

# Technical Proposal for Enterprise Resource Planning Product Solutions(s) & Implementation Services

**Submitted to:**

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**Submitted by:**

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813.335.3898

**Prepared for the  
City of Gainesville**

**July 6, 2018**



**Enterprise Resource Planning Product Solution(s) & Implementation Services**

**TAB 1: COVER PAGE**

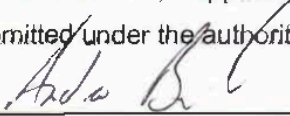
Proposal from Metaformers, Inc., under selected scenario

Response	
1. Product manufacturer can submit a proposal to provide their solution(s) and implementation services.	<input type="checkbox"/>
2. Product manufacturer can submit a proposal to provide their solution(s) and preferred service implementer partner.	<input type="checkbox"/>
3. Service implementer partner can submit a proposal representing themselves and the most respective product manufacturer that satisfies the City's requirements.	<input checked="" type="checkbox"/>

Preferred service implementer partner, if applicable: *Not applicable*

Respective product manufacturer, if applicable: Oracle

This proposal is submitted under the authority of:

  
 \_\_\_\_\_ July 1, 2018  
 Signature Date

Name: Andrew Beck Title: Vice President of Global Operations  
 Phone: 703.801.8936 E-Mail: [andrew.beck@metaformers.com](mailto:andrew.beck@metaformers.com)

**Proposer Point of Contact:**

(This is the individual who will be the primary point of contact for the Proposer.)

Name: Bob Watts Title: Sales Director  
 Phone: 813.335.3898 E-Mail: [bob.watts@metaformers.com](mailto:bob.watts@metaformers.com)

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**TAB 2: TABLE OF CONTENTS**

Tab 1: Cover Page ..... 1

Tab 2: Table of Contents ..... 3

Tab 3: Company Introduction..... 5

    Introduction..... 5

    Metaformers Executive Organization Chart ..... 6

    Experience ..... 49

    Exhibit G - Business References ..... 51

Tab 4: Executive Summary..... 53

Tab 5: Organizational Minimum Qualification..... 55

    State of Florida Registration ..... 55

    Bonding Capability..... 55

**2016 Financial Statements** ..... 56

    Bank Reference..... 59

Tab 6: ITN Specific Minimum Qualifications..... 61

Tab 7: Project Scope - Functional Requirements..... 63

Tab 8: Project Scope - Technical Requirements ..... 65

    Data & Security..... 65

**Compliance** ..... 66

**User-Friendly Interface** ..... 66

    Standardization..... 67

    Scalability & Performance..... 69

    Flexibility & Extensibility..... 69

**Solution Architecture**..... 70

    Implementation..... 71

**Tab 9: Project Scope - Pricing** ..... 77

Tab 10: Purchasing Forms ..... 79

    Certification of Proposal..... 79

    Addendum Acknowledgements ..... 82

    Exhibit B - Qualified Local Small Business Unavailability Form..... 85

    Exhibit D - Drug Free Workplace Form ..... 86

    Exhibit E - Affidavit of Non-Collusion ..... 87

    Certification of Primary Participant..... 88

Tab 11: Certifications & Qualifications ..... 89

    Implemented Products..... 89

**Cloud Security Alliance** ..... 89

    Support..... 89

    Source Code Access ..... 90

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**TAB 3: COMPANY INTRODUCTION**

**Introduction**

Since our inception in 2000, Metaformers has focused our efforts working directly with Oracle and Oracle’s Enterprise Resource Planning (ERP), Enterprise Performance Management (EPM), and Human Capital Management (HCM) packages for Government and other extended Oracle Solutions. We have a long history delivering significant value to the Oracle Corporation on mission-critical tasks and accounts.

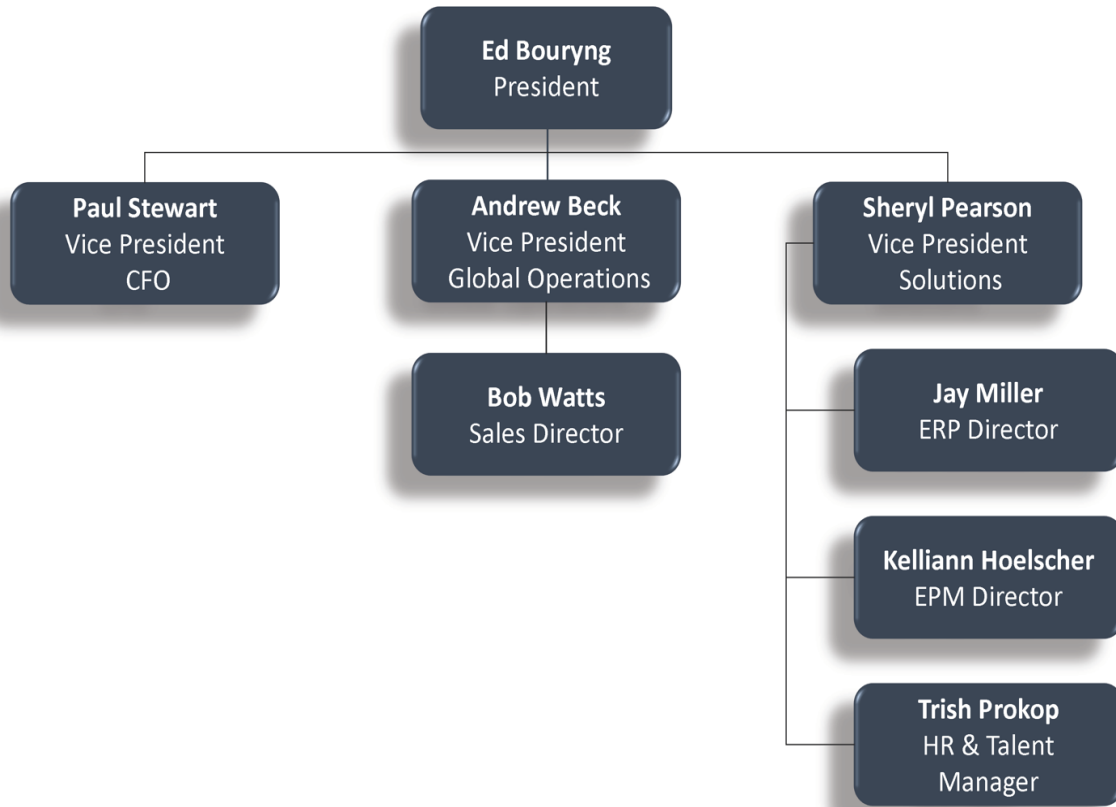
Metaformers offers its Public Sector customers a deep understanding of their unique requirements, years of applied functional expertise, and the ability to cut across various business functions and technical platforms to achieve the larger project goals. Metaformers has extensive experience working with City, County, and State Governments and has a proven ability to deliver on time, on budget, and yield meaningful change to meet executive objectives.

Since 2006, Metaformers has been Oracle’s SWAT team addressing their most challenging, off-track Oracle Financials Management Solutions and Human Capital Management implementations. Through our proven approach, Metaformers has repeatedly guided clients from a struggling misguided implementation to an implementation that delivers return on investment, accountable governance, and satisfaction to its’ constituents.

Metaformers’ unique experience applying delivered Oracle best practices for the Public Sector has led to a proven successful approach that we apply to every engagement. Metaformers approach leverages a thorough management methodology that is needed to set the correct path for the City. Metaformers has been called upon by a number of organizations whose strategic issues resemble those of the City. Our methodology incorporates the unique needs of the Public Sector and supports our client executive’s demands to align business process towards best practices.

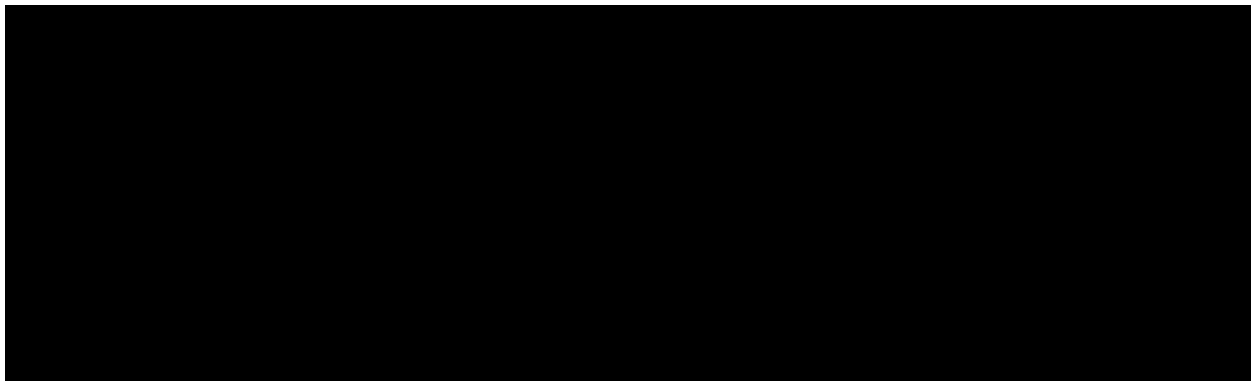
Our leadership team has the experience built on delivering demonstrable results and driving business transformation. Metaformers team members have a long history with Oracle. We have a deep understanding of the financial intricacies of the Public Sector and are proposing Oracle ERP, EPM, and HCM cloud solutions as the solution for the City of Gainesville. This combined experience will enable our team to address critical solutions with the City’s perspective in mind.

Metaformers Executive Organization Chart



Team Profiles

***Metaformers consultants' resumes and information are confidential to Metaformers, would be valuable intelligence for our competition, and are provided to the City for the sole purpose of reviewing our response to the RFP prior to award and for internal use by the City to review our offering post-award. Metaformers considers this information proprietary and it is not to be made publicly available or disclosed to any external entities or third parties. We therefore respectfully request that the entire section Project Team Profiles and Resumes of the Proposal be treated as confidential and proprietary information.***



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**Enterprise Resource Planning Product Solution(s) & Implementation Services**

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**Enterprise Resource Planning Product Solution(s) & Implementation Services**

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documents, developing an integration and conversion strategy, reviewing data maps, and

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Enterprise Resource Planning Product Solution(s) & Implementation Services

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**Enterprise Resource Planning Product Solution(s) & Implementation Services**





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**Enterprise Resource Planning Product Solution(s) & Implementation Services**



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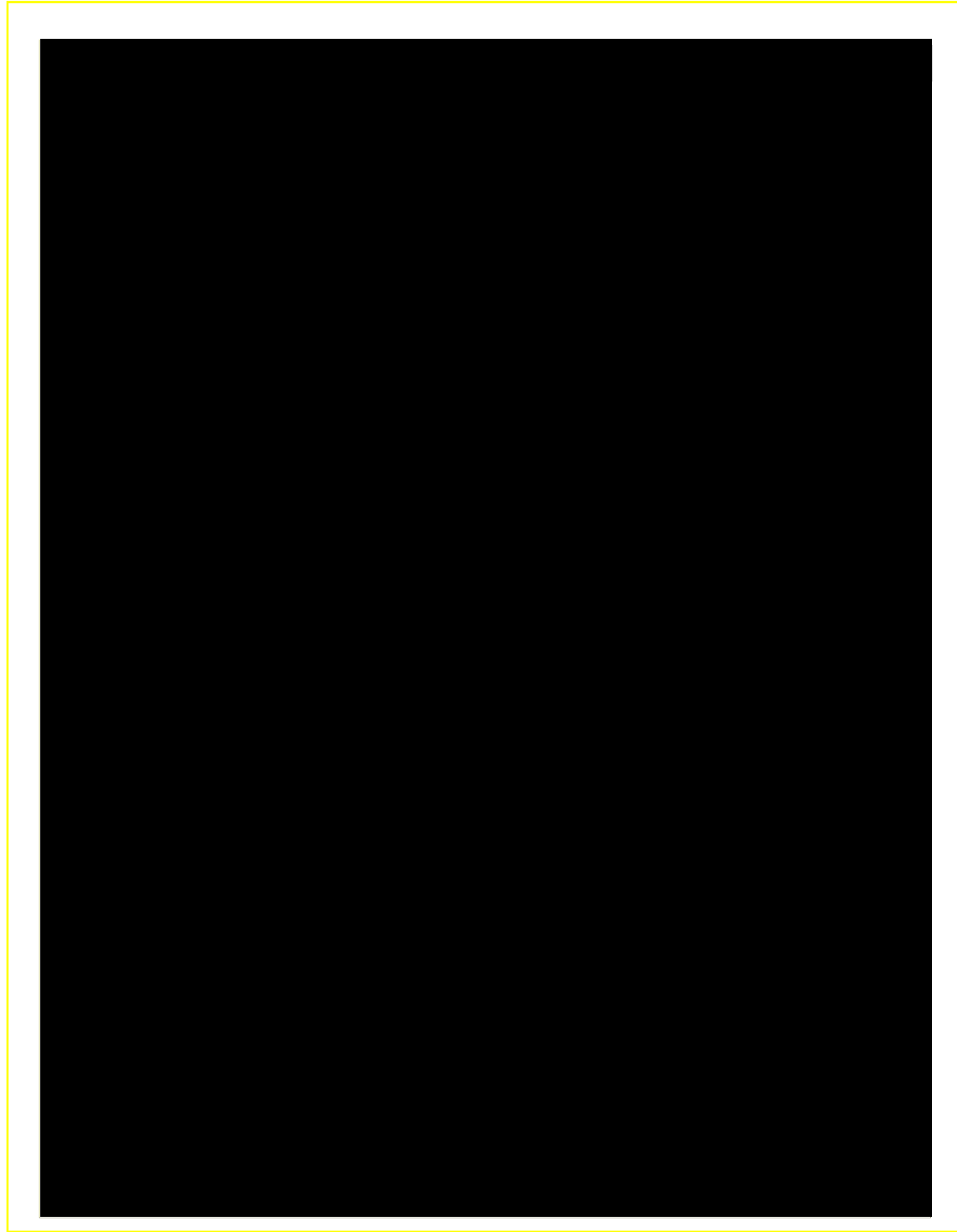
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## **Experience**

In each engagement described below Metaformers partnered with the client and exhibited specific strengths included but not limited to:

- Public Sector knowledge
- Functional and technical understanding
- Strong Governance
- Extensive testing
- Knowledge transfer
- Training

### **Lexington Fayette Urban County Government (LFUCG)**

**Note:** Key contact information can be located on the following page under Business Reference #1.

Metaformers' experienced team and project management kept the project on schedule and on budget while implementing all required functionalities, performing extensive testing and training, and providing documentation and knowledge transfer to ensure a smooth transition to LFUCG's staff to enable future system maintenance and enhancements.

LFUCG's previous budget process depended on heavy use of spreadsheets, resulting in duplication of data and effort, data integrity issues, and manual approvals via email. Time and effort spent to collect data and produce required budget reports limited the staff's ability to produce timely forecasts, "what if" analyses, and additional variance reporting.

Metaformers partnered with LFUCG's and implemented Hyperion Planning and Budgeting Cloud Service (PBCS) application that is a fully integrated annual budget system, fully consolidating all agency and department budgets into a single consolidated point not only for budgeting, but also for budget amendments, forecasting, "what if" scenario capability, and complex reporting including the Budget Book and Budget in Brief.

### **State of Maryland - Administrative Office of the Court (AOC)**

**Note:** Key contact information can be located on the following page under Business Reference #2.

Metaformers was the prime contractor for the implementation of the Judiciary's ERP system. The project was completed in two phases, which included Financials and Supply Chain Management in Phase I and HCM and Time & Labor in Phase 2. Most recently the team completed the upgrade of the Judiciary's PeopleSoft Financials system. Responsibilities included overall Project Governance, Organization Change Management, Business Process Re-Engineering, Design, Development, Testing, and Training for all phases of the project.

Metaformers was responsible for the Oracle ERP Financial Upgrades and re-implementation included overall Project Governance and Organization Change Management for all phases of the project, including project communications and training.

Metaformers worked closely with the Judiciary business owners to develop a set of best-practice business processes that are now used by the 48 courts. These common business processes provided the basis for the implementation of the Oracle Financials, Supply Chain and HCM modules. Phase 1 of the software implementation included successfully delivering GL, Commitment Control, AR, AP, Billing, Cash Management, Purchasing, Project Costing, Grants, Contracts, Asset Management and Inventory. Phase 2 of the implementation included successfully delivering HR, Time & Labor, Absence Management, Talent Acquisition Management and Payroll Interface.

**State of New York - Statewide Financial System (SFS)**

**Note:** Upon request we will arrange a call with the State of New York.

Enhance technical and functional areas to support greater statewide enterprise value. Project scope included: a re-architecture of certain modules; the addition of new modules in order to address additional statewide needs; as well as an upgrade from Oracle Financials version 9.0 to 9.2 to ensure ongoing technical support for mission critical financial operations. To date, almost all state agencies are on-line with 26,000 state users of the SFS.

Metaformers was engaged to enhance technical and functional areas to support greater statewide enterprise value. Project scope included: a re-architecture of certain modules; the addition of new modules in order to address additional statewide needs; as well as an upgrade from Oracle Financials and Supply Chain version 9.0 to 9.2 to ensure ongoing technical support for mission critical financial operations.

Metaformers was responsible for leading the work effort to accomplish the following major objectives: upgrade Oracle and underlying software as defined below, add new Oracle asset modules as defined below, re-architect select business processes that constitute critical changes to support the enterprise as defined below, re-architect the Commitment Control module as defined below, replace the Department of Labor's (DOL) legacy financial management system as defined below, support other New York State Enterprise initiatives.

**Exhibit G - Business References**

**PROPOSER:** Metaformers, Inc.

**PROJECT:** ERP Product Solution(s) and Implementation Services

**BID#:** CMGR-180083-MS **BID DUE DATE:** June 26, 2018

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years. You may include photos or other pertinent information.

The City reserves the right to check references with current customers as provided by the Proposer and with any customers the City identifies as necessary to understand prior performance at any time throughout the process.

**#1 Service dates:** 10/2015 to 02/2016 **Amount \$** \$350 million  
**Project:** Hyperion Planning & Budgeting Cloud Service Implementation  
**Project Client Name:** Lexington Fayette Urban County Government (LFUCG)  
**Project Location:** 200 East Main Street  
**City, State Zip:** Lexington, Kentucky 40507  
 [Redacted]  
 [Redacted] **Fax Number:** Use email.  
 [Redacted]

**#2 Service dates:** 02/2012 to 02/2016 **Amount \$** \$520 million  
**Project:** Oracle Financials, Supply Chain Management, HCM  
**Project Client Name:** State of Maryland - Administrative Office of the Court (AOC)  
**Project Location:** 2003 C Commerce Park Drive  
**City, State Zip:** Annapolis, Maryland 21401  
 [Redacted]  
 [Redacted] **Fax Number:** Use email.  
 [Redacted]

**#3 Service dates:** 10/2015 to 10/2020 **Amount \$** \$99.8 billion  
**Project:** Statewide Financial System (SFS)  
**Project Client Name:** State of New York  
**Project Location:** \* See note below.  
**City, State Zip:** \* See note below.  
**Client Contact Name:** \* See note below.  
**Phone Number:** \* See note below. **Fax Number:** \* See note below.  
**Email Address:** \* See note below.

\* Note: Upon request we will arrange a call with the State of New York.

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**TAB 4: EXECUTIVE SUMMARY**

Metaformers, Inc. is pleased to provide our proposal for the City of Gainesville (City) in response to Request for Proposal (RFP): Enterprise Resource Planning (ERP) Product Solution(s) and Implementation Services.

After reviewing the City’s RFP, it is our understanding that the City is currently using a Tier 1.5 Advantage CGI system which provides its financial, purchasing, human resources, benefits, pensions, and payroll processes to the City.

In order for the City to become the New American City it has been determined that the City expects to secure the latest technology platform. One that will be leading edge technology and sustainable for many years to come and remain flexible to address the City’s rapidly changing business environment.

With a vision to move forward, the City is looking for a vendor that has experience with Public Sector, municipalities specifically, and has the expertise and resources to implement a modern ERP system that will meet the following goals and project successes for the implementation leading to improved overall business processes including but not limited to:

- Integrated environment of data and information.
- Centralized source of data and information.
- Meet the City’s current requirements and expectations for future functionalities.
- Acquire an integrated ‘off the shelf’ packet solution or ‘best of breed’ solution that will meet ALL of the City’s core requirements with minimal modifications and customizations.
- Defined Project Key Success Factors (such as reduce time to fill, reduce process time, paperless processes, and reporting).

**Why Oracle Cloud?**  
Gain all of the benefits of the cloud—including lower IT costs, increased business agility, less complexity, and greater flexibility—without sacrificing security or ceding control of your data. That is the promise and the reality of Oracle Cloud.

Metaformers is proposing Oracle’s Financial and Human Resources Cloud to the City of Gainesville. This proposal will provide you with the information for an Enterprise Resource Planning/Human Capital Management solution to manage business processes around Human Resources, Payroll, Benefits, Finance, Budget, and Purchasing. We believe Oracle’s Cloud applications provide the best value option to meet the City’s system modernization objectives.

Oracle Cloud offers self-service business applications delivered on an integrated development and deployment platform with tools to rapidly extend and create new services. The Oracle Cloud is ideal for customers seeking subscription-based access to leading Oracle applications, middleware, and database services—all expertly managed by Oracle. The application services are designed for ease-of-use, enabling business users to manage the solution directly with no Information Technology (IT) involvement.

Oracle Cloud is designed to be the customer’s cloud—it is Software as a Service (SaaS), but personalized and customer-centric. Oracle Cloud also uniquely delivers the speed and simplicity of SaaS with complete and modern connectivity across departments while instilling the confidence in cloud customers that their data is secure and protected. Oracle Cloud (SaaS) delivers a second-generation, modern cloud for today’s business—personalized, connected, and secure.

Metaformers’ unique experience applying delivered Oracle best practices for the Public Sector has led to a proven successful approach that we apply to every engagement. Our methodology,

MetaExpress™ is a Project Management Body of Knowledge (PMBOK) and agile-based methodology that incorporates the unique needs of the Public Sector and supports our client executive's demands to align business process towards best practices. Metaformers brings a modern implementation approach to the City. The four primary tenets that serve as the foundation of our methodology are:

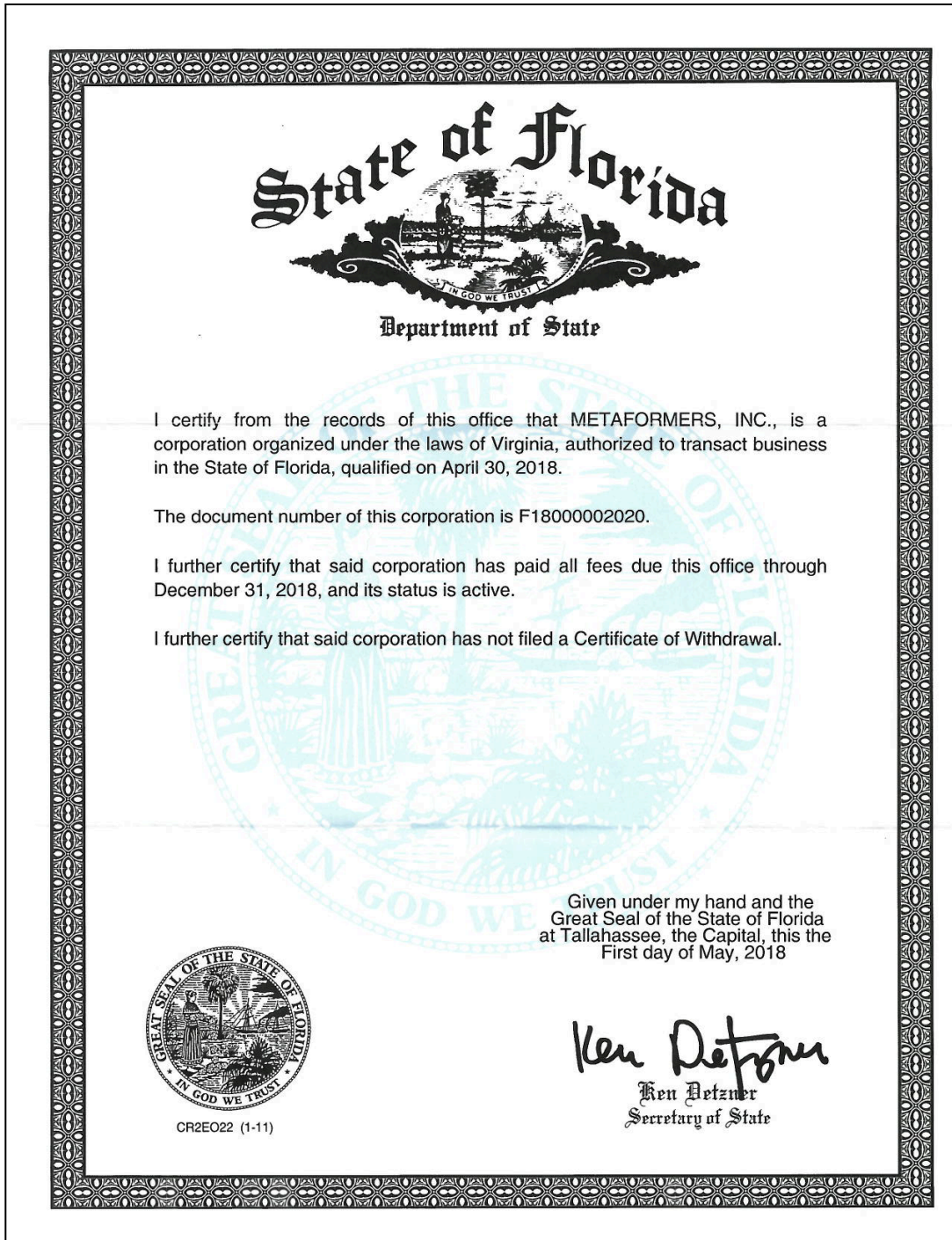
- **Project Governance** - Our proven governance methodology offers the City the lowest risk approach to adoption.
- **Focus on Best Practices** - Our aim is to leverage the modern best practices delivered by Oracle Cloud.
- **Iterative Testing** - We are strong proponents of formal testing at every phase of the plan as opposed to having isolated, stand-alone test phases. While we still have one final acceptance test phase, we view it more as a change management exercise than a testing exercise since we will only enter into it with a high level of confidence based on previous testing and quality assurance measures in place. The City testers should exit the UAT phase energized and excited for the new system.
- **Active Client Change Management** - The saying "if you build it they will come" does not work for ERP implementations. We will build and help manage an active Change Management plan to put the City in the best possible position for a highly successful and uneventful go-live.

We understand the value and significance that project team experience and product knowledge play in an engagement of this type. At Metaformers our project team members have deep product knowledge, financial experience, and a long history of delivering successful results to other Public Sector municipalities. Our team is experienced in implementing and presenting Oracle's business value to assist Oracle Customers in understanding and achieving the best solution for their organization. This combined experience enables our team to critically address solutions with the clients' perspective in mind. In addition, many of our team members have worked directly with one another for more than a decade. This real world team experience has enabled Metaformers to successfully deliver complex solutions to its clients for nearly 20 years.

Metaformers appreciates the opportunity to propose our solution and partner with the City of Gainesville. We are confident that our experience coupled with Oracles world-class Financial and Human Resources Cloud solution, the City will achieve and exceed its key objectives.

TAB 5: ORGANIZATIONAL MINIMUM QUALIFICATION

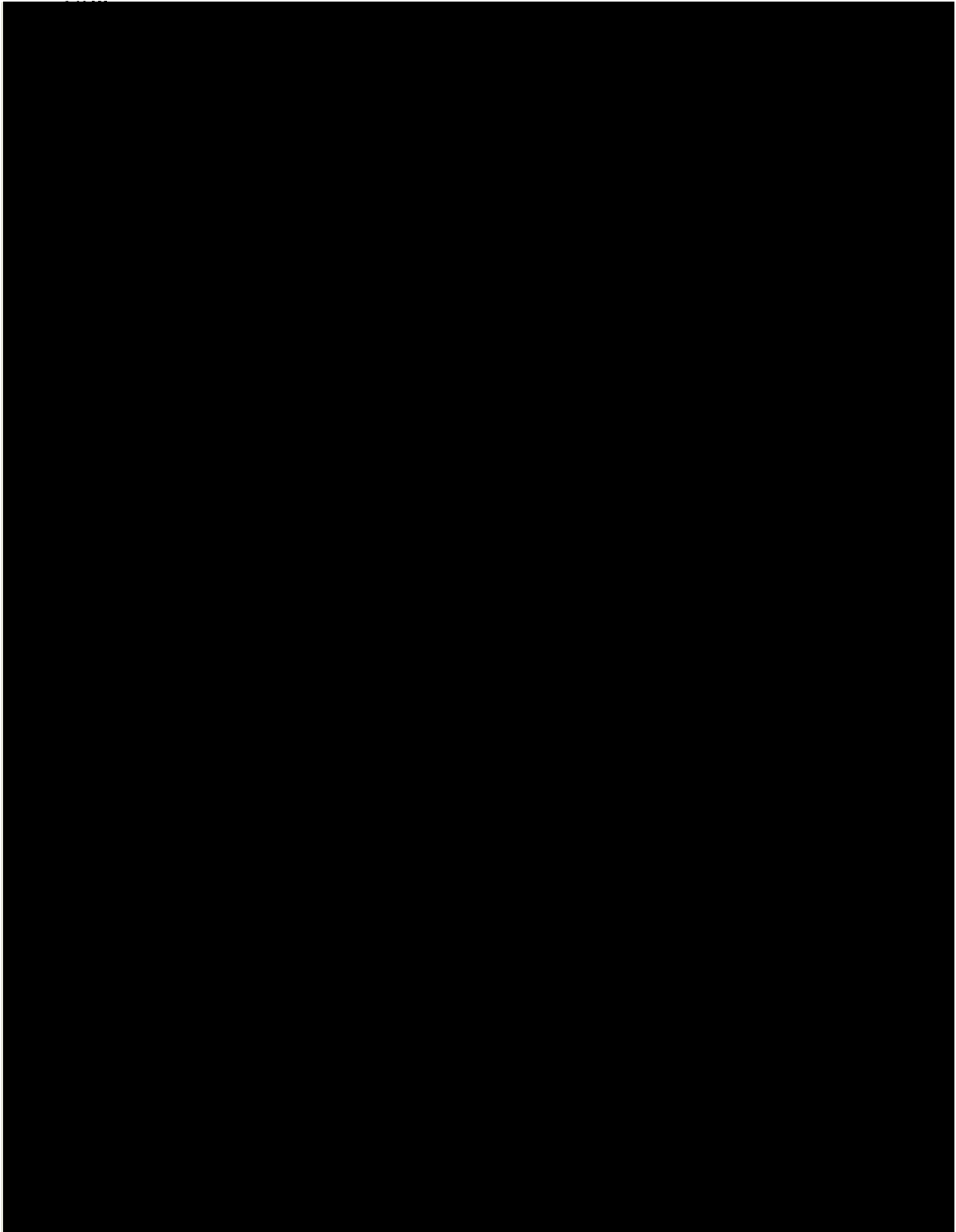
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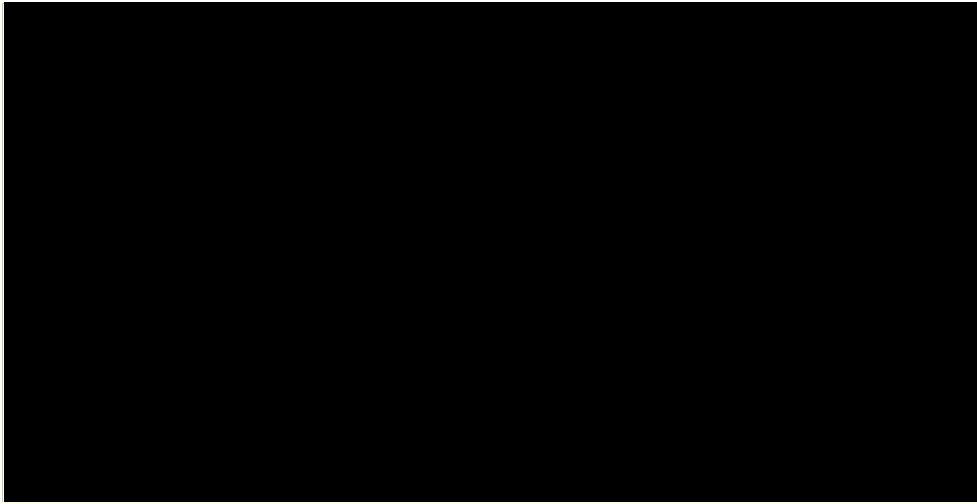


Bonding Capability

Metaformers, Inc. has contacted our insurance agent who is working with a Surety to provide a letter confirming our ability to obtain a  $\geq$ \$250,000 bond.









## Enterprise Resource Planning Product Solution(s) & Implementation Services



### Bank Reference

Branch Banking and Trust (BB&T)  
230 Herndon Parkway, 2nd Floor  
Herndon, Virginia 20170

Bank Account Representative:

Elizabeth Morrow  
Phone: 703.442.4012  
Fax: 703.435.0141  
Email: [emorrow@bbandt.com](mailto:emorrow@bbandt.com)

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**TAB 6: ITN SPECIFIC MINIMUM QUALIFICATIONS**

Provide any additional information that should be considered in this evaluation. The Respondent may present creative approaches that would be pertinent to this ITN.

Qualified	ITN Specific Qualifications
Yes	A. Must have no less than two (2) years' experience in providing ERP solution(s) for governmental entities and must have successfully implemented ERP solution(s) for no less than three (3) government municipalities. For details, please complete Exhibit G. Metaformers has completed Exhibit G and it is located in Appendix A.
Yes	B. Must be able to be supported on multiple operating systems and browsers.
Yes	C. Must be able to supply ERP products incorporating robust and verifiable security features.
Yes	D. Must provide and implement data migration services.
Yes	E. Must provide and implement interface and integration services.
Yes	F. Must provide and conduct training services.
Yes	G. The service implementer must be able to provide key implementation services on-site at the City through use of an on-site implementation team. Proposers must provide experienced and qualified professionals with in-depth knowledge of ERP product(s) and service implementation. Include profiles of the proposed implementation team(s) in Tab 3, Company Introduction.
Yes	H. The service implementer must be a certified partner of the product manufacturer. Provide documentation in Tab 11, Certifications and Qualifications.
Yes	I. Must support all the source codes for customization and enhancements.
Yes	J. Must disclose any and all complaints or pending actions, legal or otherwise, against the Respondent within the last two (2) years. Metaformers, Inc. does not have any complaints or pending actions, legal or otherwise.

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**TAB 7: PROJECT SCOPE - FUNCTIONAL REQUIREMENTS**

Per Addendum Number 6, dated June 20, 2018, Exhibit 5 is completed and the Excel file is located on the USB drive.



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TAB 8: PROJECT SCOPE - TECHNICAL REQUIREMENTS

Data & Security

1. Data Conversion/Migration Tools & Methods

Data conversion is a fundamental and critical implementation task that the Metaformers Team has delivered on all public sector engagements.

The major milestones in data conversion include:

- Data Cleansing - The City will be responsible for the cleansing of existing data within the legacy applications.
- Target Definition - the Metaformers Team will define the tables for population and their respective field definitions.
- Conversion Design - delivered conversion tools, along with Microsoft Excel, will be used to build a conversion for source to target data.

Once completed, each conversion cycle will require both technical and functional validation by the City to ensure completeness. The Metaformers Team will provide exception reports for data that does not complete the conversion process.

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**Implementation**

**1. Sample Service Level Agreement**

Severity 1 (Critical)	Severity 2 (High)	Severity 3 (Medium)	Severity 4 (Low)
<b>Business &amp; Financial Exposure</b>			
serious business and financial exposure	Serious business and financial exposure	low business and financial exposure	minimal business and financial exposure
<b>Work Outage</b>			



Severity 1 (Critical)	Severity 2 (High)	Severity 3 (Medium)	Severity 4 (Low)
Unable to work or perform some significant portion of their job	Unable to work or perform some significant portion of their job	Unable to perform <i>some small</i> portion of their job,	Unable to perform a <i>minor</i> portion of their job
<b>Workaround [This bullet carries the heaviest weighting of the characteristics for Severity 1 and 2.]</b>			
None	None	Possible	Likely
<b>Response Time</b>			
Within one hour. 24X7 coverage	Within four hours. 8am to 6pm EST	Within eight hours	Within eight hours
<b>Resolution Time Goal Objectives</b>			
TBD	TBD	TBD	TBD

**2. Software Components Overview**

The proposed applications include:

- HCM - Oracle HCM Cloud enables modern human resources to find and retain the best talent and increase global agility.
- ERP – With ERP Cloud's Financials, Procurement, Project Portfolio Management, and more, you can increase productivity, lower costs, and improve controls.
- EPM - Enterprise Performance Management (EPM) applications enable companies of any size to drive predictable performance, report with confidence, and connect the entire organization.
- ADP - ADP’s Tax Service is specifically designed to take after-payroll processes and tasks that are “All Risk & No Reward” off of your plate.
- Core Technologies- iCashiering offers enterprises the best payment processing option for simultaneous updating of multiple host systems in complex environments.

**Software Deployment Model**

In reviewing all of the material provided in the RFP the Metaformers team feels that the best approach to contribute to the City’s vision of becoming the New American City is through a phased implementation approach.

Phase 1 - Financials

City of Gainesville	2019											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Core Phase</b>	1	2	3	4	5	6	7	8	9	10	11	12
Finance and Supply Chain (G/L, Procurement, AP,AR, Assets, Cash, Projects and Grants)	[Orange shaded area]											
Initiate	[Gantt bar]											
Design	[Gantt bar]											
Construct	[Gantt bar]											
Transition	[Gantt bar]											
Support	[Gantt bar]											

Phase 1 - HCM

City of Gainesville	2019												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<b>Core Phase</b>	1	2	3	4	5	6	7	8	9	10	11	12	13
HCM and Payroll (Core HR, Position Management, Payroll and Absence Management)	[Orange shaded area]												
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Design	[Gantt bar]												
Construct	[Gantt bar]												
Transition	[Gantt bar]												
Support	[Gantt bar]												

Phase 2 - Extended HCM

City of Gainesville	2019												2020						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Secondary Phase</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Talent Acquisition, Learn, Performance Mgmt, Help Desk (Grievances, Disciplinary Actions) Health & Safety, Work Life	[Orange shaded area]												[Orange shaded area]						
Design	[Gantt bar]												[Gantt bar]						
Construct	[Gantt bar]												[Gantt bar]						
Transition	[Gantt bar]												[Gantt bar]						
Support	[Gantt bar]												[Gantt bar]						

Data Mapping & Data Conversion

Data conversion is a fundamental and critical implementation task that the Metaformers Team has delivered on all public sector engagements.

The major activities in data conversion include:

- Data Conversion Plan - The City and Metaformers will jointly develop a plan to identify key data conversion elements, volume resources and timeline.

- Data Cleansing - The City will be responsible for the cleansing of existing data within the legacy applications.
- Target Definition - the Metaformers Team will define the tables for population and their respective field definitions.
- Conversion Extracts - Gainesville will provide mapped data in prescribed format.
- Conversion Validation - Each conversion cycle will require both technical and functional validation by the City to ensure completeness.

**Integration Design & Development**

Metaformers methodology includes a formal process for integration design and development.

- During the initiation phase we will update the project plan with the full inventory of integrations including known 3rd party interfaces impacted by the new system.
- During the design phase we will update the plan with new information as well as develop detailed interface design specifications. These specifications will also include unit test scripts to validate the integration.
- During the construct phase we will prioritize the interfaces and include them in sprint development cycles that align with our overall business process testing effort.
- Weekly team meetings and monthly steering meetings will include an integration status update in order to keep all stakeholders apprised of the status.

**Testing Methodology**

The following table clarifies responsibilities during the Test Phase. At the completion of the development sprints we will conduct several cycles of full System Integration testing to ensure all business processes are functioning as designed.

Activity	Metaformers	The City
Create Testing Plans	Lead	Support
Create Test Scenarios (Built during Sprints)	Joint	Joint
Create Test Scripts (Built during Sprints)	Lead	Support
Perform Integration Tests	Lead	Support
Perform Conversion Test	Support	Lead
Perform Test Move to Production	Joint	Joint
Perform Parallel Payroll Tests	Joint	Joint
Perform User Test (Production Security in Place)	Support	Lead
Document Test Exceptions	Joint	Joint
Conduct Status Meetings & Complete Status Reports	Joint	Joint
Evaluate Organizational Readiness	Joint	Joint

**Training Approach**

The Metaformers Team is prepared to provide the analysis, planning, and documentation required for this training effort so that all users will get the right training at the right time to facilitate a smooth transition to the future state. Our team of training experts will develop and

# Enterprise Resource Planning Product Solution(s) & Implementation Services

deliver a Train the Trainer approach for the City training staff to allow them to confidently deliver the content to the end users.

The following table clarifies responsibilities during the Train Phase.

Activity	Metaformers	City
Create Detailed Training Plan	Lead	Support
Develop Training Materials	Lead	Support
Review & Validate Training Materials	Lead	Support
Conduct Status Meetings & Complete Status Reports	Joint	Joint
Create Training Environment & Database	Lead	Support
Create Knowledge Transfer Plan	Lead	Support
Deliver Train the Trainer material	Lead	Support
Deliver End User Training	Support	Lead
Deliver Knowledge Transfer	Lead	Support

## Timelines

### Overall Project Timeline

City of Gainesville	2019												2020							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Finance and Supply Chain (G/L, Procurement, AP,AR, Assets, Cash, Projects and Grants)	Support																			
HCM and Payroll (Core HR, Position Management, Payroll and Absence Management)				Support																
Talent Acquisition, Learn, Performance Mgmt, Help Desk (Grievances, Disciplinary Actions) Health & Safety, Work Life																			Support	

### Resource Timeline & Estimation

Phase	Role	Duration (months)	Metaformers	City
Cross Phase	Project Manager	17	1 FTE	1 FTE

Phase	Role	Duration (months)	Metaformers	City
	Change Management	17	1 FTE	1 FTE
Phase 1 Finance	Financial Architect	9	1 FTE	1 FTE
	P2P Lead Architect	9	1 FTE	.5 FTE
	Project/Grant Lead Architect	9	1 FTE	.5 FTE
	Functional Analyst	5	1 FTE	.5 FTE
	Training Developer	3	1 FTE	1 FTE
	Tech Lead	4	1 FTE	1 FTE
Phase 1 HCM	HR Architect	10	1 FTE	.5 FTE
	Benefit Lead	6	1 FTE	.5 FTE
	Payroll Lead	10	1 FTE	.5 FTE
	Absence/Time & Labor Lead	10	1 FTE	.5 FTE
	Payroll/Time Support	10	1 FTE	.5 FTE
	Tech Lead	7	1 FTE	.5 FTE
	Tech Support	7	1 FTE	

**System & Application Architect**

As Oracle Cloud Applications are web applications deployed in a SaaS environment Oracle Cloud is accessible via most common Internet browsers such as Chrome, Microsoft Internet Explorer, Safari, and Firefox. Desktops require minimum native screen resolution of 1280x1024 and one of the supported browsers.

The following four browsers are supported in accordance with the vendor support policy listed:

- Google Chrome: Support for the most current major stable channel release only.
- Mozilla Firefox: Support for the most current major ESR version and above, in production only.
- Apple Safari: Support for most current major production release and one prior release
- Microsoft Browser: Support for the most current major production release on a supported operating system (where Oracle has defined support for that OS).

**Ongoing Maintenance & Support**

Oracle Support Services provide Assistance with technical service requests 24 hours per day, 7 days a week, 24 x 7 access to a Cloud Customer Support Portal designated by Oracle (e.g., My Oracle Support) and Live Telephone Support to log Service Requests.

**Enterprise Resource Planning Product Solution(s) & Implementation Services**



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TAB 10: PURCHASING FORMS

Certification of Proposal

7.1 Certification of Proposal

Explanation: This certification attests to the proposer's awareness of, and agreement to the content of this ITN and all accompanying provisions contained herein.

Action: Proposer is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your Company.

This proposal is submitted in response to Invitation to Negotiate CMGR-180083-MS issued by the City of Gainesville. The undersigned, as a duly authorized officer, hereby certifies that

Metaformers, Inc.

(Respondent Company Name-Legal and d/b/a Name of Responding Entity)

850 Centennial Park Drive, Suite 105, Reston, Virginia 20191

Respondent Company Address

Not Applicable

Respondent's License Number (if applicable)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Invitation to Negotiate (ITN) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the ITN. The proposal shall remain in effect for a period of one hundred sixty (160) calendar days as of the Due Date for responses to the ITN.

The undersigned certifies that to the best of his/her knowledge: (check one of the below and provide information if required)

There is no Commissioner or employee of the City of Gainesville who has, or whose Relative has, an Interest in the entity or entities making this proposal.

There are Commissioner(s) and/or employee(s) of the City of Gainesville who have, and/or whose Relative(s) have, an Interest in the entity or entities making this proposal. Describe the nature of the interest held by each trustee, employee, or Relative of the trustee or employee (for example, grandson of Employee X owns the Company or spouse of Employee Y is a director of the Company).

"Interest" for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.

"Relative" for the purpose of this disclosure is an individual who is related to the trustee or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the trustee or employee or who otherwise holds himself or herself out as or is generally known as the person whom the trustee or employee intends to marry or with whom the trustee or employee intends to form a household, or any other natural person having the same legal residence as the



trustee or employee”

The undersigned further certifies that their firm (check one)  IS or  IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the City of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Invitation to Negotiate are:

Name: Sheryl Pearson Title: Vice President of Solutions

Signature:  Date: July 1, 2018

Email: [sheryl.pearson@metaformers.com](mailto:sheryl.pearson@metaformers.com)

Name: Bob Watts Title: Sales Director

Signature:  Date: July 1, 2018

Email: [bob.watts@metaformers.com](mailto:bob.watts@metaformers.com)

Date: July 1, 2018 Signature of Authorized Officer 

Email: [andrew.beck@metaformers.com](mailto:andrew.beck@metaformers.com) Printed Name: Andrew Beck

**7.1 Addenda**

The Bidder hereby acknowledges receipt of Addenda Nos. 1, 2, 3, 4, 5, 6, 7, 8, \_\_, \_\_ these Specifications.

**7.2 Taxes**

The Bidder agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since the City of Gainesville is generally exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

Note: THE CITY RESERVES THE RIGHT TO ADD OR DELETE LOCATIONS, SERVICES, ITEMS, MATERIALS OR ANY OTHER ASPECTS OF CONSIDERATION FROM THIS CONTRACT SHOULD IT BE IN THE BEST INTEREST OF THE CITY. THE CONTRACT PRICE WILL BE ADJUSTED ACCORDINGLY UPON MUTUAL NEGOTIATION AND AGREEMENT OF THE CONTRACTOR AND THE CITY'S REPRESENTATIVE.

**7.2 Local Preference (check one)**

Local Preference requested:  YES  NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with

**Enterprise Resource Planning Product Solution(s) & Implementation Services**

your bid if a local preference is requested. (see Exhibit C)

**7.3 Qualified Local Small and/or Disabled veteran Business Status (check one)**

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (see attached Exhibit A)  YES  NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (see attached Exhibit  YES  NO

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Bid is in full compliance with the Specifications.
- Bid is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid.

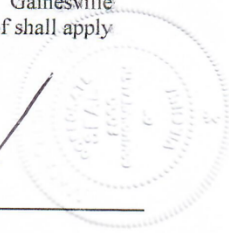
(CORPORATE SEAL)

ATTEST:

Sheryl Pearson  
Signature

BIDDER:

Andrew Beck  
Signature



By: Sheryl Pearson

By: Andrew Beck

Title: Vice President of Solutions

Title: Vice President of Global Operations

**Addendum Acknowledgements**

**Addendum 1**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 2**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 3**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 4**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 5**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 5 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 5 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.


PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 6**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 6 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 6 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.


PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 7**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 7 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 7 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 1, 2018

**Addendum 8**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 8 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 8 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Metaformers, Inc.  
BY: Bob Watts, Sales Director   
DATE: July 3, 2018

**Exhibit B - Qualified Local Small Business Unavailability Form**

Metaformers will be partnering with Lakshmi Consulting, LLC which is a disadvantaged business enterprise located in Gainesville, Florida. Business documentation and resume are located in Tab 3, Team Profiles.

Exhibit D - Drug Free Workplace Form

CITY OF GAINESVILLE

Exhibit D - DRUG FREE WORKPLACE FORM

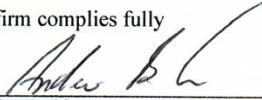
The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Metaformers, Inc. does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection(1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
Respondent's Signature

July 1, 2018

Date

Exhibit E - Affidavit of Non-Collusion

CITY OF GAINESVILLE

Exhibit E - AFFIDAVIT OF NON-COLLUSION

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

- (1) That I am the respondent (if the respondent is an individual), a partner of the respondent (if the respondent is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the respondent is a corporation);
- (2) That the attached proposal or proposals have been arrived at by the respondent independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.
- (3) That the contents of the bid or bids have not been communicated by the respondent or its employees or agents to any person not an employee or agent of the respondent or its surety on any bond furnished with the bid or bids; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

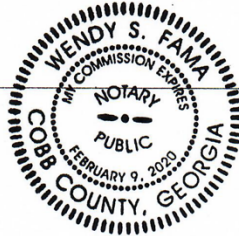
Signed: Andrew Beck

Firm Name: Andrew Beck

Subscribed and sworn to before me this 1<sup>st</sup> day of July 2018

Wendy S. Fama  
Wendy S. Fama

Notary Public



My Commission expires February 9, 2020.

Respondent's E.I. Number: 54-1972666



Certification of Primary Participant

CITY OF GAINESVILLE

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (potential contractor for a major third-party contract), Metaformers, Inc., certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potentially third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification).

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT), Metaformers, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET. SEQ. ARE APPLICABLE THERETO.



Andrew Beck  
Vice President of Global Operations  
Signature and Title of Authorized Official

**TAB 11: CERTIFICATIONS & QUALIFICATIONS**

**Implemented Products**

1. HR/Payroll - LFUCG, State of MD AOC
2. Financials - LFUCG, State of NY, State of MD
3. Talent Acquisition - State of MD, Erlanger Health
4. Budgeting - LFUCG, State of NY



Metaformers is not a member of the CSA.

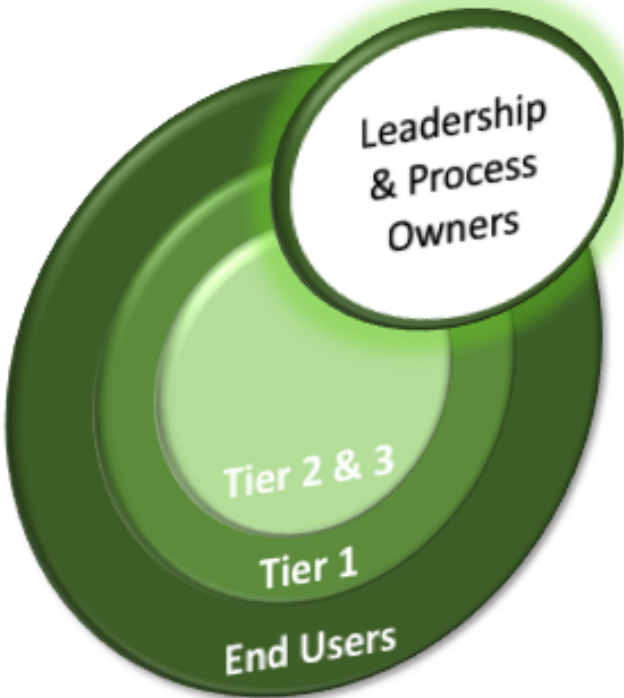
**Support**

Oracle support offers 24 hour support 365 days of the year as part of the standard support to customers in good standing. Metaformers can provide additional 24/7/365 support as part of a custom extended support package if requested.

**Extended Application Support**

Metaformers understands there will be a certain learning curve for organizations with any major new system. Employees will be asked to perform tasks differently than what they are accustomed to and often times slightly slower until the new system and processes become second nature. We will thoroughly test the new system and processes during the implementation; however, we can never test every potential scenario that will arise in production. We have developed an optional managed service offering to extend system support that will help ease the client project team members back into their regular day-to-day positions. This will allow them to focus on the tasks they do best to make the Town operate more efficiently.

**Tiered Support Approach**



Tier 1 End User Support	Tier 2 Production Support	Tier 3 Production Support
<b>City of Gainesville</b>	<b>Metaformers SME</b>	<b>Gainesville/Metaformers SME/Oracle</b>
Trained Super Users to provide guidance on business processes	Work escalated issues from Tier 1	Governs Master and reference setup data
Technical Support <ul style="list-style-type: none"> <li>▪ Passwords</li> <li>▪ Security Grants</li> <li>▪ Schedule process</li> </ul>	Define, prioritize and test system enhancements	Maintain solution, performance and network
		Manage upcoming releases

**Source Code Access**

The City of Gainesville will have access to all source code developed by Metaformers Inc. as part of the implementation.