

**STATE OF MINNESOTA
DAKOTA COUNTY**

REQUEST FOR PROPOSALS

**FOR A LAND ACQUISITION MANAGEMENT SYSTEM
AND PROFESSIONAL SERVICES.**

Proposal Due Date: November 3rd, 2017 at 4 p.m. CDT

Proposals to be Returned to:

**Dakota County Administration Center
Information Technology Department
Attn: Dan Ferber
1590 Highway 55
Hastings, MN 55033**

**For questions, use the following email address:
dan.ferber @co.dakota.mn.us**

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I. STATEMENT OF PURPOSE

A. PURPOSE OF THIS RFP

The purpose of this RFP is to solicit Vendor proposals that will be used to select a software and professional services vendor to provide Dakota County with a land acquisition management system that will provide a more uniform and efficient method for property tracking.

It is the County's preference that any software proposed is currently implemented and operational in at least two government installations of similar type and size and operation.

Proposers must also provide professional services to implement the proposed application software modules. These services, which are outlined in detail in this RFP, include software delivery, installation, configuration, software modification/development, project management, system integration development, documentation, training, software maintenance and support services.

B. OBJECTIVES OF A NEW LAND ACQUISITION MANAGEMENT SYSTEM

Dakota County sees many operational benefits and business objectives in implementing a land acquisition management system. The following are broad functionality and objectives:

Operational Functions

- Centralize all land acquisition management activities
- Digitize historical paper copies of documents for more secure storage and accessibility
- Ease of monitoring all County properties
- Capitalize on current technologies to improve data management and exchange efficiencies

Business Objectives

- Reduce processing time and costs
- Improve reporting efficiencies
- Improve project analysis
- Better control of sensitive data and privacy

System Objectives

- Ease of use including ease of creation and maintenance of system configuration, interfaces, and user security to support a countywide rollout

- Practical, cost-effective solution
- Ad-hoc reporting capabilities
- Reliable with minimum 99% uptime

C. PLANNED PROJECT PHASES

It is the intention of the County to enter into a two-phase project with the successful proposer to provide professional services and software. The first phase of the contract is the identification, definition and planning of the tasks necessary to successfully implement the system. This will require the successful proposer to provide the County with access to a test copy of the proposed software and to assist in performing a requirements definition and gap analysis of the proposed software against the business process and RFP requirements. The end result of Phase One will be a Phase One Report that will identify any implementation issues that have been determined as a result of the review and will also include definitive fixed prices for all components and services including: the proposed application software, modifications to the software, system integration, data conversion and implementation costs, and ongoing maintenance and support costs.

Upon successful completion of Phase One and the determination by the County and the proposer that the proposed software solution can be successfully implemented in Dakota County at a cost acceptable to the County, the second phase of this project will commence to implement the new system. At such time, the County and the proposer will execute a Phase Two contract, which will detail the “not to exceed” contract price, milestones, deliverables and payment schedule for Phase Two. If, at the end of Phase One, the County determines as a result of the Phase One Report that the selected proposer’s software cannot be implemented successfully or that the cost is not acceptable, the County reserves the right to end the project at that time.

Proposer must submit detailed plans stating how they intend to perform the services required and identify an initial schedule (including tasks, milestones, estimated timetable and costs) for both phases of the project.

II. **IMPORTANT RFP INFORMATION AND DATES**

A. INVITATION FOR PROPOSALS/PROPOSAL DUE DATE

Sealed proposals will be received at:
Dakota County Administration Center
Information Technology Department
Attn: Dan Ferber
1590 Highway 55
Hastings, MN 55033

Proposals will be received until **4:00 p.m.** on **November 3, 2017** for the provision of software and professional services for a Land Acquisition Management System for Dakota County.

The following are the key dates for this RFP:

Wednesday 10/4/2017	RFP made available to vendors
Friday 10/20/2017	Questions to the County by email
Friday 10/27/2017	County response to questions
Friday 11/3/2017	RFP responses due back from vendors by 4:00 PM CDT
Friday 11/10/2017	Finalists notified
11/27/2017 – 12/1/2017	Vendor demonstrations
Friday 12/8/2017	Vendor selection by Dakota County Land Management group

Dakota County reserves the right to change these dates as it deems necessary.

B. RFP QUESTIONS AND COUNTY RESPONSES

All questions regarding this RFP must be submitted by email by **October 20, 2017**, to dan.ferber@co.dakota.mn.us. The County will post responses no later than **October 27, 2017**. These responses will be available at the following web site, along with the questions:

(<http://www.co.dakota.mn.us/Government/DoingBusiness/BidProposalsInformation/Pages/default.aspx>). No questions will be accepted via phone calls.

C. VENDOR INTERVIEWS AND DEMONSTRATIONS

As part of the vendor selection process, Dakota County intends to invite vendor finalists to demonstrate their system and to answer questions regarding their proposal. Based on the current project schedule, we expect that these demonstrations will be held around November 27, 2017 – December 1, 2017. The County currently plans to notify vendor finalists of their selection to participate in the demonstration process on or about November 10, 2017.

D. VENDOR SELECTION

Based on the current project schedule, we expect that the final vendor selection will be made on or about December 8, 2017, with the anticipation that Phase 1 would commence as soon as possible after that date.

E. IMPLEMENTATION DEADLINE

Implementation of the basic software must be completed by a date to be determined after vendor selection. Completion of all Phase Two milestones and deliverables and implementation of the complete software solution should be accomplished no later than a date to be determined.

F. RFP RELEASE

This RFP was released on October 4, 2017. Dakota County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site at the address: (http://www.co.dakota.mn.us/e_government/bids/bids_rfps.htm). Proposers are encouraged to check the web site regularly for changes to the RFP or schedule of important dates.

G. PROPOSAL COSTS

Dakota County is not responsible for any costs incurred by the proposer to prepare or submit a proposal, participation in the proposer demonstrations, or for any other cost to the proposer associated with responding to the RFP.

H. OWNERSHIP OF PROPOSALS

All proposals submitted on time become the property of Dakota County upon submission, and the proposals will not be returned to the proposers. By submitting a proposal, the proposer agrees that Dakota County may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public records. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

I. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIALITY

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.591, the names of all entities that submit a timely proposal to Dakota County will be public once the proposals are opened. All other information contained in the proposals remains private until the County has completed negotiating a contract with the selected proposer. After a contract has been negotiated, all information in all proposals received is public information except "trade secret" information as defined in Minnesota Statutes Section 13.37.

Requests by the public for the release of information held by Dakota County are subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Proposers are encouraged to familiarize themselves with these provisions prior to submitting a proposal. All information submitted by a proposer may be treated as public information by Dakota County

unless the proposer properly requests that information be treated as confidential/trade secret data at the time of submitting the proposal.

The request must also include the name, address, and telephone number of the person authorized by the Proposer to answer any inquiries by Dakota County concerning the request for confidentiality. The County reserves the right to make the final determination of whether data identified as confidential by a Proposer falls within the public disclosure exemptions in the Minnesota Government Data Practices Act.

The Proposer's failure to request confidential treatment of information pursuant to this subsection will be deemed by Dakota County as a waiver by the Proposer of any confidential treatment of the information in the proposal.

III. BACKGROUND INFORMATION

A. INTRODUCTION TO DAKOTA COUNTY

Dakota County is the third most populous county in Minnesota, with an estimated population in excess of 412,000. Dakota County, with its county seat in Hastings, encompasses a 587 square mile area. Most of the population is concentrated in the northern one-third of the County (suburbs of the Minneapolis – St. Paul Metropolitan Area), while the southern two-thirds of the County remain largely rural.

B. LAND MANAGEMENT TEAM

Transportation, Parks, Land Conservation, and Capital Planning are the departments within Physical Development Division responsible for the majority of the County's land acquisition.

- Transportation department works with Minnesota Department of Transportation and the surrounding cities/townships to acquire land for Right of Way projects.
- Parks, with the approval of Metropolitan Council, acquires land for protecting its natural resources and also transposing them into greenways/trails for recreational purposes.
- Land Conservation is focused on acquiring farmland and natural areas for protection of its soil productivity, wildlife habitat, and water quality.
- Capital Planning purchase properties for the County anticipated long term operational and maintenance needs. This could involve new facilities and construction.

The land acquisition and management process also involves other County parties like GIS, Survey, Attorney Office, Finance, and Board of Commissioners. In addition, external partners like title companies, appraisers, consultants, and others also play key roles in the acquisition procedure.

C. OVERVIEW OF THE COUNTY'S CURRENT SYSTEMS

Each department has their own methods of tracking the properties they purchased. Paper copies, emails, network files, spreadsheets, and MS Access databases are often used to manage the information collected and disseminated. Most departments have GIS maps to present their acquired properties. Some use OnBase to store their scanned documents. Some do not. A few key individuals from each department have the knowledge of the land acquisition management process. They have the connections and know-hows to oversee this often complex time-constraint duty.

D. DEPARTMENT OF INFORMATION TECHNOLOGY BACKGROUND INFORMATION AND STANDARDS

Dakota County Infrastructure

The Dakota County Department of Information Technology operates as a central technology department for the County. It delivers information and telecommunications services to Dakota County staff to maximize the effectiveness of county services. The Department has 65 employees, and provides services to over 1,800 County customers in the areas of PC Support, Application and GIS Services, Help Desk Support, Network and Telecommunications Services, and Server Support.

Technology Standards

The proposed Land Acquisition Management System must be compatible with the County's current technology configuration if the system is to be hosted on the County's network. **Exhibit A** - Technology Overview and Standards provides a description of the County's technology standards. Please note: While options outside of these standards may be considered, adherence to these standards will be given additional weight in the evaluation process.

Hosted versus Not Hosted

If the proposed solution will be hosted and supported by the vendor, the County needs to know the following information:

1. Is the Vendor actually hosting the application on it's servers?
2. If not, who is the actual hosting company and where is it located?
3. What type of servers are being used (please give hardware specifications)?

4. What Operating System version and Database version is being used to run the application?
5. Will the application be running in a virtual environment?
6. With how many other customers will Dakota County be sharing these servers?

If the proposed solution is not to be hosted but will be installed and run on the County's servers, the County needs to know the following information:

1. What is the server architecture required to run the application (webservers, application servers, database server)?
2. What is the recommended hardware configuration of each of these servers?
3. What operating system version and level and database version level is recommended?
4. Is the application approved by the vendor to be run in a VMWare virtual environment?
5. Is there any non-standard Microsoft required to run the application that will have to be purchased and installed on the County's servers?

A Test Environment Will Be Required

Whether the application is hosted or non-hosted, the County will require a test environment, to be used by County staff to test new aspects of the system.

24/7 Requirements

It is expected that access to the Land Acquisition Management System be provided on a 24X7 basis. The hardware and software used to support the Land Acquisition Management System must be designed to minimize downtime and with adequate redundancy and failover capabilities to automatically recover from potential system problems.

Other Considerations

The proposed Land Acquisition Management System must be designed to meet minimum application performance standards ensuring that all inquiry and update transactions will be completed with a response time of less than three seconds when implemented on the hardware configuration defined by the selected proposer. The additional cost for server support and possible integration will need to be factored into the proposal evaluation process.

IV. GENERAL CONTRACT REQUIREMENTS

Dakota County will require the selected proposer to include the contents of this Request for Proposal and all representations, warranties and commitments in your proposal and related correspondence as contractual obligations when developing the written contracts for Phase One and Phase Two of this project. This requirement includes the vendor response and explanations contained within Section VIII, Proposal Form B,

Software Functional Requirements and Proposal Form C, Software Non-Functional Requirements. Other contractual requirements include:

- Development of an acceptable implementation schedule covering all phases of the project, including software installation or access to Software as a Service (SAAS), data conversion and required modifications.
- Development of a two phase contract which includes all services included in this RFP, with the issuance of an amendment or new contract for specific Phase Two services and costs following the successful completion of the Phase One Report and the identification of all costs related to Phase Two.
- Fixed fee progress payments that will be based upon the vendor satisfying specific milestones, deliverables and system acceptance criteria, such as:
 - Completing the Phase One Report
 - Installing or access to and testing of the base software package
 - Completion and testing of required modifications
 - Completion and testing of data conversion
 - Completion of user training
 - Application “go live” dates
- In addition to a progress or milestone payment schedule, a percentage of each progress payment will be held back from payment until a six month acceptance period for the deliverables has been satisfied. This percentage will be negotiated in the Contract.
- Liquidated damages clause for late performance, based on specific milestone dates agreed to by the proposer and the County. These liquidated damages shall be a daily dollar amount and shall be deducted from any monies due or coming to the Proposer.

A. In addition to the points listed above, the following standard Dakota County terms shall be incorporated into the Contract with the successful proposer, along with any portions of the specifications and proposal deemed necessary by Dakota County. An example of the format for the Phase One Contract is attached to this RFP as **Exhibit B** - Dakota County Insurance Requirements. Prior to commencement of a contract term, the successful proposer shall procure and maintain in full force and effect during the term of the Agreement, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The insurance coverage shall satisfy the requirements set forth in Section IX, Exhibit B, which is attached hereto and incorporated herein.

B. INDEMNIFICATION. The successful proposer agrees to indemnify, defend and save the County, including its elected officials, officers, employees and its agents, harmless from any and all claims, demands, damages, actions or causes of action arising or to arise against the County by reasons of any act, omission, neglect or misconduct by the successful proposer.

C. FRAUD OR COLLUSION.

1. By submitting a proposal, the proposer certifies that it is the only party interested in its proposal, and that its proposal is made and submitted without fraud or collusion with any other person, firm, or corporation whatsoever.
2. The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion with intent to defraud, or other illegal practices upon the part of the proposer, or for noncompliance with the requirements of these documents.

D. NON-DISCRIMINATION. By submission of a proposal, proposer agrees to abide by all provisions of Minn. Stat. § 181.59, as amended, entitled “Discrimination on Account of Race, Creed, or Color Prohibited in Contract,” set forth herein:

Minn. Stat. § 181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED, OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, for any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

1. That, in the hiring of common or skilled labor for the performance of any work under contract, or any subcontract hereunder, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which such employment relates;
2. That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any such person or persons identified in this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;
3. That a violation of this section shall be a misdemeanor; and
4. That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or subsequent violation of the terms or conditions of this contract.

E. AFFIRMATIVE ACTION POLICY. The following is the Affirmative Action Policy for Dakota County:

DECLARATION OF POLICY OF AFFIRMATIVE ACTION

Dakota County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the County to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional

opportunities without discrimination because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, public assistance status, handicap or disability; and to otherwise promote full realization of human rights within the County to the extent permitted by law. To implement this policy, Dakota County requires that every person making application for, currently employed by, or applying for future vacancies in the employ of the County of Dakota will be considered on the basis of individual ability and merit, without discrimination or favor.

In furtherance of this policy, the County of Dakota established an affirmative action plan, providing for and assuring fair and equitable treatment in all phases of public employment, including selection, compensation, benefits, training opportunities, promotions, transfers, layoff and other terms, conditions and privileges of employment. The concept of this affirmative action policy is consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the personnel system for Dakota County.

In the interest of advancing the goal of open competition and equal opportunity in employment, the County undertakes the responsibility for communicating its affirmative action policy to those from whom it purchases products and services.

- F. WORKER'S COMPENSATION.** Any and all employees of the proposer or other persons while engaged in the performance of any work or services required by the proposer under this agreement shall not be considered employees of the County and any and all claims that may or might arise under the Worker's Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by any third party as a consequence of any act or omission on the part of the work or service provided to be rendered herein shall in no way be the obligation or responsibility of the County. Proposer guarantees that it shall have Worker's Compensation Insurance in effect throughout the terms of this agreement, as required by Minn. Stat. § 176.182, and shall provide a certificate evidencing such insurance prior to executing the Contract.
- G. INDEPENDENT CONTRACTORS.** Proposer and all employees of the successful proposer shall not be considered employees of the County while engaged in the performance of any work or services required herein, and shall be Independent Contractors. Any and all claims that may arise under the Worker's Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act or omission on the part of the work or service provided to be rendered herein shall in no way be the obligation or responsibility of the County.
- H. NO SUBCONTRACTS OR ASSIGNMENTS.** All work referenced herein shall be performed by the successful proposer. The work may not be performed by a subcontractor nor assigned to a third party unless specifically authorized in writing by the County.

- I. **COSTS NOT PROVIDED FOR.** No claim for services or supplies furnished by the successful proposer not specifically provided for in this proposal and subsequent contract will be honored by the County.
- J. **PERFORMANCE AND PAYMENT BONDS.** The Contractor shall be required to furnish performance and labor and material payment bonds in the full amount of the contract together with the executed contract. Such bonds shall be issued from a reliable surety company licensed to do business in Minnesota and acceptable to the County. These bonds shall remain in effect for the duration of the contract. The bonds are to insure that all work has been done according to the specifications of the RFP documents.
- K. **OTHER CONTRACT TERMS.** Other standard County contract terms, if applicable, may be included also.

V. **GENERAL PROPOSAL REQUIREMENTS**

This section outlines the information that must be included with your proposal. Vendors should review this list to ensure that their proposals include all requested information prior to submission. All proposals must contain a Table of Contents at the beginning of the proposal which clearly outlines the content of each section.

A. GENERAL INSTRUCTIONS FOR PROPOSERS.

1. All proposals shall be submitted on the forms provided. All blank spaces may be filled in electronically, and the form must be fully completed and signed when submitted. All proposals by corporations shall bear the official seal of the corporation, if applicable, along with the signature of a duly authorized officer of the corporation.
2. All proposal envelopes must be sealed and bear the inscription: "PROPOSAL LAND ACQUISITION MANAGEMENT SYSTEM" together with the name and address of the proposer. The proposal envelopes shall be addressed to:

**Dakota County Administration Center
Information Technology Department
Attn: Dan Ferber
1590 Highway 55
Hastings, MN 55033**

Hand delivered proposals should be delivered to the Information Technology Department located on the first floor of the Dakota County Administration Center.

3. Vendors must submit six (6) complete hard copies of their proposal and one electronic copy on a CD or USB flash drive.

4. In the case of a variance between written words and figures, the amount(s) stated in written words shall govern. In case of unit price difference from extended figure, the unit price shall govern.
5. All alterations or erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. The corrections must be initialed in ink by each person signing the proposal.
6. All proposals must comply with and not deviate from the provisions of the specifications and other proposal documents or such proposal may be rejected by the County.
7. Any questions from proposers must be submitted by email to dan.ferber@co.dakota.mn.us by **October 20 2017**. Responses to the questions submitted via email will be posted on the County's website by **October 27, 2017**. (http://www.co.dakota.mn.us/e_government/bids/bids_rfps.htm). Revisions or modifications to the RFP shall be made by addendum and posted on the County's website. No questions will be accepted via phone calls.
8. Any modification, insertion, omission, or change, except as caused by a County's addendum, made by any proposer to any material contained on the proposal shall be cause for the rejection of the proposal. Should any proposer wish to submit amplifying data with his proposal, he should make a statement on the bottom of the proposal that such amplifying material is a part of the proposal and attach said material to the proposal.
9. The County reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any defects of technicalities or to advertise for new proposals where the acceptance, rejection, waiving or advertising of such would be in the best interests of the County. The County also reserves the right to award in whole or in part, by item, group of items, or by section where such action serves the County best interests.
10. The proposer shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the proposer shall promptly notify the County of such error or omission. Inconsistencies in the specifications are to be reported before proposals are received, wherever found.
11. Proposals received prior to the proposal due date and time will be kept secured and unopened. No proposal received thereafter will be considered and will be returned to the proposer unopened.
12. The County shall not physically release or return to the proposer any proposal for the purpose of modification, withdrawal, or any other purpose whatsoever.

13. No responsibility will attach to the County for the premature opening of a proposal not properly addressed and identified. No proposer may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.
14. All proposals shall be held firm until the contract has been awarded.
15. The County is not responsible for locating or securing any information which is not identified in the proposal and reasonably available to the County. Accordingly, to insure that sufficient information is available, the proposer must furnish as a part of the proposal all descriptive material necessary for the County to determine whether the proposal offered meets the requirements of the Proposed Documents.
16. The successful proposer will be required to execute a Phase One contract and return it to County within fifteen (15) days after the contract forms have been mailed to successful proposer.
17. The County may make such investigations as it deems necessary to determine the ability of the proposer to furnish the services outlined herein, and the proposer shall furnish to the County all such information and data for this purpose as the County may request. The proposer must supply upon request, the name of all employees together with reasonable personal data requested, if any, regarding each employee. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract.
18. After proposals have been received and opened, the County may schedule interviews and demonstrations with any or all proposers submitting a proposal as a part of the evaluation process to determine the most appropriate proposer to whom the contract should be awarded. The County will require the proposer to meet in person at the Dakota County Western Service Center in Apple Valley, MN for the proposed software demonstration.
19. The County shall send written notice of award to the successful proposer.
20. Pursuant to Minnesota Statutes Section 13.591, the names of all proposers are public once the proposals are opened. All other information in the proposals shall not be disclosed until the County has successfully negotiated a contract with the successful proposer.

B. SCOPE OF PROFESSIONAL SERVICES TO BE PROPOSED

For all services proposed, please indicate which services will be provided on-site at Dakota County versus remotely from the proposer's location.

As a part of this project, the selected proposer shall be expected to perform the following required services. Proposers may also suggest additional services as part

of their response. Your proposal must include your approach and scheduled tasks to perform the following services. Include your assumptions for on-site work. The County is assuming at least 50% of your time to be on-site.

PHASE ONE – REQUIREMENTS DEFINITION AND GAP ANALYSIS:

Phase One of the project will include:

1. A Phase One project plan and timeline. This project plan should include a detailed statement of work, task lists and project schedules.
2. Detailed review and design of the County's needs and identification of specific gaps that exist between the County's requirements and business processes and the proposed software. This should include a complete analysis of necessary software customization, data conversion requirements, training and documentation needs and other items required for a successful implementation of the proposed solution at Dakota County.
3. Identify and define the needs for the County to integrate with other systems. This analysis may include options for different types and levels of sophistication of the interfaces. The focus of this should be on a solution that is most efficient, cost effective (including initial and on-going maintenance and support), and minimizes risk to the County.
4. Develop a detailed project requirements definition and refine the costs for all software, hardware and professional services that will be required to complete the Phase Two implementation of the proposed solution.
5. Document the results of steps 2, 3 and 4 above in a Phase One Report. See Exhibit G for the Phase One Report Deliverables definition.
6. Propose all services required to coordinate necessary County and vendor resources to complete the Phase One tasks. These project management services should include facilitating project status meetings, weekly communication of project status reports, problem resolution reporting, and maintaining/updating the project plan.
7. If multiple solutions are selected, the vendor or vendors must demonstrate the ability to integrate the systems.
8. Prepare a refined project plan and timeline for Phase Two, the proposed implementation. This project plan should include a detailed statement of work, task lists, project schedules and suggested project milestones for progress payments.

PHASE TWO – APPLICATION SOFTWARE, HARDWARE AND IMPLEMENTATION SERVICES

Phase Two will include the following:

1. APPLICATION SOFTWARE DELIVERY, INSTALLATION, AND CONFIGURATION

Propose all services required for delivery, installation, configuration, and testing of the proposed software products, including acceptance tests to be conducted by County staff. The system should provide for processing functions/modules described in this RFP and functionality described in Section VIII: Proposal Form B – Software Functional Requirements and Proposal Form C – Software Non-Functional Requirements. To the extent possible, test data for the acceptance tests will be provided by the County. Include all services required to coordinate your activities with the County.

2. SOFTWARE MODIFICATIONS/DEVELOPMENT SERVICES

Propose all services required to design and develop software, or modify existing software, to meet the needs of the County, including development of County-specific queries and reports, integration of the proposed applications, and acceptance tests to be conducted by County's staff. To the extent possible, test data for the acceptance tests will be provided by the County.

3. PROJECT MANAGEMENT SERVICES

Propose all services required to coordinate necessary County and vendor resources to complete the tasks outlined in the implementation project schedule. These project management services should include facilitating project status meetings, weekly communication of project status reports, problem resolution reporting, and maintaining/updating the project plan.

4. INTEGRATION DEVELOPMENT

Propose any services required to identify, define and provide application integration and/or interfaces with other application systems.

5. DATA MIGRATION/CONVERSION

Propose any services required to migrate and/or convert existing data to the proposed application(s), including acceptance tests to be conducted by County's staff. Test data for the acceptance tests will be provided by the County.

6. HARDWARE, OPERATING SYSTEM AND SYSTEM UTILITIES DELIVERY, INSTALLATION AND CONFIGURATION

The recommended hardware configuration should be able to accommodate current and anticipated transaction volumes, while ensuring that the application operates within a response time performance standard maximum of three seconds. Include all services required to coordinate hardware installation activities with the County. The hardware and software used to support the Land Acquisition Management System must be designed to minimize downtime and with adequate redundancy and failover capabilities to automatically recover from potential system problems.

7. DOCUMENTATION

Propose any services required to produce complete on-line help and hard copy and electronic user, system administration and technical documentation manuals. Please provide relevant sample copies of your documentation manuals with your proposal.

8. TRAINING

Propose any services required to provide thorough, effective training of County staff including end users, systems administrators and technical staff. Describe your intended on-site training plan with off-site options. In addition, please provide information regarding any organized system user groups that may exist for the proposed solutions.

9. SOFTWARE MAINTENANCE

Propose any necessary upgrade and maintenance services for all packaged and custom application software, and the date it will start, including the locations from which the services will be provided. Propose services for software updates and enhancements to application and other software. Please provide information on the frequency of new releases and new versions and also describe how subsequent versions of the package will accommodate custom written routines. Software maintenance for the first year of production operation will be included in the Phase II contract. The terms for second and subsequent years of maintenance will be laid out in the Phase II contract. The vendor will invoice annually for ongoing maintenance.

10. SUPPORT

Propose all on-going application support that you are able to provide. Describe the types of applications support that you offer (for example, on-site, web-based, telephone, and dial-in), hours of availability, guaranteed response and problem resolution times. Comprehensive support should be proposed for the first five years. The support proposal should keep in mind that the system must be available for continuous operation. Software support for the first year of production operation will be included in the Phase II contract. The terms for second and subsequent years of software support will be laid out in the Phase II contract. The vendor will invoice annually for ongoing support.

11. OTHER SERVICES

Propose any other services that are considered necessary to complete this project.

12. ASSUMPTIONS ON COUNTY'S ROLE

In addition to the services outlined above, please provide your assumptions and requirements regarding the County's role in the implementation process, including anticipated time requirements for:

- Business Analysis (subject matter experts)
- Project Management
- Testing
- Training

- Data Conversion
- Interfaces
- System Installation and Configuration
- Database Installation and Configuration
- On-going System Administration, Software and Database Support
- Report Development
- Software Customization

VI. SPECIFIC PROPOSAL REQUIREMENTS

Vendor proposals should include the following sections (in this order):

◆ Dakota County's Proposal Form

Your proposal must include a completed copy of the Dakota County Proposal Form for Professional Services, included as part of Section VIII (Proposal Form A) of this proposal. This form must be completed in its entirety and signed by an executive of your organization with the authorization to enter into a contract with Dakota County.

◆ Introduction and Statement of Qualifications

Vendors should include a section in their proposal that provides information regarding your company, your software products and other pertinent information that would aid the County in evaluating your capabilities. This section should address the following:

- A restatement of the project purpose and goals to demonstrate the proposer understands the project.
- Provide a short introduction to your company including the number of years in business, the number of years the company has been providing software and services and the total number employees
- Provide a set of your current and previous year audited financial statements
- What is the total number of active customers using the applications proposed
- How often are major releases provided for the applications proposed
- How often are patch or maintenance releases provided
- Experience with similar land acquisition management systems, including:
 - Name of products installed
 - Number of installations
 - Size of installations (number of patients)
- Experience with integration
- Technology and language(s) with, or upon which, the Land Acquisition Management was constructed
- Employees within the proposer's company that will be working on this project, including professional resumes

- Other pertinent information that would demonstrate your qualifications to perform this project.

◆ **Narrative Response to the Proposal**

In addition to completing the detailed proposal documents that are included with this RFP, the vendor should provide a narrative section of their proposal that addresses their approach to providing the services outlined for both Phases of the project.

Proposers are encouraged to use this section of the proposal to further explain aspects of their system that cannot be adequately defined via the requirements checklists and other proposal forms. As part of this section of your proposal, some specific key system requirements have been identified which proposers should make sure are addressed in the narrative section. These key requirements include:

- The level of integration provided between the various modules of your system, if applicable. Vendors are encouraged to describe how their system will provide integration between all land management modules in order to allow for a streamlined workflow.
Ability and method of the software to integrate/interface with other systems, i.e. GIS, Electronic Document Management, and ERP. Describe how the Land Acquisition Management System would accommodate this model of integration. For example on Enterprise Content Management, describe the ability of the system to integrate external documents, assist with the creation of electronic documents, capture electronic signatures, and the ability to manage a document workflow process within the land acquisition management system. Describe your solution for scanning documents and file compression, importing and accessing documents within the land acquisition management system, and sharing documents with other entities. Include image size and storage requirements.
- Database inquiry and reporting capabilities provided as part of your system. A robust and flexible reporting system is required to support standard reporting needs as well as ad-hoc inquiry and report creation. This should include the ability to query the system from an external search using web services or related technologies, in addition to direct data connection such as ODBC. Describe the ability of the system to meet these requirements.
- Method to electronically convert the County's existing information to the new system. Proposers should outline their conversion approach in this section of the proposal, including tools that assist with conversion.
- Explanation of your organizations project management skills and define the processes used to manage the project to see all tasks are completed.
- Explanation of your assumptions for amount of time to be spent on-site at the County.
- Level of compliance with the County's standards for information technology. Proposers should provide details regarding their technology

architecture (operating systems and operating system versions, programming language, database environment, etc.) and how this architecture will fit within the current County's environment (see Section III.D. for an overview of Dakota County's technology standards).

- Features within your proposed system and implementation approach which you believe are unique and will provide Dakota County with a software solution that will be able to meet and exceed the requirements outlined within this RFP.
- Other pertinent information regarding your proposal that you believe requires further explanation or clarification.

◆ **Response to Functional Requirements Checklist**

This section of your proposal should contain your detailed response to the functional requirements checklist contained in Section VIII of this RFP (Proposal Form B). This list is contained in a Microsoft Excel document and must be completed electronically. Your proposal should include a printed copy of your completed response to the functional requirements checklist and an electronic version containing your responses.

The software functional requirements checklist (Form B) contains multiple columns to indicate your response to each requirement listed.

- a. If the requirement is satisfied by the core functionality of your system please put an 'X' in the Core Functionality column.
- b. If the requirement can be handled by system configuration and setup, please put an 'X' in the Configuration column.
- c. If the requirement can be satisfied by custom development, place an 'X' in the Customization column. Also provide an estimated cost in the Cost of Customization column.
- d. Place an 'X' in the Not Available column to indicate functionality that is not available and not customizable in your system.
- e. Use the Proposer Comments column to provide further clarification regarding your response to the requirement, as necessary

◆ **Response to Non-Functional Requirements**

This section of your proposal should contain your narrative detailed response to the each item in the non-functional requirements list (Proposal Form C). The non-functional requirements checklist (Form C) contains a list of items requiring response, explanation and/or examples.

◆ **Cost Proposal and Other RFP Forms**

Your cost proposal should include all items that pertain to the scope of this project as described in this RFP. Proposers should provide all necessary

software modules and system interfaces required to satisfy the requirements of this RFP. Within this section of this proposal, you should detail the anticipated costs related to each element of the two phases of this proposal outlined in Section V.B. You may utilize your own format for providing cost information within your response. However, this information should also be summarized onto the Cost Summary form included in Section VIII of the RFP (Proposal Form D) and the proposed costs contained in the Cost Summary Form should match your customized cost presentation.

As part of your cost proposal, please provide detailed information regarding your software licensing approach and requirements, including the basis for licensing (e.g., number of users, number of properties, per module pricing, etc.) in order to provide the County a method for determining future software licensing costs as a result of implementing your system. In addition, please indicate any software licenses that must be renewed after a specific time (e.g., five year license) and the cost of such renewal. The County intends to maintain both a test and production environment of the selected system. Please indicate all software licensing costs required to support both the production and test environment.

Section VIII includes various forms including cost summaries, reference forms and other information. Your completed forms should be included in this section of the proposal. The following forms must be completed and submitted in this section:

- Proposal Form D – Cost Analysis Worksheet
- Proposal Form E – Recommended Hardware Configuration
- Proposal Form F – Proposer Information Form
- Proposal Form G – Proposer Reference Form
- Proposal Form H – Vendor Support Form
- Proposal Form I – Non-Collusion and Conflict of Interest Statement Form

Section VIII, Proposal Form G is a reference worksheet. Please submit references with preference to government entities similar in size and operation to Dakota County. Please note that this proposal form has multiple tabs within the spreadsheet and that each tab contains a separate proposal response form.

◆ **Proposed Project Work Plan**

This section of the proposal should include a proposed project work plan for completing both Phase One and Phase Two of this project. Specific project tasks and milestones should be included as part of the project plan.

VII. PROPOSAL EVALUATION CRITERIA

A. Evaluation

The award shall be based on, but not limited to, the following factors:

- ◆ The experience and other qualifications of the proposer and its project team in the area of Land Acquisition Management Systems and track record of successfully implementing these systems for other entities. There is a preference for systems that have been installed in governmental entities of similar size and operation of Dakota County.
- ◆ The ability of the proposer to satisfy the detailed functional and non-functional requirements outlined in this RFP.
- ◆ The ability of the proposer to satisfy the business and system objectives outlined in this RFP.
- ◆ The ability of the proposer to have a software solution that utilizes open architecture and has the ability to interface to other systems.
- ◆ The proposed system's compliance with Dakota County technology standards.
- ◆ References from persons knowledgeable of the proposer's ability to fulfill the terms of the contract.
- ◆ Total initial and ongoing cost to the County.
- ◆ Completeness of work plan
- ◆ Financial stability and years in business.

B. Key Components for the System:

The following items are keys to a successful system at Dakota County:

- Ability and ease of use in maintaining system security and administration at various levels
- Ability to create and maintain workflows
- Ease of administration of business rules
- Ability to share data through integration services and interfaces
- Ability to easily generate ad hoc reports and queries
- Ability to manage electronic documents in an organized manner
- Strength of vendor development and support team
- Level of intuitiveness for end users
- Quality of online help

VIII. PROPOSAL FORMS TO BE COMPLETED WITH RFP RESPONSES

The following proposal forms are referenced in the RFP and MUST be completed and included with your proposal response. All proposal forms are provided on electronic media with the RFP package.

- PROPOSAL FORM A –PROFESSIONAL SERVICES
 - This form is required with your proposal and should be provided in the first section of your proposal (See Section VI, Specific Proposal Requirements)
- PROPOSAL FORM B – FUNCTIONAL REQUIREMENTS
 - Proposers should answer each question within the requirements checklist by placing an 'X' in the box that signifies your response to the software feature. Proposers are encouraged to complete the Proposer Comments column to provide further clarification as necessary. Refer to Section VI for additional instructions regarding completion of Proposal Form B.
- PROPOSAL FORM C – NON-FUNCTIONAL REQUIREMENTS
 - Proposers should fully answer each requirement in an attached document.
- PROPOSAL FORM D – COST ANALYSIS
 - Proposers are encouraged to provide more detailed cost information with their proposals for the specific software modules and other cost elements of your proposal. However, a completed copy of the cost analysis worksheet, documenting your summarized cost proposal must be included with your proposal.
- PROPOSAL FORM E –HARDWARE CONFIGURATION
 - Proposers must provide initial hardware configuration recommendations based upon the volume information included in the RFP. At the end of Phase One of the project, detailed hardware configuration recommendations will be required from the selected proposer. If specific hardware items are proprietary or must be specifically configured to operate your application software, please indicate this information within your response.
- PROPOSAL FORM F – PROPOSER INFORMATION
 - This general information form on the proposer's company must be submitted with your RFP response. Additional information regarding your company is encouraged to be included within the narrative sections of your proposal.
- PROPOSAL FORM G – PROPOSER REFERENCE
 - Proposers must submit at least 3 references of accounts of similar size as Dakota County who are utilizing your proposed applications. **Please note there are three separate tabs for Proposal Form G (one for each reference).**

- PROPOSAL FORM H – VENDOR SUPPORT
 - This is a general information form that describes your company's ability to support the County's use of the proposed applications on an ongoing basis.
- PROPOSAL FORM I – NON-COLLUSION AND CONFLICT OF INTEREST STATEMENT
 - Proposers must complete and sign the Non-Collusion and Conflict of Interest Statement form to comply with Dakota County's terms when providing proposals.

IX. EXHIBITS

The following exhibits are included to provide proposers with additional background and clarification on Dakota County's operations

- Exhibit A – Dakota County Technology Overview and Standards
This exhibit provides an overview of the network configuration for the County.
- Exhibit B – Dakota County Insurance Requirements
- Exhibit C – Dakota County Standard Assurances

Exhibit A - Technology Overview and Standards

Following presents an overview of the technology used in Dakota County. It includes standards for infrastructure, protocols, data, and other related items.

Facility Infrastructure

Server Room: The County has two datacenters which host environmental controls, device monitoring, and secured access. In addition, central UPS's provide redundant power, as well as backup generators for any power problems. This environment includes over 300+ virtual servers that host file and print services, applications, web services, SQL and several DMZs. Dakota County is primarily a Microsoft environment.

Network Equipment: The County hosts the core network equipment in the two datacenters with environmental controls, device monitoring, and secured access. In addition, central UPS's provide redundant power, as well as backup generators for any power problems. The network closets are also secured and backup power units are utilized.

Network Infrastructure

The Dakota County data network is composed of several Ethernet Local Area Networks (LANs) interconnected by a multi-point, multi-technology Wide Area Network (WAN).

Wide Area Network: The primary data networks consist of gigabit fiber connections between the main county buildings. The two county buildings that host datacenters have additional fiber connections for redundancy and additional bandwidth.

Local Area Network: The core of the LAN is a set of redundant layer 3 switches within the datacenter, and additional workgroup switches for device access. Closets within the Government Center, which contains an appropriate number of Ethernet switch ports, is connected to the core switches with fiber strands. Each end-user connection port is connected to the nearest closet switch. A similar structure exists at each large county building or campus.

Virtual Local Area Networks: VLAN's are utilized to segment traffic based on departments within buildings.

Protocols: The vast majority of the network traffic is Internet Protocol (IP) with some specialized utilization of other protocols. The routing protocol used within the WAN is Cisco standard EIGRP.

Wireless Local Area Network: Wireless LAN networking is accomplished using Cisco Aironet access points adhering to the 802.11a/b/g/n (Wi-Fi) standard. All access points are configured with a staff accessible WLAN allowing county devices access based on certificates. A public WLAN is available in some areas which allows internet access for any device.

Internet Connectivity: The county's Internet Service Provider (ISP) is the State of Minnesota (MNet) and the county uses dual active/passive Internet firewalls. The connection is a 1 Gb/s fiber that is full rated speed to the State and rate-limited to the Internet.

Video Conferencing: The county's video conferencing equipment utilizes standard H.323 protocols and the network is provisioned to provide a unique VLAN for this traffic. All video conferencing traffic is given priority via industry standard 802.3p and 802.3Q protocols (QoS). The county belongs to the State of Minnesota's Office of Enterprise Technology Collaboration to provide multiple site video conference bridging and support services.

Wiring Standards

Data Cabling: All new data cabling is installed by an approved county employee or contractor, to meet the specifications of EIA/TIA-568A Category 6 standards. Workstation to wall plate jumper cables are installed with RJ-45 modular cables conforming to EIA/TIA-568A Category 6 standards with the exception of the Western Services Center (WSC), in Apple Valley, which is currently utilizing category 5 cabling.

Server Infrastructure

Server Platforms:

The county utilizes a mixture of HP Intel-based physical servers as hosts for VMWare ESXi 5.5 virtual environment. Our strategic direction going forward is to utilize our virtual infrastructure for all new application installations.

- 20 HP physical VMWare ESXi 5.5 host servers
- 300+ virtual servers

The County also utilizes Dell/Compellent SANs for data storage.

Operating Systems: The county standard for the server environment is:

- Microsoft Windows based services for applications. It is preferred that all new applications be deployed on the latest Windows OS, currently Windows 2012 R2. Windows is the preferred platform of choice for any new applications.
- Microsoft Active Directory 2012R2 for file and print services
- All new servers deployed to the environment need to be virtual in a VMWare ESXi environment.

Data backup: Local onsite backup is accomplished with Veeam 9.0 (virtualized backup). SAN data is also replicated between the two primary datacenters for off-site backup. VMWare SRM is used for disaster recovery between the two sites.

Services Infrastructure

Domain Name Service: Dakota County utilizes industry standard Domain Name Service (DNS) servers distributed in a redundant fashion between multiple sites.

Dynamic Host Configuration Protocol (DHCP) is utilized to provide automated IP address assignment as well as other configuration information. IP addresses are assigned from a "Private IP" address range unless a static IP address is required for law enforcement or investigative functions performed by certain devices. Network Address Translation (NAT) and Port Address Translation (PAT) are utilized at the county's firewalls to convert the private IP addresses to public IP addresses.

Directory Services: In addition to the DNS servers, Dakota County utilizes Microsoft Active Directory 2012 R2 as its primary internal directory service and interfaces all application directory requests utilizing the Lightweight Directory Access Protocol (LDAP), when native integration is not available.

E-Mail: The County utilizes Microsoft Exchange 2016 as the standard for e-mail, calendars, scheduling, and addresses. The address book is reviewed periodically to ensure the accuracy of address information.

Portal Services: The County utilizes an intranet employee portal as a County-wide communication and information source.

Security: The County utilizes several centralized technology protections such as redundant firewalls, Anti-virus protection (servers and client), Anti-SPAM, and Anti-Spyware. Periodic security assessments are completed to review and update security policies and procedures. In addition, applications are reviewed to ensure adequate access controls and authentication processes are available. Encrypted e-mail is utilized for e-mail containing HIPAA and other confidential data transmitted to outside entities. Hard drive encryption and locks are used to enhance laptop security.

Help Desk: Information Technology has a County-wide help desk available to take calls for software, network, and hardware problems. While most calls are resolved by the help desk, some calls are escalated to other staff for resolution. The help desk utilizes software to log customer problems, as well as requests for services. The Help Desk is staffed M-F, 7:30-4:30.

Desktop Infrastructure

Desktop workstations: County PC's (approximately 2,000) are primarily Dell models; Intel based units utilizing the Microsoft Windows operating systems. All new purchases are coordinated through the purchasing department and the standard PC configurations are reviewed on a regular basis.

Software: The office productivity software standard is Microsoft Office 2010. Microsoft Lync 2013 is used for desktop based audio and video conferencing.

Desktop Imaging: The County utilizes Microsoft SCCM 2012 R2 to deploy a standard desktop image and applications to its physical workstations.

Software Infrastructure

Database Software: The county standard for large, enterprise applications is SQL Server 2014 or higher.

Imaging: Capabilities for imaging, workflow, document management, and digital records retention are serviced through the county-wide document management software, OnBase.

Software Applications: The County's development software standard for all new applications is Microsoft Visual Studio.net. All developed or acquired software should be designed to meet the following standards:

- Use industry proven, mainstream technologies and provide a proven and stable operating environment;
- Adhere to Microsoft Windows standards and best practices;
- Utilize a native 32 or 64-bit application design;
- Preferably operate in a web-based;
- Minimize network bandwidth requirements;
- Support OLE, Office XML, and/or Word ML to exchange data with other Microsoft Office applications;
- Operate in an industry standard, open system environment (e.g., XML, Web Services) with the capacity to easily integrate with other applications, including the ability to provide data from database in real-time to web applications; and
- Integrate to Active Directory for user authentication

EXHIBIT B – Dakota County Insurance Requirements

INSURANCE TERMS

Contractor agrees to provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and to otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Contract indemnity provisions. The provisions of this section shall also apply to all Subcontractors, Sub-subcontractors, and Independent Contractors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

APPLICABLE SECTIONS ARE CHECKED

1. Workers Compensation. Workers' Compensation insurance in compliance with all applicable statutes including an All States or Universal Endorsement where applicable. Such policy shall include Employer's Liability coverage in an amount no less than \$500,000. If Contractor is not required by Statute to carry Workers' Compensation Insurance, Contractor agrees: (1) to provide County with evidence documenting the specific provision under Minn. Stat. § 176.041 which excludes Contractor from the requirement of obtaining Workers' Compensation Insurance; (2) to provide prior notice to County of any change in Contractor's exemption status under Minn. Stat. § 176.041; and (3) to hold harmless and indemnify County from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for Workers' Compensation or Employers' Liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain Workers' Compensation Insurance, Contractor agrees to promptly provide County with evidence of such insurance coverage.

2. General Liability.

"Commercial General Liability Insurance" coverage (Insurance Services Office form title), providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Contract), Independent Contractors, "XC&U" and Products-Completed Operations liability (if applicable). Such coverage may be provided under an equivalent policy form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad. An Insurance Services Office "Comprehensive General Liability" policy which includes a Broad Form Endorsement GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form.

Contractor agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least \$1,500,000 per occurrence and aggregate, applying to liability for Bodily Injury, Personal Injury, and Property Damage, which total limit may be satisfied by the limit afforded under its Commercial General Liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy (or policies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy is at least as broad as that afforded by the underlying Commercial General Liability policy (or equivalent underlying policy).

Such Commercial General Liability policy and Umbrella or Excess Liability policy (or policies) may provide aggregate limits for some or all of the coverages afforded thereunder, so long as such aggregate limits have not, as of the beginning of the term or at any time during the term, been reduced to less than the total required limits stated above, and further, that the Umbrella or Excess Liability policy provides coverage from the point that such aggregate limits in the underlying Commercial General Liability policy become reduced or exhausted. An Umbrella or Excess Liability policy which "drops down" to respond immediately over reduced underlying limits, or in place of exhausted underlying limits, but subject to a deductible or "retention" amount, shall be acceptable in this regard so long as such deductible or retention for each occurrence does not exceed the amount shown in the provision below.

Contractor's liability insurance coverage may be subject to a deductible, "retention" or "participation" (or other similar provision) requiring the Contractor to remain responsible for a stated amount or percentage of each covered loss; provided, that such deductible, retention or participation amount shall not exceed \$25,000 each occurrence.

Such policy(ies) shall name Dakota County, its officers, employees and agents as Additional Insureds thereunder.

3. Professional Liability. Professional Liability (errors and omissions) insurance with respect to its professional activities to be performed under this Contract. This amount of insurance shall be at least \$1,500,000 per occurrence and aggregate (if applicable). Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.

It is understood that such Professional Liability insurance may be provided on a claims-made basis, and, in such case, that changes in insurers or insurance policy forms could result in the impairment of the liability insurance protection intended for Dakota County hereunder. Contractor therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability insurance coverage if such impairment of Dakota County's protection could result; and further, that it will exercise its rights under any "Extended Reporting Period" ("tail coverage") or similar policy option if necessary or appropriate to avoid impairment of Dakota County's protection. Contractor further agrees that it will, throughout the one (1) year period of required coverage, immediately: (a) advise Dakota County of any intended or pending change of any Professional Liability insurers or policy forms, and provide Dakota County with all pertinent information that Dakota County may reasonably request to determine compliance with this section; and (b)

immediately advise Dakota County of any claims or threats of claims that might reasonably be expected to reduce the amount of such insurance remaining available for the protection of Dakota County.

4. Automobile Liability. Business Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least \$1,500,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy(ies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy(ies) shall be at least as broad with respect to such Business Automobile Liability insurance as that afforded by the underlying policy. **Unless included within the scope of Contractor's Commercial General Liability policy, such Business Automobile Liability policy shall also include coverage for motor vehicle liability assumed under this contract.**

Such policy, and, if applicable, such Umbrella or Excess Liability policy(ies), shall include Dakota County, its officers, employees and agents as Additional Insureds thereunder.

5. Additional Insurance. Dakota County shall, at any time during the period of the Contract, have the right to require that Contractor secure any additional insurance, or additional feature to existing insurance, as Dakota County may reasonably require for the protection of their interests or those of the public. In such event Contractor shall proceed with due diligence to make every good faith effort to promptly comply with such additional requirement(s).

6. Evidence of Insurance. Contractor shall promptly provide Dakota County with evidence that the insurance coverage required hereunder is in full force and effect prior to commencement of any work. At least 10 days prior to termination of any such coverage, Contractor shall provide Dakota County with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of the Dakota County Certificate of Insurance, or in such other form as Dakota County may reasonably request, and shall contain sufficient information to allow Dakota County to determine whether there is compliance with these provisions. At the request of Dakota County, Contractor shall, in addition to providing such evidence of insurance, promptly furnish Contract Manager with a complete (and if so required, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder. All such policies shall be endorsed to require that the insurer provide at least 30 days' notice to Dakota County prior to the effective date of policy cancellation, nonrenewal, or material adverse change in coverage terms. On the Certificate of Insurance, Contractor's insurance agency shall certify that he/she has Error and Omissions coverage.

7. Insurer: Policies. All policies of insurance required under this paragraph shall be issued by financially responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to Dakota County. Such acceptance by Dakota County shall not be unreasonably withheld or delayed. An insurer with a current A.M. Best Company rating of at least A:VII shall be conclusively deemed to be acceptable. In all other instances, Dakota County shall have 15 business days from the date of receipt of Contractor's evidence of insurance to advise Contractor in writing of any insurer that is not acceptable to Dakota County. If Dakota County does not respond in writing within such 15 day period, Contractor's insurer(s) shall be deemed to be acceptable to Dakota County.

8. Noncompliance. In the event of the failure of Contractor to maintain such insurance and/or to furnish satisfactory evidence thereof as required herein, Dakota County shall have the right to purchase such insurance on behalf of Contractor, which agrees to provide all necessary and appropriate information therefor and to pay the cost thereof to Dakota County immediately upon presentation of invoice.

9. Loss Information. At the request of Dakota County, Contractor shall promptly furnish loss information concerning all liability claims brought against Contractor (or any other insured under Contractor's required policies), that may affect the amount of liability insurance available for the benefit and protection of Dakota County under this section. Such loss information shall include such specifics and be in such form as Dakota County may reasonably require.

10. Release and Waiver. Contractor agrees to rely entirely upon its own property insurance for recovery with respect to any damage, loss or injury to the property interests of Contractor. Contractor hereby releases Dakota County, its officers, employees, agents, and others acting on their behalf, from all claims, and all liability or responsibility to Contractor, and to anyone claiming through or under Contractor, by way of subrogation or otherwise, for any loss of or damage to Contractor's business or property caused by fire or other peril or event, even if such fire or other peril or event was caused in whole or in part by the negligence or other act or omission of Dakota County or other party who is to be released by the terms hereof, or by anyone for whom such party may be responsible.

Contractor agrees to effect such revision of any property insurance policy as may be necessary in order to permit the release and waiver of subrogation agreed to herein. Contractor shall, upon the request of Dakota County, promptly provide a Certificate of Insurance, or other form of evidence as may be reasonably requested by Dakota County, evidencing that the full waiver of subrogation privilege contemplated by this provision is present; and/or, if so requested by Dakota County, Contractor shall provide a full and complete copy of the pertinent property insurance policy(ies).

EXHIBIT C – DAKOTA COUNTY STANDARD ASSURANCES

STANDARD ASSURANCES

1. **NON-DISCRIMINATION**. During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination because of their race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex or national origin.

B. Executive Order 11246, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition or privilege of employment.

I. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY**. For purposes of this Contract all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as any applicable Federal laws on data privacy. Contractor must comply with the applicable data management requirements as if it were a governmental entity. The remedies in Minn. Stat. section 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to the public if the public data are available from the governmental agency (County), except as required by the terms of this Contract. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **HEALTH DATA PRIVACY**. The Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) when applicable to the Contractor's duties under this Contract. When applicable, Contractor agrees to comply with the HIPAA and HITECH Privacy requirements, Standards for Electronic Transactions, Security requirements, and any other applicable health data laws, rules, standards and requirements in effect during the term of this Agreement.

4. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

5. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state and local occupational safety and health standards, regulations and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

6. **CONTRACTOR DEBARMENT, SUSPENSION AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Contract, The Contractor Certifies That It And Its Principals* And Employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and

B. Have not within a three-year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above.

E. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

Directions for On Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at <http://oig.hhs.gov/fraud/exclusions/listofexcluded.html>.

PROPOSAL FORM A – Professional Services
DAKOTA COUNTY PROPOSAL FORM FOR PROFESSIONAL SERVICES

To: Dakota County Administration Center
Information Technology Department
Attn: Dan Ferber
1580 Highway 55
Hastings, MN 55033

FROM: _____

Phone: _____

- A. The following Proposal is for the furnishing of application software and professional services for a Learning Management System for Dakota County.
- B. This Proposal is in accordance with the requirements and terms specified in this Proposal Form, the Information for Proposers, General Contract Terms, and Specifications which were distributed with this Proposal Form.
- C. Proposer acknowledges receipt of Addendum Number(s):
_____, _____, _____.
- D. Proposer certifies that this proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or competitor.
- E. Proposer hereby agrees to execute a contract incorporating, among others, the terms contained in the Information for Proposers, General Contract Terms and Specifications, within fifteen (15) days of mailing of contract.
- F. Proposer hereby declares that he/she fully intends to comply with the standards of Affirmative Action and Equal Opportunity Employment and Anti-Discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 and by the Equal Employment Opportunity Act, if selected as the successful Proposer.
- G. The following is my/our Affirmative Action information:
 - 1. The number of employees in Proposer's company:
_____.

2. Proposer's firm has filed an Equal Employment Information Report EE-1 for the period ending March 31, _____, or most current:

_____ Yes _____ No

3. Proposer's firm has adopted a written Affirmative Action program:

_____ Yes _____ No

4. Proposer's Affirmative Action program (if any) has been subject to federal equal opportunity review:

_____ Yes _____ No

H. Proposer understands that, because of the nature of the contract duties, the selection process is necessarily subjective and the County may select the contractor who, in their best judgment, is most suitable to perform the contract.

I. Proposer has included within their proposal, at minimum, all information requested in Section VI of this RFP – Specific Proposal Requirements, and has provided their response in the required format outlined in Section VI.

J. Proposer has completed all Proposal Forms included in Section VIII of this RFP.

K. Designated person to be contacted for contract administration in the event of an award:

Name: _____

Title: _____

Address: _____

Telephone: _____

Email Address: _____

PROPOSAL SUBMITTED BY:

FOR CORPORATIONS:

_____ Corporate Seal Affixed

_____ Proposer corporation does not
employ a seal

State where incorporated:

Name of Corporation (Type or Print)

Address

Telephone

By: _____
Signature

Name (Type or Print)

Title

FOR PARTNERSHIPS:

Signature of Partners:

(1) _____
Signature

Name & Address (Type or Print)

(2) _____
Signature

Name & Address (Type or Print)

Proposal Form B - Land Acquisition Management System Functional Requirements											
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments			
I. External Land Acquisition Access											
	Access										
1		Application will be accessible through Dakota County (DC) Web Site									
2		External site will be accessible using any evergreen browsers, i.e. Chrome, Firefox, Internet Explorer, and Safari									
3		Site will be accessible from mobile devices, e.g. smartphones and tablets									
4		Site must provide 56KB accessibility for external parties without broadband connectivity									
5		Application offers the ability to dynamically generate and post HTML web pages for all functional areas when changes are made to those areas in the On-Site Administration section, without redundant data entry									
6		System accesses the same database as staff at their desk, in real time, ensuring single view of the functional areas at all times, without lag time or synchronization									
7		All parties (internal staff and external partners) can access permitted functional areas with single login									
8		Login to application site will require:									
9		User-id and password									
10		If cannot remember password ask hint/security questions									
11		If still cannot remember password allow for email request									
12		If cannot remember user-id call phone number									
13		All capabilities, features, functions, and credit card processing are fully integrated within site application. This is not a priority but nice to have feature.									
14		Application will handle real-time processing without issue of data duplication or additional data entry									
15		Application will be able to handle unlimited combinations of transactions from all functional areas without launching or minimizing separate modules									
16		Application will automatically log off external users after a predefined time of inactivity									
	Registration										
1		Application must allow either system approval or manual staff approval of online access requests									
2		External partners can create online account to access application									
3		Accounts will require:									
4		Name									
5		Address									
6		City									
7		State									
8		Zip (Auto populate City and State when zip code is entered)									

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
9		Application will have option to validate address						
10		Work Telephone Number						
11		Mobile Telephone Number						
12		Email Address						
13		User ID						
14		Password						
15		Initial system generated password is automatically email to user for confirmation. It will have an expiration date. User will have to create a new password to replace the system-generated initial password.						
16		New password prompt will include a password strength indicator to enforce strong passwords						
17		Record password hint						
18		Option to record security questions						
19		Specify type of partner, i.e. Appraiser, Review Appraiser, Demolition Contractor, Environmental Remediation Consultants, etc. Field must be user-definable by staff.						
20		Application will generate a term of use agreement (customizable by DC staff) for all external partners						
21		External partners must agree to the terms before allowing access						
22		Application can email to reset password on request						
23		Application will send confirmation account information to email after registration						
24		After account is created it will immediately be available for use						
25		External partners can access their account via the Internet with their User ID and Password						
26		External partners can update their account from any functional areas without launching extra screens						
27		External partners can access main site after logging in						
	Search							
1		All searches can be done using GIS map view or data grid view						
2		Application must allow System Administrator and DC staff to configure what public and private information can be accessible to external partners						
3		Information access can be parse by external partners' permission levels						
4		All search functionalities can be done using the following (with any combination):						
5		Project ID						
6		Owner Name(s)						
7		Business/Organization Name						
8		Parcel ID Number						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
9		Date and Year						
10		Project Leader						
11		Project Manager						
12		City/Township						
13		Application searches will allow wildcard characters like * and ?						
	Self-Service Site							
1		Self-service site will be user friendly and easy to navigate						
2		After login, external partners will be directed to their designated self-service sites, for all functional areas they are participating in						
3		External partners will be able to access all projects they are assigned						
4		Application must allow staff to add links to government and related websites for official forms						
5		External partners will have access to all the forms, online or download-able, associated with their projects						
6		External partners will be able complete forms online, submit them with unlimited attachment associated with each project						
7		Incomplete online forms will have save functionality to allow external partners to complete them later						
8		Application must allow electronic signature for online forms						
9		External partners will also be able to submit scanned paper copies of their forms						
10		Application will flag external partners of any missing required forms and attachments when submitting						
11		When submission process is completed and reviewed, DC staff can send confirmation notification to external partners via email, text message, and/or post updates on self-service site						
12		If there are missing information or documents, DC staff can send their comments using email, text message, and/or posting on self-service site						
13		External partners will be able to view all their projects' progression, e.g. status, due dates, etc.						
14		External partners will be able to query historical project data, as long as they are still available						
15		External partners will be able to send questions and comments to DC project managers and staff						
16		External partners will be able to view all correspondence with DC staff						
17		If fees are involved, external partners will be able to pay them online with credit cards						
18		Application will allow external partners to view all historical transactions						
19		They can print and download the transactions						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
II. On-Site Land Acquisition Management								
	Administration							
		Access/Security						
1		Application will be accessible to staff from anywhere at any time with an evergreen browser using their User IDs and passwords						
2		System Administrator of the application will be able to create different levels of access permissions for staff and external partners						
3		Capability to limit staff access to specific functional areas versus global access						
4		Permission restriction will apply to staff and external partners ability to generate reports/queries						
5		Security can be set to menu choice level						
		For external partners, staff can configure projects and related information they will be able to view and access						
6		System will provide a log file recording staff changes to any activities, e.g. changes to system configuration, modification to dates, dollar amounts, etc.						
7		System will allow staff to configure their own start up screens with their commonly used modules						
		User Account Management						
1		Application will allow administrator and staff with access permissions to view and maintain all user accounts						
2		Application must have functionality to search for duplicate external partner accounts and merge accounts without losing transactional information						
3		User account searches can be performed using User ID, Name, Telephone Numbers, or other combination of user account fields						
4		Application provide capability to suspend external partner accounts from using our Land Acquisition services either temporary or permanently						
5		Application will provide entries for specify date range and reasons for suspension						
6		Application will also indicate if suspension includes business or organization members						
7		Application will allow staff to indicate which Functional Areas the suspension applies to						
8		Application has option to enforce strong password						
9		Application must allow setting of required password change every x days						
10		Application must have option for minimum password length with combination use of alpha characters, numeric characters and combination of both						
11		Application must be able to warn users of expiring passwords						
12		Application will allow staff to reset users password upon request						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
13		When password is reset, user will received an email to a link to enter a new password						
14		Application will have option to prevent staff from changing user's login/password from public access site						
15		System will have option to generate email automatically and sent to staff when external partners make changes to their profiles						
16		It will have option to select what changes made will trigger email						
		Interface with County's Systems						
1		Application must be able to interface with the following County's systems:						
2		GIS (Geographic Information System)						
3		REM (Real Estate Management)						
4		OneSolution (finance ERP)						
5		OnBase (Electronic Document Management System)						
6		When land acquisition parcels are identified on GIS maps, application must be able to import data from the GIS and REM databases into its own tables to avoid manual data re-entry (as much as possible) by staff						
7		Application must be able to reference GIS maps for Environmental Assessment layers, e.g. MPCA and County's Waste Site, and their associated OnBase documents during environmental audits						
8		When land acquisition have financial data (e.g. funding sources, invoices, check payments) application must be able to provide lookup capabilities to OneSolution database for these information						
9		Application must provide staff capabilities to link active files (MS Word, MS Excel, PDF, etc.), with annotations, related to any land acquisition project. These files usually reside on County's network drives.						
10		Some active files will eventually be scanned/transferred into our County's OnBase system. Others are temporary files that will be discarded.						
11		Some functional areas have well-defined procedures for scanning documents into our OnBase system. Some do not. Application must be able to accommodate both of these situations either to easily (with minimum data re-entry and data duplication) incorporate the existing processes or implement new ones with our OnBase system.						
12		Application must provide interface from all functional areas' entry forms, where applicable, to allow staff to easily upload scanned documents, emails, and images to our OnBase system						
13		Documents can be (but not limited to):						
14		RFPs						
15		Contracts/Agreements						
16		Appraisals						
17		Abstract of Titles						
18		Owner and Encumbrance Reports						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
19		Field Title Report						
20		Invoices						
21		Schedules						
22		Email/Letters						
23		CAD Drawings						
24		Maps						
25		Images						
26		ROW Certificates						
27		Condemnation Cases						
28		Copies of Checks						
29		Other documents as needed						
30		Other County Systems may also need to reference data from this land acquisition application. Application must allow staff to query and export user selected tables/fields to file(s) in either .csv, .txt, .xml, and other formats						
		Project Timeline Calculation Configuration						
1		Application must provide a function to auto calculate critical dates, working backwards, based on the deadline of a land acquisition project. Functional area like Right Of Way has a timeline requirement to complete their road projects.						
2		Examples of critical dates, based on standard ROW timeline calculations, are:						
3		Deadline date for a project is the Title and Possession, final stage of ROW acquisition.						
4		Prepare for and Conduct Public Hearing (90 days before Title and Possession deadline)						
5		Complete Notices and Petition (20 days before Prepare for and Conduct Public Hearing)						
6		File Condemnation Petition (1 month before Complete Notices and Petition)						
7		Send Last Written Offer (1 month before File Condemnation Petition)						
8		Last Day to Send Initial Offer and Copy of Appraisal (1 month before Send Last Written Offer)						
9		Review Appraisals and obtaining Board Resolution approval for Appraisal amounts, Acquisition, and Condemnation Authority (1 month before Last Day to Send Initial Offer)						
10		Application will allow staff to configure the timeframe from project's deadline with multiple key date fields to calculate and specifying what those key dates time length (days or months) are from the deadline						
		Views						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
1		System Administrator will be able to create and modify views for each screen						
2		Admin must be able to set default views for each user or group/functional area						
3		Application will allow Admin and super users to add or remove fields for their new or modified views						
4		New and modified views will immediately take affect when saved						
5		Admin and staff must be able to create default datagrids, forms, dashboard charts and tables for their startup display						
6		Charts and tables are created from ad-hoc reports which admin and staff can configure easily						
		Alerts						
1		Admin and staff must be able to setup alerts for documents (e.g. titles and appraisals) submission, warnings for past dues, key dates and events, and to-do's for each project						
2		Alerts will send email notifications to designated user(s) and/or as pop-up message when staff logs into application						
3		Alerts for external partners can be configured for forms and attachments submission, flagging of missing documents when submitting, and reminders						
4		Admin and user will be able to customize these alerts, their frequency of display and when to display						
5		Alerts can also be configured to pop up when doing searches or views						
6		When alert notification is display users can dismiss or set up follow up reminders						
7		Users can also forward the alert notifications to other users in the system for their review or follow up where applicable						
		Data and Document Retention						
1		Application must allow Admin to configure retention time frame for each functional area						
2		When the retention period has expired, data and documents associated with records will either be archived or removed						
3		Application must allow exceptions for certain letters, email, contract, deeds, purchase agreements which maybe retained indefinitely for legal/historical reference						
4								
		All Functional Areas						
		Appraiser Management						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
1		Each functional area will have their preferred appraisers for each of their projects. Application must allow tracking of all these appraisers and their specialties.						
2		Application will track:						
3		Appraiser name						
4		Company name						
5		Address						
6		City						
7		Zip						
8		Email address						
9		Telephone number						
10		Cell number						
11		Fax number						
12		Functional area(s) that uses the appraiser						
13		Specialization, i.e. residential, commercial, farmland, MNDOT approved, DNR approved, etc.						
14		Number of licensed staff						
15		Notes						
16		Application must allow staff to attach examples of past appraisers work						
17		Application will allow staff to reference past appraisals submitted by appraisers for all projects or specific ones.						
		Search						
1		All searches can be done using GIS map view or datagrid view						
2		All search functionalities can be done using the following (with any combination):						
3		Project ID/Name or Tract ID						
4		Owner Name(s)						
5		Parcel ID Number						
6		Date and Year						
7		Project Leader						
8		Project Manager						
9		City/Township						
10		Application searches will allow wildcard characters like * and ?						
11		Search results will be presented on a map or datagrid summary view						
12		For map view, all related search projects will be shown on a single GIS map without multiple clicks that allows panning, zoom in and out						
13		For datagrid view, all displayed fields must be configurable by admin/staff and application must remember these preferences setting						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
14		Hovering mouse pointer over each project will provide quick detail view of information, which is related to staff's functional area. These fields of information must be configurable by admin/staff based on individual preferences.						
15		For ROW staff default view:						
16		Project ID						
17		Received draft appraisal date						
18		Appraisal amount						
19		Review appraisal						
20		Sent to reviewer date						
21		Review completed signed date						
22		Request PDF of final appraisal						
23		Appraisal and Review Submitted to Lead ROW Specialist Date						
24		Lead ROW Specialist Approval Date						
25		Request Hard Copy of Appraisal Date						
26		Submitted to County Board for Approval Date						
27		Approved by County Board Date						
28		Comments						
29		For Land Conservation and Parks default view:						
30		Tract ID						
31		Project Year						
32		Project Name						
33		Project Lead						
34		GL and JL Accounts						
35		Category						
36		City/Township						
37		Water Body						
38		Acres						
39		Funding Sources and Amount						
40		Appraisal Amount, Appraiser, and Fee						
41		For Capital Project Management staff default view:						
42		Project Name						
43		Property Owner						
44		Appraisal Amount, Appraiser, and Fee						
45		City/Township						
46		Costs						
47		Drilling down on the search results will lead to staff respective functional area's management screens						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
	Right Of Way (ROW)							
		ROW Project Management						
1		Application will allow staff to manage (add, update, remove) all ROW projects, based on permissions assigned						
2		Application will allow staff to manage the following ROW information:						
3		Project ID (alpha numeric)						
4		Project Description						
5		City/Township (user-definable)						
6		Project Leader (user-definable)						
7		Project Manager (user-definable)						
8		Attorney (user-definable)						
9		Consultants hired for:						
10		Ownership and Encumbrances (O&E)						
11		Acquisition						
12		Relocation						
13		Project's Funding Source						
14		Project Types (user-definable), i.e. Interchange, Acquisition, Relocation, Reconstruction, Design Study, Maintenance, etc.						
15		Status of the project (user-definable), i.e. New, Completed, etc.						
16		Eminent Domain, i.e. Yes or No						
17		Track when Title and Possession was completed						
18		Notes/Comments entry for each project						
19		Application will provide Parcel Summary:						
20		How many Signed documents?						
21		How many accepted Original Offer?						
22		How many are in Negotiation?						
23		Overall Total						
		Parcel						
1		Application must track multiple Parcels associated with a ROW project, each parcel will have a unique sequential number which is user-definable						
2		Each parcel will have a Parcel ID (PID)						
3		Each parcel will have a Map number which will be interface with the County GIS application						
4		Parcel information will include:						
5		Property Owner (can have multiple owners)						
6		Business Name (if exist)						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
7		Owner Address						
8		Owner City						
9		Owner State						
10		Owner Zip						
11		Parcel Address						
12		Parcel City						
13		Parcel State						
14		Parcel Zip						
15		Owner Home Phone Number						
16		Owner Cell Phone Number						
17		Owner Email Address						
18		Comments for each parcel						
19		Seller's Attorney Information:						
20		Attorney Name						
21		Company						
22		Phone Number						
23		Email						
		New ROW						
1		Application must allow tracking of the following info for each parcel regarding new ROW info:						
2		Permanent Highway Easement (sq ft)						
3		Temporary Construction Easement (sq ft)						
4		Drainage and Utility Easement (sq ft)						
5		Quit Claim Deed (QCD)						
6		Existing Right of Way (sq ft)						
7		Total Right of Way (sq ft)						
8		Total Damage Amount (\$)						
9		Permanent Highway Amount (\$)						
10		New ROW to Drainage per Acre						
11		Permanent Price per Acre (\$)						
12		Property Corner Amount (\$)						
13		Site Improvement Amount (\$)						
14		Severance Amount (\$)						
		Appraisal						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
1		Application must allow tracking of the following info for each parcel regarding appraisal:						
		Appraiser ID (link to Appraiser Info)						
2		Initial Information Letter sent Date						
3		Original Appraisal Date						
4		Original Appraisal Amount						
5		Appraisal Review Date						
6		Review Appraiser						
7		Sent to Reviewer Date						
8		Review Completed Signed Date						
9		Request PDF of Final Appraisal Date						
10		Receives PDF of Final Appraisal Date						
11		Appraisal and Review Submitted to Lead ROW Specialist Date						
12		Lead ROW Specialist Approval Date						
13		Request Hard Copy of Appraisal Date						
14		Submitted to County Board for Approval Date						
15		Approved by County Board Date						
		Offer						
1		Application must allow tracking of the following info for each parcel regarding offer:						
2		County Authorized to Present Offer Date						
3		Offer Letter Sent/Delivered Date						
4		Landowner Counter/Demand Amount						
5		Relocation Eligibility Letter Sent Date						
		Settlement						
1		Application must allow tracking of the following info for each parcel regarding settlement:						
2		Settlement Amount (differ from Original Offer)						
3		Administrative Settlement Date						
4		Total Administrative Settlement Amount						
		Court Case						
1		Application must allow tracking of the following info for each parcel regarding court hearing:						
2		Court Hearing on Petition Date						
3		Escrow Deposit Date						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
4		Escrow Deposit Amount						
		Closing						
1		Application must allow tracking of the following info for each parcel regarding parcel closing:						
2		Title and Possession Date						
3		Payment Amount (Original or Negotiated)						
4		W-9 Received Date						
5		Signed Documents Date						
6		Check Number						
7		Check Amount						
8		Check Date						
9		Recorded Document Number						
	Land Conservation							
		Land Conservation Tract Management						
1		Application will allow staff to manage (add, update, remove) all Land Conservation projects, based on permissions assigned						
2		Application will allow staff to manage the following project information:						
3		Tract ID for tracking of projects (user-definable)						
4		Project Year						
5		Project Name						
6		Project Leader						
7		GL and JL accounts (object and key)						
8		Application must be able to interface with County's financial system, OneSolution, to capture this info						
9		Category (user-definable)						
10		City/Township (user-definable)						
11		Range						
12		Section						
13		River field (user-definable)						
14		Acreage						
15		Revenues (there can be multiple sources)						
		Commitment of Interest (COI)						
1		Application must allow tracking of the following info for each project regarding COI info:						
2		Natural Resources Conservation Service (NRCS), a user defined field, for each project						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
3		COI Date						
4		COI Received checkbox						
5		COI Check Number						
6		Title Commitment Ordered checkbox						
7		Title Company Filing Numbers						
8		COI Refund Requested checkbox						
9		COI Refunded Date						
10		COI Amount						
		Document						
1		Application must allow tracking of the following info for each project regarding Document info:						
2		Property Report checkbox						
3		Date of Property Report						
4		Purchase Agreement						
5		Recorded Easement Number						
6		Project Close Date						
7		Restrictive Covenant Required (Yes/No)						
8		If required, allow tracking of Restrictive Covenant Recorded Number						
9		Final Title Policy checkbox						
		If there is, allow Tracking of Policy Number						
		Appraisal						
1		Application must allow tracking of Appraisers (could be one or multiple) which is a user definable list and the following Appraisal info:						
2		Appraiser ID (link to Appraiser Info)						
3		Appraisal Date(s)						
4		Appraisal Fee(s)						
5		There will also be Review Appraiser info to track:						
6		Review Appraisal Fee						
7		Review Appraisal Date						
		City/Municipal						
1		Application must be able to track Notification of Building Rights which is a checkbox						
2		Application must track the Date City/Municipal was Notified						
3		Application must track the PIN number(s) associated with the property, there could be multiple						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
4		Application must track Sign Installation Status, which is user definable list						
5		Application must track if Letter (DC purchase of building rights easement) was sent to City/Municipal						
6		Application must be able to Track Building Rights:						
7		Total Building Rights						
8		Dakota County Building Rights						
9		Landowner Building Rights						
		Cost/Funding						
1		Application must be able to track the following dollar amounts:						
2		Purchase Price Total Acquisition						
3		Donation						
4		Payment to Landowner						
5		Closing Cost						
6		Stewardship						
7		Total Cost						
8		Outside Funding						
9		Other Revenue						
10		Final Dakota County Cost						
11		Funds Escrow Dollar Amount						
12		Application must be able to track when funds were refunded						
13		Application must be able to track when reimbursement was requested						
14		Application must be able to track when revenue was received						
		Natural Resources Management Plan (NRMP)						
1		Application must be able to track Natural Resources Management Plan (NRMP) different stages, i.e. Preliminary, Final, Update						
2		Application must track if there is a Landowner Management Agreement (checkbox)						
3		Application must track the NRMP Author						
4		Application must track the initial NRMP Date						
5		Application must track the Next NRMP Update Year						
6		Application must track Last Monitored Date						
7		Application must allow NRMP Comments entries						
8		Application must allow Restoration Status Comments entries						
		Monitoring						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
1		Application must track parcel as Farmland or Natural Area						
2		Application must track Outside Funding/Grant						
3		Application must track Federal NRCS #, which is different than the one in COI						
4		Application must track if Inspection was done Physically or Through Aerial Photo						
5		Application must track Township/City						
6		Application must track Acres						
7		Application must track Date Monitoring was Closed						
8		Application must track multiple occurrences of:						
9		Monitoring Dates						
10		Monitoring Staff Name						
11		Areas of Concerns						
12		Comments						
		Funding Source (interface with OneSolution to export grant expense items) Management						
1		Application must allow a unique user-definable Grant ID field						
2		Application must track the different Types of Funding, which is user definable, e.g. State, Federal, Local, Contract						
3		Application must track Funding Organization, which is user definable						
4		Application must allow tracking of Vendor Name						
5		Application must allow tracking of Grant Agreement, i.e. ID and Description						
6		Application must allow tracking of Minnesota Law associated with the fund						
7		Application must track the Funding Year						
8		Application must track the Funding Start Date						
9		Application must track the Funding Expiration Date						
10		Application must track the Funding Amount						
11		Application must track Acquisition Purchase Agreement						
12		Application must track Acquisition Expiration Date						
13		Application must track Restoration Expiration Date						
14		Application must track Last Grant Report Due Date						
15		Application must track Next Grant Report Due Date						
16		Application must track the following Grant Expenses (could be multiple):						
17		Personnel						
18		Contracts for Professional Services like burn crews, tree removal, consultants, etc.						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
19		Acquisition with PILT (Payment in Lieu of Taxes)						
20		Acquisition without PILT						
21		Easement Acquisition						
22		Easement Stewardship						
23		Professional Services						
24		Application must track Closing Deadline						
25		Application must track payment request deadline						
26		Application must allow tracking of County Board resolutions and sub-resolutions associated with grants (could be multiple):						
27		Resolution number						
28		Resolution date						
29		Resolution description						
30		Resolution amount						
31		Associated project id						
		Contract (interface with OneSolution to auto populate items) Management						
1		Application must allow tracking of standard contract information using unique ID, definable by Dakota County staff						
2		Application must be able to link contracts to associated project using a Tract ID, user-definable field						
3		Application must track multiple Grants associated with the contract						
4		Application must track Expenses applied to the contract (could be multiple):						
5		Expense will include Billable Hours applied to a grant						
6		Expense can have Grant Categories						
7		Expense can have Invoices associated with it						
8		Expense will have GL Accounts associated with it						
9		JL Key/Individual Project Code						
		Contract Vendor (interface with OneSolution for Purchase Order and Vendor) Management						
1		Application must be able to interface with OneSolution for following info:						
2		Purchase Order Number						
3		Vendor Name						
4		Vendor Address						
5		Vendor City						
6		Vendor State						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
7		Vendor Zip						
8		Vendor Phone Number						
9		Vendor Contact Name						
10		Vendor Contact Email						
11		Application must allow tracking of DNR Certified Vendor						
		Interest Holder Management						
1		Application must link interest holder to associated project using the Tract ID						
2		Some farmland owners do not have houses on their properties. Application must be able to track:						
3		Location of the property, i.e. farmland						
4		Official landowner house address						
5		Property contact, who can be different than the official landowner. This person will be used for annual monitoring contact.						
6		Application must track the following Interest Holder info:						
7		Name						
8		Suffix						
9		Company Name						
10		Address						
11		City						
12		State						
13		Zip						
14		Contact name						
15		Home email						
16		Work email						
17		Home phone number						
18		Cell phone number						
19		Work phone number						
20		Application must allow user to add Notes						
21		Application must provide tracking of Call Logs (can be multiple) by interest holder:						
22		Date of Call						
23		Log about Call						
24		Application must track if property being sold either Partially or Entirely:						
25		If Partially, the newly sold property must link to the same easement						
26		If Entirely, a new project will be created with a new Tract ID						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
		Transfer Out						
1		Application will track tract that was transferred out to DNR or city/township:						
2		Who it was transferred out to? (DNR or City/Township)						
3		Date of Transfer						
	Parks							
		Crossover Functional Support						
1		Parks' land acquisition have crossover functional support from both ROW and Land Conservation staff						
2		ROW staff supports some of Parks' land acquisition (fee title or easement) for Trails/Greenways						
3		Land Conservation staff provides support for Parks' land acquisition for in-holdings and also some of the trails/greenways						
4		Application must allow permission and view setup for ROW and Land Conservation staff to display, query, and manage Parks' land acquisition						
5		Application must allow ROW and Land Conservation staff to cross reference Parks' land acquisition data with their modules for tracking and management						
		Parks Tract Management						
1		Application will allow staff to manage (add, update, remove) all Parks' In-Holding and Trails/Greenways projects, based on permissions assigned						
2		Application will allow staff to manage the following project information:						
3		Tract ID for tracking of projects (user-definable)						
4		Project Year						
5		Project Name						
6		Type of Project (In-Holding or Trail/Greenway)						
7		City/Township						
8		Sign Posted? (Yes/No)						
9		Grant Sign (user-definable field)						
10		GL and JL accounts (object and key)						
11		Application must be able to interface with County's financial system, OneSolution , to capture this info						
12		Date Closed						
13		Acreage						
14		Board Resolution Number						
15		Purchase Price						
16		Donation						
17		Payment to Landowner						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
18		FRPP (Farm and Ranch Lands Protection Program) Funding						
19		Other Revenue						
20		Appraiser ID (link to Appraiser Info)						
21		Appraisals (amount)						
22		Closing Costs						
23		Stewardship (amount)						
24		Total Cost						
25		Total Revenue						
26		Final DC Cost						
27		Purchase Agreement (Yes/No)						
28		Restrictive Covenant Number						
29		Title Policy Number						
		Expense Management						
1		Parks and Land Conservation staff share this responsibility. Application must allow these staff to access this module.						
2		Application must track the following land acquisition expense information:						
3		Easement Monitoring						
4		GL Account						
5		Last Year's Carryover Amount						
6		Current Year's Amount						
7		Total Amount						
8		Unallocated Funds						
9		GL Account						
10		Last Year's Carryover Amount						
11		Current Year's Amount						
12		Total Amount						
13		Contracted Operations Support						
14		GL Account						
15		Last Year's Carryover Amount						
16		Current Year's Amount						
17		Total Amount						
18		Other Expense Categories (user-definable, could be multiple):						
19		GL Account						
20		Last Year's Carryover Amount						
21		Current Year's Amount						

Proposal Form B - Land Acquisition Management System Functional Requirements

ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
18		Comments for each parcel						
19		Seller's Attorney Information:						
20		Attorney Name						
21		Company						
22		Phone Number						
23		Email						
24		Real Estate Consultant:						
25		Name						
26		Address						
27		City						
28		State						
29		Phone Number						
30		Email						
31		List of properties found by Real Estate Consultants (County usually needs three)						
32		Appraiser ID (link to Appraiser Info)						
33		Title Company						
34		Costs:						
35		Real Estate Consultant						
36		Appraiser						
37		Property						
38		Title						
39		Survey						
40		Active files associated with projects:						
41		RFP						
42		Space Study/Need Assessment and Site Considerations						
43		Property Search Criteria						
44		Site Selection						
45		Site Evaluation						
46		Environmental Assessment or Environmental Impact Findings						
47		Certified Property Survey Drawing						
48		Contracts						
49		Recorded Purchase Agreement						
50		Title Search						
51		Quitclaim Deed						
		Lease Management						

Proposal Form B - Land Acquisition Management System Functional Requirements								
ID #	Category	Requirement NOTE: Functional Areas are Right of Way (ROW), Land Conservation, Parks (In-Holdings and Trails/Greenways), and Capital Project Management (CPM)	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
1		Application must allow staff to track the following lease information:						
2		Location of property						
3		Tenant Name						
4		Latest Lease Term, i.e. duration of lease						
5		Allow staff to setup Alerts for leases that are coming due						
6		Annual Rent Amount						
7		Monthly Rent Amount						
8		Square Feet						
9		Dollar/Square Foot						
10		Lease Estimates and Actuals Increase/Decrease						
11		Notes/Comments						
	Report and Query							
1		Reports must be customizable by staff to include Dakota County's logo and other information if needed						
2		Application will have a report writer that allows staff to create ad hoc reports and queries						
3		Staff must have the capabilities to add and remove fields on reports						
4		Staff will be able to add and remove filters for each report						
5		Staff will be able to define report's sorting and grouping criteria						
6		Staff will be able to define aggregation (total, sub total, averages, etc.) for each report						
7		Application will provide the following standard reports, which are customizable:						
8		Project Status Detail and Summary for all or by functional areas						
9		By Year						
10		All types of acquisitions						
11		Total number of properties and property information (current and former owners, PIN, acreage)						
12		For Greenways, show portions of acquisitions broken down by ROW and Parks						
13		For Land Conservation:						
14		Status of private in-holdings and private lands						
15		Indicate if property was donated						
16		Land restoration activities						
17		Surface water and shoreline information						
18		YTD Funding, Expenses, Costs, Remaining Balances						
19		Project Costs						

ROW Management	Land Conservation Management
Application will allow staff to manage (add, update, remove) all ROW projects, based on permissions assigned	Application will allow staff to manage (add, update, remove) all Land Conservation projects, based on permissions assigned
Application will allow staff to manage the following ROW information:	Application will allow staff to manage the following project information:
Project ID (alpha numeric)	Tract ID for tracking of projects (user-definable)
Project Description	Project Year
City/Township (user-definable)	Project Name
Project Leader (user-definable)	Project Leader
Project Manager (user-definable)	GL and JL accounts (object and key)
Attorney (user-definable)	Application must be able to interface with County's financial system, OneSolution , to capture this info
Consultants hired for:	Category (user-definable)
Ownership and Encumbrances (O&E)	City/Township (user-definable)
Acquisition	River field (user-definable)
Relocation	Acreage
Project's Funding Source	Revenues (there can be multiple sources)
Project Types (user-definable), i.e. Interchange, Acquisition, Relocation, Reconstruction, Design Study, Maintenance, etc.	
Status of the project (user-definable), i.e. New, Completed, etc.	
Eminent Domain, i.e. Yes or No	
Track when Title and Possession was completed	
Notes/Comments entry for each project	
Application will provide Parcel Summary:	
How many Signed documents?	
How many accepted Original Offer?	
How many are in Negotiation?	
Overall Total	

Parks Management	Commonnalties
Application will allow staff to manage (add, update, remove) all Parks' In-Holding and Trails/Greenways projects, based on permissions assigned	Project or Tract ID
Application will allow staff to manage the following project information:	Project Name/Description
Tract ID for tracking of projects (user-definable)	Project Year
Project Year	Project Leader
Project Name	Project Manager
Type of Project (In-Holding or Trail/Greenway)	
City/Township	
Sign Posted? (Yes/No)	
Grant Sign (user-defineable field)	
GL and JL accounts (object and key)	
Application must be able to interface with County's financial system, OneSolution , to capture this info	
Date Closed	
Acreage	
Board Resolution Number	
Purchase Price	
Donation	
Payment to Landowner	
FRPP (Farm and Ranch Lands Protection Program) Funding	
Other Revenue	
Appraisals (amount)	
Closing Costs	
Stewardship (amount)	
Total Cost	
Total Revenue	
Final DC Cost	
Purchase Agreement (Yes/No)	

Restrictive Covenant Number

Title Policy Number

Form C - Dakota County PI

Refer to specific portion.

	Category
A	Vendor Evaluation
A.1	Company Stability
A.2	Project Management
A.3	Staffing
A.4	State Contract
B	Product Support
B.1	Product Use for Government Entities User Group
B.2	
B.3	Product Roadmap
C	Support and Training
	Training Information
C.1	User Support
C.2	
C.3	Technical Support Vendor Support Staff
C.4	
C.5	Support Costs
C.6	Maintenance Agreement
D	Software Upgrades & Releases
	Process
D.1	
D.2	Patches Version Control
D.3	
D.4	Planned Software Releases

D.5 Unplanned Software
Releases
Timing

D.6 QA & Testing Process

D.7 System & User
Documentation

D.8 Documentation &
Release Notes

D.9 Costs

E Database & Software

E.1 DBMS

E.2 Software Language
Client Application

E.3

E.4 Mobile Access
Ability to Modify

E.5

E.6 Support

**F Interfaces and
Integration**

Ability to Integrate

F.1 Documentation

F.2 Management

F.3 Arg

G Module-based Software

G.1 Definitions
Integration

G.2

G.3 Usage
Administrator Tools

G.4

H Data Elements
User-Defined Fields

H.1 Code Tables

H.2

**I System Features and
Navigation**

I.1

- I.2 Data Merging
- I.3 Templates
- Cancel Changes
- I.4
- Real Time Updates
- I.5
- Checklists
- I.6
- Warnings or Alerts
- I.8
- Dates and Time
- I.9
- Customization
- I.10

J Logs & Audits

- J.1 User Logs
- Audit Logs
- J.2
- Level of Detail
- J.3
- J.4 Reporting

K On line Help

- K.1 On line Help
- K.2 Modifications

L Validity Checking

- Validity Checking
- L.1
- L.2 Spell Check

M Search

- Search Engine
- M.1
- Search Capabilities
- M.2
- M.3
- M.4
- M.5
- M.6

M.7

N Security

- System Access
- N.1
- Domain Access
- N.2
- N.3 Access to Modules

Role-Based Security

N.4

Access by Data Object

N.5

Queries

N.6

Integrated with Active
Directory

N.7

Not Integrated with
Active Directory

N.8

N.9

N.10

N.11

N.12

Password

N.13

Requirements

Unattended

N.14

Computers

System Maintenance

O

O.1

Backup/Recovery

Archiving

O.2

Deleting

O.3

P Performance

P.1

Issue Resolution

Q

Reporting

Reporting Capabilities

Q.1

Detailed Ad-hoc Tools

Q.2

User Defined Fields

Q.3

Q.4

Export Reports

Q.5

Dashboards

R

Forms/Workflow

User Defined Forms

R.1

R.2

Forms Response

R.3

Forms Capabilities

Workflow

R.4

R.5

Workflow Approval

Workflow Triggers

R.6

Workflow Filter

R.7

S Data Conversion

Conversion Tools and

S.1 Processes

S.2 System Startup

T Electronic Documents

T.1

T.2

T.3

U System Architecture

U

Continuous Operation

U.1

U.2 Hardware
Environments

U.3

Training Database

U.4

Testing

U.5

Virtual Environment

U.6

U.7 Content Size

V Hosting Considerations

V.1 System Availability
System Updates

V.2

V.3 Disaster Recovery
Data Integrity

V.4

Data Access

V.5

W Branding

W.1 System

W.2 Across Domains

W.3 By User

Physical Development Land Acquisition and Management Non-Functional Requirements of the product literature or proposal or include additional information to answer the following

Requirement

Provide information to show your company's stability as a software company and ability to remain a solid entity.

Explain how the project manager will oversee the project through all phases and what their role would be with Dakota County.

Identify all staff, and their roles, who will be assigned to the Dakota County project and include time commitment, and approximate their time on-site.

Dakota County utilizes the following Cooperative Purchasing Ventures (CPV's): Metro Counties Cooperative Purchasing Group, NJPA, State of Minnesota, University of Minnesota, US Communities. If you are a vendor on one these CPV's, please provide any and all discounts as they apply and reference the specific CPV you are part of.

Provide the number of installations of the software in production use by a government organization. Highlight use of the product by other county entities.

of the group, if there are associated fees, if and how they communicate with each other (e.g., online blog), and if they provide input into your system upgrades.

Explain how your company provides a product roadmap that benefits all customers.

Describe the services required to provide thorough, effective training of software products to County staff including system administrators, technical staff and various levels of users.

Describe your intended on-site training plan with off-site options.

Describe ongoing support services for the maintenance of the software and for the handling of critical issues and ongoing questions. Describe the types of support options available (e.g., on-site, web-based, telephone, remote access), hours of availability, description of customer escalation process, and guaranteed response and problem resolution times.

software.
Provide the location from which services are provided and the number of people and experience of the staff taking the calls.

Define when the County will begin to incur software maintenance and support costs. Costs for comprehensive support for the first five years should be included in the cost analysis

Provide an example of a standard support/maintenance agreement.

Describe the process for rolling out new builds (planned software release) and software patches for correction of software errors (unplanned software release), and identify if those
Provide information and give an example of periodic patches to your software.

Describe how your software identifies version control. Define the current release of the software product and how long it has been available to clients. Provide a chart or table which illustrates the number of clients using each version.

Provide information on the frequency of new releases and new versions and also describe how subsequent versions of the system will accommodate custom written routines.

Describe how these releases are incorporated into your base software to ensure the patch is included in the next release.

Describe the timing and effort normally required to implement releases in a 'continuous operation' environment.

Describe your quality assurance and testing process that is used prior to releasing software to your customers.

Define the user, support, and technical information that are distributed with the software and with software releases. What makes your documentation easy to use and understand?

Describe how these are distributed to clients.

Explain any circumstances in which software upgrades are not part of the annual maintenance.

Describe database options, including the use of Microsoft SQL 2012 or above.

Define the language or languages used to write the software and the software versions.

Describe the client connection that is used for the proposed solution (browser based, full client, thin client). If browser based, does it work well with all browsers? If it is not web based, indicate if your software will run in a Virtual Desktop Infrastructure (VDI) environment.

Can the system be accessed via a mobile device?

Explain the extent to which the client has the ability to modify the software to adapt to changing business requirements. For example, turning off functions that are no longer needed and/or

What is your process to provide support for the database in your proposal?

Provide information that defines the ability to integrate with other systems and to transfer data in and out of the system in a timely manner. Define tools and utilities that assist with this.

Provide specific examples if that will help to define the integration capabilities.

Describe any limitations that your system has for integrating content file types.

re

Define the purpose of each module included in your solution.

Explain in terms of navigation and usage how the modules are fully integrated, reduce duplicate entries, have the same look and feel and share the same data.

Define how modules would be turned off or removed if business requirements change.

Describe how your solution provides an administrator's module for the maintenance of user access, code tables, etc.

In addition to the standard data fields in the modules, define if and how the system can provide for user-defined fields to capture data unique to Dakota County. Also define where those fields can be applied (e.g., module level, screen level, forms), and if you can change the field label how these code tables are displayed in the system (e.g., code and literal description) and how they are maintained.

Data Entry

Describe how the system provides for smooth navigation, common usage, hot-keys, short cuts, drop-down lists, menus, etc. to create an inviting and natural user environment.

Describe in detail how the system helps the user merge and/or split records.
Explain where and how you use wizards and templates to minimize and standardize data entry.
Describe how within data entry functions the system allows the user to cancel and/or delete information; and describe how the system provides positive confirmation of this choice.
module will display the most current data value, and describe how the system refreshes the data.

Describe how the software supports checklists to assist users to complete their job responsibilities and whether checklists can be modified and/or created by the County.
Explain how the system uses warnings or alerts to assist the users, and explain if they are customizable to the County.

Define short cuts the system provides to allow users to quickly enter dates and times, such as pop-ups or default settings.

Describe if the system allows addition of custom web pages directly to the system navigation without vendor involvement.

Describe your system's user logs and options for retention.
Describe how you audit adds, changes and deletions to the database and if you audit all changes or only track first and last update date/user.
the user, time, date and source of updates (field level, screen level, etc.) to information throughout the system.

Describe how your system provides user access to the user and audit logs.

sensitive help.

Describe the ability for a system administrator to modify the help information.

Define the system's validity checking capabilities to help ensure valid entries, and the use of context-sensitive error messages.

Describe how your system supports spell checking for text and note type fields.

Define in detail your robust search engine and how it is available for finding information in the course catalog and for queries and reports.

Define capabilities for the following:

- Complex relationships

- Partial key searches including use of standard wildcard characters
list, not in list

- Search between dates and times (ranges of dates including time)

- Ability to save and reuse search criteria (i.e., bookmark)

- Ability to perform external searches using web services or related technologies, in addition to direct data connection such as ODBC

Define the system's ability to secure system access and how it provides for proper validation and rigorously controls the ability to access, view, update and use information.

Describe if and how to restrict access to the system by hierarchical domains at the enterprise, department, unit, user and if you provide support for multiple groups within the same domain.

Define the system's ability to restrict access at the module level.

Explain your system's role-based security access and how you restrict access by groups and user reporting structure (e.g., supervisor can view subordinates records).

Describe if and how individual data objects (such as users, content, etc.) can be blocked for viewing except by those authorized by the administrator.

Explain how the security system will limit access to queries and reports consistent with the user's access permissions.

Explain how the system has the ability to integrate with Active Directory.

If the system is not integrated with Active Directory, explain how your system includes the following rules:

- a. Contains at least one number and one letter (i.e.: requires alpha-numeric combination)
- b. Be at least 8 characters in length.
- c. Be changed at least every 90 days.
- d. Never be the same as the user's logon ID.
- e. Not be reused within the last five password changes.

List any other characteristics of your password protection. For example, are your passwords encrypted within the system and inaccessible to administrators in clear text form?

Explain how your system automatically logs off or locks when the user has not used the system for a specified period of time (e.g., 15 minutes).

Describe if the system provides processes that will permit/provide for full backup and recovery. Explain how the system archives records by user defined criteria and for how you efficiently retrieve archived data.

Explain how the system permits deleting records based upon different criteria and what safe guards are in place.

Explain how you resolve performance issues with clients.

reports and the flexibility the system has to create ad-hoc queries, and performing analysis of data and trends.

List any third party ad-hoc reporting tools that you are recommending and identify if it is included in your cost proposal.

Explain how user defined fields can be identified in the database and included in standard reports and ad-hoc queries and reporting tools.

Explain the ability to download information contained in a report to a spreadsheet.

Explain the dashboard features of your system and if users are allowed to manage their own.

Describe how the system can create and store user defined forms with multiple questions, and how these forms relate to the system.

Describe how the forms can group questions and sub-questions based on the user response.

Explain the extent to which the forms can be customized by Dakota County.

Describe how the system can create multiple workflows for different scenarios for student to complete without intervention from vendor.

Describe how the system can manage approvals at multiple levels.

Describe how the system can include automatic triggers for approval flow based upon user defined criteria such as cost or course duration.

Describe how your system can filter approval requests for approvers to just see the requests submitted within their same group.

Define the tools, utilities, processes and experience available for defining and converting legacy system data into the new system and your approach to convert existing data down time.

would happen within the application, and how the documents could be shared with users and other systems.

Describe the system's ability to receive electronic documents from other systems.

Describe whether and how the system provides integration or API capability for integration with Dakota County's Electronic Document Management System which is OnBase.

Describe how the architecture of the software supports the County's need to have the system available 24 hours a day, 7 days a week, 365 days a year. operations.

testing, training and development licenses included as part of your proposal or is there an extra charge for this?

Describe how the system provides a means to support training or sample data that does not damage the integrity of the production data. Is sample data loaded on the initial installation?

Describe how the system/architecture provides a means to evaluate/test new versions of the software prior to production roll-out.

Describe if your system supports this standard. If so, provide examples of customers currently doing so.

Describe how you identify the space requirements for the course repository.

Please answer only if you are proposing a vendor hosted solution.

What is the system availability and system uptime?

Explain how you apply patches and new releases to the system to ensure there are no interruptions in service, or data integrity issues.

Describe your disaster recovery plan.

Describe how you maintain the customer's data so that its integrity is maintained as additional customers are added to the system.

their data. What formats are available for this process? How is the request made for this process?

Describe how your system manages interface branding themes and specify user settings groups.

Describe how your system allows users to pick their own themes.

uirements

Interface Development	
Data Migration/Conversion	
Documentation	
Training	
Travel Related Expenses	
Hardware Costs (only required if application is proprietary to a specific hardware platform)	
Software Maintenance/Support (based on 5 year support contract)	
Other:	
TOTAL PHASE II SERVICES	-

Operating Systems and Utilities

Other Operating Software Utilities	
Other Third Party Software	
Other Software or Utilities	
TOTAL OS AND UTILITIES	-

Proposal Form H - Vendor Support - Quality Assurance and Testing

This Vendor Support category will look at aspects of the potential vendor's capabilities relating to Quality and Testing. The questions are designed to understand what methodology exists for quality assurance, testing, how testing is accomplished and the associated metrics.

Additional Information:

ID #	Requirement	Core Functionality	Configuration	Not Available	Customization	Cost of Customization	Proposer Comments
I. Quality Assurance							
1	Does your company have a documented Quality Assurance methodology?						
2	Does the methodology include a formal systems development process?						
3	Does the methodology include regular, formal internal project review meetings?						
4	Does the methodology include regular, formal internal project reporting?						
5	Are periodic quality audits conducted on your processes?						
6	Do formal review meetings and quality audits include a review of the project plan?						
7	Do the formal review meetings and quality audits include a review of contractual requirements and deliverables?						
8	Do the formal review meetings and quality audits include a review of the issues log?						
9	Is a report from each quality audit provided to the client?						

10	Are software defects (bugs) documented and tracked?						
11	Are detailed requirements uniquely identified and versioned?						
12	Is traceability provided to the specific requirement?						
13	Do your developers work from detailed design/program specifications?						
14	Is client sign-off required on deliverables?						
15	If rework is required, is the impact to the project schedule assessed and communicated to the client?						
16	Is a senior manager actively involved in the execution of all major engagements?						
17	Do an audit trail and history of changes and versions exist?						
II. Testing							
18	Does your company have a documented testing methodology?						
19	Does your company use automated testing tools?						
20	Do you provide test plans for all levels of testing, including unit, system and user-acceptance?						
21	Is integration testing accomplished with client's configuration and their data?						
22	Are test reports provided summarizing test results?						
23	Are unit test plans created with the program specifications?						
24	Are test cases required and included within the test plans?						
25	Is comprehensive testing of data conversion completeness and validity provided as part of the testing process?						
26	Is there comprehensive testing of reporting functions?						

Proposal Form I – NON-COLLUSION AND CONFLICT OF INTEREST STATEMENT

Please print or type (in ink)

CONTRACTOR NAME: _____ FEDERAL TAX ID NUMBER: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____ email: _____

In signing this bid, proposal or quote, Contractor certifies that it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of the competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid, proposal or quote; that this bid, proposal or quote has been independently arrived at without collusion with any other party submitting a bid, proposal or quote, competitor or potential competitor, that this bid, proposal or quote has not been knowingly disclosed prior to the opening of the bids, proposals or quotes to any bid, proposal or quote competitor; that the above statement is accurate under penalty or perjury.

Contractor also certifies that to the best of its knowledge none of its owners, directors, officers or principals (collectively, "Corporate Executive") are closely related to any County employee who has or may appear to have any control over the award, management, or evaluation of the contract. A Contractor's Corporate Executive is closely related when any of the following circumstances exist:

1. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract are related by blood, marriage or adoption; or
2. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract are current or former business partners, co-workers, or have otherwise previously worked together in the private or public sector; or
3. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract share a personal relationship that is beyond that of a mere acquaintance, including but not limited to friendship or family friendship.

If one or more of the above circumstances exist, Contractor must disclose such circumstance(s) to Dakota County in writing. Failure to disclose such circumstances invalidates the Contract.

Contractor will comply with all terms, conditions, specifications required by the party submitting a bid, proposal or quote in this Request for Bid, Proposal or Quote and all terms of our bid, proposal or quote response.

Authorized Signature Title Date

You are advised that according to Dakota County Board Resolution 12-508, if there is a question as to whether there may be an appearance of a conflict of interest, the contract shall be presented to the County Board for approval, regardless of the amount of the contract. Whether a conflict of interest or the appearance of a conflict of interest exists is a determination made by Dakota County.

Submit this form as part of the Bid, Proposal or Quote response.