



REQUEST FOR PROPOSAL (RFP) NO. 24-07

**RISK MANAGEMENT INFORMATION SYSTEM (RMIS) AND
IMPLEMENTATION SERVICES**

Submission Deadline: 5 p.m. on October 9, 2023



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NOTICE OF REQUEST FOR PROPOSALS

August 31, 2023

Re: Notice to Contractors – Request for Proposals (“RFP”) No. 24-07 – Risk Management Information System and Implementation Services

Notice is hereby given that the City of Escondido, a California municipal corporation (“City”), is soliciting proposals from qualified contractors to provide, implement, and support a fully integrated Risk Management Information System (“RMIS”).

Prospective contractors must submit one electronic proposal **no later than 5 p.m. PDT on October 9, 2023** (“Submission Deadline”). The proposal must be uploaded to <https://app.sharebase.com/#/folder/1108/share/583-iwnqSXOySBFpA-8DBXZK428agtg> before the Submission Deadline. Any proposals uploaded after the Submission Deadline will not be accepted. Proposals must be clearly labeled “RFP No. 24-07- RMIS and Implementation Services - Company Name”.

The complete RFP including instructions can be viewed on the City’s website at <https://www.escondido.org/purchasing>. There will be **no public opening of the proposals**. Proposals will be treated as confidential until the contract is awarded or recommended for award.

Questions or comments concerning this RFP must be submitted via e-mail to Lorena Rocha, Budget Manager, at purchasing@escondido.org, no later than 5 p.m. PDT on September 5, 2023 (“Questions Deadline”). Any questions or comments regarding this RFP received after the Questions Deadline will be disregarded. Emails concerning this RFP should state the following in the subject line: “RFP No. 24-07 – RMIS and Implementation Services - Company Name.” Any communication regarding or relating to this RFP with any City employee or official other than the Budget Manager is strictly prohibited. A summary of questions from prospective Contractors and City responses will be posted on the City’s website at <https://www.escondido.org/purchasing> by 5 p.m. PDT on September 28, 2023.

Each proposal shall be in accordance with specifications, instructions, and information contained in this RFP. The City reserves the right to reject any or all proposals for any reason it deems necessary, to waive defects or irregularities in any proposal, and to accept the proposal deemed the most advantageous to the City. This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a response to this request.

Sincerely,

Lorena Rocha
Budget Manager

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I.1 Introduction

The City of Escondido, a California municipal corporation (“City”) is soliciting proposals from qualified software contractors, systems integrators, implementation partners and/or Value-Added Resellers (“VARs”), who can demonstrate organizational, functional, technical capabilities, experience, expertise, and qualifications necessary to provide and support a fully integrated and proven Risk Management Information System (“RMIS”) that meets the City’s needs. The City is seeking an integrated “off the shelf” solution that will meet its core Public Sector Risk Management and Occupational Safety regulatory and reporting requirements with minimal modifications, to provide increased efficiency and improved functionality (“the Project”).

The proposed RMIS can be an on-premise solution or Software as a Service (“SaaS”) solution, but shall include both implementation and ongoing maintenance and support services. The City’s goal is to select and begin implementation of a new RMIS solution in the first quarter of 2024.

The City intends to award a contract resulting from this RFP to a responsible contractor that best meets the City’s objectives and qualification criteria. The contractor awarded the Project (“Contractor”) shall enter into a services agreement in substantially the same form as the City’s standard Public Service Agreement, which is attached to this RFP as [Exhibit A](#) and incorporated herein by this reference. Contractor shall enter into the public services agreement within 30 days of the City’s notice of award of the Project.

I.2. Federally Assisted Project

The contract resulting from this solicitation (“Contract”) will be federally assisted. Coronavirus State and Local Fiscal Recovery Funds (“CSLFRF”) will be used to fund all or a portion of this Project, and as such the Contractor shall comply with all applicable federal laws, regulations, executive orders, CSLFRF policies, procedures, and directives; and comply with any applicable sections of 2 CFR Appendix II Part 200 relating to required contract provisions for federal awards, federal contract provisions are attached hereto as [Exhibit B](#) and incorporated herein by this reference.

I.3 Background

The City of Escondido is located in north San Diego County, approximately 30 miles north of the City of San Diego, California. The City of Escondido is an established community incorporated on October 8, 1888 under the general laws of the State of California. The City’s current population is approximately 152,200.

The City of Escondido is a full-service city that operates under a City Council/City Manager form of government. Day-to-day activities of the City are carried out under the direction of the City

Manager. The City provides the following services to its citizens: Police, Fire, Water, Wastewater, Streets, Planning, Engineering, Building, and Community Services.

The General Fund Operating budget for 2023/24 is \$130.9 million and the total operating budget for the same year is \$568.5 million. The City has a total of 739 full-time employees, with a payroll of approximately 973 people.

The City is currently in the process of migrating to WorkDay from Oracle PeopleSoft Enterprise for its Financials, Human Resources and Payroll functionality. The version of Peoplesoft the City is running is 9.2. The City has put its Peoplesoft environments into a sustaining support mode; these are not being actively updated, but are being patched for regulatory and security requirements. Several RMIS functions are being tracked in custom developed screens, tables, and reports in the PeopleSoft systems.

The City has approximately 400 PCs and 250 servers and virtual machines. City employees are located at 23 locations throughout the City. The City employs various connectivity methods across the City including City owned wireless links, fiber, ethernet and cellular connections. For voice communication we have an internal VOIP PBX, and many employees also have city owned cell phones. The City's standard network operating system is Windows Server 2019, transitioning to Server 2022. The standard desktop operating system is Windows 10, transitioning to Windows 11 Clients.

I.4 Objective

The City is seeking an integrated solution that will meet its core requirements with minimal modifications or customizations. The goal is to optimize system utilization for all users, improve response times, reduce errors, reduce manual efforts, improve analytical capabilities and improve customer service. The City intends to minimize its total cost of ownership without any degradation in performance and level of service and to implement a system which can remain on the upgrade path with minimal cost and business impact. The RMIS selected must provide the following:

- a. Compatibility with the City's technology strategic objectives.
- b. Ability to interface with our Workday ERP system (target go-live July 2024)
- c. A complete solution that has been successfully implemented in the last 18 months for public agencies of comparable size and that follows best RMIS solution practices.
- d. Alignment with the functional requirements as defined in this RFP.
- e. A solution that requires no (or minimal) modification to base code, but is configurable to meet the needs of the City now and into the future.
- f. A system for which the patching and upgrading process is simple and streamlined, or is completely performed by the Contractor.
- g. An intuitive interface and an easy learning curve to facilitate rapid adoption and minimize the need for internal/external on-going training services.

- h. A system that is stable, secure, and accessible and supports business processes, service delivery and transparency.
- i. A software Contractor with an ongoing and sustainable product and corporate strategy to avoid obsolescence.
- j. Comprehensive library of standard reports and tools for end user ad hoc reporting and queries.
- k. Fostering of collaboration and process efficiencies between departments.
- l. Easy integration with other internal and third-party systems.
- m. Compliance with Federal, Industry, and State of California requirements.

I.5 RFP Schedule

The following is the City’s best estimate of deadlines relating to this RFP and are not binding on the City. The City expressly reserves the right to make modifications to the estimated deadlines and dates described in this Section I.5 as necessary:

Milestone	Deadline
RFP Issue Date	August 31, 2023
Question Submittal Due	September 7, 2023
City Response to Questions	September 14, 2023
Submit Follow-up Questions and Pricing Assumptions	September 21, 2023
City Response to Follow-up Questions and Pricing Assumptions	September 28, 2023
Proposals Due	October 9, 2023
Contractor Short List Identified	October 23, 2023
Contractor Notification and Delivery of Short List	October 30, 2023
Software Demos/ Interviews	November/December, 2023
Final selection and notification to Contractors	November/December, 2023
Contract Negotiations	December 2023/January 2024
Tentative Contract Award Date	January, 2024
Implementation Kick-off	January, 2024

I.6 Contract Selection Process

This RFP process seeks to find the best overall solution for the City’s investment. The evaluation process is intended to help the City select the Contractor and Software Solution with the best combination of attributes, including but not limited to total cost of ownership, ease-of-use, ease of maintainability, performance, reliability, innovation, vision, flexibility, stability, sustainability, Contractor viability and Contractor capacity to successfully implement the selected applications.

The Contract award shall be made to the most qualified Contractor(s) whose proposal is determined to be the most advantageous to the City taking into consideration the Contractor's qualifications, price, performance history and other relevant criteria. Other relevant criteria that may contribute to the selection process include but are not limited to the following:

- Project approach and understanding of the City's objectives and requirements
- Contractor's implementation methodology and implementation success
- Feedback from municipal customer references and industry peers
- Compliance with the City's terms and conditions
- Ability to meet the City's requirements including software modules, functionality, usability, performance, flexibility, integration, technology, and security
- Ability to meet ongoing regulatory requirements of the U.S. Federal Government, State of California, as well as those of any other agency or industry group the City is required to comply with
- Contractor's installed base and experience with similar municipalities in the State of California
- Integration with other City systems
- Total cost of ownership- Initial purchase, implementation costs, and ongoing support/subscription costs.

As part of the evaluation, the City reserves the right to request additional information, ask for Web demo(s), conduct conference calls to review the response, or take any other action necessary to perform a thorough and objective evaluation of each Contractor's response. This evaluation may include, but is not limited to, conducting customer reference checks, speaking to other agencies who have experience with the Contractor and/or software, and reviewing any other information about the Contractor and its solution (e.g. performance, viability, technology, mergers and acquisitions, organizational changes, litigation, industry analyses, etc.)

The City also reserves the right to require that a subset of finalist Contractors make a presentation and conduct a scripted product demonstration to its selection team at a location and time chosen by the City.

I.7 Scope of Work

The successful Contractor shall be responsible for the final City approved design, installation, implementation, and commissioning of the RMIS, including development of user acceptance testing, system integration and connectivity to existing resources. Knowledge transfer and the ability to take ownership of the solution at the completion of the project is of paramount importance to the City. To this end, the Contractor(s) will work closely with both functional and technical expert City employees during the project. Once the project is complete, it's the City's desire that our key internal personnel will be fully versed in the operation and support of the solution, and will be able to continue to refine setup and conduct any needed ongoing internal

training on the solution. The City expects the Contractor to perform the required services in a timely and professional manner.

The scope of work includes, but is not limited to, the Project as described in the Key Functional and Technical Requirements which are attached hereto as [Exhibit C](#) and incorporated herein by this reference. If the Contractor feels additional tasks are warranted to properly perform the Project, the additional tasks must be clearly identified in the proposal.

1.8 Subcontractors

The City will consider proposals from single Contractors or from multiple Contractors working as a team. In the event multiple Contractors submit a proposal together, the City expects that there will be one prime Contractor that will be responsible for the entire project and for coordinating the work of the other sub-contractors. The prime Contractor will be responsible for verifying the experience and qualifications for any outsourced work to sub-contractors. The Contractor is also responsible for paying its employees and any sub-contractors the Contractor hires.

Whether implementation is handled by the software Contractor or a certified third party, services should be provided by experienced RMIS experts who have successfully implemented the proposed solution at comparable municipalities with similar requirements for the modules in scope.

1.9 Proposal Format

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content, cost effectiveness of the proposal, and adherence to the presentation structure required by this RFP and not on volume. All proposals and accompanying documentation will become the property of the City and will not be returned. Proposals must be uploaded to the link specified in the Notice of Request for Proposals. Contractors uploading their proposals should allow sufficient time to ensure successful upload of their proposals by the time specified in this RFP. Contractors are fully responsible to ensure that their proposal is uploaded prior to the Submission Deadline. Corrupted files and incomplete submissions will not be considered. The Contractor must hold the prices in its offer firm for 180 calendar days from the date specified for receipt of proposals, unless another time period is specified in an addendum to the solicitation.

Contractor responses should be provided in the order and format outlined in the chart below. Proposals should include each section detailed below in the order presented. Use the numbering system noted in this table including Section and Sub-Section (e.g. 2.a, 2.b, 2.c, etc.).

Failure to address all items will impact the evaluation and may classify the response as non-responsive and preclude the proposal from further consideration.

Proposal Requirements and Preparation Guidelines		
--	Table of Contents	A Table of Contents that identifies the sections included in the RFP response.
1	Cover Letter	<p>A transmittal letter addressed to the contact person identified in the Notice to Contractors. Include any other information called for by this RFP that the proposer deems relevant, and provide the names, titles, phone numbers and email addresses of the persons who will be authorized to make representation for Contractor’s organization.</p> <p>The Proposal must be signed by an official authorized to legally bind the Contractor using the Signature Page attached hereto as Exhibit E and incorporated herein by this reference.</p>
2	Contractors Qualifications and Experience	<p>A summary of the qualifications and experience of the Contractor including the following:</p> <ol style="list-style-type: none"> a. An overview description of the Contractor’s qualifications related to the requirements described herein. b. List the most significant projects successfully implemented by the Contractor in the past five years similar to the scope described in this RFP for government agencies of similar size to the City and/or in larger agencies. c. Number of years the firm has provided the products and services outlined in the RFP. d. Name of the Principal or Project Manager who will have direct and continued responsibility for the project. This person will be the City’s staff contact on all matters dealing with the Project and will handle the day-to-day activities through completion. e. Resumes for all persons assigned to the proposed implementation team, including a listing of their job responsibilities for this Project. f. Identify any services that will be outsourced to a sub-contractor. Describe the role and experience of any subcontractors participating in this Project and the history of the Contractor and subcontractor business relationship.
3	Key Functional and Technical Requirements	Using the form provided as Exhibit C complete the requirements document following the instructions provided on the form. Each item should have a ranking and a specific qualitative comment about how the software supports the requirement.
4	Implementation	<p>An overview of Contractor’s implementation methodology including but not limited to the following:</p> <ol style="list-style-type: none"> a. Project Plan: define all phases, tasks, and timeline. b. Recommendation as to an implementation by phase or all modules at one time. The City’s goal is to be live on as many modules as possible by July 1, 2024.

		<ul style="list-style-type: none"> c. City Resources: IT and business roles, responsibilities, average estimated time per month by functional area. Indicate any additional resources needed. d. Contractor Resources: roles, responsibilities, average estimated time per month. e. Process Improvement: approach to process improvement through implementation. The City's preference is to modify processes where necessary to leverage best practices offered by the software. f. Data Conversion: tools, methodology, experience with conversions from Oracle Peoplesoft Enterprise, recommendation for data to be converted. g. Environments available including Production, Test, Train, etc. h. Testing: approach, resources available, documentation provided, etc. i. Training: approach, on-site, online, resources available, documentation provided. The City prefers a hybrid mix of training services; Contractor led and train the trainer. j. Integration: approach, tools, experience. k. Post Go-Live Implementation Support.
5	Support	<p>Support services offered and recommended including:</p> <ul style="list-style-type: none"> a. System Administration: performance monitoring, tuning, loading of patches, regulatory updates, and version releases. b. Disaster Planning and Recovery. c. User Groups, Conferences, Community Forums, Knowledge Base, etc. d. End User Support: numbers of staff offering user support, hours of service, average and guaranteed response time, ticketing system used, escalation process, user forums, etc. e. Software Upgrades: timing, support provided, documentation. f. Documentation: description and examples of user, administrator, and technical system references and help materials, e.g., procedures, definitions, configuration, ERD, API's, etc.
6	Information Technology	<p>Specific Technology topics to review for the proposed solution include:</p> <ul style="list-style-type: none"> a. On Premises vs. Cloud or Hosted solution. b. If Cloud or Hosted, where does data reside? What are the City's options to access or retain data for the long term? c. Hardware specifications. d. Diagram of proposed server(s) for typical implementation. e. Database diagrams and data dictionary f. Mobile hardware and operating system specifications. g. Support for Service-Oriented Architecture. h. Integrations Strategy. i. APIs offered and languages supported. j. Remote access capabilities. k. Languages, structures or frameworks used e.g., .NET architecture, SQL, etc. l. Define maintenance responsibilities; Contractor and City for On-Premises, Cloud or Hosted. m. Estimated IT Department support time per month after go-live.

7	Training: Post Go Live	Training resources provided for technical and user training post go-live; approach to delivery, training materials provided and available online tutorials, etc.
8	References	Using the form provided as Exhibit D , which is attached hereto and incorporated herein, provide five references that are similar in size and scope to this Project. Indicate the degree to which the references have implemented your solution. Three references shall be current customers and two references should be previous customers.
9	Contract Performance	<ul style="list-style-type: none"> a. Indicate if during the past five year the Contractor has had a contract terminated for convenience, non-performance, or any other reason, or has entered into legal action with a customer. Describe the situations including name and address of a contracting party and circumstances. b. Disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, audit, corporate acquisition, unpaid judgments, or other action that could have an adverse impact on their ability to meet the requirements of the contract. c. Included a statement indicating whether the Company has filed for bankruptcy protection within the last five years. d. Indicate any significant financial changes during the last two years or any anticipated significant financial changes in the next two years.
10	RFP Exceptions	Using the form provided as Exhibit E , which is attached hereto and incorporated herein, specifically identify exceptions to this RFP from any section. Identify a preferred workaround or alternative to each exception.
11	Exceptions to Contract	If there are any, provide high-level review comments to the standard City contract terms outlined in the body and Exhibits of this RFP.
12	Contractor Contract Samples	Provide contract templates proposed by Contractor including but not limited to Software License, SaaS License, 3 rd Party Agreements, Maintenance, Services, Service Level Agreements, Remote Access, etc.
13	Non-Collusion Certificate	Complete the Non-Collusion Certificate form provided as Exhibit G which is attached hereto and incorporated herein by this reference.
14	Cost Proposal	<p>Using the Cost Proposal form provided as Exhibit I, which is attached hereto and incorporated by this reference, complete the pricing summary for the user counts defined in this RFP. Pricing must be complete and list any available discounts. The offer must be firm and irrevocable valid for a least 180 days. Cost proposal must include all one-time and recurring costs. Provide estimates of total hours and hourly rates associated to each line item for services costs for implementation. Estimates for implementation services should include but not be limited to:</p> <ul style="list-style-type: none"> e. Implementation of the software f. System configuration

		<ul style="list-style-type: none"> g. Training h. Data conversion i. Interfaces or integration j. Travel estimate k. Post Go-Live Support <p>Additional backup documentation that supports the pricing summary page should be provided in this section.</p>
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I.10 System Applications

The primary focus of this RFP is to replace the current RMIS in the Human Resources Information System (HRIS) with an RMIS that meets the specific requirements of the City and fully integrates with Workday. The City would like to review optional modules offered by Contractors to support other functional areas.

The proposed RMIS system must include the following:

Location and Property Management
Incident Management
Claims Management
Safety Management
Occupational Health
Process Safety Management
Training
Audits and Inspections
Vehicle Accident Tracking
Driver Monitoring

The following chart lists other City applications used that will be interfaced or integrated to the RMIS:

Application	Function	Integrate/Interface
CityWorks AMS	Utilities/Public Works Asset Management	Possible (City property damage tracking for subrogation, workorders for repair costs)
Fleet Focus	Fleet Maintenance Management	Possible (vehicle damage tracking for subrogation, vehicle tracking for property inventory)
WorkDay	Financials and HRIS	Employee records, budget information

Application	Function	Integrate/Interface
Vector Solutions	Training Platform	Training courses, records, etc.

I.11 General Terms and Conditions

PLEASE READ CAREFULLY. THE FOLLOWING GENERAL CONDITIONS ARE A PART OF ALL PROPOSALS SUBMITTED IN RESPONSE TO THIS RFP AND THE RESULTING CONTRACT (INCLUDING PURCHASE ORDERS).

This RFP as advertised, the specification requirements detailed in this RFP (including the following General Provisions) are subject to all provisions of the Ordinances of the City of Escondido. Each Contractor submitting a response to this RFP warrants that the submitted proposal is genuine and non-collusive, or made in the interest of any person, firm, or corporation. A non-collusion declaration attached to this RFP as Exhibit G shall be properly completed and returned with the proposal documents.

In submitting a bid in response to this RFP, the Contractor agrees that:

- Contractor has carefully examined the specifications and all provisions relating to the Project, or the work to be done, and understands the meaning of the requirements, and agrees to the same;
- Contractor is prepared to use the City’s standard contract form ([Exhibit A](#)) rather than its own contract form. Services may not commence until the Public Service Agreement for the Project is executed.
- The Contractor’s proposal submitted in response to this RFP will become part of the Public Services Agreement. **Any proposed waiver or change to [Exhibit A](#) or the terms and conditions of this RFP must be clearly identified in Contractor’s proposal. All proposed waivers or changes shall be subject to the City’s sole discretion.** The requirements and service standards of this RFP and the responses of the Contractor will be incorporated by reference into the resulting agreement regarding the Project.

1. Public Disclosure

All documents submitted in response to this request for proposal are subject to the California Public Records Act (PRA) and Federal Freedom of Information Act (FOIA). Any information deemed confidential or proprietary and exempt from disclosure must be clearly identified in the proposal by the Contractor as such, including identifying the page and particular exception(s) from disclosure. Information identified as confidential or proprietary will be protected and treated with confidentiality to the extent permitted by applicable local, state, and federal law. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will **NOT** be accepted or honored and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City.

2. Ownership of Documents

Any reports, studies, conclusions, and summaries prepared by the Contractor shall become the property of the City. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

3. Confidentiality of Information

All information and data furnished to the Contractor by the City, and all other documents to which the Contractor's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

4. Addendums

The City reserves the right to amend, alter, or revoke this RFP at any time. Any modifications, clarification, or additions will be distributed via email as an addendum.

5. Proposal Preparation Cost

The City is not obligated to reimburse any Contractor for expenses incurred in preparing proposals in response to this RFP. All Contractors shall bear their own costs, fees, and expenses incurred in preparing proposals in response to this RFP.

6. Withdrawal of Proposal

A Contractor may modify or withdraw their proposal, either personally or by written request via email, at any time prior to the Submission Deadline. Such requests should be directed to the Finance Manager.

7. Inaccuracies or Misinterpretations

Subject to the City's sole discretion, the City may terminate a prospective Contractor from the RFP process or terminate any agreement with the Contractor if the City determines that said Contractor has: (a) made a material misstatement, (b) made a material misrepresentation, or (c) provided materially inaccurate information.

8. Optional Items

Prospective Contractors may elect to provide recommendations and pricing for optional items. Pricing for optional items shall not be included in the minimum requirements pricing.

9. Business License

The Contractor awarded the Project shall be required to be a registered Business Entity (BE) by the California Secretary of State's Office, maintain in good standing a City of Escondido Business License pursuant to the terms of [Exhibit A](#).

10. Signature

All proposals shall be signed in the name of the prospective Contractor and shall bear the original signature in longhand of the persons duly authorized to sign the proposal. Obligations assumed by such signature shall be fulfilled.

11. Right to Reject Proposal

The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items. The City is not obligated to explain or justify its selection or rejection of any Contractor. All proposals submitted in response to this RFP shall immediately become property of the City.

12. Right to Conduct Personal Interviews

The City reserves the right to conduct personal interviews or require oral presentations of any or all prospective Contractors prior to selection.

13. Right to Request Additional Information

The Contractor shall furnish additional information as the City may reasonably require. The City reserves the right to investigate the qualifications of prospective Contractors as it deems appropriate.

14. Right to Determine Financial Responsibility and Viability

The City reserves the right to request information pertaining to the financial stability of a prospective Contractor to allow an appraisal of a prospective Contractor's current financial condition.

15. Understanding the Services to be Performed

By submitting a proposal in response to this RFP, each prospective Contractor certifies that they have fully read and understand this RFP and have full knowledge of the scope, nature, quantity, and quality of services to be performed. Each prospective Contractor understands that, if awarded the Project, they will be required to enter into a written contract in substantially the same form as [Exhibit A](#).

16. Award of Contract

Proposals submitted in response to this RFP will be analyzed and the Project awarded to the responsible Contractor whose proposal conforms to this RFP and is considered to be the most advantageous to the City, taking into consideration not just the proposal price, but also the evaluation criteria set forth in this RFP. If the Contractor does not execute a contract in substantially the same form as [Exhibit A](#) within 30 days after notification of award, the City may, subject to its sole discretion, (a) give notice to the Contractor of the City's intent to select from the remaining Contractors or (b) issue a new RFP for the Project.

17. Proposal Acceptance

The City reserves the right to accept the proposal, proposals or parts of a proposal deemed most advantageous to the City. If applicable, the City reserves the right to request from the software Contractor a different implementation provider, systems integrator and/or Value-Added Reseller than the one proposed, or, at its sole discretion, select a different implementation provider, systems integrator and/or Value-Added Reseller on its own.

18. Recordings

The City reserves the right to record and/or videotape all Webinars, Web demos, conference calls, demos or other communications relative to this RFP.

19. Contract Funding Appropriations

City's funding of any agreement resulting from this RFP shall be on a fiscal year basis and is subject to annual appropriations. Contractor acknowledges that the City is a municipal corporation, is precluded by the State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this RFP shall constitute an obligation of future legislative bodies of the City or State to appropriate funds for any agreement resulting from this RFP. Accordingly, the Contractor acknowledges and agrees that the funding for any agreement resulting from this RFP are contingent upon appropriation of funds.

20. City Provisions to Prevail

The terms of this RFP and the terms of any agreement resulting from this RFP shall govern the Project. Any standard terms and conditions of the Contractor shall not be acceptable to the City unless expressly agreed to by the City by separate document. The City reserves the right to reject a proposal containing unacceptable conditions as non-responsive as a condition of evaluation or award of the proposal.

21. Equal Employment Opportunity

The Contractor awarded the project shall comply with all equal employment opportunity provisions of federal, state, and local non-discrimination laws, orders, regulations and guidelines as may be applicable to the Contractor and be in effect during the performance of any agreement resulting from this RFP.

22. Contractor's Invoices

Invoices shall be prepared and submitted in duplicate to City of Escondido, Accounts Payable Division, located at 201 N. Broadway, Escondido, CA 92025. Separate invoices are required for each purchase order. Invoices shall contain the following information: Purchase Order number, item number, description of supplies or services, sizes, units of measure, quantities, unit prices and extended totals. Invoices should include all applicable sales or other taxes, and shall be remitted to appropriate agencies on the City's behalf. All payments made pursuant to this contract are not assignable and shall only be made payable to the seller.

23. Payment Terms

The City's payment terms are Net 30 days from date of invoice. No pre-payment or partial up front down payment will be made for any services or equipment. The time period allowed for payment, as indicated on the face hereof or offered by quote or bid, shall commence upon receipt of Contractor's invoice or upon receipt of the goods or services, whichever is later.

24. Insurance Requirements

The Contractor must have insurance in accordance with the requirements listed in [Exhibit A](#).

25. Public Agency Clause

It is intended that other public agencies (e.g., city districts, public authorities, municipal utilities, public school districts and other political subdivisions or public corporations of California) shall have the option to participate in any award made as a result of this solicitation. The City shall incur no financial responsibility for their order placement and payments to the Contractor. This option shall not be considered in proposal evaluation. State whether said option is granted:

YES

NO

EXHIBITS

Exhibit A – [Sample of Public Service Agreement \(PSA\)](#)

Exhibit B - [2 C.F.R Part 200 Appendix II Federal Contract Provisions](#)

Exhibit C – Key Functional and Technical Requirements

This section includes the RMIS functional and technical requirements and shall be included as Section 3 of the proposal. This does not represent a comprehensive list of all the City’s requirements, but includes the key elements or features required by the City for the Project. If the Contractor wishes to propose optional features, the additional items must be clearly identified in the proposal as such. Each item has been provided a ranking of R, I, N or E. A ranking of “R” indicates a feature is preferably Required, “I” indicates the feature is Important to the final decision, a ranking of “N” indicates the feature would be Nice to Have in a solution, and a ranking of “E” represents areas to Explore in the overall solution. Proposed solutions that are missing a significant number of required features and technology preferences may be deemed unresponsive.

Contractors must provide a rating for every item for Core Modules. If the requirement does not pertain to the proposal being submitted, enter “N/A”. In addition, **each line item should include a brief explanation of how the required item is supported.** Contractors are encouraged to respond by either providing a response to requirements based on Contractor-offered solutions, or by identifying third party partnership solutions.

Use the following rating system to evaluate each requirement:

Rating	Definition
3	Standard and available in the current release. Software supports this requirement and can be implemented with minimal configuration at no additional cost. No source code modification is required.
2	Meet requirement with minor modification. Modification maintains application on upgrade path. Testing and production of modifications will be completed by implementation date. Include an estimate for the cost of the modification.
1	Available with 3rd party software application. Indicate name of the application recommended and number of installs jointly completed.
0	Not available. Software will not meet requirement.
F	Future Release. Requirement will be available in future release. Indicate anticipated release date: month and year.

Sample Response Format: The format provided below shall be used by the Contractor to present their responses. The rating should be on one line and the comment should follow on the second line. Comments such as “Standard Functionality” or “In the ERP system” are not acceptable comments.

	General	Rating and Comment
R	1. Audit Trail with user, date, time stamp throughout all modules. Before/after values is Important.	3 System logs all transactions and stamps them with user, date, time, and before/after values.

R = Required
 I = Important
 N = Nice to have
 E = Explore

City of Escondido ERP Software Requirements

Rating	Contractor Background	Comments
	1. Company	
	▪ Company Name	
	▪ Contact Person Name and Title	
	▪ Contact Address, Phone, Email	
	2. Company Information	
	▪ Public vs. Private	
	▪ Year Founded	
	▪ Revenue and Income: Current and Prior Year	
	▪ Office Locations: Headquarters, Implementation, Support, Development	
	▪ Nearest regional office to Escondido, CA	
	▪ Website	
	▪ Employee Count	
	3. Number of Customers	
	▪ Total Customers	
	▪ Total Customers on Proposed Application	
	▪ Total Cities	
	▪ Total California Cities	
	▪ Total Customers Our Size	
	4. Target Customer Profile	
	▪ Target Industries	
	▪ Sizing - Users and Population	
	5. Version Schedule	
	▪ Current version and Release Date	
	▪ Proposed Version and Release Date	
	▪ On Premises release dates vs. Software as a Service (SaaS) release dates	
	▪ Indicate if specific modules are not yet release and their release dates	

Rating	Pricing Summary - Details in RFP Pricing Section 14	Comments
	All Costs – Required Modules	See Module List
	6. Software License:	
	<ul style="list-style-type: none"> ▪ City of Escondido – Approximate population of 152,000 ▪ Core Financials - 125 Named + 25 Inquiry ▪ Employees: 739 Full-Time, 234 Part-Time (P/T number fluctuates seasonally) 	
	7. Implementation: Total cost for implementation, data conversion, training, report development, integration, travel, etc.	
	8. Maintenance: Total annual cost - Years 1-15.	
	9. Other Costs	
	10. Annual support cost maximum percentage increase per year	
	11. Total First Year Cost – Required Modules	
	12. Total 15-year Cost – Required Modules	
	Other Services	
	13. Disaster Recovery Services: Required Modules (Do not include on Pricing Summary Page in Section 14)	

Rating	Modules	Indicate module name and release date
R	14. Location and Property Management	
R	15. Incident Management	
R	16. Claims Management	
R	17. Safety Management	
R	18. Occupational Health	
R	19. Process Safety Management	
R	20. Audits and Inspections	
R	21. Training Management	
R	22. Vehicle Accident Tracking	
R	23. Driver Tracking (Employer Pull Notice, Commercial Drivers)	
R	24. Reporting, Dashboarding	

R = Required
I = Important
N = Nice to have
E = Explore

City of Escondido
RMIS Software Requirements

Rating	Technology	Rating/Comments
R	1. Integration across all modules in the system; enter data once, updates all records.	
R	2. Database: If on premise system, MS SQL Server 2019 or higher. Must meet compatibility without running in a compatibility mode otherwise it will be deemed not compatible. Explore: Level of Data Normalization, Use of Vectoring in tables and ANSI compliance,	
R	3. Server: If on Premise system, MS Windows 2022 or higher, 64 Bit. Virtual machines running under VMWare 7.x or higher.	
R	4. If on premise, compatible with Windows 10 or higher desktop client.	
R	5. Web-enabled or Web-based architecture compatible with all modern browsers. List current browsers supported and preferred browser.	
I	6. Published open APIs for data integration and automation.	
I	7. If SaaS/Cloud hosted, ability to access the underlying database in a read-only mode for external dashboarding solutions.	
R	8. Available SaaS and hosted options which allow multiple environments, e.g., production, test, training, development, etc.	
R	9. List remote access methods supported including technologies, portals, etc.	
R	10. Role-level security to menu and screen level with ability to mask sensitive data fields, e.g., Tax ID or SSN.	
R	11. Comply with institutional data security requirements including: a. HIPAA Rules b. American with Disabilities Act (ADA) compliance c. PHI security d. Comply with PCI regulations acceptance of Payments.	
R	12. Single sign-on: Azure Active Directory (SAML).	
R	13. If on premise, operable with VMWare 7.x or higher.	
I	14. Microsoft Outlook and Exchange Server integration for Email and workflow approval. Calendaring ability would not be required, explore.	
I	15. MS Office 365 compatible.	
R	16. Import/Export to PDF, Microsoft Word, Access, and Excel; ability to filter data for export.	

R	17. List integration technologies, e.g. Web Services, SOA, XML, etc.	
I	18. Describe compliance with Service Oriented Architecture (SOA).	
R	19. Indicate experience and proposed integration methods to Workday and other City applications and services listed in I.10 (Web Services, API).	
R	20. Scan and attach documents, images, and videos.	
R	21. Describe functions supported by mobile technology, e.g., workflow approvals, data look-ups, etc. Include what devices and mobile OSs are supported (iPads vs Surfaces, iOS vs. Android).	
R	22. Describe Web/Portal functionality for internal and external users. Preference is to publish data to the Web, interact with vendors and citizens, support online payments, etc.	
R	23. If direct access to database is available, Online Readable Data Dictionary or database schema.	
I	24. Indicate tools and utilities available for data purge and archiving processes.	

R = Required I = Important N = Nice to have E = Explore		
City of Escondido RMIS Software Requirements		
Rating	General Requirements	Rating/Comments
I	1. Configurable role-based dashboards to present reports, tasks, notifications, approvals drill down to source transactions, etc.	
R	2. Audit Trail with user, date and time stamp throughout all modules, with before/after history.	
I	3. Ability to view multiple levels of audit history in the application, not just the last change	
I	4. User configurable menus, screens, and fields, e.g., hide unused fields, set tab order, define mandatory fields, etc.	
I	5. Flexible description field widths throughout the system. Describe what is supported.	
R	6. User-defined fields that can be used in queries and reports; indicate where available and limitations.	
I	7. Configurable electronic forms that can be filled in, routed online for approval and update the database.	
I	8. Context sensitive field help.	
R	9. Rules-based workflow routing to multiple approvers that can be concurrent or consecutive with prioritization, alerts,	

	and electronic signatures. MAPI compliant. Define out-of-office and backup approver process.	
R	10. Visibility to Workflow queue.	
I	11. User-definable process checklists or Wizards	
R	12. Activity or date triggered alerts, flags, and messages.	
R	13. Effective dating of transactions throughout all modules; input change today that is effective as of a future or past date.	
N	14. Searchable notes fields by keyword across records and modules.	
R	15. Generate letters, mailing labels, emails, faxes, consolidated communications, etc.	
I	16. Indicate strategy for document management within the application including retention.	

R = Required
I = Important
N = Nice to have
E = Explore

City of Escondido
RMIS Software Requirements

Risk Management		
R	1. Track individual employees training record, personal protective equipment use, vehicle accident history, physicals, ergonomic evaluations, licenses, and DOT driver qualification files.	
R	2. Track contractor's insurance documentation and contracts/agreements with the ability to notify of expirations and route for approvals	
R	3. Track and produce reports for liability and property insurance claims, including Claims Against the City	
R	4. Track and produce reports for safety equipment / personal protective equipment purchases and assignments.	
R	5. Ability to set up, track, and produce reports for internal and external training courses and sessions, including rosters and student histories.	
R	6. Track incident/injury reports and follow-up documentation.	
R	7. Track and produce reports on facility safety audits.	
R	8. Track and produce reports on insured City-owned property (including vehicles, equipment, buildings, and real property), insurance policies, and appraisals.	

Exhibit D – Customer References

Using the template provided, provide references for each software solution proposed, including three current customers, and two prior customers.

CUSTOMER REFERENCES - EXISTING LIVE CUSTOMERS

Item	Contractor Response
Client Reference No. 1 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Contractor	
First Date of Business Relationship with Contractor	
Go Live Date	
Rationale for including the specific reference	
Client Reference No. 2 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Contractor	
First Date of Business Relationship with Contractor	
Go Live Date	
Rationale for including the specific reference	
Client Reference No. 3 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Contractor	
First Date of Business Relationship with Contractor	
Go Live Date	
Rationale for including the specific reference	

CUSTOMER REFERENCES - PRIOR CUSTOMERS

Item	Contractor Response
Client Reference No. 1 - Prior	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Contractor	
First Date of Business Relationship with Contractor	
Go Live Date	
Reason Why No Longer Using Software	
Client Reference No. 2 - Prior	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products / Services Provided by Contractor	
First Date of Business Relationship with Contractor	
Go Live Date	
Reason Why No Longer Using Software	

Exhibit E – Signature Page

SIGNATURE PAGE

(Contractor to complete and attach to cover letter)

It is the intent of the City to contract with a private Contractor. All Contractor representations, whether verbal, graphical or written, will be relied on by the City in the evaluation of the responses to this Request for Proposal. This reliance on the Contractor’s represented expertise is to be considered as incorporated into any, and all, formal Agreements between the parties.

PRINT THE WORDS "NO EXCEPTIONS" HERE _____ IF THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE REQUEST FOR PROPOSAL DOCUMENTS.

IF THERE ARE EXCEPTIONS TAKEN TO ANY OF THESE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE REQUEST FOR PROPOSAL DOCUMENTS, THEY MUST BE CLEARLY STATED IN THE TABLE BELOW (“RFP EXCEPTIONS”) AND RETURNED WITH YOUR PROPOSAL IN THE APPROPRIATE SECTION.

IF YOU PROVIDED A SAMPLE COPY OF YOUR CONTRACT(S) YOU STILL NEED TO IDENTIFY IN THIS DOCUMENT (“RFP EXCEPTIONS”) ANY AND ALL EXCEPTIONS YOU HAVE TO THE CITY’S TERMS AND CONDITIONS.

Company	
Authorized Individual Name and Title	
Telephone	
Email	
Address	

The undersigned hereby certifies that he/she is duly authorized official of their organization and has the authority to submit this proposal and sign on behalf of the organization and assure that all statements made in the proposal are accurate and truthful. The undersigned agrees to provide the work or services requested in this Request for Proposal at the price contained therein and will comply with all terms and conditions of the proposed agreement, unless otherwise stipulated through a written exception.

AUTHORIZED SIGNATURE

DATE _____

OTHER NOTES:

Exhibit F – RFP Exceptions

RFP EXCEPTIONS TABLE

List exceptions taken to any of the terms, conditions, or specifications of the Request for Proposal documents. All exceptions shall be presented in the format provided by this example “RFP exceptions table”.

	Reference RFP Section or Item No.	Exception	Reason	Proposed Alternative
1				
2				
3				
4				
5				

Exhibit G – Non-Collusion Declaration

TO BE EXECUTED BY THE PROSPECTIVE CONTRACTOR AND SUBMITTED WITH THEIR PROPOSAL

The undersigned declares:

I am the _____ of _____, the party making the foregoing proposal. The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The prospective contractor has not directly or indirectly induced or solicited any other prospective contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any prospective contractor or anyone else to put in a sham proposal, or to refrain from submitting a proposal in response to this RFP. The prospective contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the prospective contractor or any other prospective contractor, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other prospective contractor. All statements contained in the proposal are true. The prospective contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a prospective contractor that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the prospective contractor. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, at _____.

Signature

Signature

Title

Title

On Behalf Of

On Behalf Of

(ALL ABOVE SIGNATURES MUST BE NOTARIZED)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, City Attorney
By: _____

Exhibit H – City of Escondido IT Contractor Security Policy and IT Cloud Contractor Security Policy

CONTRACTOR SHALL COMPLY WITH THE FOLLOWING SECURITY POLICES, ANY DIVIATION FROM THE POLICIES MUST BE CLEARLY STATED AS AN RFP EXCEPTION USING EXHBIT F.

IT Contractor Security Policy

Scope: This policy applies to all Contractors who do any form of work with the City of Escondido that requires them to log into and utilize networked city systems. This is regardless of who the Contractor is and which department they are working for or with.

Duration: This policy applies from the time a Contractor signs its contract with the City through project completion or support contract termination.

1. Contractors with access to City data or systems shall provide their services in manner consistent with this policy and with standard security and related compliance policies such as PCI and/or HIPPA. If Contractors have remote access into systems with City data, Contractors shall ensure that the remote access is conducted from IT systems which have the latest security patches, anti-virus updates, and malware signatures using a secure connection (e.g. VPN).
2. Contractors should only expect to be provided with the minimum-security levels required for the particular tasks that they are responsible for. Contractors should not anticipate an “always on” connection, and in most cases will have to request that any connection to the city’s network be turned on when they need to gain access.
3. Except in the case of an approved security audit and with prior written permission, Contractors must not test, or attempt to compromise computer or communication system security measures. Incidents involving unapproved system cracking (hacking), password cracking (guessing), file decryption, software copying, or similar unauthorized attempts to compromise security measures may be unlawful, and will be considered serious violations of City of Escondido policy. This includes hardware or software tools that could be employed to evaluate or compromise information systems security. Examples of such tools include, but are not limited to, those that defeat software copy protection, discover secret passwords, keyloggers, identify security vulnerabilities, or decrypt encrypted files. Similarly, without this type of approval, Contractors are prohibited from using "sniffers" or any other hardware or software that monitors the traffic on a network or the activity on a computer.
4. Contractors shall abide by the following policies for passwords:
 - a. Network login passwords must be at least 8 characters long and include at least one number and one capital letter.
 - b. Passwords must be changed every 90 days.
 - c. The same password cannot be re-used within twenty password changes.
 - d. Passwords must not be written down or stored in systems except in encrypted applications designed to store passwords.

- e. Passwords must not be shared among Contractor staff.
 - f. Contractors should not use the same passwords for city and personal needs.
 - g. Other password protected systems will comply with above network login password policy when technically possible.
5. Contractors must report all security incidences to the appropriate City of Escondido IT personnel, including any serious security breaches on their own network during the time they have user ID/password access to the City of Escondido's network within 24 hours of identifying the security incident.
 6. City of Escondido IT will provide an IT point of contact for Contractors. This point of contact will liaise with the Contractor to ensure compliance with these policies.
 7. Contractors working on certain types of systems or with certain data will need to have formal background checks completed. This includes but is not limited to all systems that fall under the purview of the Criminal Justice Information Services policies. It is the responsibility of the City of Escondido IT to notify Contractors who need a background check.

IT Cloud Contractor Policy

Scope: This policy applies to all Contractors who do any form of work ("Contract") with the City of Escondido that includes possession, storage, processing, or transmission of Personally Identifiable Information (PII), Sensitive Personal Information (SPI) or Personal Health Information (PHI) for City of Escondido employees, volunteers, contractors, and/or citizens in any location that is outside of the City of Escondido Firewalls. This includes public and private cloud infrastructures and Contractor's own infrastructure on their premises. This is regardless of who the Contractor is and which department they are working for or with, and it applies to all locations where the Contractor stores information.

If this Contract covers PHI, then the Health Insurance Portability and Accountability Act (HIPAA) Business Associates Agreement must also be signed and incorporated as an addendum to this document or as an addendum to the Contract.

This policy does NOT apply to Criminal Justice Information Services (CJIS) data. There is a separate federally mandated addendum that covers protection of CJIS data, which must also be signed if the Contract includes such information.

Duration: This policy applies from the time a Contractor signs its Contract with the city through such point in time that all data which was in the Contractor's control is returned to the city and destroyed at the city's request, including but not limited to backups, test sites, and disaster recovery sites.

Definitions:

Personally Identifiable Information (PII), or Sensitive Personal Information (SPI): Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Protected Health Information (PHI): Any information about health status, provision of health care, or payment for health care that can be linked to a specific individual, which is more particularly defined under HIPAA (Title 45, CFR) and the Health Care Information Act (RCW Chapter 70.02).

Contractor: Includes owners and employees, volunteers, subsidiaries, and any subcontractors who might reasonably have access to this data.

Options:

Option 1: A Contractor can verify that they have a high level of security certification that is satisfactory to the City of Escondido. Examples include but may not be limited to FedRamp. If this option is selected, Contractor must attach appropriate documentation.

Option 2: Contractors can agree to follow the following security best practices:

1. All customer data will be stored on servers physically located in the United States.
2. All customer data will be stored in a location with reasonable physical controls where data will not be visible to anyone not covered by this policy.
3. Access to data will only be provided on a need to know basis in order for the Contractor to complete this work.
4. Data will not be shared with an outside third party without explicit written consent of the city.
5. Data will be encrypted prior to and during any transfer from one location to another.
6. Data will be disposed of appropriately, including shredding or burning of any printed versions and destruction or secure erasure of any electronic medium on which data has been stored.
7. Contractor agrees to the appropriate internal certification for Contractor staff who access the data (for example, PHI must only be handled by Contractors who have HIPPA training).
8. Contractor staff with access to City of Escondido data covered by this policy must pass a criminal background check prior to accessing that data.
9. Contractors must perform internal and/or external security auditing on a regular basis that is no less common than once per year.
10. Contractors shall abide by the following policies for passwords:
 - a. Network login passwords must be at least 8 characters long and include at least one number and one capital letter.
 - b. Passwords must be changed every 90 days.
 - c. The same password cannot be re-used within twenty password changes.
 - d. Passwords must not be written down or stored in systems except in encrypted applications designed to store passwords.
 - e. Passwords must not be shared among Contractor staff.
 - f. Contractors must not use the same passwords for city and personal needs.
 - g. Other password protected systems will comply with above network login password policy when technically possible.
11. Contractors must report all security incidences to the appropriate City of Escondido IT personnel, including any serious security breaches on their own network, within 24 hours of identifying the security incident.

12. In the event of a data breach, Contractor must have an internal policy to provide for timely forensic investigation of affected and related servers and must follow all state, local, and federal requirements for notifying individual's whose PII or PHI has been or may have been breached.
13. Contractor's servers must be patched on a regular and timely basis with all security-related patches from application and infrastructure Contractors.
14. Data must be kept in at least two different physical locations. One location can be in a compressed format (e.g. as a backup file).
15. Contractor must enable transactional logging as follows:
 - a. Logs are enabled for common third-party applications
 - b. Logs are active by default
 - c. Logs are available for review by the City of Escondido for up to one year
 - d. Logs are retained for up to one year

Exhibit I – Cost Proposal

The cost proposal shall be all inclusive of the services and equipment necessary to implement the Project including, but not limited to, software, hardware, data transfer, interfaces, configuration, installation, training and the first two year’s warranty and support.

The cost proposal shall identify any other expenses that are not listed herein, but will be required in order for the Contractor to properly implement the Project. Contractor shall explicitly indicate if any of the recurring prices/fees shall be subject to an inflator, and if so, what the inflator will be.

Use the Pricing Summary forms for pricing information (hours and cost) for proposed solution. The cost proposal will become Section 14 of the proposal. Provide pricing for each scenario separately: a. Required Modules, b. Business License, c. Utility Billing, d. Optional Services. Additional documents can be provided as supporting information to the summarized information on these pages. Pricing must be fully comprehensive, complete and list any available discounts.

City of Escondido Pricing Summary			
RMIS– Required Modules See I.3 Background for employee counts			
Software – Required Modules	Hours	Cost \$	Assumptions/Comments
Risk Management			
Safety Management			
Occupational Health			
Claims Management			
Audits and Inspections			
Training			
Sub-Total Software			
Implementation - Required Modules			Assumptions/Comments
Implementation			
Data Conversion			
Training			
Report Development			
Integration			
Travel			
Other Costs			
Sub-Total Implementation			
Maintenance – Required Modules			Assumptions/Comments
Year 1			
Years 2 through 5			
Years 6 through 10			
Years 11 through 15			
Sub-Total Maintenance			
Total – All Costs			
Total – All Costs			

City of Escondido Pricing Summary

Optional Services – Required Modules

Implementation Services	Hours	Cost \$	Assumptions/Comments
Process Improvement			
Training – 100% Contractor Led Training			
Disaster Recovery Services			
Sub-Total Implementation			
Total			