

# PROJECT MEMORANDUM

**DATE:** June 6, 2024

**TO:** ERP System Vendors

**FROM:** Morrow County Project Team

**SUBJECT:** Request for Information (RFI)

Morrow County (the County) has engaged Berry Dunn McNeil & Parker, LLC (BerryDunn) to evaluate the current operational environment and identify potential efficiencies through the adoption of new systems. Currently, the County relies on various disparate systems and manual processes across departments to fulfill essential job functions. This RFI is being issued to gather information on vendor capabilities and solutions available in the marketplace, specifically related to the functional areas listed below, to aid in the procurement decision-making process. The County has established the following timeline for replacing its current ERP, Time Entry, and HCM solutions

Milestone	Date
Vendor outreach sessions	May 2024
RFI Available for vendor responses	June 6, 2024
RFI Results due to BerryDunn	July 12, 2024
Finalist Demonstrations	August 26 – September 6, 2024
Contract(s) Awarded	October 2024

The functional areas in scope of the RFI include the following:

System Functional Areas			
1	Accounts Payable	12	General Ledger and Financial Reporting
2	Accounts Receivable	13	Grant Management
3	Applicant Tracking	14	Human Resources
4	Benefits Administration	15	Learning Management
5	Bid Management/e-procurement	16	Payroll
6	Budgeting (Operating, Personnel, and Capital)	17	Performance Reviews

System Functional Areas			
7	Cash Receipts	18	Project Accounting
8	Compensation	19	Purchasing
9	Contract Management	20	Time and Attendance
10	Fixed Assets	21	Work Orders
11	General and Technical		

As part of this phase of the project, we are reaching out to the vendor community to gather information on the availability of modules, functionality, implementation timelines, and associated costs for new system(s). The information collected from this RFI will inform the County's future planning process.

The following statistics are provided to assist with the development of your response:

No.	Area	Statistic
1	General Fund Operating Budget (FY 23-24)	\$48,381,619
2	Total Budget	\$91,454,508
3	Population (2023)	12,000
4	Fiscal Year End	June 30, 2024
5	Number of Employees (Approximate)	150
7	Number of Users by Functional Area:	
	Finance:	5
	Human Resources:	2
	Payroll:	2
8	Number of Report Users (Managers)	25
9	Time and Attendance Users	150

The enclosed MS Excel workbook (Form A) contains 4 worksheets where the County is requesting information related to the availability of modules, availability of functionality, implementation timeline, and cost.

- Availability of modules (Tab 1): Please respond to the list of the County's desired modules using the indicators included in this tab.
- Availability of functionality (Tab 2): Please respond to the list of the County's desired functionality using the indicators included in this tab.
- Implementation timeline (Tab 3): Please provide your recommended phasing for the modules you provide and the related timeline for each phase.

- Cost (Tab 4): Please provide a low and high cost estimate for the modules you provide for the cost areas included in this tab for an implementation. We understand that the costs presented are for planning purposes only and will not be binding in any way.

The enclosed MS Word Document (Form B) contains information used to gather information on the company background, use of sub-contractors, implementation methodology, and ongoing support. It is important that the vendor completes all eight sections for evaluation by County staff.

To meet the County's requested timeline, we ask that responses be submitted no later than **July 12, at 12:00 PM PT**. Earlier submissions are appreciated. Please send the completed documents to Tammie Warren at [tammie.warren@berrydunn.com](mailto:tammie.warren@berrydunn.com). If you have any questions while completing the document, please contact Tammie via email.

The County requests that all communication be directed to BerryDunn in writing via email. Thank you in advance for your assistance with this important project.