

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

Request for Qualifications & Presentation

RFQ 2020-01

for

ENTERPRISE RESOURCE PLANNING SYSTEM



SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGES</u>
1. REQUEST FOR QUALIFICATIONS	N-1
2. REQUEST FOR PRESENTATION OF SOFTWARE	RFQ-1
3. PROPOSAL TIME-LINE	RFQ-1
4. SUBMITTAL OF QUALIFICATIONS	RFQ-1
5. NEXT STEPS	RFQ-3
6. DESCRIPTION OF DISTRICT	RFQ-3
7. QUALIFICATIONS STATEMENT CONTENT	RFQ-4
8. WITHDRAWAL OF PROPOSAL	RFQ-5
9. SELECTION CRITERIA	RFQ-5
10. SELECTION PROCESS	RFQ-6
11. PROTEST PROCEDURES	RFQ-6
12. CONFLICT OF INTEREST	RFQ-7
13. CONFIDENTIALITY	RFQ-8
14. EX PARTE COMMUNICATION	RFQ-8
15. WAIVER	RFQ-9

ATTACHMENTS:

Attachment A - Cost Proposal Form

Attachment B - Acknowledgement of Addenda

Attachment C - District Business Processes & Requirements

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

NOTICE SOLICITING REQUEST FOR QUALIFICATIONS & PRESENTATION OF ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

NOTICE IS HEREBY GIVEN that the San Mateo County Harbor District (District) is seeking a governmental ERP system. A request for qualifications should be sent by email to jvanhoff@smharbor.com or by U.S. Postal Service addressed to its mailing address, P.O. Box 1449, El Granada, CA 94018; or by courier or personal delivery to the San Mateo County Harbor District, 504 Avenue Alhambra, 2nd Floor, El Granada, CA, by **February 13 , 2020 at 4:00 p.m., Pacific Time**, for the following:

REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
QUALIFICATIONS FOR: ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

The San Mateo County Harbor District ("District") is requesting qualifications from ERP cloud-based system providers that can support operations of a small government public agency. Modules are expected to include General Ledger, Budget, Customer Relationship Management, Accounts Payable, and Purchasing. At a future date the District may implement Human Resources and Payroll components of the ERP system.

The District hereby notifies all Proposers that it is the policy of the District to ensure nondiscrimination on the basis of race, color, national origin, sex or any other protected status in the award and administration of contracts.

Requests for modifications or clarifications of any requirement must be submitted in writing by email to: jvanhoff@smharbor.com, or by U.S. Mail to U.S. Postal Service address above. All such requests must be received in District's office by: **February 3, at 4:00 p.m., Pacific Time**.

Qualifications will be examined by District Staff and companies that meet certain qualifications will be invited to present the functionality of the company's ERP system.

The RFQ is available for download on the District's website. To download the documents, go to the District's website home page at <http://www.smharbor.com>, click on BIDS/RFPs/RFQs, click on RFQ 2020-01.

Downloading RFQ documents from the District's website does not imply your firm is a potential proposer nor will your name automatically appear on the District's "List of Potential Proposers." In order to be included on the "List of Potential Proposers", the District requests that all potential Proposers complete the "BIDS/RFPs/RFQs Form" posted with the RFQ Documents at <https://www.smharbor.com/bids-rfps-rfqs>.

Ultimately, it is the responsibility of the Proposer to check the District's website for any Addenda that may be issued relative to this RFQ.

If you have any issues downloading the RFQ documents from the website or would like hard copies mailed to you, please contact the District's Office by email at jvanhoff@smharbor.com or by telephone at (650) 583-4400.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

1. REQUEST FOR QUALIFICATIONS

The San Mateo County Harbor District (District) is soliciting a Request for Qualifications (RFQ) from qualified Enterprise Resource Planning (ERP) software companies. The software companies must have a product geared towards the unique needs of government agencies. This includes but is not limited to the ability to control spending against appropriated budget amounts, encumbrance accounting, operating and capital grant tracking, and project funding and expense tracking.

2. REQUEST FOR PRESENTATION OF SOFTWARE

Companies who meet the minimum requirements will be invited to present the functionality of their software. It is preferable that presentations be given on-site, however remote presentations will be allowed.

3. PROPOSAL TIME-LINE

Listed below is the Proposal Timeline that outlines pertinent dates of which qualified firms should make themselves aware:

February 3, 2020 at 4:00 p.m.	Written Questions and Requests for Modifications or Clarifications are due
February 6, 2020 at 4:00 p.m.	Response to Questions and Requests for Modifications or Clarifications posted to District website
February 13, 2020 at 4:00 p.m.	Request for Qualifications Due
February 24-28, 2020	Tentative Dates of Presentation

These dates are subject to revision at the District's discretion.

4. SUBMITTAL OF QUALIFICATIONS

A. Requests for Modifications or Clarifications of the Qualifications Specifications

Any requests for modifications or clarifications of the Request for Qualifications shall be submitted in writing to the District Office at jvanhoff@smharbor.com by February 3, 2020 at 4:00 p.m. Any interpretation, change, or correction of said Request for Qualifications will be made by Addenda only, duly issued by the District Office no later than February 6, 2020 at 4:00 p.m. Proposers should check the District's website at <http://www.smharbor.com> and click on BIDS/RFPs/RFQs for any Addenda that may be issued relative to this RFQ.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

The District intends on notifying Potential Proposer's of Addenda if the District has been notified by the Proposer of such intent. All oral modifications of RFQ requirements and conditions are void and ineffective. The District reserves the right to reject any Proposal that contains unauthorized conditions or exceptions.

B. Qualifications Statement Due Date

Proposers are requested to submit via email to jvanhoff@smharbor.com an electronic searchable PDF of the Qualifications Statement. The subject line shall state "**QUALIFICATIONS STATEMENT FOR ERP**".

Electronic copies of the Qualifications Statement on a thumb drive may also be sent or delivered to the following address:

Mail To:

San Mateo County Harbor District
P.O. Box 1449
El Granada, CA 94018
Attention: Deputy Secretary

Hand Deliver To:

San Mateo County Harbor District
504 Ave Alhambra, 2nd Floor
El Granada, CA 94018
Attention: Deputy Secretary

Qualifications Statements must be received no later than **February 13, 2020 at 4:00 p.m. Pacific Time**. Proposals received after the time and date specified will not be considered. The District is not responsible for deliveries delayed for any reason. The time received via email or if mailing time received by the Deputy Secretary of the District shall determine the official time received.

District staff will review all Qualifications Statements received and responsive qualified companies will be asked to present the functionality of the ERP system. Please reserve a time during the week of **February 24-28, 2020** as the tentative week planned for presentations.

C. Proposal Forms and Sample Documents

The following documents are included in this Request for Qualifications (RFQ). Attachments A and B must be completed and submitted with the Proposal.

Attachment A Cost Proposal Form
Attachment B Acknowledgment of Addenda (if applicable)
Attachment C District Business Processes & Requirements

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

5. NEXT STEPS

The District plans on identifying approximately three software companies through this RFQ process. After the software companies are identified the District plans on issuing a Request for Proposals for software implementation services of the software companies identified. The District anticipates that the system will be implemented in phases. The first phase is anticipated to include all necessary modules to support current business processes except Human Resources and Payroll which would be included in the second phase.

6. DESCRIPTION OF DISTRICT

The San Mateo County Harbor District was established, in 1933, by a Resolution of the Board of Supervisors, who established the entire area of the County of San Mateo as the District's boundaries.

Pillar Point Harbor (PPH) is a well-protected working harbor known for its active commercial, recreational, and fishing opportunities. One of the hallmarks of the harbor is its direct fishermen-to-public fish sales that not only provides stable prices for fishermen but also a fantastic market and tourism experience for visitors. PPH enjoys both an inner and outer breakwater, making it one of the safest harbors in the United States, and hosts 369 berths.

The District took over operation of Oyster Point Marina and Park from the City of South San Francisco in 1977. It then completed construction of docks and 589 berths, a new breakwater, and onshore facilities during the 1980's. The District diversified this recreational marina bringing in ferryboat service (134 of 589 berths were removed to accommodate ferry service, resulting in 455 berths) to the East Bay, dining cruises, marine educational programs, and cooperation with the City on area redevelopment. The District does not operate the ferry service.

The District is governed by a five-member Board of Harbor Commissioners who are elected for staggered four-year terms. District revenues are approximately \$12.0 million including operating revenue of \$4.4 million (land and sea/bay rents and fees) and non-operating revenue of \$7.6 million which is primarily from property tax.

The District employs 43 full-time staff members. Approximately five employees will need full access to the ERP modules and approximately 35 employees will need access to the Accounts Receivable, Billing and Reservation system, but no more than 10 at one time.

The District currently uses Tyler Technology Fund Balance – General Ledger, Accounts Payable and Purchasing Modules; The Marina Program (TMP)- Accounts Receivable, Billing and Reservation System (graphical interface); ALX (key system); Assetmaxx (asset tracking and depreciation); and ADP for payroll.

Additional information can be found on the District's website at www.smharbor.com.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

7. QUALIFICATIONS STATEMENT CONTENT

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that Qualifications Statements follow the basic format. Qualified Proposers are expected to be able to provide ERP functionality as outlined in this RFQ, and Proposer shall prepare its response to fully address its ability to satisfy these components. Although the District is not specifying a page limit, **clarity and conciseness are essential** and will be considered during Proposal evaluation. All proposals have two components, the Qualifications Statement and the estimated licensing cost (not including implementation services). All pricing information shall be submitted separately on the Cost Estimate Form provided. The Qualifications Statement will consist of items 7A-H below. The Cost Estimate will consist of item 7I below.

A. Cover Letter

The signed cover letter should be on company letterhead clearly stating the company name of the Proposer, business address, telephone and email address. Also provide any other pertinent information regarding the company.

B. Functionality of ERP

A demonstration of the Proposer's understanding supporting a small governmental agency (Attachment C) is required as part of the Proposal. With respect to each task described in the Business Processes Section, discuss which module(s) support the functionality and identify whether or not it is supplied by your company or a third-party vendor.

C. Proposer's Qualifications and Experience

The following information should be included in the Proposal:

Provide contact information for six references for which the Proposer has provided similar services to those described in these solicitation documents within the past three years.

D. State the Size, Structure, and Location(s) of Firm

Provide a summary of the organization that identifies Proposer's and any third-party vendors size, structure, areas of expertise, locations, and number of years that the proposed software has been in use in governmental organizations.

E. Implementation Partners

Provide a list of your implementation partners including contact information. This information will be used to distribute Request for Proposals for implementation partners of one of the top scoring software products.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

F. Software/Hardware/Bandwidth Requirements

Provide a list of any requirements that the ERP system and any third-party vendors require in order for the system to operate optimally and any minimum requirements.

G. Financial Stability

Provide pertinent information to allow the District to reasonably formulate a determination about the financial stability and strength of the Proposer such as financial references, financial statements, or other relevant documentation. Describe any material administrative proceedings, claims lawsuits, settlements, or other exposures pending against the Proposer.

H. Acknowledgement of Addenda (Attachment B), if applicable

I. Cost Proposal

The Proposer shall submit a cost proposal, attached herewith as Attachment A not including implementation service costs.

8. WITHDRAWAL OF PROPOSAL

A Proposer may withdraw its Proposal anytime before the date and time when Proposals are due, without prejudice, by submitting a written request for its withdrawal to the District Office at jvanhoff@smharbor.com.

9. SELECTION CRITERIA

The District intends on creating a “short list” of the most qualified, responsible firms submitting a responsive Proposal. Ranking will be based on a maximum of 100 points, weighted as indicated below. In determining the number of points a Proposer will receive in each category, the District will consider the Proposal material submitted, presentations, additional information requested by the District, client references and any other relevant information about a given Proposer. The following criteria will be used by the District's Evaluation Committee in the evaluation of the Proposals:

A. Proposer's Qualifications and Experience

0 - 15 Points

The capabilities of each responding Proposer will be evaluated in these specific areas:

1. The Proposer's experience and performance on comparable government engagements;
2. Work performed for recent clients and references;
3. Statement of Functionality of ERP System; and
4. Financial stability of the firm.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

B. Cost Proposal

0 - 15 Points

The cost proposal will be evaluated based on annual license fees and other costs for modules necessary to support District business processes.

C. Presentation

0 - 70 Points

Attached are current District business processes. The presentation should include a walk through of the ERP system functionality to demonstrate the ability to support District business processes. In addition, the District requests a presentation of self-serve functionality, especially related to customer accounts. The evaluation of the presentation will be based on software functionality.

10. SELECTION PROCESS

The District may reject any Proposal in which qualifications, costs, or presentation contents are not deemed to be within an acceptable or competitive range. The District may seek clarifications or additional information from any or all Proposers regarding their Proposals and may request modified Proposals.

Following the initial review and screening of the written Proposals, companies that demonstrate sufficient experience will be invited to present the functionality of the ERP software

Upon completion of the presentations, the District will rank each firm in accordance with the Selection Criteria above. The District will short-list approximately three software companies. A Request for Qualifications (RFQ) will be issued to identified implementation partners of the short-listed software companies. A final decision will be made based on the outcome of the RFQ.

This RFQ does not commit the District to awarding a Contract. Proposers shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal and presentation process. The District reserves the right, in its sole discretion, to accept the Proposal it considers most favorable to the District's interest and the right to waive minor irregularities. The District further reserves the right to reject all Proposals and seek new Proposals when such procedure is reasonable and in the best interest of the District.

11. PROTEST PROCEDURES

Protests based upon restrictive requirements or alleged improprieties in the RFQ procedure must be filed in writing with the Director of Administrative Services at jvanhoff@smharbor.com at least five (5) calendar days prior to Proposal submissions. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

Protests based upon the District's Evaluation Committee recommendation for short-listed ERP software companies shall be submitted in writing to the Director of Administrative Services of the District within forty-eight (48) hours of receipt of notice of the Evaluation Committee recommendation. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Failure to comply with any of the requirements set forth in the District's written Proposal Protest Procedures may result in rejection of the protest.

12. CONFLICT OF INTEREST

By submitting a Proposal, the Proposer represents and warrants that no Commissioner, officer, or employee of the District is in any manner interested directly or indirectly in the Proposal or in the Contract which may be made under it or in any expected profits to arise there from, as set forth in Article 4, Division 4, Title I (commencing with Sec. 1090) of the Government Code of the State of California.

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090 *et seq.* or Sections 87100 *et seq.* during the performance of services under this Agreement. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

Depending on the nature of the work performed, the Proposer may be required to publicly disclose financial interests under the District's Conflict of Interest Code. The Proposer agrees to promptly submit a Statement of Economic Interest on the form provided by the District upon receipt. No person previously in the position of Harbor Commissioner, officer, employee or agent of the District may act as an agent or attorney for, or otherwise represent, the Proposer by making any formal or informal appearance, or any oral or written communication, before the District, or any Commissioner, officer or employee of the District, for a period of twelve (12) months after leaving office or employment with the District if the appearance or communication is made for the purpose of influencing any action involving the issuance, amendment, awards or revocation of a permit, license, grant or Contract.

The Proposer warrants that it has no organizational conflicts of interest at this time. Alternatively, the Proposer must disclose all known organizational conflicts of interest. An organizational conflict of interest occurs when, due to other activities, relationships, or contracts, a firm or person is unable, or potentially unable, to render impartial assistance or advice to the District; a firm or person's objectivity in performing the contract work is or might be impaired; or a firm or person has an unfair competitive advantage in proposing for award of a contract as a result of information gained in performance of this or some other agreement.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

13. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and the Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential. Additionally, Proposer may not designate Proposal Forms as confidential.

If the Proposer requests that the District withhold from disclosure information identified as confidential, and the District complies with the Proposer's request, the Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the proposer information), and pay any and all cost and expenses related to the withholding of the proposer information. The Proposer shall not make a claim, sue or maintain any legal action against the District or its Commissioners, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

14. EX PARTE COMMUNICATION

Proposers and Proposers' representatives may not communicate orally with a Commissioner, officer, employee, or agent of the District, with the exception of the Directors of the District regarding this RFQ. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the District during a public meeting.

In the context of this RFQ, an "ex parte communication" is any communication regarding this RFQ between a Proposer (or the Proposer's representative) and the District's General Manager, Commissioner, officer, employee or agent, regardless of who initiates the communication, other than as part of the process specified herein, unless it is in writing and available for disclosure to the general public.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

15. WAIVER

By submitting a Proposal, the Proposer represents and warrants that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, supplies, material, or equipment called for in this RFQ including attachments and addenda; that Proposer has checked its Proposal for errors and omissions; that the prices stated in its Proposal are correct and as intended by it and are a complete and correct statement of its estimated prices for providing the software as outlined in this RFQ.

The Proposer waives any claim against the District for costs incurred in preparing a Proposal and responding to this RFQ.

**SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

**ATTACHMENT A
COST PROPOSAL FORM**

**SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

ESTIMATED COST PROPOSAL FORM

Software Company or 3rd Party Vendor	Module	Annual License Fee per User	Training Costs	Maintenance, Cloud- Based Costs, Customization Costs, etc.

**SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

**ATTACHMENT B
ACKNOWLEDGEMENT OF ADDENDA**

**SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

SAN MATEO COUNTY HARBOR DISTRICT

ACKNOWLEDGEMENT OF ADDENDA

The undersigned Proposer acknowledges receipt of the following addenda, if issued, to the RFQ Documents. If none received, write "None Received."

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Date: _____

Firm: _____

Print Name: _____

Signature: _____

Title: _____

**SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

**ATTACHMENT C
DISTRICT BUSINESS PROCESSES**

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

The San Mateo County Harbor District requests presentations to show the following functionality:

General Functions:

- 1) Cloud-based software or hybrid
- 2) Automated workflow approval processes
- 3) Easy to use report writing
- 4) Review of key software information and table set-up

Accounts Payable/Purchasing Functions:

- 1) New Vendor Set-up- W9 input
- 2) Ability to rollover Construction in Progress contracts across fiscal years

Finance/Accounting/Budget Functions:

- 1) Control Spending against Appropriations
- 2) Track Original Budget & Revised Budget
- 3) Encumbrance Accounting
- 4) Multiple Bank Accounts, Positive Pay Reports, Reconciliation Function
- 5) Track GAAP Accounting & Budgetary Accounting separately (example, for Budget records- record asset purchase as an expenditure, for GAAP records- record asset purchase as an asset with associated depreciation expense)
- 6) Capital Asset Tracking & Depreciation
- 7) Process for maintaining chart of accounts
- 8) Ability to support set-up of multiple departments including reports for single departments or all departments combined

Project/Grant Functions:

- 1) Ability to record multiple grants for one project and multiple projects for one grant

Customer Relationship Management:

- 1) Customer self-serve functions including on-line payments
- 2) Graphical Reservation System

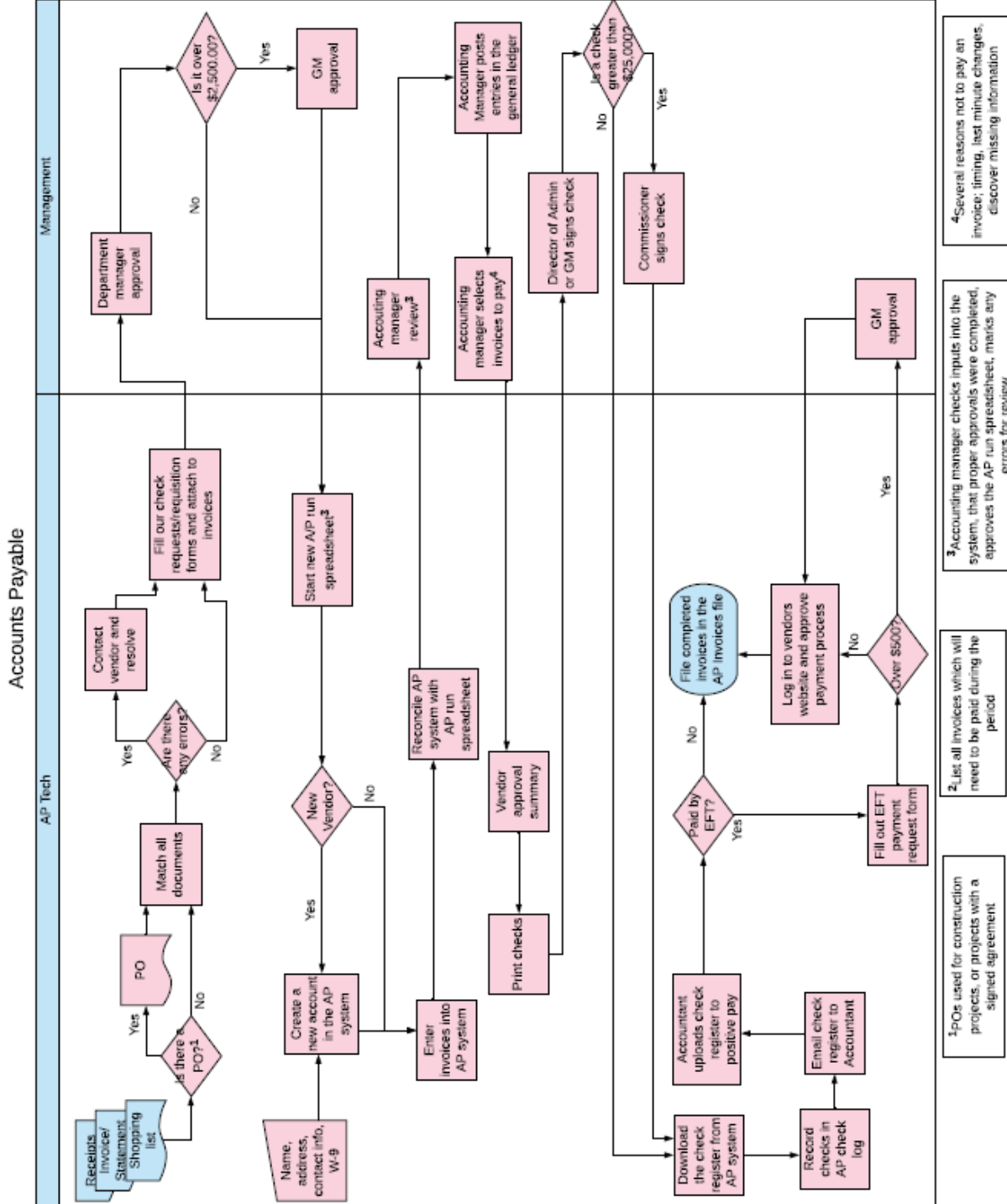
Human Resources & Payroll:

- 1) Ability to support complex calculations pertinent to government agencies including pension deduction calculation, multiple rules (overtime, accrual leave rates, health care deductions) for different bargaining units, support multiple direct deposit accounts for one employee, position control, timesheets, termination process, reporting.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

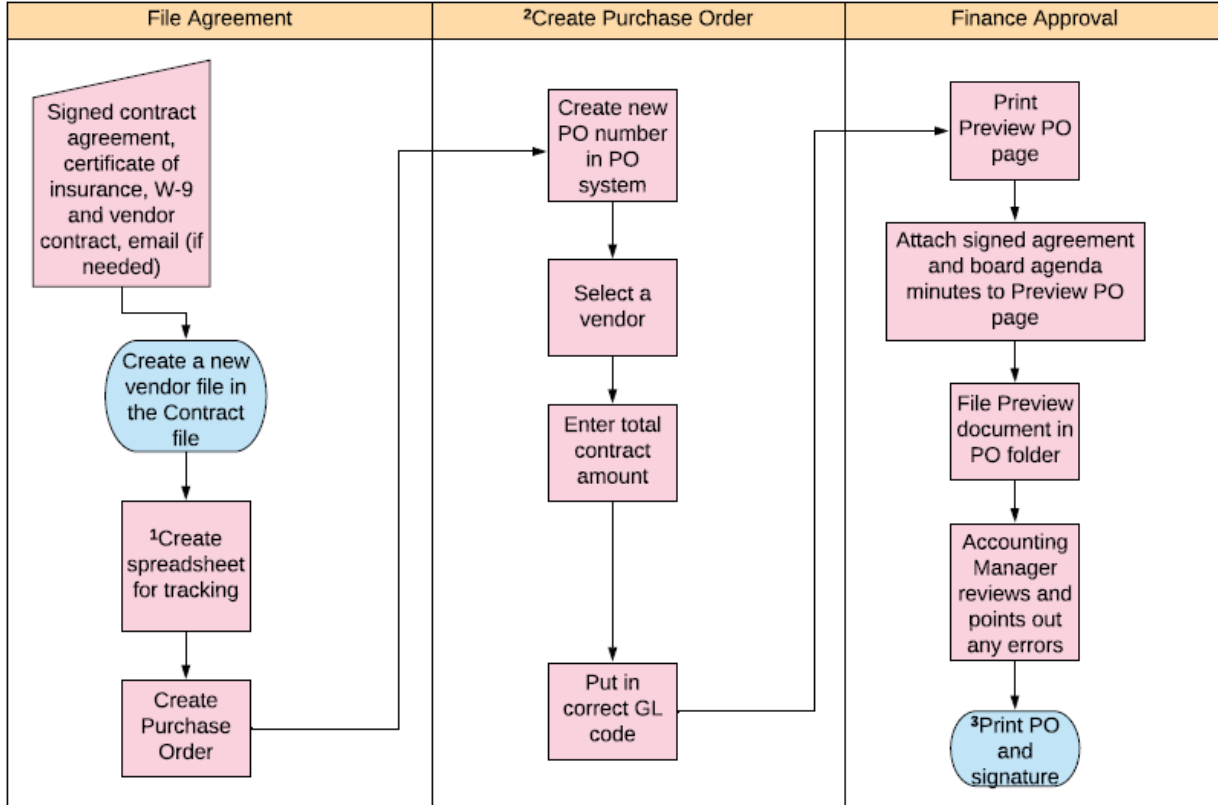
Following is a few of the District's current business processes. The presentation should convey the system's ability to support and/or improve upon the District's core required business processes as outlined below.

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)



SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

Purchase Order Process

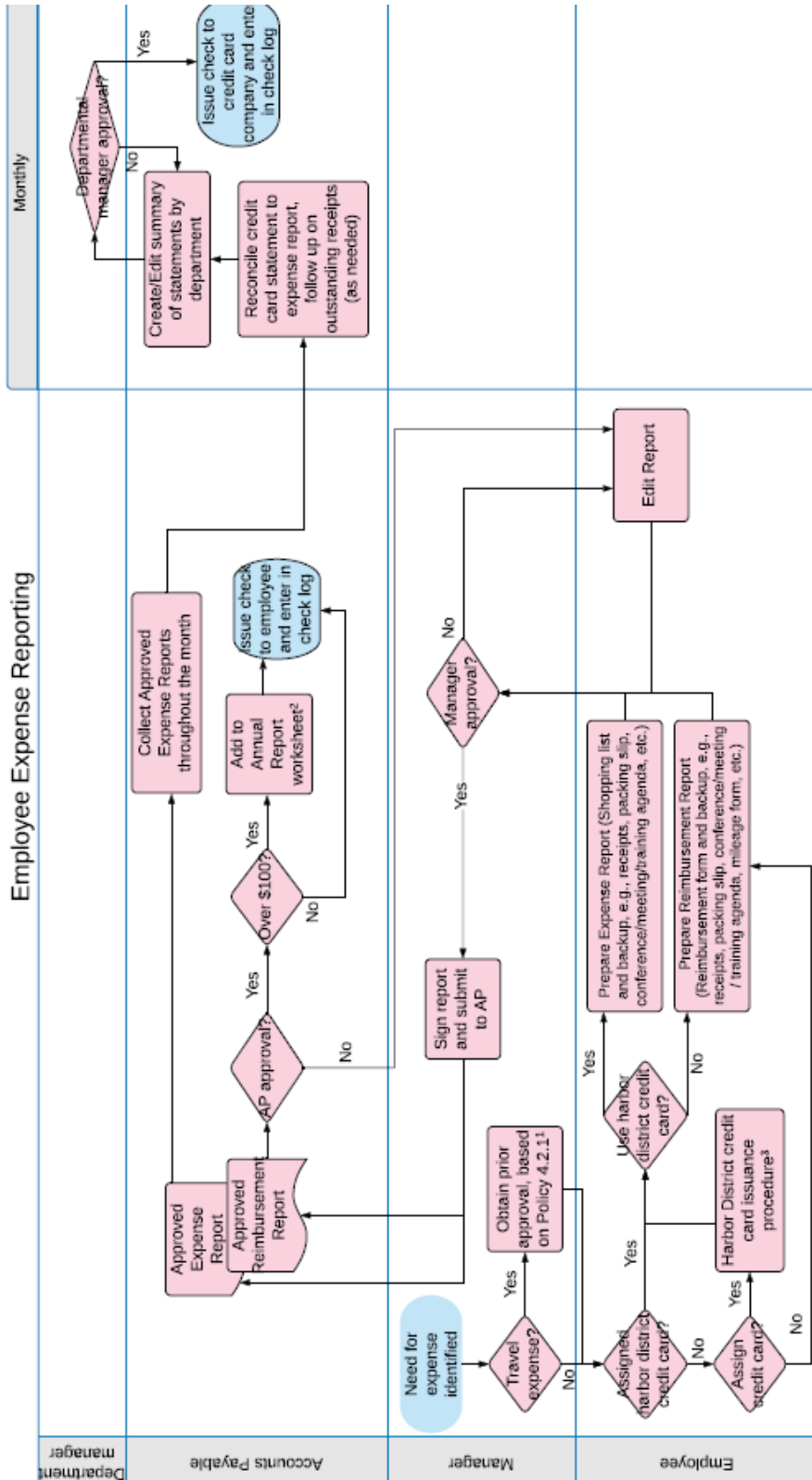


¹Board approves spending amount. Management may request ad hoc tracking

²Limitations: GL code cannot be changed once PO is finalized, amount of contract cannot be changed once PO is finalized

³This will encumber the funds in the system

**SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**



¹Policy 4.2.1: Expense accounting and expenditure reimbursement for employees, Section 2.1: Prior Approvals. Travel reimbursement policies will be updated

²FY Annual Reporting of Reimbursements over \$100.00 required by law, annual report is compiled every July, and made available to the public

³Manager approves issuance of harbor district credit card, employee provides personal information needed, AP orders credit card from bank, and sets limits. Credit card is deleted when an employee is terminated.

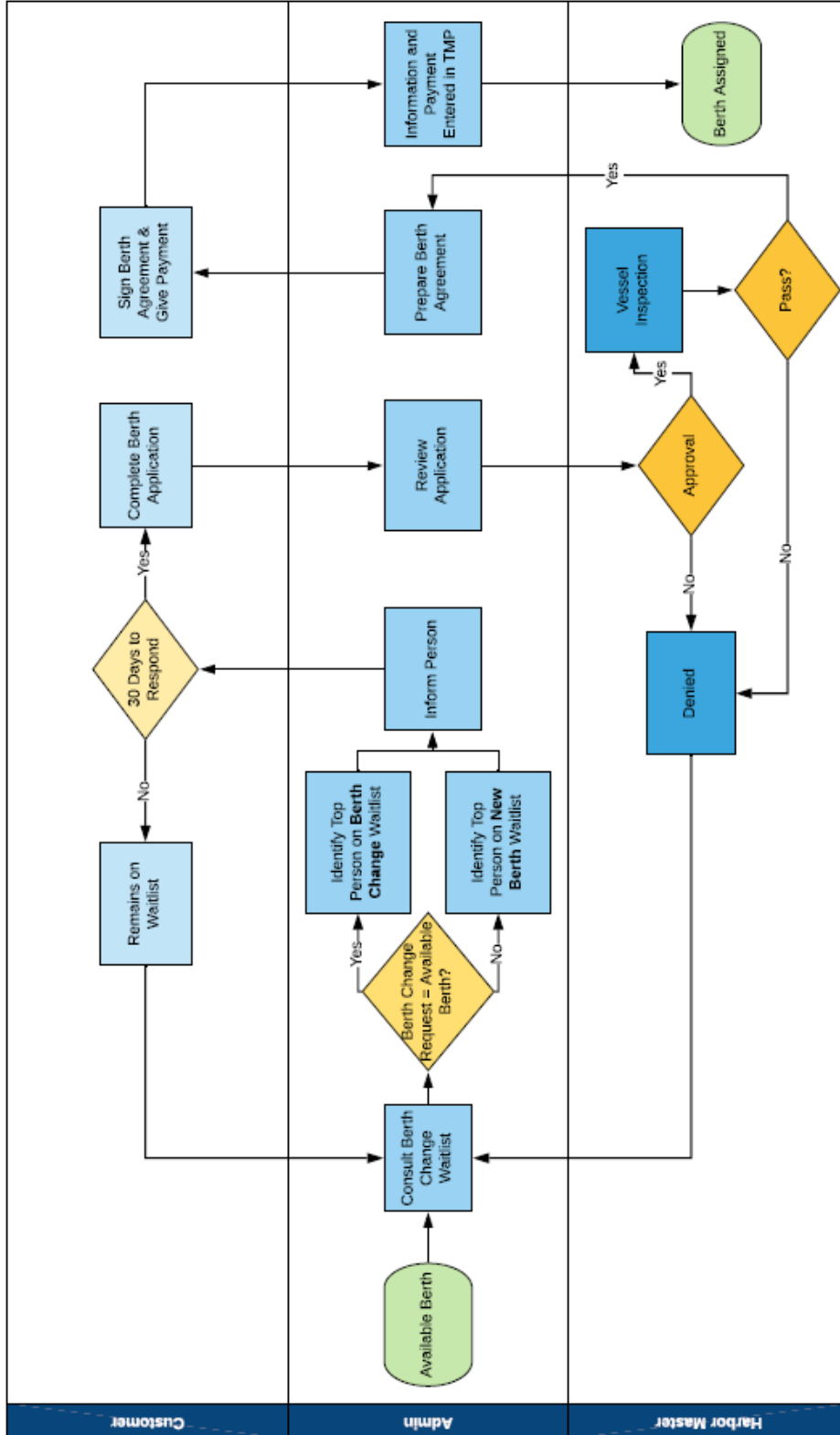
Admin, PPH, and OPM currently have petty cash, seldom distributed. Looking to eliminate it entirely. Due to this, petty cash process not included in flowchart

SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)



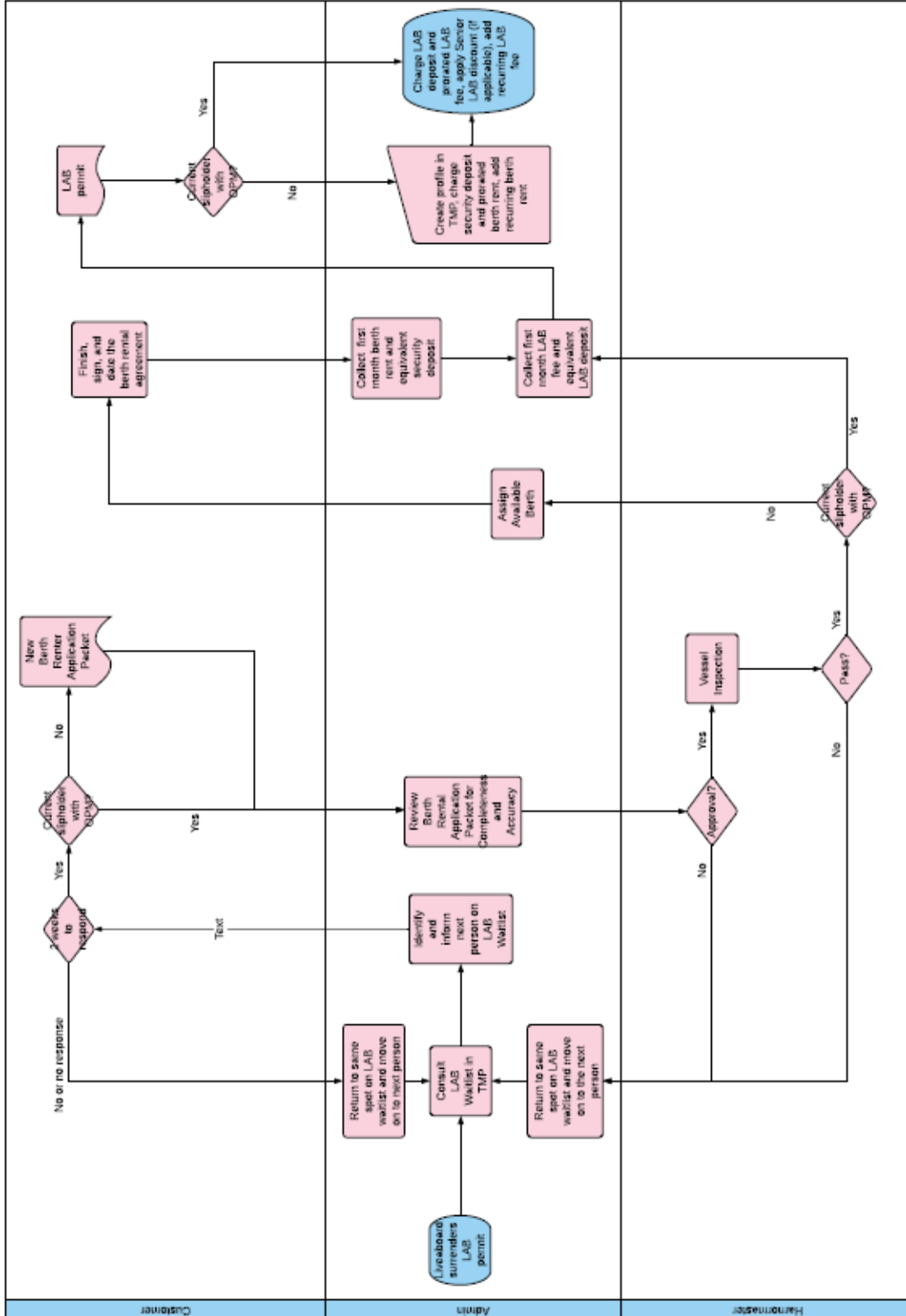
Available Berth Business Process

June 2019



SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

OPM- Assigning a Liveboard Permit



SAN MATEO COUNTY HARBOR DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) 2020-01
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

