



City of Carson, CA

Request for Proposals Number: 22-017

Thursday, May 12, 2022

Richard Haller – President
Phone: 314.517.8716
Email: richard@itpcorp.com

Jennifer Cardinale – Director, Government ERP Solutions
Phone: 815.482.2277
Email: Jennifer.Cardinale@itpcorp.com

Thursday, May 12th, 2022

City of Carson, NY
Shelly Root
701 East Carson Street, Carson CA 90745
RE: REQUEST FOR PROPOSALS NUMBER: RFP 22-017

Dear Shelly Root:

Integrated Technology Partners, Corporation. (ITP) is pleased to respond to the City of Carson, CA's Request for Proposal for Professional Project Management Services. The attached proposal will detail our complete offering.

In presenting the enclosed proposal, ITP warrants that it is unaware of any known conflict of interest in responding to, or submitting, said proposal in response to the City of Carson, CA's RFP. ITP also warrants that it complies, and acts in accordance, with:

- Federal Executive Orders relating to the enforcement of civil rights
- Federal Codes regarding Anti-discrimination in Employment
- Title 6, Civil Rights Act of 1964
- Requirements of the Americans with Disabilities Act of 1990 for work performed due to this RFP

This proposal and cost schedule shall be valid and binding for 90 days following the RFP due date. Except as set forth in this proposal, this proposal may be released in part or in total as public information in accordance with the requirements of the laws covering same.

If you have any questions related to this proposal, please feel free to contact:

Richard Haller, President
richard@itpcorp.com
314.517.8716

Jennifer Cardinale, Director, Government Solutions
Jennifer.cardinale@itpcorp.com
815.482.2277

Respectfully submitted,



Richard Haller
President, Integrated Technology Partners

Company Certification and Personnel Verification

Name:	Integrated Technology Partners
Address:	12685 Dorsett Road, #141 Maryland Heights MO 63043
Primary Telephone Number	636.256.0517
Primary Fax Number	636.256.7132
Primary Email	Richard@itpcorp.com
Name and Title of Primary Contact	Richard Haller, President
Number of years in Business	24
Company's Legal Status	Corporation, Chapter S, in the State of Missouri
Tax ID Number	43-1790107
Certificate of Good Standing	Certificate dated May 11 th , 2022 is attached

Company Background

Integrated Technology Partners is a privately held, St. Louis based, ERP consulting, organization. We're celebrating 25 years in business later this year. Our focus is now, and always has been, to help organizations get the most value from what could be their most expensive software package, their ERP system.

Our local and national consultants have decades of hands-on support experience and have worked in their core fields for years. Our payroll consultants have worked as payroll supervisors and can eat, live, and sleep payroll. Our Kronos team has almost 60 years of combined experience and can engage with you at every level to help make time recording a smooth process. Within our technical teams we have employees who focus on performance tuning. We've taken processes that run for hours on end and in some cases have cut them down to just a few minutes. Our DBA's and Upgrade Admin's have run dozens of upgrades.

Over the years ITP has been proud to support clients both locally in the St. Louis market as well as nationally. A few of our local clients served are: Ritenour School District, the St. Louis Metropolitan Police Department, Ameren UE, Bryan Cave. Nationally, ITP has helped to support clients as large as Boeing, with over 160,000 employees, and as small as American Investment Funds, with just over 1200 employees.

Why Partner with ITP?

Our Tyler team has over 30 years of successful combined experience within the Public Sector. We are experts in Fund Accounting, GFOA Reporting, Supply Chain procedures, ERP planning, Project and Organizational Change Management.

Our upgrade methodology includes the Project Management (PM) discipline. Execution of a proven, sound, and effective Project Management discipline is fundamental to the overall success of every project. This is especially important when managing multiple work streams, dozens of integration points, and ongoing coordination with various stakeholders. To position each client for success, we will take an iterative approach designed to assist in moving projects forward successfully.

ITP's proactive and disciplined PM approach provides our clients with a consistent set of tools, processes, and templates to reduce risk across cost, schedule, and performance standards. ITP's PM approach is built upon the following objectives:

- Establish a project team and functional leads with backups
- Assist and empower project team members to make informed, value-based decisions
- Help document procedural changes to better inform staff and foster organizational change management
- Assist in resolving issues effectively, and adhere to established escalation procedures outlined by the client PMO

ITP begins each project by instituting a kickoff meeting, review and gather any communication requirements, outline project governance and escalation procedures to oversee the project. These activities include:

- Establish Cross Team, Team Lead, Project Management Office and Steering Committee meetings
- Review Quality Assurance process with the New Rochelle PMO, and other Project Stakeholders to institute a quality matrix and KPI's to govern this project
- Establish a status report cadence for the team
- Communicate project standards and requirements

The ITP Project Team is the primary point of contact implementing this approach.

ITP is proposing to assign our senior Tyler Project Manager, Scott Stephen PMP, to this project. Scott will be dedicated to this assignment exclusively.

Scott Stephen PMP

Munis Senior Financial Consultant, Project Manager, Project Team Lead

Munis Experience:

9 years of Public Sector experience as a Munis Financial Consultant, Security & Workflow Design Expert, Business Process Consultant, Project Manager & Project Team Lead. 20+ years of I.T. Experience.

- Conducts Gap Analysis, Future State
 - Conducts Training to enhance delivered software functionality
 - Functional and Technical experience to deliver on time and on-budget projects
 - Managed multiple workstreams to ensure software efficiencies between product suites, business process flow design, Roles and Workflow expertise, and documentation of best practices and procedures
 - Optimized product knowledge to enhance cross team collaboration to lead HCM, Financial and Technical teams
 - Organized development requirements, training, and resource management across ERP project stakeholders
 - Conducts in-depth evaluation of client needs and data requirements
 - Manage multiple projects ensuring timely completion of project deliverables
 - Coordinates and communicates schedule to ensure successful completion of project, on time and on budget
-

Module Expertise:

Data Mining	Role Based Security
Conversion Analysis & Data Cleaning	Workflow & System Administration
Business Process Consulting	Hub, Dashboard, Tyler Content Manager & Tyler Forms
Tyler Forms	Requisitions, Purchase Orders, Vendor Self Service
Procurement Reporting	Contracts, Bids, eCommerce, Inventory
Month/Year End Processes	Capital Asset
Desktop Procedure Writing	Purchase Card, Accounts Payable
Process Flow Documentation	Accounts Receivable, General Billing & Tyler Cashiering

Tyler – Munis Clients:

City of Chula Vista, CA	Weber County, UT
Deschutes County, OR	Town of Gilbert, AZ
Gila River Indian Community, AZ	City of Surprise, AZ
City of Midland, TX	Phoenix Mesa Gateway Airport, AZ
City of Santa Fe, NM	City of Fontana, CA - dedicated PM
City of College Station, TX	City of Glendale, AZ - dedicated PM
City of Longmont, CO - dedicated IC	City of Oxnard, CA - dedicated PM

Subcontractor List

ITP will only be using our own W2 employees. No subcontractors will be used on this engagement.

Delivery Excellence

ITP uses a philosophy of Delivery Excellence to manage the quality of our work. For the City of Carson assessment, our Project Manager will be Scott Stephens.

Increased Innovation. Improved Customer Satisfaction

Keeping pace with emerging technological trends can help enhance efficiencies. For instance, upgrading legacy systems to cloud or modernizing certain applications can reduce costs, streamline processes, and reduce training needs. It can also improve flexibility and accessibility, boosting customer satisfaction and improving stakeholder engagement.

Simplify Processes. Implement Munis Best Practices

As challenging as it can be for organizations to simplify process flows, it's one of the key factors that can drive delivery excellence. Most issues occur due to the complex IT transitions and complicated updates that organizations need to implement in order to sustain competitive advantage. Implementing best practices, enhancing visibility, and ensuring compliance and accountability across processes will further enhance efficiency and value at every level of the organization.

Measure KPI's to Enhance Performance

By defining and tracking the right set of metrics, organizations can effectively gauge their performance and drive improvements in service delivery. These metrics must focus on the critical success factors of key processes and the strategic targets for effective IT service delivery. It is recommended to use metrics that are specific, measurable, achievable, relevant and timely. In order to use a measure that is relevant to an agency's customer, organizations must ensure that the metrics they use are clearly based on service level targets established in their service level agreements (SLAs).

Stay Current on Software Releases

IT delivery excellence does not happen in isolation. Delivery teams must take an integrated approach by aligning with the overall business objectives and staying in sync with other teams and departments. Understanding the impact of factors such as structure, software capabilities, ease of delivery and optimizing reusable assets can help drive time, on budget deliveries and align enterprise-wide resources.

Cost Proposal (pricing provided on City Exhibit C)

ITP is proposing Scott Stephen PMP for this role. We are proposing Scott onsite Monday through Thursday every week for a 90 day period. At the 90 day mark, the city of Carson will have the ability to review Scott's performance and if satisfied, may then approve a weekly on-site / off-site work model

Client References

Ritenour School District

- 2420 Woodson Road St. Louis, MO 63114
- Fred Harlan, Director of Technology
- harlanf@ritenourschools.org
- (314) 493-6004
- 2001 -2022
- ITP provided upgrade services for multiple upgrades, custom development work and sustaining functional and technical system support.
- Cost amounts vary by year and specific tasks.

AIR Communities

- 4582 S. Ulster St. Suite 1700 | Denver, CO 80237
- Matthew Gullion, Financial Systems Manager
- matthew.gullion@aircommunities.com
- 303.793.4733
- 10/2020 – 2/2022
- ITP performed a Financials system assessment and subsequent enhancement project
- Total project cost, approximately \$900,000.00

City of Glendale, AZ (ITP Staff Project Reference)

- Stephen Albinda, SR. Systems Analyst Tyler / MUNIS
- salbinda@glendaleaz.com
- 602.327-9910
- 2017-2019
- Complete Tyler MUNIS ERP Implementation
- Total project cost, approximately \$3,500,000.00 plus annual maintenance

City of Fontana, CA (ITP Staff Project Reference)

- Shannon Burndred, SR. IT Analyst Tyler / MUNIS
- sburndred@fontana.org
- 951.255-7426
- 2018-2021
- Complete Tyler MUNIS ERP Implementation
- Total project cost, approximately \$2,900,000.00 plus annual maintenance

STATE OF MISSOURI



John R. Ashcroft
Secretary of State

CORPORATION DIVISION
CERTIFICATE OF GOOD STANDING

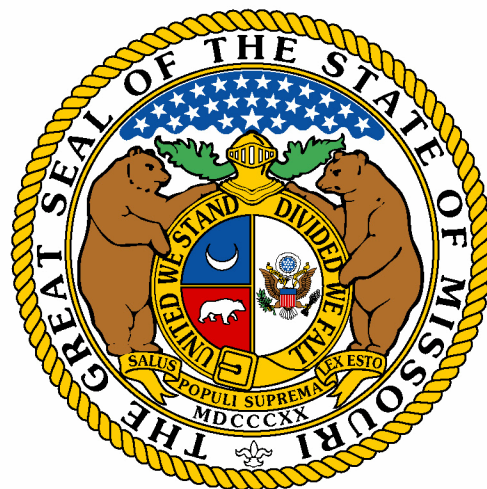
I, JOHN R. ASHCROFT, Secretary of State of the State of Missouri, do hereby certify that the records in my office and in my care and custody reveal that

INTEGRATED TECHNOLOGY PARTNERS, CORPORATION
00445052

was created under the laws of this State on the 21st day of August, 1997, and is in good standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 11th day of May, 2022.


Secretary of State



Certification Number: CERT-05112022-0044

CLIENT REFERENCE LIST

In order to more fully evaluate your background and experience for the project herein proposed, it is requested that you submit a list of references and/or similar projects completed or in progress within the last 24 months or as noted in the requirements of the RFP or IFB. Your cooperation in this matter is greatly appreciated.

Company Name: Integrated Technology Partners / Scott Stephens PMP

Number of years as a contractor in the work of this type: ITP - 24 / Scott - 9

Three projects/clients references for this type of work:

Client Name Ritenour School District - ITP

Address 2420 Woodson Road St. Louis, MO 63114

Contact Name Fred Harlan, Director of Technology Contact Email harlanf@ritenourschools.org

Contact Phone Number 314.493.6004

Project Description ITP provided upgrade services for multiple upgrades, custom development work and sustaining functional and technical system support.

Project Start Date 2003

Project End Date 2022

Project Amount: Varied by task

Client Name City of Glendale, AZ - Scott Stephens

Address _____

Contact Name Stephen Albinda

Contact Email salbinda@glendaleaz.com

Contact Phone Number 602.327.9910

Project Description Complete Tyler MUNIS ERP Implementation

Total project cost, approximately \$3,500,000.00 plus annual maintenance

Project Start Date 2017

Project End Date 2019

Project Amount: approximately \$3,500,000.00

Client Name City of Fontana, CA - Scott Stephens

Address _____

Contact Name Shannon Burndred

Contact Email sburndred@fontana.org

Contact Phone Number 951.255.7426

Project Description Complete Tyler MUNIS ERP Implementation

Total project cost, approximately \$2,900,000.00 plus annual maintenance

Project Start Date 2018

Project End Date 2021

Project Amount: approximately \$2,900,000.00

Bidder's Signature _____

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

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CITY OF CARSON
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION

I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.



Signature

05/11/2022

Date

Richard Haller

Printed Name

President

Title

**FEDERAL LOBBYIST
REQUIREMENTS CERTIFICATION**

Name of Firm: Integrated Technology Partners Date: 5/11/2022

Address: 12685 Dorsett Road #141, Maryland Heights

State: MO Zip Code: 63021 Phone No.: 636.256.0517 Ext 600

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;

2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Richard Haller Title: President

Signature:  Date: 05/11/2022

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: Integrated Technology Partners

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

CONSULTANT

By:  _____

Title: President

Date: 05/11/2022

EXHIBIT "C"
SCHEDULE OF COMPENSATION

I. Consultant shall perform the following tasks at the following rates:

ITP will provide a PMP certified project manager with extensive Tyler/MUNIS experience.

ITP will bill the city at either of the two cost proposals. The city may choose the proposal that is most favorable for their needs.

1. \$165/hr. plus normal and customary travel expenses.
2. \$215/hr. as an all-inclusive rate

After the initial 90-day period at the City's discretion, the City may allow Scott to continue work on a one-week onsite / one-week remote schedule. Should the City elect this model, the off-site rate would drop to \$165/hr. as an all-inclusive rate.

A retention of ten percent (10%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.

DOES NOT APPLY

Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task sub-budget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.8.

The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:

- Actual hours worked itemized by week
- Should the City elect the rate plus expenses model, expenses for the week will be included

The total compensation for the Services shall not exceed \$ TBD as provided in Section 2.1 of this Agreement.

The Consultant's billing rates for all personnel are attached as Exhibit C-1.

DOES NOT APPLY