



Request for Proposal #2021-046 **Project and Portfolio Management System**

Due Date: February 26, 2021

Time: 2:00 pm EST

Receipt Location: Government Building
500 N. Main Street, Suite #709
Procurement Department
Monroe, NC 28112

(Note: Follow the submittal instructions listed in this document to electronically upload a proposal package)

Procurement Contact Person

Name: Cheryl Wright, CPPO, CLGPO

Title: Director, Procurement

E-mail: Cheryl.wright@unioncountync.gov

Telephone: (704) 283-356

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1. Notice of Advertisement

Union County North Carolina is Soliciting Proposals for

RFP # 2021-046 Project and Portfolio Management Software

Interested offerors are invited to submit your sealed proposal electronically to the Union County North Carolina's Procurement Department by following the instructions listed in Section 2 Submittal Deadline no later than February 26 2021 at 2:00PM, EST. Follow the instructions to upload your proposal submission package. Any proposals received after this date and time shall be rejected without exception.

The purpose of this RFP is to solicit proposals from qualified firms who provide and implement project and portfolio management software systems.

The Request for Proposals No. 2021-046 may be examined at the Union County Government Center, Procurement Department, 500 North Main Street, Suite #709, Monroe, NC 28112, Monday through Friday between the hours of 8:00 am and 5:00 pm. Copies of the Solicitation may be obtained from the locations listed below:

1. Download the Bid Documents from the Union County Web-Site www.unioncountync.gov (Procurement Page, Current Bids).
2. Download the Bid Documents from the State of North Carolina IPS Web-Site www.ips.state.nc.us (Bid by Departments, search County of Union).

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest. With limited response, Union County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

Union County encourages good faith effort outreach as described in UC MBE and Small Business Outreach Plan.

Responding firms are required to comply with the NC non-collusion requirements.

For purposes of coordination, primary Procurement contact for project information is: Cheryl Wright, Cheryl.wright@unioncountync.gov .

SECTION 2 - SUBMITTAL DEADLINE AND QUESTION INFORMATION

2.1 PROPOSAL SUBMISSION DEADLINE

All Proposal Submittals are to be received by the Union County Procurement Department no later than **2:00 PM EST on February 26, 2021** per the instructions below. Any proposals received after this date and time shall be rejected without exception.

2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically by using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. The proposal package must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Paper submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

2.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **February 15, 2021 at 4:00 PM EST**. The primary purpose of this is to provide participating firms with the opportunity to ask questions, in writing, related to the RFP. The County may respond with an addendum to answer applicable questions.

Submit questions by email to Corey Brooks at cheryl.wright@unioncountync.gov by the deadline shown above. The email should identify the Proposal number and title. All questions and answers may be posted as addenda on www.unioncountync.gov and/or www.ips.state.nc.us.

2.4 ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Proposer on Attachment B-Addendum and Anti-Collusion Form.

SECTION 3 - INTRODUCTION

3.1 PURPOSE

The purpose of this RFP is to solicit proposals from qualified firms who provide a project and portfolio management software system. The ideal vendor will have relevant experience in the development and implementation of project and portfolio management software into existing and new facilities.

Union County Public Works lacks a consistent and transparent approach for tracking projects through their life-cycle. It is difficult to coordinate and communicate across the organization regarding developer projects, capital projects, or even internal projects and new initiatives that support the Utility. Individual groups are using a mix of software (PIMS, MUNIS, spreadsheets) to meet individual task needs but there is no resource in place to support communication and decision needs across the organization.

Union County Public Works currently utilizes a Project Information Management Software (PIMS) and spreadsheets for data management. Current workflow is inefficient, and data quality and integrity is at risk of being compromised. Most data is collected into spreadsheets stored on the county network drive, then saved and uploaded into the current PIMS. Financial data is exported from the county finance system (Munis) and then uploaded into the current PIMS.

The software will work alongside the County finance system Tyler Technologies - Munis.

3.2 BACKGROUND/GENERAL INFORMATION

Union County is a thriving county in the greater Charlotte Metropolitan Area. It is located to the east of Mecklenburg County/Charlotte and borders the South Carolina state line. The current population is approximately 240,000 and has grown significantly over the last two decades. As the eighth largest county in the state of North Carolina, there are no indications that population growth and the general prosperity will slow down. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

SECTION 4 - SCOPE OF WORK

4.1 REQUIREMENTS FOR PROJECT MANAGEMENT SOFTWARE SYSTEM

- A central and secure SQL database
- Cloud solution
- Direct access to SQL
- Web and mobile access
- Integration with 3rd party systems
- Process based
- Scalable for new workflows

4.2 CORE FEATURES

The system should demonstrate abilities and functionality for the following core features:

- Task Management
- Scheduling
- Resource Management
- Risk Management
- Cost Management
- Team Collaboration
- Time Management
- Document Management
- Customization
- Portfolio Management

The system could also demonstrate functionality to the following additional features:

- Ability to create multi-year programs
- Reporting
- Dashboards
- Complex Projects
- Innovative and Advanced Features

4.3 REQUESTED SERVICES

1. Implementation and Integration Services

- Evaluate and analyze current processes and technologies that the County is currently using
- Provide a schedule for implementation of new software system
- Test system throughout integration process to verify different software programs are communicating and functioning properly
- Provide services to assist with initial report development

2. Training

- Provide training on software use and configuration

3. Warranty and Maintenance

- Maintenance plan for at least three years with the option to renew for consecutive years

The services requested are the necessary requirements for this project. Each Company is encouraged to provide a more in-depth analysis of the services that the County may need or should consider to achieve the County's objectives. The County will review and determine if the information reasonably aligns with the scope for this project as needed.

4.4 PROCUREMENT SCHEDULE

Date	Activity
February 15, 2021	Deadline for Questions
February 26, 2021	Proposal Due Date
Week of March 15, 2021 (if applicable)	Notification of Short Listed Offerors (estimated date)
Week of March 29, 2021 (if applicable)	Interviews with Short Listed Offerors (estimated date)

SECTION 5 - DETAILED SUBMITTAL REQUIREMENTS

5.1 PROPOSAL FORMAT

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each offeror is required to submit the proposal electronically by using the link listed in Section 2 PROPOSAL SUBMITTAL REQUIREMENTS. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

The successful offeror's proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful offeror's firm agrees to all applicable provisions, terms and conditions associated with this RFP.

This RFP, the successful bidder's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included. Proposals shall be 8 1/2" x 11" with one (1) inch margins with Arial or Times New Roman font and text size minimum of eleven (11) points. *Charts and screenshots are not restricted to formatting requirements; however, please use your judgment for decipherability.*

The proposal should be organized into sections:

- **Tab A** – Cover Letter and Company Background
- **Tab B** – Proposed Software System and Implementation Plan
- **Tab C** – Project Strategy and Work Plan
- **Tab D** – Company Experience
- **Tab E** – Fee Schedule Information
- **Tab F** – Required Signature Forms; Attachment A - Proposal Submission Form and Attachment B-Addenda Receipt and Anti-Collusion

TAB A – COVER LETTER AND COMPANY BACKGROUND

Provide an executive summary to include company name, corporate history, and number of years in business under the current organizational name and structure, services offered, location of principal place of business and evidence of authority to do business in North Carolina. List the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the prime contracting party. Describe your interest in this project and the unique advantage your firm and team brings. The cover letter may be a maximum of three (3) pages.

Provide the following information about your company. Respond to each item and provide supporting documentation and/or exhibits as requested or desired.

- Company Name
 - Address
 - Telephone Number
 - Fax Number
 - E-mail Address
 - Name of Single Point of Contact
 - Name of Person with binding authority to enter into contracts
- Describe your company's purpose, mission and values and explain how they will support the relationship with Union County by providing the services listed in this RFP.
- Describe general characteristics that differentiate your company from others in the industry. Include any special advantages your services and system provides.

- Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: “The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete.”

TAB B – PROPOSED SOFTWARE SYSTEM AND IMPLEMENTATION PLAN

Describe your proposed software and the approach for implementing the proposed system. At a minimum, the plan should address the following:

- Provide a detailed description of the software solution, explaining the technical capabilities and features of the proposed product
- Provide a schedule to implement the proposed software system. This should include time to review and access current processes and technologies and a timeline for the integration of the new system.

TAB C- PROJECT STRATEGY AND WORK PLAN

As appropriate to the task, and under the direction of the OWNER, the FIRM shall implement an Agile task management approach to the following:

- A brief description of each task and its work products. Include milestone, associated work products and desired outcomes.
- Include the items listed in Tab C above in the detailed project plan.
- Describe the Warranty and Maintenance Plan (annually).

TAB D – COMPANY EXPERIENCE

Provide a list of three (3) projects similar to the size and scope of Union County where a Project and Portfolio Management System was implemented. Include location and contact information. Please include with such list any governmental agencies in North Carolina for which you provided similar services as those requested within this RFP.

TAB E – FEE SCHEDULE INFORMATION

Provide a clear, affordable and easy to follow pricing proposal. The Proposal must contain a fee schedule for the proposed software, hosting costs, licenses, warranty, and training, maintenance/upgrades that includes estimated hours, rates, and overall price. Any hourly rate shall be all inclusive of administrative, travel or other cost that the firm expects to charge.

- Fee for software package

- Fee for licensing for the first three years
- Fee for implementation services
- Fee for customization and report template development
- Fee for onsite and online training
- Fee for cloud services – optional
- Fee for hosted solutions – optional
- Fee for maintenance for a minimum of three (3) years and provide pricing for each additional year, up to five years

TAB F - REQUIRED FORMS

Please complete required forms:

- Appendix A – Proposal Submission Form
- Attachment B-Addenda Receipt and Anti-Collusion

SECTION 6 - EVALUATION CRITERIA AND SELECTION PROCESS

6.1 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, do not contact any member of the Union County Board of Commissioners or any member of the Union County staff regarding the subject matter of this RFP until a selection is made, other than the County's designated procurement contact person identified in the introduction to this RFP. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
2. The Owner will establish an RFP Evaluation Team to review and evaluate the Proposals. The RFP Evaluation Team will evaluate the proposals independently in accordance with the published evaluation criteria. The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and cost standpoint. Union County reserves the right to conduct interviews with a shortlist of selected respondents (not required).
3. A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.
4. More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.
5. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the proposals.

6. At the Owner’s discretion, it will initiate negotiations with the Preferred Offeror. The “Preferred Offeror” is the Offeror that the Owner determines achieves the apparent best overall score/ranking. If the Owner is unable to execute a contract with the Preferred Offeror, negotiations with the Preferred Offeror may be terminated, and provided that such negotiations are terminated in writing, the Owner may proceed to negotiate with the next Preferred Offeror. The Owner will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owner’s sole discretion.

6.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the vendor that represents the best value solution for the County.

In the evaluation and score/ranking of Offerors, the Owner will consider the information submitted in the proposal as well as the meetings with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

Evaluation Criteria	Weight
Company Background and Experience	25%
Proposed Software System and Implementation Plan	40%
Project Strategy and Work Plan	25%
Fee schedule information	10%

- a) After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to interviews. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights.

Interview Evaluation Criteria	Weight
Vendor Demonstration of Product -Software functionality (all applicable elements) - Live demonstration of configuring and adding information into system (back-end system demo) - Live demonstration of system with real project and program data (front-end system demo)	70%
-Fee/Cost, Quality and Relevance on Interview as it Relates to the Scope of the RFP	30%

SECTION 7 - GENERAL CONDITIONS AND REQUIREMENTS

7.1 TERMS AND CONDITIONS

The contract award may have an initial term of three (3) years with two (2) one year renewal options at the County’s discretion, pending annual budget approval. All payroll taxes, liability and worker’s compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

The Owner reserves the right to terminate the Contract at any time during the Contract Period for any reason including, but not limited to, poor performance, poor quality of work, safety violations, slow or non-compliance with the Contract requirements, lack of regard for local and State agencies and the public, and failure to address punch-list issues that arise.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review upon award of contract.

Union County has the right to reject any or all proposals, to engage in further negotiations with any firm submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept the proposal that best serves its needs, as determined by County officials in their sole discretion.

Union County reserves the right to award to multiple vendors.

7.2 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single firm or multiple firms may propose the entire solution. If the proposal by any firm requires the use of subcontractor, partners, and/or third-party products or services, this must be clearly stated in the proposal. The firm submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by subcontractor.

7.3 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

7.4 EXCEPTION TO THE RFP

An “exception” is defined as the Service Provider’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Service Provider provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider’s solution, must be described in detail.

7.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Vendor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 180 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked “Modification of Proposal – “2021-046 Project and Portfolio Management Software” Oral, telephone, or fax modifications or corrections will not be recognized or considered.

7.6 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

7.7 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

7.8 DRUG-FREE WORKPLACE

During the performance of this Request, the Firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

7.9 LICENSES

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

7.10 E-VERIFY

Offeror(s) shall utilize the U.S. Department of Homeland Security’s E-Verify system to confirm the employment eligibility of all persons employed by the Offeror(s) during the term of the Contract to perform employment duties within North Carolina and all persons, including subcontractors, assigned by the Offeror(s) to perform work pursuant to the contract with the County, as may be required by North Carolina statutes.

7.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS’ COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer’s Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)
Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Each Occurrence
\$1,000,000 Personal and Advertising Injury Limit

- C. **COMMERCIAL AUTOMOBILE LIABILITY**
(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000 Combined Single Limit - Any Auto

- D. **PROFESSIONAL LIABILITY**
(only for any agreement providing professional services such as engineering, architecture, surveying, consulting services, etc)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.

- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:

Union County
Attention: Keith A. Richards, Risk Manager
500 N. Main Street, Suite #130
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

7.12 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

----- *Remainder of Page Is Blank* -----

Attachment A – Proposal Submission Form
RFP # 2021-046
Project and Portfolio Management Software

This Proposal is submitted by:

Provider Name: _____

Representative (printed): _____

Representative (**signed**): _____

Address: _____

City/State/Zip: _____

E-mail Address: _____

Telephone: _____
(Area Code) Telephone Number

Facsimile: _____
(Area Code) Fax Number

It is understood by the Offeror that Union County reserves the right to reject any and all Proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and rebid this RFP. Proposal is valid for one hundred and twenty (120) calendar days from the Proposal due date.

Offeror _____ Date _____

Authorized Signature _____

Please type or print Name _____

Attachment B – Addenda Receipt and Anti-Collusion
RFP # 2021-046
Project and Portfolio Management Software

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check these sites for this information.

ADDENDUM #:	DATE ADDENDUM DOWNLOADED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

(Please Print Name)

Date

Authorized Signature

Title

E-Mail Address

Company Name

**ATTACHMENT C – VENDOR PAYMENT NOTIFICATION
RFP # 2021 – 046**

FOR INFORMATIONAL PURPOSES ONLY. DO NOT INCLUDE WITH BID

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ATTENTION: ACCOUNTS PAYABLE VENDORS

As part of our Fraud Prevention Program, Union County now prefers two methods for payments to vendor accounts. These methods allow for faster and easier payments to vendors.

The first and preferred method available is to accept a VISA card payment from the County. If you accept payment via VISA, payment is made at the time of the transaction or upon receipt and approval of the invoice.

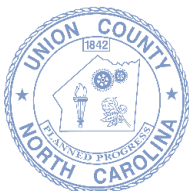
The second method is an Electronic Funds Transfer. (EFT) This means that you will receive payment of invoices due directly into your bank account. With this method, you will get an email confirmation giving you the date, invoice numbers, and total amount paid. Your payment will be available to you on Monday (or the first banking day if Monday is a bank holiday) following receipt of an approved invoice from the County department invoiced.

An EFT Enrollment Form to enroll in the program is attached for your convenience. You can also visit the Union County website at www.unioncountync.gov at any time to get a new form if your banking information changes. If the banking information changes and you do not notify us, it will delay receipt of payment for invoices.

If you wish to receive payment via the County's VISA card, please contact Alex Whitaker at 704-283-3538 or Christi Climbingbear at 704-283-3543, or send an email to alex.whitaker@unioncountync.gov and you will be added to the list of vendors accepting the VISA card method of payment.

Union County prefers all vendors participate in one of the two methods described above.

Thank you in advance for your participation.



Please return this completed form and supporting documents to:



Union County -Finance Office
Suite 714, 7th Floor, 500 N. Main Street, Monroe NC 28112

Phone: (704) 283-3886 Fax: (704) 225-0664

Email: ap@unioncountync.gov

Authorization for payment via Electronic Funds Transfer (EFT)

Initial Enrollment

Change Information

Today's Date _____

Company Name _____

Street Address _____

City, State, Zip _____

By signing below, I hereby authorize Union County to electronically deposit funds into the account indicated below. I understand that if my banking information changes and Union County is not made aware of this change, then payment may be delayed.

Bank Name _____

Address _____

City, State, Zip _____

Routing/ABA # _____ Bank Acct No. _____

Payment Notification: I hereby authorize the following individual to receive an email notification of payment details for all funds deposited to the above account by Union County.

Name & Title _____

Email Address _____

Phone Number _____

Officer Name & Title _____

Phone Number _____

Signature: _____

FOR ACCOUNT VERIFICATION, PLEASE ATTACH A VOIDED CHECK.

This authorization will remain in effect until Union County has received written notice to discontinue.

Print Form