

<b>CONTRACT AWARD</b>	
<b>CC2023-04 NEW FINANCIAL/ACCOUNTING SOFTWARE SOLUTION FOR THE COUNTY OF MERCER</b>	
<b>RESOLUTION: 2023-215</b>	
<b>CONTRACT TERM: APRIL 1, 2023 THROUGH MARCH 31, 2025</b>	
NAME OF RESPONDENT	EDMUNDS GOVTECH
ADDRESS	301 TILTON ROAD
CITY, STATE, ZIP	NORTHFIELD, NJ 08225
CONTACT	ROBERT EDMUNDS
TELEPHONE	609-645-7333
FAX	609-645-3111
E-MAIL	<a href="mailto:BJEDMUNDS@EDMUNDSGOVTECH.COM">BJEDMUNDS@EDMUNDSGOVTECH.COM</a>
NJ SAVI DESIGNATION	N/A

Approved as to Form and Legality

Date

March 23, 2023

.....  
County Counsel

COUNTY EXECUTIVE AND CLERK TO THE BOARD AUTHORIZED TO EXECUTE A COMPETITIVE CONTRACT WITH EDMUNDS GOVTECH TO PROVIDE A NEW FINANCIAL/ACCOUNTING SOFTWARE SOLUTION FOR THE COUNTY OF MERCER FOR A PERIOD OF TWO (2) YEARS WITH AN OPTION TO EXTEND FOR ONE (1) YEAR. PERIOD: APRIL 1, 2023 THROUGH MARCH 31, 2025. TOTAL AMOUNT NOT TO EXCEED: \$244,622.00 (YEAR ONE \$152,245.00; YEAR TWO \$92,377.00) (CC2023-04)

WHEREAS, PL 1999, C.440 of the Laws of the State of New Jersey permit the use of competitive contracting for specialized goods or services defined in the Act; and,

WHEREAS, software solutions are eligible for competitive contracting, as per N.J.S.A. 40A:11-4.1(b)(3); and,

WHEREAS, the Mercer County Board of County Commissioners has approved Competitive Contracting for a new financial/accounting software solution for the County of Mercer, as per Resolution No. 2022-828, adopted December 8, 2022; and,

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Clerk to the Board

RECORD OF VOTE													
COMMISSIONERS	Aye	Nay	N.V.	Abs.	Res.	Sec.	COMMISSIONERS	Aye	Nay	N.V.	Abs.	Res.	Sec.
Cimino	X						Melker	X					
Frisby				X			Stokes	X				✓	
Lewis	X						Walter	X					
McLaughlin	X					✓							
X—Indicates Vote      Abs.—Absent      N.V.—Not Voting Res.—Resolution Moved      Sec.—Resolution Seconded													

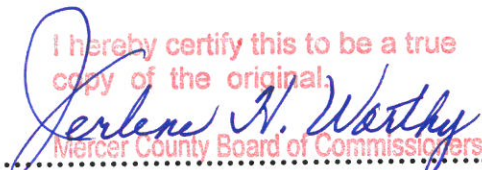
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WHEREAS, the Temporary Chief Financial Officer of Mercer County has certified in writing the availability of funds for the purposes set forth in this Resolution; said certification is on file with the Clerk to the Board and such funds are contingent upon the inclusion in and adoption of the 2023, 2024 and 2025 Mercer County Budgets; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that a notice shall be published stating the nature, duration, service, amount of the contract and the name of the vendor and a statement that the Resolution and contract are on file and available for public inspection in the Office of the Clerk to the Board of County Commissioners, for the awarding of Contracts through Competitive Contracting; now, therefore,

BE IT RESOLVED, that:

1. The County Executive and Clerk to the Board are hereby authorized to execute a Competitive Contract with Edmunds GovTech, 301 Tilton Road, Northfield, NJ 08225 for a new financial/accounting software solution for the County of Mercer for the period of April 1,2023 through March 31,2025 with an option to for a one (1) year period in a total amount not to exceed \$244,622.00.
2. Notice of this Resolution shall be published in The Trenton Times, Trenton, New Jersey, within ten (10) days of passage, as required by law.
3. The Clerk to the Board shall forward one (1) certified copy of this Resolution, together with an executed copy of said Contract to the Temporary Chief of Finance and to the Purchasing Agent for further distribution.

I hereby certify this to be a true  
copy of the original.  
  
Mercer County Board of Commissioners  
.....  
Clerk to the Board

## CC2023-04

# SPECIFICATIONS FOR A NEW FINANCIAL/ACCOUNTING SOFTWARE SOLUTION FOR THE COUNTY OF MERCER

### **INTENT**

The County of Mercer is requesting proposals for a software, installation, configuration, training, maintenance, support and hosting services for a new Financial/Accounting System to replace the County's existing financial/accounting software solution.

### **PROJECT AND SCOPE**

Software solution selected will manage the following functions:

- General Ledger / Financial Reporting
- Accounts Payable
- Accounts Receivable / Cash Collections and receipting
- Bank Reconciliation
- Budgeting
- Fixed Assets
- Inventory
- Project Accounting
- Purchasing and Requisition to include purchase order creation, approval, tracking and commodity codes
- Contract Management
- Implementation and training

### **PROJECT OVERVIEW**

- Proposal of a solution that best meets the needs outlined in this RFP.
- Total cost to complete will be strongly considered.
- Ability to manage project through go live (dedicated project manager or team).
- Ability to provide data migration services.
- Ability to provide user training (pre, post, and throughout go live). Currently, we have approximately 80 active users.
- Ability to provide administrator and power user training.
- Proven ability to support the product and end users throughout the product lifecycle.
- Proven record of excellent and timely customer service.
- The project will include the following key components:
- Project management throughout the process from project kickoff through user acceptance.
- Migration and validation of data.
- Installation and implementation of the software package.
- Training on the new software package (pre-implementation, at go-live, and post/follow up training).

The preferred solution provider will need to demonstrate the ability or comprehensively meet the objectives outlined in the attached spreadsheet. **Please select available or not available in the spreadsheet. (Exhibit A)**

## **TECHNICAL SUPPORT**

Ongoing technical support and software updates to maintain compliance and to provide for bug fixes and product enhancements. Each proposal must include a full description of the software Respondent's standard maintenance and support agreements including annual costs.

These maintenance agreements must provide for periodic updates to the software for product enhancements, bug fixes and regulatory compliance, etc. Each proposal must fully document the Respondent's upgrade policy including any costs for upgrades outside the standard maintenance contract. When describing telephone support, proposals must specify all conditions (Include availability times and escalation processes) for its use by both end-user and technical staff.

## **RESPONDENT EXPERIENCE**

The Respondent must be thoroughly familiar with the application areas specified and have an installed base of customers currently using the proposed products. The Respondent shall have the staff, technical, and financial resources to reliably install and support the proposed system. The

Respondent shall document its experience in providing software solutions to Government Agencies, the qualifications of staff who will be assigned to this project.

## **PRODUCT COST, FEES AND RELATED INFORMATION**

The Proposer shall submit a cost proposal including a total implementation cost and recurring costs, if any, and shall cover all cost categories listed below:

1. Software product cost including all modules that cover the functionality.
2. Software product cost broken down by modules
3. Information on product pricing structure (e.g. License Based; Transaction Based).
4. Recommended / certified implementation partners, if any.
5. Professional services fee.
6. Estimated Project Duration.
7. Costs associated with trainings.
8. Annual maintenance; support structure and inclusions, e.g. Tier 1, Tier 2 Support, SLA, Mode of Support, Upgrades, and Updates.
9. Post-production professional services.
10. Any additional/add-on infrastructure or hardware requirements.
11. Any anticipated future price fluctuations.

## **PROPOSAL FORMAT REQUIREMENTS**

### **1.Executive Summary**

Provide a brief non-technical overview of the Vendor's business including the range of products and services offered.

Company Profile — Provide a history of the business and resumes of key staff to be involved in system installation and support including the names and qualifications of all training personnel.

## **2. Hardware Specifications**

Describe in detail each item of hardware proposed, the configuration proposed, operating characteristics and any recommended and/or optional hardware.

## **3. Application Software Modules**

Describe the specific products and services to be provided by the Respondent, including warranty information covering all software being proposed.

## **4. Implementation Plan**

Provide a detailed overview regarding the implementation of the proposed software system. Include information on system setup, training and installation schedule.

## **5. Technical Support**

Provide a detailed overview of your ongoing support. Include relevant information regarding upgrades and releases.

## **6. References**

## **7. Proposal Costs**

## **8. Attachments**