final determinations for all disqualified protests.

4) Protest of Award of Contract:

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than 4:00 PM Pacific Time five (5) business days after the notice of the proposed contract. Notice must be clearly marked "**Notice of Protest of Award of Contract.**" A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a protest.

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V. INSTRUCTIONS FOR COMPLETION OF PROPOSAL

A. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through Beacon. It is the sole responsibility of the proposer to ensure their proposal reaches Beacon before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Beacon at 1-888-402-2231 or suppliersupport@beaconbid.com for vendor support.

Late proposals shall not be accepted, nor shall additional time be granted to any potential Proposer.

B. REQUIRED PROPOSAL SUBMITTALS

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following items are required for your proposal to be considered and must be labeled as such:

- 1) Exhibit "A" - Proposal Transmittal Letter
 - a. The proposal transmittal letter shall be on official letterhead and signed by an official authorized to solicit business and enter into contracts for the Proposer. The letter shall include: the name, address, email address, and phone number of the authorized business contact.
 - b. If the Proposer is submitting this proposal in conjunction with a subcontractor, information on the subcontractor shall also be included for all relevant Exhibits.
- 2) Exhibit "B" - Organizational Qualifications and Experience
 - a. Provide a summary of the Proposer's background and experience.
 - i. Explain the Proposer's understanding of the specific scope of work to be performed under any contract awarded.
 - ii. Describe how long the Proposer has been providing similar work to what is being requested in this RFP.
 - b. Explain how the Proposer is properly qualified and meets all the requirements identified in this RFP.
 - c. Describe prior similar projects (to that being requested in this RFP), which have been successful delivered on by the Proposer (on time and in a cost-effective manner). Briefly identify any issues and concerns you ran into and how your mitigated those problems.
- 3) Exhibit "C" - Proposed Solution and Project Approach
 - a. Clearly describe the solution that you propose to deliver. Specifically describe how this solution:
 - i. Complies with the labor distribution business requirements outlined in Attachment 3.
 - ii. Will provide all the required functionality and support identified as "Required" or "Needed" in Attachment 4.
 - iii. May provide for any of the functionality identified as "Wanted" or "Wished for" in Attachment 4.

IMPORTANT: Please remember to complete the columns in Attachment 4 and provide the information specifically identifying whether the proposed solution can meet each requirement, and providing any necessary comments for context.

- iv. Complies with the time reporting requirements in Attachment 5.
- b. Describe whether the proposed solution has successfully been integrated with the "Infor CloudSuite for Human Capital Management and Payroll" platform before (as noted in the scope of work, any proposed solution will have to integrate with this system ongoing basis).
- c. Describe your project approach towards implementing the proposed solution, including but not limited to: a reasonable project schedule for implementation, and the relevant tasks and responsibilities associated with successful deployment.
- d. Identify the key staff who would be assigned to support this project during implementation including any sub-contractors or other consultants.
 - i. Provide a list of staff qualifications, including resumes and list of professional continuing education. Provide information regarding those key team members who have worked together before as a team on similar projects.
 - ii. Discuss successful collaborations, the responsibility of each team member and the overall project outcome.
 - iii. Acknowledge that the County reserves the right to approve Firm's project manager and any requested personnel and subcontractor changes during the course of the contract.
- e. Describe the basic support model provided after go-live. Explain any other support models available, and make recommendations to the County on the best-practice approach to take for support.
- f. Identify additional information not already covered, to support why your proposed solution and project approach are optimal. This may also include other practical concerns or recommendations for the County to consider in making a final decision.

4) Exhibit "D" - Reference Letters

- a. Provide *reference letters* from at least three (3) different clients served by the Proposer during the past five (5) years, with the scope of work being of similar size and complexity to that being request in this RFP.
- b. Ideally, any references will be from the "prior similar projects, which have been successful delivered" as described in Exhibit B.
- c. Reference letters must be from clients who are counties, cities, or other public agencies.
- d. Reference letters cannot be from any individuals on behalf of Yolo County itself.
- e. Each reference letter shall be on the appropriate letterhead for the reference and include the following information:
 - i. A description of the work which the Proposer provided for the Reference.
 - ii. The timeframe during which the work was performed.
 - iii. The contract value (if available).

- iv. Any additional information the reference wishes to provide.
- v. The name, email address and telephone number for a contact person from each reference.
- vi. A signature on the reference letter.
- f. The County reserves the right to contact a particular reference, if it is in the County's best interest to do so.

5) Exhibit "E" – Cost Proposal

- a. Each Proposer shall provide its cost information broken down under two (2) general sections:
 - i. Implementation costs
 - Identify proposed tasks/milestones/deliverables and costs associated with each item.
 - Provide a total cost of implementation.
 - ii. Ongoing costs
 - Identify any ongoing costs and pricing information, including the cost of any additional support models (beyond the basic support provided).
 - iii. Vendor should also provide any other optional pricing information which may be helpful in determining the total cost of ownership for the proposed solution.
- b. The County reserves the right negotiate all proposed costs with the selected Proposer during contract negotiations.

6) Exhibit "F" – Evidence of Financial Stability

- a. Proposers must provide the following financial data demonstrating financial stability:
 - i. If the Proposer is an audited organization, please provide the last three (3) years of audited financial statements (in US dollars) for your organization and identify which entity audited the statements. If such information is not available in whole or in part, please explain why.
 - ii. All Proposers must provide sufficient information to enable the County to determine that the Proposer's financial health and capability are sufficient to meet the anticipated contractual and usage requirements of any resulting agreement. The County is the sole judge for making a determination about Proposer's financial stability and may request additional information, if it is in the best interest of the County to do so.

7) Exhibit "G" - Signature Page

- a. Vendor shall complete and sign the County signature page form.

8) Exhibit "H" - Non-Collusion Non-Conflict of Interest Statement

- a. Vendor shall complete and sign the County form.

9) Exhibit "I" - Exceptions to Sample County Agreement

- a. Vendor shall include a statement that the appropriate personnel have reviewed the Sample County Agreement in the submitted proposal. Vendor shall complete and sign the Certification of Exception to RFP Documents form.

C. REQUIRED PROPOSAL FORMAT

- 1.** The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.
- 2.** The format and content of the Proposal are as follows:
 - a.** If provided, **use any forms included in the Exhibits** as well as the requirements listed above. All other submitted pages are to be single-spaced typed pages with one-inch margins.
 - b.** Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.
 - c.** All pages must be numbered sequentially.
 - d.** All forms and attachments that require signatures must be signed in blue ink for inclusion in the original of the Proposal package. Signature stamps are not acceptable.

[END OF DOCUMENT: PLEASE SEE ALL RELATED ATTACHMENTS AND EXHIBITS AS NOTED IN THE TABLE OF CONTENTS.]