



# **City of Ellensburg, Washington**

## **REQUEST FOR PROPOSAL**

### **Enterprise Resource Planning Software #R25-02**

**Release Date: July 10, 2025**

**Due Date: August 12, 2025, at 5:00 PM Pacific Time**

## REQUEST FOR PROPOSAL (RFP)

Notice is hereby given that proposals will be received by the City of Ellensburg, WA (City) for Enterprise Resource Planning (ERP) software.

**Due Date and Time: August 12, 2025, at 5:00 PM Pacific Time**

Proposals submitted after the due date and time will not be considered.

Proposals must be sent to Jim Goeben, IT Director via email [goebenj@ellensburgwa.gov](mailto:goebenj@ellensburgwa.gov).

**RFP Questions Due Date and Time: July 22, 2025, at 5:00 PM Pacific Time**

The City will post responses to the questions on the City's website, at <https://ci.ellensburg.wa.us/1267/Enterprise-Resource-Planning-RFP>, on or before July 29, 2025.

The City reserves the right to:

- Reject any or all proposals for any reason and waive irregularities and informalities in the submittal and evaluation process.
- Accept the proposal(s) or parts deemed most advantageous to the City.
- Amend the RFP in any manner prior to contract award.
- Cancel, postpone or reissue the RFP.
- Share the RFP, proposals, and subsequent vendor provided information with its consultant(s) to secure expert opinion.
- Obtain clarification on any point in proposal and investigate qualifications and experience of the proposer. Such clarifications can be in any form such as but not limited to conference calls, email communications, demonstrations, or headquarters visits.
- Proposal become public information upon the City's receipt. Submittals and all documents shall not be marked confidential, trade secret, or any similarly asserted grounds to resist public disclosure.

This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal, including but not limited to a respondent conducting a scripted product demonstration. Furthermore, the RFP does not oblige the City to accept or contract for any services.

## **Public Disclosure Notice**

To protect the integrity of the contracting process, proposals will not be disclosed until after the award and signing of any and all contracts that may result from this RFP.

All responses to this RFP will become the property of the City. Once a final award is made, all responses, including financial and proprietary information, become a matter of public record, and shall be regarded by the City as such. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a public records request.

## **RFP Terms and Conditions**

### **Amended Proposals**

A proposer may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The City personnel will not merge, collate, or assemble proposal materials.

### **Right to Waive Minor Irregularities**

The City reserves the right to waive minor irregularities and the right to waive mandatory requirements, provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the City.

### **Errors and Omissions**

Failure by the City to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

### **Ownership of Documents**

All documents submitted in response to the RFP and any proposals, reports, studies, conclusions, software modifications and summaries prepared by the vendor for this project shall become the property of the City.

The City of Ellensburg, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids (PROPOSALS) in response to

this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

No bidder (PROPOSER) may withdraw their bid (PROPOSAL) after the hour set for the opening thereof or before the award of contract, unless said award is delayed for a period exceeding sixty days.

## Table of Contents

1. PURPOSE.....	6
2. BACKGROUND INFORMATION .....	6
3. ERP SYSTEM SCOPE .....	7
4. SUBMITTAL REQUIREMENTS.....	7
5. RFP SCHEDULE.....	8
6. RFP COMMUNICATIONS.....	8
7. PROPOSAL EVALUATION CONSIDERATIONS .....	8
8. CONTRACT NEGOTIATION.....	9
9. CONTRACT AWARD .....	9
Exhibit A – Key Requirements & Pricing Estimates .....	10
Exhibit B – Customer References .....	12

## **1. PURPOSE**

The purpose of this RFP is to solicit proposals from software vendors, implementation partners or software resellers who can demonstrate that they possess the organizational, functional, and technical capabilities to provide an Enterprise Resource Planning system that meets the City's needs.

The ideal vendor shall have experience in successfully implementing and supporting the proposed solution in Washington State at comparable organizations with similar requirements to the City. The successful vendor shall be responsible for the final approved design, installation, implementation, and commissioning of the ERP system, including development of user acceptance testing scripts, training, system integration and connectivity to existing systems as well as supporting the system long term.

## **2. BACKGROUND INFORMATION**

Ellensburg is a city in and the county seat of Kittitas County, Washington. It is located just east of the Cascade Range near the junction of Interstate 90 and Interstate 82. The city is located along the Yakima River in the Kittitas Valley, an agricultural region that extends east towards the Columbia River. The valley is a major producer of timothy hay, which is processed and shipped internationally.

Ellensburg is also the home of Central Washington University (CWU). Ellensburg's population fluctuates due to the enrollment of the university, with a growing average of approximately 19,000 permanent residents.

The City is currently budgeted for 216 FTE employees, with a headcount of approximately 275 full-time, part-time, and other. The ERP software in use today is Microsoft Dynamics GP, supported by Cogsdale. The on-premises version of Microsoft Dynamics GP will no longer be enhanced or supported by Microsoft or Cogsdale in the near term. For this reason, the City has decided to go to market to determine the best solution available to meet its current needs.

Other primary applications that could potentially be replaced, interfaced, or integrated with a new ERP solution are listed as part of the Key Requirements document contained herein as Exhibit A – Key Requirements and Pricing Estimates.

### 3. ERP SYSTEM SCOPE

The scope of ERP software for this project includes the following areas of functionality:

Functionality	
General Ledger	Budgeting
Purchasing and Contract Management	Accounts Payable
Accounts Receivable	Project and Grant Accounting
Inventory	Enterprise Cashiering
Human Resources	Time and Attendance
Payroll	Reporting

Detailed functional requirements are in Exhibit A – Key Requirements & Pricing Estimates.

### 4. SUBMITTAL REQUIREMENTS

Responses to this RFP must adhere to the submittal format described below with the information as identified in the following table. **Section 5 – Key Requirements and Pricing Estimates must be submitted in MS Word format.**

SECTION	TITLE	INFORMATION TO BE INCLUDED
Section 1	Cover Letter	Provide a signed Cover Letter. <b>Include a reference to "RFP #R25-02".</b>
Section 2	Company Background	Provide company background and experience with like-size public entities and/or project scope. <b>Please limit this to no more than 3 pages.</b>
Section 3	Customer References	Complete the Customer References form – Exhibit B.
Section 4	Implementation Methodology	Provide a brief overview of your implementation project team and methodology and the expected timeframe for this project. <b>Please limit this to no more than 3 pages.</b>
Section 5	Key Requirements & Pricing Estimates	Complete the Key Requirements & Pricing Estimates form – Exhibit A. <b><u>Must be provided in MS Word format.</u></b>

## 5. RFP SCHEDULE

These dates are given as current estimates and are subject to change without notice by the City. Any changes will be posted on <https://ci.ellensburg.wa.us/1267/Enterprise-Resource-Planning-RFP>.

Event	Date
Release RFP	07/10/2025
Questions (if any) Due	07/22/2025
City Response to Questions	07/29/2025
Proposal Responses Due	08/12/2025
Short List Vendor Notifications	September 2025
Short List Vendor Demonstrations	October 2025
Follow Up/Reference Checks	October - November 2025
Contract and Statement of Work Negotiations	November – December 2025
Contract Execution	December 2025

## 6. RFP COMMUNICATIONS

Upon release of this RFP, all vendor communications to the City should be submitted via email to Jim Goeben, IT Director via email at [goebenj@ellensburgwa.gov](mailto:goebenj@ellensburgwa.gov). PROPOSERS ARE SPECIFICALLY INSTRUCTED NOT TO CONTACT ANY OTHER CITY PERSONNEL BETWEEN THE TIME OF PROPOSAL SUBMITTAL AND AWARD. Failure to strictly observe this prohibition may result in rejection of the proposal.

## 7. PROPOSAL EVALUATION CONSIDERATIONS

The City will make the final determination of the selected vendor. The City's core team will evaluate the proposals. The City's evaluators will consider the completeness of the proposal, how well the vendor complied with the response requirements, responsiveness of vendor to requests, how well the vendor's proposed solution meets the needs of the City as described in the response to each requirement, and the total cost of ownership. The City has engaged SoftResources, LLC to support the evaluation process.



Either the City or SoftResources may request additional information, conduct clarifying conference calls, ask for a web demonstration, or take any other action it deems necessary to review and clarify submitted information for the evaluation team. In addition, the City will require that a short list of finalist vendors conduct an onsite scripted product demonstration for its selection team.

Factors that will contribute to the decision of the selected vendor include but are not limited to:

- Project approach and understanding of the City's objectives
- Ability to meet the stated functional and technical requirements
- Proven, referenceable experience with similar organizations
- Implementation methodology and history of success
- Estimated implementation duration
- Ongoing support options
- Estimated 5-year total cost of ownership

## **8. CONTRACT NEGOTIATION**

The City reserves the right to negotiate with the vendor that represents the best value to the City, not necessarily the lowest cost. In no event will the City be required to offer any modified terms to any other vendor prior to entering into an agreement with a proposer and the City shall not incur any liability to a proposer because of such negotiation or modifications. It is the intent of the City to ensure it has flexibility to arrive at a mutually acceptable agreement.

## **9. CONTRACT AWARD**

The City reserves the right to make an award without further discussion of the proposals. The selected vendor will be expected to enter into a contract with the City of Ellensburg. The City shall not be bound, or in any way obligated, until both parties have signed a contract. The City will not incur any chargeable costs prior to the execution of the final contract.

## Exhibit A – Key Requirements & Pricing Estimates

Please see the separate Key Requirements and Pricing Estimates document in MS Word format that has been provided as part of this RFP download.

The document does not contain a comprehensive list of all the City’s ERP software requirements but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contract.

Each requirement has a ranking indicating the importance of the requirement to the City:

- R = Required
- I = Important
- N = Nice to Have
- E = Explore (see if the vendor could support this requirement, but not required)

Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must **provide a rating and a comment for every line item based on the table below.**

If the requirement does not pertain to the proposal being submitted, enter “N/A”. The comment should include a **brief 1-2 sentence explanation** of how the item is supported. (Please do not put long paragraphs of information in the response or insert documents/images.) **Please do not modify the format, font, numbering, etc. of this form in any way. The form MUST be submitted as a separate document in MS Word format in your RFP response.** If a submitted proposal includes blank responses, the document may be eliminated from consideration. Apply the following rating system to each line-item requirement:

<b>Y</b>	Fully supported by the current release of the software.
<b>3P</b>	Supported with third party software (software not directly owned or controlled by the vendor submitting the proposal).
<b>C</b>	Customization is required to meet the requirement (changes to the underlying code must be made, a report must be specifically developed, tables have to be created or modified, etc.).
<b>F</b>	Future functionality on the product roadmap and supported in the next release of the software (or releases) within the next 1 – 2 years.
<b>N</b>	Not supported.

**Sample Response Format:** Please use the format below when completing your response.

	General	Rating and Comment
R	1. Audit trail with user, date, and time stamp throughout all modules.	Y System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history.

## Exhibit B – Customer References

Provide at least three (3) references that are similar in size and scope to the City of Ellensburg, and that have implemented the proposed software in the past five (5) years. References should be fully implemented and live on the current version of the software.

<b>Name of Customer:</b>	
<b>Number of Users:</b>	
<b>Contact Name/Title:</b>	<b>Telephone #/Email Address:</b>
<b>Modules/Functionality Installed:</b>	
<b>Go Live Date:</b>	
<b>Other comments:</b>	

<b>Name of Customer:</b>	
<b>Number of Users:</b>	
<b>Contact Name/Title:</b>	<b>Telephone #/Email Address:</b>
<b>Modules/Functionality Installed:</b>	
<b>Go Live Date:</b>	
<b>Other comments:</b>	

<b>Name of Customer:</b>	
<b>Number of Users:</b>	
<b>Contact Name/Title:</b>	<b>Telephone #/Email Address:</b>
<b>Modules/Functionality Installed:</b>	
<b>Go Live Date:</b>	
<b>Other comments:</b>	