Invitation to Negotiate
OCTOBER 2, 2020

Financial, Budgeting and Reporting System

PACE CENTER FOR GIRLS, INC., a Florida not-for-profit corporation ("Pace"), is seeking proposals from qualified companies ("Vendor") interested in responding to this Invitation to Negotiate ("ITN," "Solicitation") to provide a web-based financial management, budgeting and reporting system to Pace.

PACE BACKGROUND
The mission of Pace is to provide girls and young women an opportunity for a better future through education, counseling, training, and advocacy. Pace programs serve girls between the ages of 11 and 17 with three or more Adverse Childhood Experiences (ACEs) and who are at high-risk for delinquent behavior and victimization. Pace employs gender-responsive, trauma-informed, and strength-based prevention and early intervention programs and services for girls with multiple risk factors. Today, through a statewide network of 21 Pace centers that provide the full academic school day and comprehensive wrap around services, Pace annually helps more than 3,000 girls get back on track to graduate from high school.

Pace also partners with school districts and community healthcare providers to bring much needed mental health services to young women through its Pace Reach Program.

Pace currently operates in the counties of Alachua, Broward, Citrus, Clay, Collier, Duval, Escambia-Santa Rosa, Hernando, Hillsborough, Lee, Leon, Manatee, Marion, Miami-Dade, Orange, Palm Beach, Pasco, Pinellas, Polk, St. Lucie and Volusia-Flagler, Florida; and Macon-Bibb, Georgia; with its National Office in Jacksonville, Florida.

Pace-THC, Inc., Pace Broward-THC, Inc., Pace Collier at Immokalee-THC, and Pace Alachua-THC, Inc., are affiliated not-for-profit organizations incorporated under the Florida laws. Their purpose is to hold title to the property in the counties of Duval, Manatee, Escambia, Broward, Collier, Lee, Palm Beach and Alachua, Florida, to be used exclusively for educational, literary, scientific, or charitable purposes, to collect income therefrom, and to turn over the entire amount thereof, less expenses, to Pace.

CONTACT: Procurement Analyst
The Procurement Analyst is Paul Tappe.
Email: paul.tappe@pacecenter.org. Phone: (904) 445-7017

SECTION 1 – INSTRUCTIONS AND CONDITIONS

No Contact or Lobbying
Vendors shall not contact, directly or indirectly, any employee, officer, representative, or member of the Board of Trustees or local Board of Directors, for the purposes of influencing or attempting to influence

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an award or other final decision. **A vendor may, as an exception to this prohibition, contact the named Procurement Analyst**. The provisions of this section shall begin the date this solicitation is released and continue until Pace renders an award for this solicitation. Any contact prohibited by this section will disqualify a vendor from further consideration.

General Provisions and Special Conditions
- The Vendor awarded the contract must attest to using the U.S. Department of Homeland Security's E-Verify system and provide documentation to verify enrollment.
- The Vendor awarded the contract must certify that neither the Vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in contracting with any state or federal department or agency.
- In the event either party is required to obtain from any governmental authority any permit, license, or authorization as a prerequisite to performing its obligations hereunder, the cost thereof shall be borne by the party required to obtain such permit, license, or authorization.
- The contract will be governed by the laws of the State of Florida, with jurisdiction in Duval County.
- There is no minimum/maximum guarantee of usage.
- Issuance of this ITN does not require Pace to award a contract.
- The contract start date and term length are negotiable.
- Completion of full implementation, integration and training is needed by June 30, 2021.

Calendar of Events
Unless otherwise revised by a subsequent addendum to this solicitation, the dates and times by which stated actions shall be taken or completed are listed below. If Pace determines, at its sole discretion, that it is necessary to change any of these dates and times, it will issue an addendum to the solicitation and issue a Notice of Addendum at www.pacecenter.org/resources/open-rfp-s-itn-s. It is a Vendor's responsibility to comply with these timeframes and to monitor Pace's website for any changes.

STEP #		EVENT DATE
1	ITN issued and advertised	**By 5 p.m. on 10/02/2020**
2	Open question period	**10/06/2020-10/16/2020**
3	Pace posts responses to questions	**By 5 p.m. on 10/20/2020**
4	Electronic and hard-copy written responses are due	**By noon on 10/30/2020**
5	ITN Evaluation Committee meets to review responses	**11/05/2020-11/06/2020**
6	ITN Evaluation Committee meets to rank responses	**11/09/2020-11/13/2020**
7	Top 3 Vendors invited to present to ITN committee	**11/16/2020-11/20/2020**
8	Written Best and Final Offers are due (if necessary)	**By noon on 11/24/2020**
9	ITN Evaluation Committee meets to rank Best and Final Offers (if necessary) and determines final recommendation for contract award	**11/30/2020**
10	Award decision announced	**By 5 p.m. on 12/04/2020**

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The Invitation to Negotiate Process

Pace selected the ITN process as the best way to obtain the required combination of best value pricing, advanced software, excellent training and customer service, and a superior data-gathering system from vendors with a proven track record.

Step 1: Pace issues the ITN via its website at www.pacecenter.org/resources/open-rfp-s-itn-s. Pace may also advertise the ITN via direct emails to potentially interested Vendors.

Step 2: During the open question period, Vendors may submit questions by email only to the Procurement Analyst identified in this ITN.

Step 3: Answers will be posted at http://www.pacecenter.org/resources/open-rfp-s-itn-s on the date specified so that all questions and answers are available at the same time to all Vendors. **Vendors will not receive answers via email.** Additional questions will not be answered after the open question period closes.

Step 4: Responses will be received electronically via email, e-file share, or flash drive, and hard copies delivered to the Pace National Office, 6745 Philips Industrial Blvd., Jacksonville, FL 32256, ATTN: Paul Tappe, Procurement Analyst, on or before noon, Friday, October 30, 2020. Responses received after this time and date will not be accepted. Responses may be provided by hand delivery, expedited courier delivery or U.S. Postal Service.

SUBMIT 6 (SIX) HARD COPIES OF THE RESPONSE IN ADDITION TO PROVIDING AN ELECTRONIC COPY TO THE PROCUREMENT ANALYST.

Step 5: ITN Evaluation Committee members will meet to review written responses, leading to selection of a short list of Vendors with whom Pace wishes to negotiate. Responses will be evaluated to determine which vendors have best addressed Pace's priorities. Failure to make the short list eliminates a Vendor from further consideration.

Step 6: Each Vendor on the short list will give live, virtual presentations via Microsoft Teams or Zoom to the ITN Evaluation Committee. The Procurement Analyst will email the short-listed Vendors in advance with details on presentation requirements, which will be dictated by needs determined during evaluation of written responses. Pace may request submission of refined responses in coordination with presentations, which may include but are not limited to: Software demonstrations, refining of exact specifications, terms and conditions expected, and a detailed price structure. Each Vendor will receive the same amount of time to present, though presentations may not all be on the same day. The ITN Evaluation Committee will de-brief after all presentations are given to decide which Vendor(s) advances to the negotiation phase.

Step 7: Pace will negotiate with the top-ranked Vendor and attempt to reach contract agreement. If negotiations fail with the top-ranked Vendor, subsequent finalists may be contacted for negotiations. Pace may also elect to negotiate with two or Vendors concurrently.

Step 8 (If necessary): If Pace elects to negotiate with two or more Vendors concurrently, then at the end of the negotiation period, Vendors with whom negotiations have progressed satisfactorily will be asked to submit a written Best and Final Offer (BAFO) to finalize all agreements reached during negotiations and to extend additional benefits to Pace, if desired (an invitation to submit a BAFO is not guaranteed).

Step 9: The ITN Evaluation Committee will meet to rank BAFOs (if necessary) and make a final recommendation on the Vendor chosen for the contract award. The final decision will be based upon the initial written response, presentation, negotiation sessions, and the BAFO (if necessary).

Step 10: The final contract award decision will be posted at www.pacecenter.org/resources/open-rfp-s-itn-s.

SECTION 2 – OBJECTIVE AND MINIMUM REQUIREMENTS

Project Objective
Pace desires a fully integrated budget and financial management system with project and fund accounting solutions. Pace currently uses Financial Edge (A Blackbaud product) for its financial management and project accounting needs. While the use of this application has improved the effectiveness of specific functional areas, it has not satisfied the increased demand for information sharing among multiple users and increased functional requirements. Some of the specific issues that are motivating Pace to search for alternatives to the current information management system include but are not limited to the following:

- Limitation of the existing system to handle multi-company processing and reporting.
- Project managers have difficulty accessing accurate and timely financial reporting information with which to manage their projects or departments.
- Limitations of the existing systems to be upgraded to satisfy Pace budget and financial management requirements and take advantage of evolving technology.
- No integrated budget system.
- Lack of business intelligence reporting and Ad Hoc data capabilities.
- Lack of ability to provide dashboard-type executive reporting and create custom reports based on both financial and unit measurements. More specifically, summarized management reports do not provide user defined metrics that are readily available, integrated and flexible.
- Inability to integrate with other software solutions used by Pace.

Functional Requirements for a Fund Accounting and Reporting Solution
Systems must be able to address the following needs:
- General Ledger
- Accounts Payable
- Accounts Receivable
- Detailed Organizational Budgeting
- Projects
- Fixed Assets/Asset Management

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- Financial and Audit Reporting
- Report Writer
- Bank Reconciliation
- Cash Receipting/Integrated Cash Management
- Contract and Project Tracking

SECTION 3 – SCOPE OF SERVICES

Format of Proposals

For Pace to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted in accordance with the format outlined below. The proposals should be prepared simply and economically, providing straight-forward and concise information as requested. **FOR EACH AREA LISTED BELOW, provide detailed information in the written response. Be sure to include the section title and question exactly as they are stated, followed by a detailed answer.**

1. **Company Description.**
   a. Complete legal name, address, permanent/corporate address (if different from proposer's location) and telephone number.
   b. Name, email and phone number of the person to contact for discussion of the proposal.
   c. Overview of the company, including the year founded, office locations, types of business ventures in which the organization is involved, and the number of years services have been provided.
   d. How many employees are there in your company? Generally, what are their job categories (i.e., management, sales, technical, customer service, etc.)?
   e. How many not-for-profit clients do you serve? How many do business in Florida?
   f. Describe your company's reach in providing the types of services required by Pace. Is it statewide, regional, nationwide or global?

2. **Proposed Software and Hardware Environment.**
   a. What are the minimum requirements for the computer hardware environments in which the proposed software will run?
   b. Does the system support industry-standard virtualization platforms? If so, which ones?
   c. Explain how your system architecture allows for future growth and scalability.
   d. Is the application available in a Cloud-based model?
   e. On what hardware platform(s) does the vendor's proposed application software currently operate?
   f. Is the proposed application developed with a formal usability testing environment? Please provide details as to how usability is taken into consideration and the credentials the Vendor's staff provide in terms of usability.
   g. Does the system support the use of a Storage Area Network (SAN)?
   h. Present, in detail, features and capabilities of the proposed software. The following information should be included:
      - Describe the hardware environment required to utilize the proposed software. List all options and indicate the relative strengths and

weaknesses of each.

- Identify the operating system required by the proposed application software and database management system in the hardware environment recommended above. List options and indicate the relative strengths and weaknesses of each.

3. **Experience and References.**
   a. How many years of experience does the company have as a financial management software provider for non-profit entities?
   b. List clients for whom similar services, as detailed in this ITN, have been provided during the past three years. This list must include:
      - Dates of service
      - Name of contact person
      - Title of contact person
      - Phone number and email of contact person

   c. List clients (minimum of five) within 300 miles geographically of Jacksonville, Florida regardless of level or type of services provided. This list must include:
      - Dates of service
      - Name of contact person
      - Title of contact person
      - Phone number and email of contact person

4. **Approach.**
   a. Provide a detailed summation of your approach to addressing the entirety of this project, from specification development to data migration, implementation, training and ongoing support/maintenance. Details of proposed integrated financial solution modules should be included.
   b. Provide a project timeline with a deadline of **June 30, 2021** for full implementation, integration and training.

5. **Outline of Fees.**
   a. What is the proposed total cost of project implementation, including any initial set-up costs and training fees, as well as annual fees?
   b. Break down fees per implementation phase/license type/module/application.
   c. List any additional services and associated costs that would incur fees beyond the contracted amount.
   d. Detail any third-party contracts that might be required.

6. **Description of Ongoing Support**
   a. Describe in detail the customer support services that are available, including days and hours available.
   b. Explain your warranty and warranty period.
   c. Describe your update release schedule.
   g. What training methods do you offer?
   h. Describe the team that would service Pace's account, if chosen. A list of individuals and their roles is preferred.

7. **Data Security**
    a. What are your standards and practices regarding data security?
    b. Have you ever had a data breach? If so, describe how the breach was managed.

8. **Copies of Agreements**
    a. Provide copies of all required contracts (i.e., licenses, professional services, and maintenance and support) for Pace's review.

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