

Non-Mandatory Pre-
Proposal
Conference
Enterprise Resource
Planning Procurement

RFP Number: 24213



Disclaimer

Anything that is stated in this non-mandatory pre-proposal conference is not intended to change the RFP. Any and all changes will be in writing in the form of an addendum issued by the Procurement Office.

Prospective proposers are responsible for reading the RFP and identifying all details necessary to provide a responsive submission.



Session Objective:

Provide an opportunity for perspective proposers to hear details on the Lake County RFP #24213.



Introductions



Overview of Scope of Services (SW & SI)



Submission Instructions & Requirements



Procurement Schedule

Introductions

Patrice Sutton
Chief Financial Officer (CFO)

John Light
Director of Human Resources

Chris Blanding
Chief Information Officer (CIO)

Yvette Albarran
Buyer

RuthAnne Hall
Purchasing Manager

Note: Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov.



The County has a unique opportunity to transform its legacy ERP system



Context

- Lake County's current functions for Finance, Budgeting, HR and Procurement (collectively ERP) are supported by **legacy Oracle applications** ("BOSS") running on the cloud that are **highly customized** and do not fully meet current needs.
- Lake County wants to modernize its ERP functions to take advantage of **latest features** available in **modern ERP** systems.



Overview of Scope of Services – Software Vendors

- The selected SW vendor must deliver a comprehensive, modern Software as a Service (SaaS) solution that is sustainable, continuously upgradable, and secure.
- The proposed SW Solution must:
 - Be offered through a Software as a Service (SaaS) environment for all capabilities and functions defined within this solicitation.
 - Meet the standard functionality required for a County the size and complexity of Lake County.
 - Meet the State and Federal requirements for the County and the State of Illinois.



Overview of Scope of Services – System Implementor Vendors

- The selected SI Vendor must deliver a comprehensive implementation plan that is compatible with previous successful implementations of the software solution (“solution”).
- The proposed SI Solution must outline:
 - A clear plan of action that outlines the implementation plan for the solution
 - Approach details customized to Lake County
 - A timeline/project plan
 - Proposed Project Team and resumes for the personnel that are considered “key” to the successful delivery of the solution



Lake County Purchasing Division

Submission Instructions

Lake County will be accepting only electronic RFP submissions for Request for Proposal. Please follow the steps below to upload your electronic RFP Submission:

1. Go to www.lakecountypurchasingportal.com
2. Click on the RFP Number: #24213
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section, you will be able to upload your RFP submittal
 - a) Click on the browse button
 - b) Navigate your computer and select the appropriate file
 - i. Multiple files can be uploaded, each file can be no more than 20 MB
 - ii. Files can also be uploaded as a .zip file
 - c) Click on save submittals
 - d) Close the browser



Submission Requirements

A complete package will include the following

- Software Vendor Forms
 - Addendum Acknowledgement
 - General Information Sheet
 - References
 - Sustainability Statement
 - Vendor Disclosure Statement
 - Vendor Certification
- Functional and Non-Functional Scenario Responses
- SW Cost Proposal Workbook Instructions and Proposal
- SI Cost Proposal Workbook Instructions and Proposal



Clarification on Multiple Written Responses

SW vendors can make multiple submissions with different SI partners. For the avoidance of doubt, only one proposal may be submitted by a unique combination of SW vendor and SI partner.

Either the SI or the software company may submit the proposal. All submissions will be considered fully supported and endorsed by both parties, as indicated by a joint cover letter clearly defining the relationship between the parties.

For the submittal to be considered complete, both the SI and the software company must submit the following vendor forms:

- Addendum Acknowledgement
- General Information Sheet
- References (preferably for jobs where the software has been implemented by the proposed SI partner)
- Sustainability Statement
- Vendor Disclosure Statement
- Vendor Certification Form

In addition, each proposal must contain:

- Functional and Non-Functional Scenario Responses
- SW Cost Proposal Workbook Proposal
- SI Cost Proposal Workbook Proposal

The software company's responses to the functional requirements MUST be the same in ALL submissions.



Procurement Schedule

Event	Date
Release RFP	11/13
Pre-Proposal Conference	11/21
Deadline for RFP Inquiries for Clarification and Posting of Responses	12/8
Final Posting of Addendum Responses	12/15
Deadline for Proposal Submissions	12/29
Evaluation Selection of Finalists	1/19
Vendor Demonstrations and Orals (Invite Only)	2/5-3/1
Lake County Board Approval	4/16
Awarded Entity/Entities Begins Contract	4/22

This timeline is subject to change.

**Invitations to demonstrations will be distributed on a rolling basis to allow all vendors the same amount of 2 weeks advance notice.*



Section 1.4.3

Contact/Questions

- All contact and questions regarding the Request for Proposal shall be with the Purchasing Division.
- Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link.
- Questions may also be submitted via email to purchasing@lakecountyil.gov.
- Please note that Lake County will be responding to questions as they are received, it is the proposers responsibility to check the website to confirm they have reviewed all addendum questions and answers.
- Deadline for RFP Inquiries for Clarification and Posting of Responses is December 8, 2023
- Final Posting of Addendum Responses is December 15, 2023





Thank You!

