



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, the Bonaventure Development District, and the Indian Trace Development District (collectively known as the "City") will be accepting sealed proposals for:

### **ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE AND IMPLEMENTATION SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2017-05**

With this Request for Proposals ("RFP"), the City of Weston, FL (the "City") desires to purchase or otherwise acquire rights to use an Enterprise Resource Planning ("ERP") System that meets the requirements identified in this RFP. The City requires that any proposal for an ERP also include professional services necessary to implement the system. The City's business model is to outsource business functions. Proposers offering hosted services or software as a service ("SaaS") systems are encouraged to propose.

#### **PROPOSAL SUBMITTAL DEADLINE**

Sealed proposals will be received by the City Clerk until **11:00 a.m., local time, June 27 July 6, 2017** (the "Proposal Submittal Deadline") at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida, 33326. The time displayed on the official clock at the City Hall Reception Desk shall govern. Proposals received after this time will be returned unopened. The Sealed Proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of the Proposal will be made at a City Commission meeting.

#### **AVAILABILITY OF RFP DOCUMENTS**

Proposal documents are ONLY available for electronic download from Onvia DemandStar at: <http://www.demandstar.com> and from BidSync at <http://www.bidsync.com>. The RFP may also be examined at Weston City Hall, location referenced above.

#### **PRE-PROPOSAL CONFERENCE**

A pre-proposal conference shall be held on **Tuesday, June 6, 2017 and begin promptly at 10:00 A.M.**, local time, at the Weston Administrative Services Center, located at 17250 Royal Palm Boulevard, Weston, Florida 33326. All Proposers planning to submit a proposal are welcomed to attend this conference. Proposers shall allow sufficient time to ensure arrival prior to the indicated time.

#### **QUESTIONS**

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to Cindy Tao, Accounting Manager, by first class mail at 17200 Royal Palm Blvd, Weston, Florida 33326, or by e-mail at [ctao@westonfl.org](mailto:ctao@westonfl.org) with "ERP Software and Implementation Services RFP" in the subject line or fax 954-385-2010 by 5:00 pm, local time, June 13, 2017 (Questions Deadline).

#### **CONE OF SILENCE**

A Cone of Silence is imposed upon publication of this Notice to Proposers. The Cone of Silence prohibits communications with the following individuals pertaining to this RFP:

Daniel J. Stermer, Mayor;  
Margaret Brown, Commissioner; and  
Toby Feuer, Commissioner; and  
Thomas M. Kallman, Commissioner; and  
Byron L. Jaffe, Commissioner

Bryan Cahen, Budget Director - Selection Committee Chair  
Karl Thompson, Director of Public Works - Selection Committee Member  
Ana Rodriguez, Accounts Payable- Selection Committee Member  
Dana Sampson, Accounts Receivable- Selection Committee Member  
Ethan Bradley, Senior Systems Analyst, Selection Committee Member Alternate

Any member of the Protest Committee, if and when established.

The details of the City's Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

#### **RIGHTS RESERVED**

The City Commission reserves the right to reject any and all proposals, to waive any informality in a proposal and to make awards in the best interest of the City.

Patricia A. Bates, MMC  
City Clerk  
City of Weston

*Published on: Tuesday, May 23, 2017*