

El Paso County, Colorado



Request for Proposal #26-012 for Enterprise Resource Planning Implementation Provider

Issue date: January 22, 2026

Closing date: February 20, 2026, 4:00pm MT

RFP documents available:

<http://www.rockymountainbidsystem.com>

Proposal Due Date: February 20, 2026

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1. Proposal Submission

Proposal Due Date: Submit through the Rocky Mountain E-Purchasing System (<http://www.rockymountainbidsystem.com>) by February 20, 2026, 4:00pm MT

Submit to El Paso: Digital format of 1 technical proposal, including the following files:

- **RFP Response (Word or PDF)**
- **Attachment A – El Paso County RFP #26-012 - Bidder Questionnaire.docx**
- **Attachment B – El Paso County RFP #26-012 - Pricing Forms.xlsx**
- **Attachment C – El Paso County RFP #26-012 - Requirements.xlsx**

An electronic version of the proposal and all attachments in the required format noted in the prior paragraph are to be submitted by the proposal due date through the Rocky Mountain E-Purchasing System

(<http://www.rockymountainbidsystem.com>). The County is not responsible for electronic submissions not received in its entirety by the deadline.

RFP Clarifications and Questions

Effective immediately upon release of this request for proposal (RFP), and until notice of contract award, all official communications from responding implementation providers regarding the requirements of this RFP shall be directed via Rocky Mountain E-Purchasing System (<http://www.rockymountainbidsystem.com>).

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, he/she may submit a written request to Becky Schaffstein at beckyschaffstein@elpasoco.com for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum. Failure on the part of the prospective proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of the proposal. The responding implementation provider will acknowledge receipt of each addendum issued by stating so in his/her proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a responding implementation provider shall be binding. Questions should reference the RFP number and title, the section of the RFP to which the questions pertain, and all contact information for the person submitting the questions. Any official changes, modifications, and responses to questions or notices relating to the requirements of this RFP will be released via addendum on the County website and the Rocky Mountain E-Purchasing System (<http://www.rockymountainbidsystem.com>) according to the project schedule. Any other

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information of any kind from any other source shall not be considered official, and implementation providers relying on other information do so at their own risk.

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2. Anticipated Timeline Overview

Listed below are specific and estimated dates and times of actions related to this request for proposal (RFP). The milestones with specific dates must be completed as indicated unless otherwise changed. If it is necessary to change any of the specific dates and times in the calendar of events listed below, an addendum to this RFP will be issued.

Milestone	Timeframe
RFP release	January 22, 2026
Deadline for submitting questions	February 5, 2026, 4:00pm MT
County issues final addendum and answers to RFP clarification questions	February 13, 2026
Proposal due date	February 20, 2026, 4:00pm MT
Bidder interviews	Early spring 2026
Contract negotiations and award	Spring 2026
Estimated start of implementation	Fall 2026

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3. Introduction

3.1 Definitions

The following definitions are used in the RFP:

- **Bidder** means a firm, company, or organization responding to the RFP document to provide services to implement the software described in the RFP.
- **Business days** means Monday through Friday, 8 a.m. to 5 p.m. local time in Colorado, excluding County holidays.
- **Business function** means business functional areas such as finance, budget, procurement, human resources, and payroll.
- **Change order** means a written document signed by the County, and issued to the Bidder, which alters the scope of the Work to be performed by the Bidder, schedule changes regarding the performance of the Work, increases or decreases the Bidder's compensation, or any other change to the Contract.
- **Client or County** means County of El Paso, CO.
- **Completion** means fulfillment of all the Bidder's obligations under the Contract.
- **Confidential information** means information that may be exempt from disclosure to the public or other unauthorized persons under city, state, or federal statutes and regulations. Confidential Information includes but is not limited to, any information identifiable to an individual that relates to a person's health, finances, education, business, use or receipt of governmental services, names, addresses, telephone numbers, email addresses, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and any other identifying numbers, law enforcement records, County source code or object code, or County security information.
- **Configuration** means the setup of software features with established business rules in the application to meet the County's business needs.
- **Contract** means the written agreement entered between the State and the Bidder evidencing the terms and conditions related to the Project. The Contract includes the Bidder-submitted Response, including executed bid/Response forms, pricing, specifications, and other attachments; Notice(s) to Proceed; and all Amendment(s) issued prior to, and all Modifications (Change Orders) issued after execution of the Contract.
- **ERP application software** means the software solutions for which the successful Bidder will be responsible for providing software integration and implementation services.
- **Holdback** means the payment amounts held back by the County from each deliverable's charges.
- **Key staff** means a bidder's personnel or subcontractor staff whose experience, skills, abilities, or background make them uniquely valuable to the County and who are named as Key Staff in this Contract or a Statement of Work.

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- **Ongoing support** means services necessary for the system's upkeep and the County's operation following the transition from and completion of post-go-live support.
- **Personal Data** includes but is not limited to, any information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services, names, addresses, telephone numbers, email addresses, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and any other identifying numbers, law enforcement records, County source code or object code, or County security information.
- **Plante & Moran, PLLC** is the County's SaaS ERP Procurement Assistance consultant for the project.
- **Preexisting material** means proprietary products, software, methods, devices, or the like delivered by the Contractor to fulfill its obligations under this Contract. Preexisting Material does not originate from this Contract but may be incorporated into or be required to support deliverables under this Contract properly. Preexisting material may be owned by the Contractor or a third party that has permitted its use hereunder.
- **Price** means charges, costs, rates, and/or fees charged in United States dollars for the Services under this Contract.
- **Project** means the County's overall objective or endeavor of which this RFP document forms a part.
- **Proposal or response** means a bidder's submission of one or more files to this RFP.
- **Proprietary information** means information owned by the Contractor to which the Contractor claims a protectable interest under law. Proprietary Information includes, but is not limited to, information protected by copyright, patent, trademark, or trade secret laws.
- **Software or system** means the licensed software applications or solutions that the County intends to implement.
- **Software as a Service (SaaS)** means the software solutions provided as a remote service to the client. The software implementation provider will work with the software vendors to implement the software solutions chosen by the County.
- **Software implementation provider** means the bidder selected through this RFP process to implement the software solutions chosen by the County in the prior RFP.
- **Subcontract** means any agreement, including purchase orders (other than one involving an employer/employee relationship), entered into between the Bidder and a Subcontractor calling for services, labor, equipment, and/or materials required for the performance of the work required by the RFP document, including any modification thereto.
- **Subcontractor** means any individual, firm, partnership, corporation, joint venture, or other entity, other than an employee of the Bidder, which contracts with the Bidder or a Subcontractor to furnish services, labor, equipment, or materials required for the performance of the work required by this RFP document, including any modification thereto.

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- **Supplies, materials, and equipment** as used herein shall include, without limitation, all items, tangible or intangible, to be incorporated in the work or otherwise delivered to the County hereunder.
- **System interfaces** define where the County has identified that an integration is needed.
- **System requirements** mean functional and technical requirements for the software solutions chosen by the County. These system requirements and the software provider's response form are available in the attached **Attachment C – El Paso County RFP #26-012– Requirements.xlsx**.

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3.2 El Paso County and Project Background

The County's current ERP software is JD Edwards, which serves approximately 321 users across departments for a variety of financial and human capital management processes. JD Edwards, which the County implemented over 20 years ago, no longer meets the needs of staff and other end users. The County is using this procurement as an opportunity to align business processes with best practices and leverage the capabilities of modern solutions. El Paso County staff's evaluation of the marketplace will include functional, reporting, and integration capabilities that process manual tasks, reduce the number of ancillary systems present in the County, and save labor time that could be better spent elsewhere.

El Paso County hired Plante Moran to provide advisory services for the selection of the new Enterprise Software solutions proposed. During the needs assessment phase of the project, County staff and Plante Moran identified the following key themes:

- Collaboration and resourceful process solutions supplement limited configuration for control and accuracy.
- The current software environment is inefficient and lacks key functionality.
- Staff reliance on external systems and spreadsheets limits data visibility and accessibility across departments.
- There is a need for additional technology and subject matter training across processes.
- Procedures across departments may require alignment with process-owning departments (i.e., Finance and Human Resources).

In the previous phase of the selection effort, the County selected Oracle Fusion for Financial, Human Resources, and Payroll software. In this solicitation effort, the County invites implementation providers of the selected software solutions to respond. The full scope is explained in section 3.7.1 **Software Scope**. Key information about the major areas in scope are included below. More details about the County's processes will be shared with the selected bidder(s).

Finance

Currently, the County utilizes JD Edwards for most financial processes. However, budget creation relies on ancillary applications and communication outside of the system; ongoing monitoring is performed through monthly reports sent to departments instead of built-in controls. There are currently two charts of accounts used in the County: one for all departments under the Board of County Commissioners, and another within the Treasurer's Office. Moving forward, County staff are engaged in efforts to define a single chart of accounts to enable the desired reporting on functions and programs, as the current solution does not accommodate this. As a result, staff do not easily generate financial reports from JD Edwards, leading to frequent reconciliation with spreadsheets. Staff also reconcile project costs with detail in the general ledger, as key information exists in AssetWorks, Cityworks, ServiceNow, and other systems.

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Human Resources

Human resource functions are largely performed in NEOGOV and outside of JD Edwards, with limited integration between the two. Staff monitor and reconcile multiple systems for incident tracking, personnel actions, onboarding, and offboarding. County staff rely on NEOGOV for recruitment, onboarding, learning management, performance management, offboarding, and reporting. Self-service is dependent upon the use of multiple systems. The benefit enrollment process has manual steps and doesn't support document attachments in Workterra.

Moving forward, the County is interested in adopting integrated functionality that would allow for more efficient functional operations. Currently, the burden of maintaining the segregation of duties and monitoring records is time-intensive due to limited system capabilities. The County's current solution has resulted in human resource functions and processes occurring outside of JD Edwards with limited integration, creating inefficiencies and reporting difficulties. Key opportunities exist to increase human resource system functionality.

Payroll and Time & Attendance

Staff largely utilize UKG Workforce Central to track time, though some schedules are still managed through uploads and manual entry. Limited ERP (JDE) payroll integrations are required for tax tables and time calculations. Careful review is necessary to ensure the accuracy of JD Edwards formulas and payroll runs. The County is undergoing an effort to shift its on-premise UKG product to the cloud version of UKG Pro Workforce Management.

3.3 Guiding Principles

The County intends to utilize this process for a transformational improvement to its operations. In order to do so, the County's project team developed the guiding principles below. It is expected that the selected implementation provider(s) will adhere to them and apply them throughout the project.

- 1. Standardize according to best practices, where possible.** The County expects implementation providers to make strong, clear recommendations on out-of-the-box functionality based on public sector best practices that have been proven effective in similar organizations. Where deviations are required, the implementation provider(s) should accommodate these updates. Implementation providers should push users and inform them about how process improvements would enhance County operations.
- 2. Implement the ERP with clean, protected data.** Accurate reporting depends on validated data. The County will convert the minimum necessary clean data to be able to execute ongoing operations and create necessary reports. Additionally, the system must enforce segregation of duties and data protection for strong security and compliance.

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3. **Utilize strong governance to involve the right people at the right time, with effective decision-making and communication.** The County has utilized strong governance throughout the planning process, with commitment from a variety of staff members who have provided input into key decisions and validation of project documentation. As part of this RFP process, implementation providers must support this process by organizing stakeholders effectively, fostering transparent communication, and ensuring that decisions prioritize departmental and County needs. Input and participation of County departments will be sought so that the future processes can work for as many parties as possible.
4. **Prioritize overall process efficiency and effectiveness for the County rather than the needs of an individual.** Implementation providers should guide County leadership to prioritize value-added activities and avoid spending time on low-impact items. Outcomes of the implementation should reflect improved processing and reduced internal costs.
5. **Cultivate a long-term environment of continuous improvement.** Beyond go-live, staff should understand how the ERP solution is managed, the rationale for key changes, and be empowered to drive process improvements within the selected software. This will be supported through comprehensive training, application governance, and a culture that values ongoing optimization.
6. **Empower end user departments to perform transactions and self-service reporting.** Departments throughout the County should be trusted as those closest to operations to input and output data, with less need to ask internal service departments. As part of this effort, the County would like to shift data entry and review to the staff closest to the information to ensure accuracy and accountability and to reduce delays in requesting reports.
7. **Business units manage their processes in the system.** Finance and HR should receive training for the system and be empowered to make changes and improvements relating to their business processes within the ERP solution. DST should focus on technical support and administration.

3.4 Current Application Environment

Legend for Current Applications		
	Legend Code	Description
R	Replacement	The County intends to replace this application with the selected solutions.
C	Consider	The County will consider replacing this application with the selected solutions, based on the strength of the finalist implementation provider offering and the cost/benefit of the replacement module.
M	Maintain	The County intends to retain the application, not replace it through this effort.

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Legend for Current Applications		
Legend Code	Description	
I	Interface	The County intends to keep the application and interface/integrate it with the selected solutions.
C/I	Consider/Interface	The County will consider replacing this application with the selected solutions. If the County maintains this application, it will require an interface to the ERP.

Current ERP Application	Application Notes/Description	Likely Future?*
Acadis	Tracks certifications and training for the Sheriff's Office.	I
ClearGov	Application to build and publish the budget book.	I
Everbridge - SHR	Communication system (email/phone/paging) used by the Sheriff's department	I
Everbridge - FAC	Communication system (email/phone/paging) used by the FAC department	I
CollectWare (Harris)	System used by the County to collect property taxes	I
Conduent	System used by the Pension Department for the El Paso County retirement website	I
Experian	Verification of Employment & Unemployment	I
PaymentNet	Online platform for tracking purchase card transactions, payments, and reconciliations. The system also aligns bank statements with purchase cards for reporting.	I
MTM	Employee recognition platform (years of service, milestones)	I
Personify Health	A wellness management application.	I
ServiceNow	County IT service management platform for incident tracking, service requests, and IT onboarding	I

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Current ERP Application	Application Notes/Description	Likely Future?*
Together Application	Mentorship platform to run and host mentor relationships (e.g., mentoring tasks, matching, reporting).	I
U.S. Bank	Acts as the primary bank for the County and tracks ACH payments.	I
UKG	County timekeeping system	I
Workterra	A self-service benefits election portal for all County employees.	I
AssetWorks	Asset tracking and maintenance for Fleet and DOT in the Department of Public Works.	C/I
BidNet	Procurement platform for competitive bids and contract management	C/I
Builder Trend	Manages project portfolios, status changes, logs, and attachments. Files are attached to the tracker and portfolios are reviewed weekly with department managers.	C
CityWorks	Acts as a work order system for the County.	C
ColoTrust	Manages short-term investments for the County.	C
Visual Lease	Employed by the County for lease tracking purposes.	R
WebTrac/RecTrac/PayTrac	Revenue and reservation management system for County Parks and Recreation.	C
FSM ServiceNow	Facilities system for scheduling, dispatching, and managing work orders, resources, and assets	C
AladTec	Cloud-based employee scheduling and workforce management system designed for organizations with 24/7 staffing needs (Sheriff's E911 Division).	M
Colorado Financial Management System (CFMS)	A state portal that is used for the reporting of expenses.	M
CitizenConnect	Allows residents to report issues such as potholes or downed signs. I.e., non-emergency work orders	M

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Current ERP Application	Application Notes/Description	Likely Future?*
ClickUp	Task and project management software utilized for recruiting, onboarding, and offboarding	M
ColoTrust	Manages short-term investments for the County.	M
Connected Colorado	A state system used for transportation with public and private transit operators.	M
eDarp	County home-grown system for receiving payments for land and reconciliation by U.S. Bank.	M
Government Technology Systems (GTS)	Acts as the system for tracking the foreclosure process and ensures compliance with Colorado Revised Statutes.	M
Hazmat	Manages asset/inventory tracking as well as tracking training and certification records for volunteer teams.	M
ICE	A system used for tracking person and injury data.	M
Monday.com	Used for inventory and equipment tracking as well as viewing real-time check-in and check-out statuses.	M
Origami	A system used for tracking persons and injury data, administering random drug testing, and collecting, verifying, and managing ADA requests.	M
Realauction.com (vendor use)	Manages online auctions for foreclosed property	M
Ron Turley Associates (RTA)	A system for managing the fleet within the Sheriff's Office.	M
RealWare	Used by the Assessor's Office as a counterpart to CollectWare; shares the database and handles property tax assessments, billing, and appraisals	M
Salesforce-Chats	A system that tracks payments processed by Accounts Payable for the Department of Human Services and Economic Development.	M

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Current ERP Application	Application Notes/Description	Likely Future?*
SparkHire	One-way virtual interviews. May be replaced through this effort.	M
Wells Fargo	A secondary bank used by the County that checks integrated payments.	M
JD Edwards	The County's current financial enterprise resource planning system, with functionality for benefits and payroll.	R
NeoGov	Serves as an applicant tracking, onboarding, offboarding, analytics/reporting, learning management, and performance management platform for the County.	R
QuickBooks	Used as the financial system for DHS, FJDCCA, attorney foreclosures, and housing authorities	R
ReportsNow	Third-party reporting system for generating various reports from JD Edwards.	R
The Reporting Solution	Employed by the County for filing ACFR.	R
Traverse	The current financial system of record for the District Attorney's Office.	R
Vertex	Tax software	R
Spreadsheet Server	Employed by the County for the extraction of data from Microsoft Excel.	R

3.5 Requested Integrations

The table below describes the integrations that the County is interested in building, based on the table in **3.4 Current Application Environment** above. The County understands that services related to these integrations will be provided during implementation; this information is provided for bidder awareness.

#	Data flow description	Source application	Target application	Required or desired?
1	Employee personnel information (name, address, position, employment dates)	Oracle ERP	Acadis	Required
2	Budget information (for creation of the budget book)	Oracle ERP	ClearGov	Required

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3	Invoice information	eBuilder/ Trimble Unity Construct	Oracle ERP	Required
4	Payment confirmation for invoices (date paid, check cleared date), reimbursement confirmation for checks, project budget data	Oracle ERP	eBuilder/ Trimble Unity Construct	Required
5	Location and employee personnel information	Oracle ERP	Everbridge	Required
6	Property tax revenue data	CollectWare	Oracle ERP	Required
7	Personnel, pension, and benefits information	Oracle ERP	Conduent	Required
8	Employee personnel information (name, address, position), payroll information	Oracle ERP	Experian	Required
9	Purchasing card merchant category codes and transaction data	PaymentNet	Oracle ERP	Required
10	Employee personnel information	Oracle ERP	MTM Systems	Required
11	Employee personnel information	Oracle ERP	Personify Health	Required
12	Employee personnel information	Oracle ERP	Together Application	Required
13	ACH payment data (outbound payment data), check data (positive pay),	Oracle ERP	U.S. Bank	Required
14	Bank statement balances and transactions, payment statuses, exceptions	U.S. Bank	Oracle ERP	Required
15	Employee personnel information and accrual balances	Oracle ERP	UKG	Required
16	Timekeeping data to feed into payroll (e.g., hours by code)	UKG	Oracle ERP	Required
17	Employee benefit data	Oracle ERP	Workterra	Required
18	Employee onboarding and offboarding tasks	Oracle ERP	ServiceNow	Required

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19	Completion of employee onboarding and offboarding tasks	ServiceNow	Oracle ERP	Required
20	Asset information including depreciation and usage	AssetWorks	Oracle ERP	Desired
21	Purchase order information	Oracle ERP	AssetWorks	Desired
22	Vendor and bid information to create a new vendor and set up a contract in the ERP	BidNet	Oracle ERP	Desired
23	Employee personnel information, location data	Oracle ERP	BidNet	Desired
24	Project revenue and expenditure data	Oracle ERP	Builder Trend	Desired
25	Purchase order and asset information	Oracle ERP	CityWorks	Desired
26	Revenue data from the cashiering system(s) in Parks and Recreation	WebTrac/Rec Trac/PayTrac	Oracle ERP	Desired
27	Expense information (including purchase orders), inventory, journal entry data	ServiceNow FSM	Oracle ERP	Desired

3.6 Summary of Organization Metrics

A summary of organizational metrics and standards is included below. These volumes and standards reflect actual and estimated amounts for the current environment.

Metric	Current
Population	759,951
Form of Government	County Commissioner
Jurisdictional Area (Square Miles)	2,130 square miles
Number of Departments	28
Affiliated Agencies	6
Budget (General Fund)	\$286,135,300
Budget (Central IT)	\$20,195,655
Budget (All Funds)	\$532,290,173

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Metric	Current
Total staff (FTE)	3,029
Full time staff	2,868
Part time staff	140
Seasonal staff	40
Current ERP power users	321
Future ERP basic users (only use time entry, employee self-service, etc.)	~3,100
Current power users – Finance Department	42
Current power users – HR Department	49

The number of departmental power users will be determined through the procurement process.

General Ledger/Bank Reconciliation	
Current Chart of Accounts Structure:	00000-000000000-00000-00000
Chart Segment One Name/Account Mask	Fund
Chart Segment Two Name/Account Mask	Account (sequential from JD Edwards)
Chart Segment Three Name/Account Mask	Business Unit
Chart Segment Four Name/Account Mask	Object/Account
Fiscal year end	December 31 st
Number of funds	~19
Number of department codes	~1,650
Number of expense accounts	500+
Number of revenue accounts	200+
Number of project numbers	~1,500
Number of bank accounts	~140

Budgeting

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Metric	Current
Position Control?	Yes
Budget frequency	Annual
Number of funds budgeted	10
Level of budget detail	General ledger account, with controls at the project and grant levels
Fixed/Capital Assets	
Number of capitalized fixed assets	Approximately 3,000
Fixed asset tagging?	Yes
Fixed Asset capitalization threshold	\$10,000 (\$25,000 for Public Health)
Frequency of capitalization	
Project/Grant Accounting	
Do projects/grants cross funds?	Yes
Do projects/grants cross departments?	Yes
Purchasing/Contract Management	
Use of NIGP/commodity codes?	Yes
Number of requisitions per month (current)	45 (major PO)
Number of purchase orders per month (current)	705 (including minor PO)
Number of change orders per month	45
Number of active vendors in purchasing system	~35,000
Average frequency of physical inventories	N/A
Number of new agreements, amendments, extensions, and terminations annually	~700
Accounts Payable	
Number of invoices input annually	~52,000
Frequency of check/EFT runs	Weekly
Frequency of cover checks for payroll	Biweekly
Frequency of special checks, cancel, and reissue	Once a week
Check signature method	Virtual, routed by IT

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Metric	Current
Payment types supported	Checks, ACH, P-Cards, wire (wire is by Treasurer's Office)
Number of 1099s processed annually	Approximately 900
Centralized or decentralized invoice receipt	Decentralized
Cash Receipting	
Receipting model (Centralized or Decentralized)	Both
Number of cash registers/POS terminals	~40

3.7 Expected Scope of System Solution

The County requires responding bidders for implementation and project management of the solutions chosen in the previous RFP. The County is looking for the bidders to conduct a thorough business analysis and provide the County with an out-of-the-box system using its best practices and experience as a model while ensuring alignment with the County's Guiding Principles.

Response options:

- Bidders are responsible for a proposal that comprises all software modules in scope. I.e., the bidder(s) must implement all modules selected from the software RFP.
- The County is open to an approach with multiple implementation providers as part of one bid. In this event, the response should indicate the primary vendor and any managed subcontractors. Each subcontractor must complete a Company Background Form in **Attachment A – El Paso County RFP #26-012 – Bidder Questionnaire.xlsx**.
- A provider may be part of multiple proposal teams.

3.7.1 Software Scope

The following definitions should be considered relative to the scope list below. For additional detail on what functionality is requested for each component, please refer to **Attachment C – El Paso County RFP #26-012 – Requirements.xlsx**. All modules below must be implemented by responding bidders.

Finance			
Accounts payable	Budgeting	General ledger	Procurement (including P-Cards)
Accounts receivable and miscellaneous billing	Capital assets	Grant management	Project accounting

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Bank reconciliation and cash management	Contract management		
Human capital management (HCM)			
Employee benefits	Employee self-service	Onboarding	Position control
Classification & compensation	Learning management	Payroll	Recruitment
Core HR	Manager self-service	Performance management	Succession & workforce planning
Employee records and files	Offboarding	Personnel actions	
Other			
General and technical			

The County has procured the following software modules from Mythics (Oracle), which the responding bidders are expected to implement (Cloud Part Number):

- Oracle Fusion Enterprise Resource Planning Cloud Service: B91084
- Oracle Fusion Procurement Cloud Service: B91086
- Oracle Fusion Risk Management Cloud Service: B91085
- Oracle Fusion HIPAA Cloud Service: B87365
- Oracle Fusion Document Recognition Cloud Service: B86841
- Oracle Enterprise Performance Management Enterprise Cloud Service: B91074
- Oracle Additional Application for Oracle Enterprise Performance Management Enterprise Cloud Service: B91077
- Oracle Fusion Human Capital Management Base Cloud Service: B85800
- Oracle Fusion Human Resource Help Desk Cloud Service: B87388
- Oracle Fusion Recruiting Cloud Service: B87675
- Oracle Fusion Recruiting Booster Cloud Service: B95763
- Oracle Fusion Workforce Health and Safety Incidents Cloud Service: B89482
- Oracle Fusion Advanced Human Capital Management Controls Cloud Service: B89448
- Oracle Fusion HCM Communicate Cloud Service: B95499
- Oracle Fusion Talent Management Cloud Service: B94925
- Oracle Fusion Touchpoints Cloud Service: B95573
- Oracle Fusion Payroll Cloud Service for United States: B110322
- Oracle Fusion Time and Labor Cloud Service: B75365
- Oracle Additional Test Environment for Oracle Fusion Cloud Service: B84490
- Oracle Fusion Learning Cloud Service: B85242
- Oracle Fusion Learning Connect Cloud Service: B95657
- Fusion ERP Analytics: B93514
- Fusion HCM Analytics: B92354

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- Oracle Fusion Workforce Compensation Cloud Service: B109620
- Oracle PCI Compliance Cloud Service: B93112
- EDU Fusion ERPM Cloud Guided Learning Service: B109602
- EDU Fusion HCM Cloud Guided Learning Service: B109604
- EDU Cloud Applications Learning subscription: B109206

3.7.2 Services Scope

Required services: Services expected from responders of this RFP

- Business analytics, report, and form development
- Business design/software configuration
- Change management
- Data conversion and migration
- Integration and interface development
- Knowledge transfer to staff
- Project management
- Software installation/setup
- Security design and configuration
- System documentation development
- System modifications (if applicable)
- Testing
- Training services

Optional services: These may be performed by either the software vendors or bidders of this RFP.

- Ongoing support and maintenance services

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3.8 Overall Evaluation Process

Responses to this RFP will be evaluated by an RFP Selection Committee consisting of various process owners within the County. The County intends to partner with organizations that will provide the best value to the County and meet or exceed both the functional and technical requirements identified in this RFP. The County will use the following process to reach a finalist bidder decision:

- 3.8.1 **Minimum Criteria:** As part of the bidder's RFP response, the following minimum criteria must be met for a proposal to be considered for further evaluation. Failure to meet all criteria will automatically disqualify the bidder's response from further consideration:

Minimum criteria
Minimum Client Software Installations: Software vendor and/or implementation provider must have completed implementations of the proposed product for at least 3 governmental organizations (i.e., municipality, county, state) of similar size and complexity within the previous 7 years. For each software product proposed, a response indicating the 3 compliant organizations is necessary in Attachment A – El Paso County RFP #26-012- Bidder Questionnaire.docx .
RFP Response Timeliness: RFP response is submitted by the due date and time.
Response Authorization: The RFP response is signed by an authorized company officer.
Response Completeness: The responding implementation provider complied with all instructions in the RFP and provided a response to all items requested with sufficient detail, which provides for the proposal to be properly evaluated. Any deficiencies in this regard will be determined at the sole discretion of the County to be either a defect that will be waived or that the proposal can be sufficiently modified to meet the requirements of the RFP.
Voluntary Product Accessibility Template (VPAT): Bidders are required to fill out and return the most current VPAT 2.5 Rev WCAG or provide a written response explaining why and the timeframe for compliance: https://www.itic.org/policy/accessibility/vpat-training

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3.8.2 **Round 2 Evaluation:** For those bidders whose proposals pass the minimum criteria, the following categories of criteria will be used to further evaluate the proposals in the following order of preference from high to low:

Round 2 Evaluation Criteria
Bidder viability: The number and size of the bidder's comparable municipal references, live clients of similar scope, financial stability, completeness of response, implementation service providers, and quality of proposal
Cost: Value of the proposed implementation services, including one-time, ongoing, and internal costs
Functionality: Ability to meet functional requirements, level of modifications proposed
Implementation approach and ongoing support: Project management, training, staffing, and assistance
Technical: Ability to meet bidder technical requirements (including cloud/bidder-hosted benefits)

Based on these evaluation criteria, the County shall be the sole judge of the abilities of each bidder, and its decision shall be final.

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3.8.3 **Round 3 Evaluation:** The top bidders in the second-round evaluation will then proceed to an additional level of due diligence that may include the following activities:

- An interview with the proposed project manager and key project personnel.
- Follow-up questions and answers with the bidders
- Interviews to include module/functionality, technical, and implementation discussions
- Reference checking with comparable entities using the bidder's product
- At any point in time during the third round of evaluation, a bidder may be eliminated from further consideration. After the round three activities, the finalist bidders will be evaluated on all information collected to date against the following criteria in order of preference:

Round 3 Evaluation Criteria
Bidder viability: General bidder capabilities and references as demonstrated in bidder interviews and reference checks
Cost: Value of the proposed implementation services, including one-time, ongoing, and internal costs
Functionality: Ability to meet functional requirements, level of modifications proposed as demonstrated in bidder interviews and additional due diligence activities
Implementation approach and ongoing support: Project management, training, staffing, and assistance as discussed during interviews, shown in the proposal response, and additional due diligence activities
Technical: Ability to meet bidder technical requirements (including cloud/bidder-hosted benefits) as demonstrated in bidder interviews and additional due diligence activities

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4. Bidder and Proposal Response Guidelines

4.1 Bidder Guidelines

4.1.1 Intent

It is the intent of the County, through this request for proposal and the contract conditions contained herein, to establish, to the greatest possible extent, complete clarity regarding the requirements of both parties to the agreement resulting from this request for proposal. It shall be the bidder's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date. The terms of the RFP and the bidder shall be determined by personal examination and by such other means as may be preferred, and the conditions and requirements under which the agreement must be performed.

Bidders are required to state exactly what they intend to furnish to the County via this solicitation and must indicate any variances to the terms, conditions, and specifications of this solicitation, no matter how slight. If variations are not stated in the bidder's offer, it shall be construed that the bidder's offer fully complies with all conditions identified in this solicitation.

4.1.2 No Ex-Parte Communications During the Competitive Bidding Period

To ensure the proper and fair evaluation of a response, the County prohibits ex parte communication (e.g., unsolicited) initiated by the bidder to a County official or an employee evaluating or considering the responses prior to the time a formal decision has been made. Questions and other communication from bidders will be permissible until the question deadline. Any communication between the responder and the County after the deadline for questions will be initiated by the appropriate County official or employee to obtain information or clarification needed to develop a proper and accurate evaluation of the response. Ex-parte communication may be grounds for disqualifying the offending responder from consideration or award of the solicitation, then in evaluation, or any future solicitation.

4.1.3 Budget

Budget for this solicitation will not be disclosed.

4.1.4 Non-Appropriation

Pursuant to C.R.S. § 29-1-110, as amended, the financial obligations of the County as set forth herein after the current fiscal year are contingent upon funds for the purpose being appropriated, budgeted, and otherwise available. The awarded agreement will automatically terminate on January 1st of the first fiscal year for which funds are not appropriated. The County shall give the bidder written notice of such non-appropriation.

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4.1.5 Basis for Award, Evaluation Criteria and Questions

The qualification of proposal responders on this project will be considered in making the award. The County is not obligated to accept any proposal if deemed not in the best interest of the County to do so. The County shall award the qualified proposal responder based on fees submitted and responses to this RFP.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal.

The County reserves the right to accept or reject any and all proposals, in whole or in part, that are deemed to be in the best interest of the County at its sole discretion.

A proposal may be considered non-responsive at any time during the solicitation if conditions change.

The County reserves the right to waive any informalities or irregularities in proposals.

The County reserves the right to negotiate separately the terms and conditions or all or any part of the proposals separately as deemed to be in the County's best interest at its sole discretion.

The County reserves the right to postpone, cancel, or re-advertise this solicitation.

Information and/or factors gathered during interviews, negotiations, and any reference checks, and any other information or factors deemed relevant by the County, shall be utilized in the final award. The final award of a contract is subject to approval by the County.

4.1.6 Advice of Omission or Misstatement

In the event it is evident to a bidder responding to this RFP that the County has omitted or misstated a material requirement of this RFP and/or the services required by this RFP, the responding bidder shall advise the contact identified in **1 Proposal Submission** of such omission or misstatement.

4.1.7 Conflicts Within the Contract Documents

In the event that conflicts exist within the contract documents, the policies stated in the following paragraphs shall govern:

- a. Addenda shall supersede all other contract documents to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.
- b. Drawings and specifications are intended to agree and be mutually explanatory and shall be accepted and used as a whole and not separately.

Should any item be omitted from either the drawings or specifications as specified, it shall be implied that such omissions are contained in both the drawings and the specifications as

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necessary for the proper construction of the work herein specified. Should any error or disagreement between the specifications and drawings exist or appear to exist, the bidder shall not avail itself of such manifestly unintentional error or omission but must have the same explained or adjusted by the County's project manager before proceeding with the work in question.

4.1.8 Right to Request Additional Information

The County reserves the right to request any additional information that might be deemed necessary during the evaluation process.

4.1.9 Past Performance

The County may evaluate past performance with El Paso County or another entity and/or make such investigations as deemed necessary to determine the ability of the bidder to perform work outlined in this solicitation. If the County has terminated a contract with the bidder within the past three (3) years, the bidder may be asked to furnish information for this investigation as the County requests. Such information includes, but is not limited to, current/past company references, current licensing information, history of the firm on assessments of liquidated damages, contracts cancelled prior to completion, and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Response if the evidence submitted by, or investigation of, such responding implementation provider fails to satisfy the County that such responding implementation provider is properly qualified to carry out the obligations of the solicitation and to complete the work contemplated herein. Conditional responses will not be accepted.

4.1.10 Reserved Rights

The County reserves the right to waive any irregularities; accept the whole, part of, or reject any or all proposals; and select the firm which, in the sole opinion of the County, best meets the County's needs. The County also reserves the right to negotiate with potential bidders so that the County's best interests are served.

The County reserves the right to move forward with individual components of one or multiple proposals that best meet the County's needs.

4.1.11 Advertising

Bidders shall not advertise or publish the fact that the County has placed this order without prior written consent from the County except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

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4.1.12 Logo and Trademarks

The County logo is trademarked and property solely of El Paso County. Contractors do not have permission to use the County's logo on any documentation or presentation materials, and to do so would be a violation of the County's trademark. El Paso County also prefers that bidders not utilize its trademark to not influence an evaluator's evaluation.

The County warrants that all trademarks that the County requests the bidder to affix to articles purchased are those owned by the County, and it is understood that the bidder shall not acquire or claim any rights, title, or interest therein, or use any of such trademarks on any articles produced for itself or anyone other than the County.

4.1.13 Equal Opportunity

El Paso County intends and expects that the contracting processes of the County and its bidders provide equal opportunity without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Accordingly, the bidder shall not discriminate on any of the foregoing grounds in the performance of the contract.

El Paso County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full and fair opportunity to submit in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for award. The bidder shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The bidder shall maintain records demonstrating its compliance with this article and shall make such records available to the County upon the County's request.

Successful bidders shall be familiar with and comply with all local, state, and federal directives, ordinances, rules, orders, and laws applicable to, and affected by, this contract, including, but not limited to, Equal Employment Opportunity (EEO) regulations, and Title II of the Americans with Disabilities Act (ADA).

Successful bidders that are corporations or limited liability companies will be required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of the award.

4.1.14 Accessibility Compliance

Should the Contractor provide a service which provides information and communication technology (ICT), the Contractor shall make commercially and technologically reasonable efforts to comply with all applicable provisions of C.R.S. §24-85-101, et seq., and the

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Accessibility Standards for Individuals with a Disability as established by the Governor's Office of Information Technology (OIT) pursuant to Section C.R.S. §24-85-103 (2.5).

Contractor shall also make commercially and technologically reasonable efforts to comply with all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards. The Contractor who provides ICT will also procure and provide an accessibility and compliance report utilizing the current ITIC Voluntary Product Accessibility Template (VPAT 2.5Rev WCAG) and/or manual testing reports from a qualified testing company to demonstrate reasonable efforts to comply with all State of Colorado technology standards.

4.1.15 Purchase Quantities

The County reserves the right to purchase any quantities of hardware or software items bid without altering the unit purchase price upon award and throughout the contract period.

4.1.16 Software Package

The County reserves the right to change the scope of the service(s) selected from the preferred finalist bidder and to include the services proposed by other bidders in the final solution.

4.1.17 Rights to Pertinent Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the bidders that are submitted as part of the proposal shall become the property of the County upon receipt, a part of a public record upon opening, and will not be returned.

The County reserves the right to accept any proposal, to reject any or all proposals, to waive any irregularities in the proposal process, and to accept any proposal in the best interest of the County.

4.1.18 Award of Contract

The bidder shall be deemed as having been awarded a contract when the formal notice of acceptance of the bidder's proposal has been duly served upon the intended awardee by an authorized agent of the County. Note that the successful bidder, at the time of contract execution, must be licensed to do business in the State of Colorado.

4.1.19 Debarment

By submitting this bid/proposal, the bidder warrants and certifies that they are currently in good standing with [SAM.gov](https://www.sam.gov) and eligible to submit a bid/proposal because they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department.

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By submitting this response, the bidder warrants and certifies that they are eligible to submit a response because they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency. The bidder must provide documentation of good standing with their submittal.

4.1.20 Insurance Requirements

The County will require the finalist bidder(s) to retain insurance coverage in amounts and kinds to be negotiated with the finalist.

Each contractor and subcontractor shall maintain at his own expense until completion of their work and acceptance thereof by the County, Workers' Compensation Insurance, including occupational disease provisions, covering the obligations of the contractor or subcontractor in accordance with the provisions of the laws of the State of Colorado. The contractor shall furnish the County with a certificate giving evidence that they are covered by the Workers' Compensation Insurance herein required, each certificate specifically stating that such insurance includes occupational disease provisions and provisions preventing cancellation without ten days' prior notice to the County in writing.

4.1.21 Proof of Registration with the Colorado Secretary of State

Successful bidders that are corporations or limited liability companies will be required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of the award.

4.1.22 Gratuities and Kickbacks

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from County employment), or for any employee or former employee (within six months of termination from County employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime responding implementation provider or higher tier subcontractor or any person associated therewith,

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as an inducement for the award of a subcontract or order. In the event that any gratuities or kickbacks are offered or tendered to any El Paso County employee, the proposal shall be disqualified and shall not be reinstated.

4.1.23 Indemnification

The bidder shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the County, Board of County Commissioners, officials, officers, directors, and employees, from and against all liability, claims, demands, suits, actions or proceedings of any kind that are not the result of or directly related to the performance of professional services, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, which arise out of or are in any manner connected with this agreement, including workers' compensation claims, in any way resulting from or arising from the services rendered by the bidder, its employees, agents or subconsultants, or others for whom the bidder is legally liable, under this agreement; provided, however, that the bidder need not indemnify or save harmless the County Board of County Commissioners, its officers, agents and employees, from damages resulting from the negligence of the County's Board of County Commissioners, officials, officers, directors, agents, and their insurers, and employees. The County cannot and by this agreement does not agree to indemnify, hold harmless, exonerate, or assume the defense of the bidder or any other person or entity whatsoever, for any purpose whatsoever.

Indemnification for Professional Services. The bidder shall, to the fullest extent permitted by law, indemnify and hold harmless the County, Board of County Commissioners, and any of its officials, officers, directors, agents, and their insurers, and employees, from and against damages, liability, losses, costs and expenses, including reasonable attorney's fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the bidder, its employees, agents or subconsultants, or others for whom the bidder is legally liable, in the performance of professional services under this agreement. The bidder is not obligated to indemnify or hold harmless the County for the negligent acts of the County, Board of County Commissioners, or any of its officials, officers, directors, agents, and employees.

Indemnification – Costs. The bidder shall, to the extent provided by law, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of the bidder or, at the option of the County, agrees to pay the County or reimburse the County for the defense costs incurred by the County in connection with any such liability, claims or demands. The bidder shall, to the extent provided by law, bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the County, Board of County Commissioners, officials, officers, directors, agents and employees, the County shall reimburse the Consultant for the portion of the judgment attributable to

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such act, omission or other fault of the County, Board of County Commissioners, officials, officers, directors, agents and employees.

4.2 Proposal Response Guidelines

4.2.1 Requirements for Signing Proposal

Each bidder, by proposing, represents that this document has been read and is fully understood.

The proposal must be signed digitally by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

All manual signatures must have the name typed directly under the line of the signature.

The accuracy of the response is the sole responsibility of the bidder. No changes in the response shall be allowed after the date and time that the responses are due.

The above requirements apply to all RFP addenda.

4.2.2 Confidential Information

Responses to this Solicitation are considered to be working documents while they are under consideration and, as such, are not subject to official bid openings. The only information released at the public opening of Request for Proposals, Statement of Qualifications or Request for Quotes that are not cost-driven, will be the names of the respondents. Only after staff makes an official recommendation of an award and a contract is fully executed, will responses to this solicitation be available as public record.

In consideration of Invitation for Bids or for Request for Quotes that are cost driven, the only information that will be released is the names of the respondents, the total cost of the bids, and the apparent responsible, responsive responding implementation provider. Only after staff makes an official recommendation of award and a contract is fully executed will responses to this bid be available as public record.

Responses submitted to the County for consideration shall be subject to the Colorado Open Records Law, Section 24-72-201, et seq., C.R.S., after award is made. Any confidential information in the bidder's response shall be identified as such. Should the County receive a request for the release of any information in the bidder's response identified as confidential in accordance with the open records law, the County will notify the bidder of the request and will exercise best efforts in assisting the bidder in taking all legally available steps to resist or narrow such request. If, in the opinion of County's legal counsel, the County is nonetheless compelled to disclose any portion of such information to anyone or else stand liable for contempt or suffer censure or penalty, the County may disclose such information without liability.

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Information contained in the proposal that is company confidential must be clearly identified in the proposal itself. The County will be free to use all information in the proposal for the County's purposes. Proposals shall remain confidential until the County's Selection Team makes its recommendation to the Board of County Commissioners. The bidder understands that any material supplied to the County may be subject to public disclosure under Colorado Open Records Law.

All offers and other materials submitted in response to this solicitation shall become the property of the County and will be a matter of public record. Bidders must identify, in writing, all copyrighted material, trade secrets and/or other proprietary information that it claims are exempt from disclosure under the Open Records Act.

Any bidder claiming an exemption must identify the specific provision of the Open Records Act that provides an exemption from disclosure for each item that the bidder claims is not subject to disclosure and must submit an additional original copy of the response with each exempt item clearly redacted. Any bidder claiming an exemption must also state in its response that the bidder agrees to defend, indemnify, and hold harmless the County and its officers and employees from any action brought against the County for its refusal to disclose any purportedly exempt material, trade secrets and other proprietary information to any party making a request therefore.

Any bidder who fails to include an exemption statement along with the additional redacted copy of the response shall be deemed to have waived any right to an exemption from disclosure as provided by the Open Records Act.

4.2.3 Confidentiality Statement

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the County.

4.2.4 Tax Exempt Status

The County is exempt from paying sales taxes. Bidders should be aware of CONTRACTOR APPLICATION FOR EXEMPTION CERTIFICATE Pursuant to Statute Section 39-26.708(1)(a)(XIX) sales tax exemption for construction and building materials. State tax I.D. # 09-803308-0000, Federal tax I.D. # 84-6000764.

4.2.5 System Design Costs

The successful bidder shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base proposal.

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4.2.6 Proposal Preparation Costs

The bidder is responsible for all costs incurred by the bidder or subcontractors in responding to this request for proposal.

4.2.7 Additional charges

No additional charges, other than those listed on **Attachment B – El Paso County RFP #26-012 - Pricing Forms.xlsx**, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, training, and bidder travel charges.

4.2.8 Turnkey Solution

All prices quoted must include all services necessary to make the system specified fully operational for the intent, function, and purposes stated herein.

4.2.9 Data Requirements

The County requires that all of its data must be kept onshore at all times. Non-client facing services may be provided offshore. Any offshore activities must be explicitly called out in the response.

4.2.10 Post Intent to Award Meeting

The bidder may be required to attend a post intent to award meeting with the County to discuss the terms and conditions of the contract. This meeting will be coordinated by the Contracts and Procurement Division once a Notice of Intent to Award has been issued.

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5. Proposal Response Format

To facilitate the analysis of responses to this RFP, bidders are required to prepare their responses in accordance with the instructions outlined in this section. **Bidders must respond in full to all RFP sections and follow the RFP format (section numbering, etc.) in their response. Failure to follow these instructions may result in rejection.**

Proposals shall be prepared to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly. The proposal should be submitted to address the following items:

1. RFP Response
2. Attachment A – El Paso County RFP #26-012 - Bidder Questionnaire.docx
3. Attachment B – El Paso County RFP #26-012 - Pricing Forms.xlsx
4. Attachment C – El Paso County RFP #26-012 - Requirements.xlsx

5.1 RFP Response

This file should be limited to 20 pages describing the proposed approach beyond what is asked in **Attachment A – El Paso County RFP #26-012 – Bidder Questionnaire.docx**. For each section in the RFP, the bidder shall provide the section with their response using the section numbering of the RFP.

The RFP response should include the following sections:

Section references below (in parentheses) refer to the section numbers for your proposal submission.

5.1.1 Executive summary (Section 1)

The bidder should provide a brief narrative not to exceed two (2) pages describing their organization and the proposed implementation approach. The summary should contain as little technical jargon as possible and should be oriented towards County leadership. The executive summary should not include cost quotations.

5.1.2 Application software (Section 2)

Include a description of the bidder's relationship with the software provider(s). It is expected that the County will choose qualified implementation staff who will guide County staff to gain efficiencies and improvements in functionality. The bidder is required to provide a general description of how its staff stay up to date on the software application(s) in scope. Include tiers of certification, research and development into the chosen solutions, ongoing training, and other programs that inform project staff.

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It is expected that the bidder will have significant experience implementing this software for comparable organizations. That experience should be detailed here. Any potential conflicts with the County's current technical environment must be noted in this section.

5.1.3 General implementation approach (Section 3)

Provide a description of the proposed implementation approach for the County. Indicate any relevant experience, descriptors, marketplace focus, and differentiators of the proposed approach. For each software application in scope, detail which company (if multiple are proposed) will be responsible for implementation.

The County is looking for proposers to implement software in a "big bang" combined implementation that has a single go-live. However, if preferred, proposers may propose a smaller second phase if there are non-critical items (e.g., advanced functionality, low-priority integrations) that would benefit from this approach.

For each application where the primary bidder is not the primary implementation services provider, describe how the quality of that solution's implementation will be monitored and/or included as part of the overall solution implementation for a holistic solution that supports the County's needs. This section must include:

- A detailed work plan and schedule in a work breakdown structure format as part of the proposal response. This must include any phasing and individual stages (e.g., discovery, configuration, training).
- An overall description of the proposed project management approach towards this type of engagement and projected timing for major phases. Describe the conclusion of the preferred implementation phasing of software modules. What is the recommended approach for this implementation?
- Key differentiators, including any proprietary tools or techniques, of the approach as it relates to implementing a solution on time, within budget, and with the ability to meet the needs of a diverse client like the County.

5.1.4 Bidder staffing approach (Section 4)

List the proposed project staffing, providing the names and resumes of key staff, and their level of involvement in the County's project. If this is not feasible at this time, please describe why and when these details can be provided to the County.

5.1.5 County staffing approach (Section 5)

Describe the projected work effort required by the County in order to fulfill this project. Describe any FTE or hours estimates by month or phase, by role. If multiple staff must fill a given role, please note this and provide estimates. If there are limitations as to the number of roles a staff member may fill, describe them here.

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5.1.6 Integrations and interfaces (Section 6)

It is expected that information generally would need to be entered only once into the system. Modules within the system should be integrated in real-time with each other, such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the County. Existing County interfaces between core modules that may currently exist (e.g., AP posting to GL) or shadow systems that will likely be replaced are not included as they are assumed to be included in an integrated ERP System.

Please review the solutions in **3.5 Requested Integrations**. The required integrations will be detailed in **Attachment C – El Paso County RFP #26-012 - Pricing Forms.xlsx**. For the systems in the proposed scope, describe the approach towards interfacing and integration with other solutions, including the use of specific tools, methods, and standards, including the topics below.

- Any integrations previously built for the applications in scope. In the response, include any relevant experience, differentiators about the environment, and APIs with which the bidder is familiar.
- Potential issues for integrating with specific technologies that are used within the County.
- Ongoing bidder support provided for local customizations or any tools or assistance to easily incorporate customizations into new versions/releases of the proposed software.
- Applications that the County does not currently use but the proposed software typically integrates with to provide added functionality or efficiencies (if applicable).
- Integrations that are not listed in this RFP but that similar projects have utilized. These should be considerations for the County to include in a contract with the bidder.
- List integration experience with UKG Pro Workforce Management. Include relevant examples in the last 3 years.

5.1.7 Organizational change management approach (Section 7)

The County recognizes that a movement from the current environment to a new solution environment will require an active change management program. The proposer should clearly identify their approach towards Organizational Change Management, including any unique approaches or tools that will be used.

5.1.8 Operational redesign approach (Section 8)

With the deployment of a new application, the County wishes to take advantage of software capabilities that provide support for operational improvements. Proposers are requested to describe their approach towards operational redesign, including a discussion on the optimal time in which to conduct redesign as it relates to implementation of the new

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software. Describe expertise that the proposed staff will bring with regard to business processes in Counties, the State of Colorado, and/or the public sector.

The County has already redesigned its chart of accounts in anticipation of this project.

5.2 Attachment A – El Paso County RFP #26-012- Bidder Questionnaire.docx

This attachment will be used as a guided tool for bidders to answer specific questions about their software, methodology, approach, and more. Bidders are required to answer all questions in the form. Failure to respond to all questions can result in the disqualification of the entire proposal. The forms are as follows:

1. Company Background Form
2. Technical and Bidder Hosting Requirements Form
 - 2.1. Data Conversion
 - 2.2. System Performance
 - 2.3. Security
3. Project Management Approach Form
4. Solution Development Form
5. Training Form
6. Implementation Staffing Form
7. Ongoing Support Services Form
 - 7.1. Support and Maintenance: Post-Go Live
 - 7.2. Software Updates and Distributions
 - 7.3. Customizations and Configurations
8. Client Reference Form
 - 8.1. Previous Projects – Last 5 Years
9. Other Required Forms and Attachments
 - 9.1. Proposal Signature Form
 - 9.2. Non-Collusion Affidavit
 - 9.3. Restrictions on Lobbying Certifications
 - 9.4. Minimum Criteria
10. Addenda
11. Exceptions

5.3 Attachment B – El Paso County RFP #26-012 – Pricing Forms.xlsx

Please complete the pricing forms that have been provided in the associated Microsoft Excel pricing spreadsheet. It is the responsibility of the bidder to ensure the accuracy of the pricing provided as part of your response. Any errors in providing an accurate price response due to inaccuracies in the provided templates are the sole responsibility of the responding bidder. If there is not enough space to describe the pricing on these forms, please attach a separate pricing page and provide the pricing information in the same type of format so that it is easy to understand. The County requests a firm, fixed price for each of the components described below that are included on the attached Microsoft Excel pricing spreadsheet as separate tabs:

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- Bidder Checklist
- Proposal Summary (no direct input required)
- Oracle Software Implementation
- Data Conversion Services
- Integrations
- Modifications
- Other Services
- Optional:
 - The County is interested in maximizing the impact of expenditures as it relates to achieving additional value that would further benefit the County and its operations, as well as its community of citizens and their taxed base funding. As such, bidders are encouraged to consider, develop, and propose value-added concepts, programs, components that would further enhance the services/acquisition represented in this solicitation request on this tab of the document. Suggestions for value-added components include recommendations for enhancements or other additional items/ services to be provided to the County, etc.
 - If bidders offer managed services, please provide information on these services in this section of the response, specify whether they are required or optional, and include them in the pricing form. Required items should be included in the other services tab, and optional services should be included in this tab. The items below are examples, not an exhaustive list. Bidders are encouraged to provide services beyond this list in the optional pricing:
 - **Application management and functional support:** Ongoing functional support, minor enhancements, backlog management, ERP center of excellence activities, business process optimization, and SLA management.
 - **Configuration and change management:** Configuration governance, change control, impact analysis, documentation of setup changes, and coordination of configuration across ERP modules.
 - **Development services:** Custom reports, BI Publisher and OTBI extensions, integrations, visual builder extensions, and approved custom objects.
 - **Release management and quarterly update support:** Quarterly update impact assessments, regression testing coordination, opt in feature analysis, business readiness support, and emergency change coordination.
 - **Security administration:** Application-level security administration including role design, segregation of duties support, user access governance, and audit support within Oracle Fusion.

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- **Service request management Tier 2 and Tier 3:** Functional troubleshooting, root cause analysis, Oracle service request management, and escalation coordination.
- **Training and knowledge management support:** Core ERP training, Oracle Fusion module training, ongoing training updates, role based documentation, onboarding materials, and release related change communications.

One (1) electronic copy of the cost proposal shall be submitted in a separate file. The electronic copy of the cost proposal response shall include the completed cost worksheets that have been provided in Microsoft Excel.

- Bidders shall provide firm and fixed pricing based on the functionality described. For each item, indicate if the cost is one-time, annual, or other.
- Bidders shall specify their proposed annual increase, if any, for ongoing costs.
- The bidder shall provide price information for each separate component of the proposed solutions, as well as the costs of any modifications necessary to fully comply with the RFP specifications.
- In the event the product or service is provided at no additional cost, the item should be noted as "no charge" or words to that effect.
- In the event the product or service is not included in the proposal, the item should be noted as "no bid."
- Bidders shall provide all pricing alternatives in these cost sheets.
- Bidders shall provide prices in U.S. dollars.
- Bidders shall make clear the rationale and basis of calculation for all fees.
- Bidders shall show separate subtotals for the required elements of the proposed solutions and any layers of optional elements.

In presenting software subscription fees, the bidder shall:

- Explain all factors that could affect subscription fees
- Indicate which product versions, operating platform(s), and machine classes are included for each price
- Make clear the extent of any implementation services that are included in the subscription fees

To the extent possible, bidders shall show any applicable discounts separately from the prices for products and services. The bidder is encouraged to present alternatives to itemized costs and discounts, such as bundled pricing, if such pricing would be advantageous to the County.

Bidders shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes. Materials purchased directly by the bidder in conjunction with this contract will, however, be subject to applicable state and local sales taxes. These taxes shall be borne by the bidder. Under no circumstances shall the bidder be authorized to use the County's tax exemption number in acquiring such materials.

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The County reserves the right to pursue direct purchase of all items and services proposed, as well as to obtain independent financing.

5.4 Attachment C – El Paso County RFP #26-012 – Requirements.xlsx

As part of the solution RFP, solution providers responded with the systems' ability to provide functionality. Bidders will use the Microsoft Excel spreadsheet to respond to the requirements of this RFP to validate the response from the prior RFP. Bidders must confirm the functionality that they can deliver and implement against the response from Mythics (Oracle). The County requires that bidders contractually agree to implement the functionality as responded to in this RFP at the proposed cost, limited to scope as further defined and agreed to by the County. This response will inform an exhibit to the contract that will guide configuration, testing, and the ability of key project personnel to deliver functionality.

Bidders must use **the Attachment C – El Paso County RFP #26-012 - Requirements.xlsx** addendum to this RFP and attach added explanation pages as necessary. Please include any costs associated with modifications in the Microsoft Excel pricing spreadsheet. **Please note: The response to these requirements must be submitted in the exact format with no additional macros, formulas, new columns, modifications, or passwords. Failure to adhere to this requirement can result in disqualification of the entire proposal.**

The requirements in this section contain the desired functionality of the requested software solutions.

Bidders must replace cell C2 in the Instructions tab with the bidder's **Company Name** which will be repeated for each subsequent module.

The **Required Product(s)** column is to be used to specify what product (e.g., product name or software module) is proposed, along with any proprietary tools used by the implementation provider. Use the **Comment** column to provide additional comments pertaining to your response for that item.

The County will assume that the General and Technical specification response applies to other proposed scope areas unless a bidder indicates otherwise.

Each bidder should review the outcomes in the Requirements tab and the responses provided by Mythics (Oracle) in the software procurement. The outcomes relate to the business function and use case in that row. Bidders must respond to each requirement and certify their ability to implement the functionality. It is expected that the required product will be the same as that provided in the Mythics (Oracle) response. If there are any discrepancies, please describe in the comments. Responses should be entered under the "Availability" column of each form as follows:

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Response Code	Description
Y - Yes	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table-driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality unless specifically excluded in the Statement of Work, as part of the deployment of the solutions.
R - Reporting	Functionality is provided through reports generated using proposed Reporting Tools. Any required costs for report creation that cannot be performed by users must be included in the pricing forms.
T - Third Party	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software Proposer from the primary software Proposer). The pricing of all third-party products that provide this functionality MUST be included in the pricing form.
M - Modification	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface that may have an impact on future upgradability. The pricing of all modifications identified in the requirements must be included in the pricing forms.
F - Future	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N - Not Available	Functionality is not provided