

# Attachment A

## Vendor Reference Form

*Vendors shall complete a Vendor Reference Form for each provided reference in accordance with the RFP.*

### 1. General Background

Name of Client:

Number of Employees:

Operating Budget:

Address:

Project Manager/Contract:

Title:

Phone Number:

E-Mail Address:

Summary of Project and Current Status:

### 2. Project Scope

Please indicate all modules that were implemented as part of the project:

### 3. Project Information

Total Project Budget:

Project Start Date:

Project End Date:

## Attachment E Ownership of Deliverables

Vendors shall complete Table E-03 below based on whether the roles identified are supported by the proposed approach and implementation methodology. The roles are defined in Table E-01 and Table E-02 contains the indicators vendors shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional deliverables are proposed, vendors shall identify the roles for both the County and Vendor Project Teams.

**Table E-01: Definition of Roles**

Role	Summary
Lead	The party ultimately responsible for the development of the deliverable.
Assist	The party provides active assistance in development of the deliverable
Participate	The party provides passive assistance in the development of the deliverable.
Owns	The party is solely responsible for the development of the deliverable.
Share	Both parties share equal responsibility for the development of the deliverable.
None	The party has no role in the development of the deliverable.

**Table E-02: Summary of Response Indicators**

Indicator	Response	Description
<b>S</b>	Supports	The proposed supports the prescribed ownership roles with its proposed implementation methodology and approach.
<b>C</b>	Conflict	The proposed has a conflict with the prescribed ownership roles and proposed alternate ownership in its proposed implementation methodology and approach

**Table E-03: Ownership of Deliverables**

<b>No</b>	<b>Deliverable</b>	<b>Vendor Role</b>	<b>County Role</b>	<b>Vendor Response</b>	<b>Comments</b>
1	Implementation Project Plan	Lead	Assist		
2	Software Customization Plan	Lead	Assist		
3	Software Interface Plan	Lead	Assist		
4	Data Conversion Plan	Lead	Assist		
5	Testing and Quality Assurance Plan	Assist	Lead		
6	Pre- and Post-Implementation Support Plan	Share	Share		
7	Training Plan	Lead	Participate		
8	Deliverables Dictionary	Lead	None		
9	System Documentation	Lead	None		
10	Risk Register	Share	Share		

## Attachment F Receipt of Addenda Form

Addendum #	Date

I certify this Proposal complies with the specifications and conditions issued by the County except as clearly marked in the attached copy.

Date	
Name	
Authorized Signature	
Title	
Company Name	
Address	
City, State	
Zip Code	
Telephone Number	
Fax Number	
E-mail	

## Attachment G

### Responsibility of Data Conversion Activities

Vendors shall complete Table G-03 below based on whether the roles identified are supported by the proposed data conversion methodology and approach. The roles are defined below. Any conflicts shall be noted with a comment. In the event additional activities are proposed, the Proposers shall identify the roles for both the County and Implementation Vendor Project Teams.

**Table G-01: Definition of Roles**

Role	Summary
Lead	The party ultimately responsible for the activity.
Assist	The party provides active assistance for the activity.
Participate	The party provides passive assistance for the activity.
Share	Both parties share equal responsibility for the activity
None	The party has no role in the activity.

**Table G-02: Summary of Response Indicators**

Indicator	Response	Description
<b>S</b>	Supports	The proposal supports the prescribed responsibility roles with its proposed data conversion methodology and approach.
<b>C</b>	Conflict	The proposal has a conflict with the prescribed responsibility roles and proposed alternate responsibility in its proposed data conversion methodology and approach

**Table G-03: Responsibility of Deliverables**

No	Data Conversion Activity	Vendor Role	County Role	Response	Other Comments
1	Conversion Analysis	Lead	Participate		
2	Crosswalk Development	Lead	Participate		
3	Provide Conversion Data	None	Lead		
4	Provide File Layouts/Data Maps of Existing System	None	Lead		
5	Proof Data Provided	None	Lead		
6	Analysis of Data to be Converted	Lead	Assist		
7	Developing and Testing Conversions	Lead	None		
8	Review and Correct Errors	Share	Share		
9	Load Converted Data into Training Database	Lead	None		

No	Data Conversion Activity	Vendor Role	County Role	Response	Other Comments
10	Confirmation of Converted Data in Training Database	None	Lead		
11	Approval/Sign-Off of Converted Data in Training Database	None	Lead		
12	Load Converted Data into Live Database	Lead	None		
13	Confirmation of Converted Data into Live Database	None	Lead		
14	Approval/Sign-Off of Converted Data in Live Database	None	Lead		

## **Attachment H Local Vendor Preference**

Bidders shall review, and complete, all documentation included within this Attachment.

### **LOCAL VENDOR PREFERENCE DEFINITIONS:**



- 1) Its headquarters is physically located within Washtenaw County, or it has been conducting business at a location with a permanent street address in the County on an ongoing basis for not less than one taxable year (12 consecutive months) prior to its bid or response to a Request for Proposals (RFP).
- 2) It has made payment of property taxes on real or personal property within the past year on property which is ordinarily needed to perform the proposed contract. Or it has leased property for its Headquarters or business within Washtenaw County for more than one year (12 consecutive months).
- 3) It has been dealing for at least one year (12 consecutive months) on a regular commercial basis in the kind of goods or services which are the subject of the bid or proposal.

**B. Michigan Company - must meet all criteria listed:**

- 1) Its headquarters is physically located within the State of Michigan, or it has been conducting business at a location with a permanent street address in the State of Michigan on an ongoing basis for not less than one taxable year prior to its bid or response to a Request for Proposals (RFP).
- 2) It has made payment of property taxes on real or personal property within the past year on property which is ordinarily needed to perform the proposed contract. Or it has leased property for its Headquarters or business in the State of Michigan for more than one year (12 consecutive months).
- 3) It has been dealing for at least one year (12 consecutive months) on a regular commercial basis in the kind of goods or services which are the subject of the bid or proposal.

## **Local Vendor Certification Application & Affidavit**

**Background:** To increase economic opportunity in Washtenaw County and the state of Michigan, the County provides a local vendor preference (when determining the award) as follows:

Washtenaw County based companies- A 5% bid discount for purchases greater than \$5,000 and up to \$200,000 and a 2% discount for purchases over \$200,000.

State of Michigan based companies – A 3% bid discount for purchases greater than \$25,000 and up to \$200,000 and a 1% discount for purchases over \$200,000.

**Instructions:** To qualify as a Washtenaw County or State of Michigan company, the following information must be provided:

1. Become a Washtenaw County vendor by completing the Washtenaw County Vendor Application available at:  
<http://www.ewashtenaw.org/government/departments/finance/purchasing/information-for-vendors/how-to-become-a-vendor> The resulting e-mail confirmation must be printed and submitted.
2. Provide proof that you are a company registered in the State of Michigan by searching for your business on the State of Michigan Corporation Division Business Entity Search ([http://www.dleg.state.mi.us/bcs\\_corp/sr\\_corp.asp](http://www.dleg.state.mi.us/bcs_corp/sr_corp.asp)). The resulting **business Details page** must be printed and submitted.
3. Provide proof that your local taxes are up to date by searching for the municipality in which your business is located on the BS&A Software website (<https://is.bsasoftware.com/bsa.is/SelectUnit.aspx#W>) (may need to copy and paste link to open). After selecting the municipality, select “Tax Information Search” on the left, and search for your business. The resulting **Detailed Tax Information page** must be printed and submitted. NOTE: If you cannot find your municipality on the BS&A website, call the municipality’s Treasurer and request a Detailed Tax Information Form showing local business tax status. Submit this form instead.
4. Provide the following Affidavit of Qualified Local Vendor by filling out the attached affidavit.

All required application materials must be included in the RFP bid response.

For more information, contact: Jillian Grabarczyk  
Administrative Coordinator/Purchasing  
734-222-6738





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Name of Business

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Owner or Managing Partner, and Title

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Name of Contact Person, and Title

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Email Address for Contact Person

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Phone Number for Contact Person

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Signature of Owner or Managing Partner, and Title

Date

**Washtenaw County Purchasing Department reserves the right to request additional documentation as deemed necessary.**