

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee to discuss the results of Official Notice #6, REQUEST FOR PROPOSAL, ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE AND IMPLEMENTATION. This proposal was opened in the office of the Purchasing Agent at 2:00 P.M. on August 1, 2013.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We sent seven (7) bid packages out and received four (4) responses. The responses were read and evaluated according to the criteria outlined in the RFP by the selection committee and narrowed to a short list of two (2) firms for final consideration. These two firms were invited to make a presentation to the selection committee; the selection committee then performed a second evaluation using components of the initial scoring criteria. The firms that were invited to present were Tyler Technologies and New World Systems.

The evaluation criteria for this RFP and their respective weights were; Cost, 20%, Compatibility with the City's desired functionality, 20%, Compatibility with the current and future technological infrastructure 10%, implementation methodology, 10%, public sector experience, 10%, and overall quality of proposal, 10%. The second round of evaluations was based on compatibility with the City's desired functionality split into five groups: HR, Payroll, GL/AP/AR, Purchasing, other.

The selection committee for this RFP consisted of David Brown, Finance Director, Paul Ancona, MIS Director, Kathleen Fischer, Assistant Finance Director, Joy Hansche, Accountant, Toby Livingston, PC Support Technician, Thierno Ndao, Programmer II, Gina Greco, Benefits Specialist and Rashanda Cainion, Benefits Specialist.

Members of the selection committee and the Purchasing Agent participated in site visits to municipalities that use the software of the selected vendor. Municipalities were also contacted in reference to the software performance and implementation process.

The Purchasing Agent attended the evaluation meetings, the presentations and the site visits and acted as a moderator and facilitator. The Purchasing Agent was not a voting member of the evaluation committee.

Based on the scoring of this RFP the selection committee is recommending that the Purchasing Agent be authorized to negotiate with Tyler Technologies for the provision of ERP Software and Implementation.

Funds for this expenditure are available in account 403.994.5090, ERP City Wide System.

Respectfully Submitted,



Kathryn Kasper
Purchasing Agent

cc: Mr. David Brown
Mr. Paul Ancona
Ms. Kathleen Fischer
Ms. Joy Hansche
Mr. Toby Livingston
Mr. Thierno Ndao
Ms. Gina Greco
Ms. Rashanda Cainion