



## **REQUEST FOR PROPOSALS**

REQUEST FOR PROPOSALS  
FOR  
**Procurement and Contract Lifecycle Management Software**

ISSUED BY:

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

ON: **May 1, 2024**

All questions regarding this RFP must be submitted in writing to Joshua C. Robbins at [joshua.robbins@wedc.org](mailto:joshua.robbins@wedc.org) by May 10, 2024, at 4:00 pm CT.

PROPOSALS MUST BE SUBMITTED BY:  
**May 17, 2024, 4:00 PM CT**

To:

**Joshua C. Robbins**  
Wisconsin Economic Development Corporation  
2352 S. Park ST. Suite 303  
Madison, WI 53713

### **I. Scope**

**LOOK FORWARD** 

The purpose of this Request for Proposals (RFP) is to provide interested proposers with the information needed to prepare and submit a Proposal for the following:

### **Overview**

This project aims to optimize the procurement process at Wisconsin Economic Development Corporation through two primary goals: revamping the current paper-based system with a new software tool and streamlining the process by minimizing procedural steps and complexity. This initiative is expected to increase efficiency, reduce costs, and enhance user satisfaction and compliance.

### **Project Objectives**

#### **Goal 1: Implement a Software Tool to Revamp the Procurement Process**

1. **Implementing a Robust Software System:** Replace the current paper-based procurement system with a comprehensive software tool to automate and simplify procurement operations.
2. **Key Metrics for Measurement:**
  - **Processing Time:** Reduction in time taken to complete procurement processes post-implementation.
  - **Cost Savings:** Decrease in costs related to paper, printing, storage, and labor.
  - **Error Rate:** Lower frequency of errors due to enhanced automation and data handling.
  - **User Satisfaction:** Improvement in staff satisfaction with the procurement system.
  - **Compliance Rate:** Increased adherence to procurement policies and regulations.
  - **Automation Level:** Degree of process automation introduced by the software.
  - **Data Accessibility and Reporting:** Enhanced ease of data access and reporting capabilities.
  - **Environmental Impact:** Reduction in paper use and associated environmental benefits.

#### **Goal 2: Streamline the Procurement Process**

1. **Process Simplification and Risk Alignment:** Minimize the number of steps in the procurement process and simplify procedures to match the corresponding level of risk.
2. **Key Metrics for Measurement:**
  - **Number of Steps in the Process:** Reduction in the total number of procedural steps.
  - **Process Completion Time:** Decrease in the time required to complete the procurement process.
  - **Complexity Assessment:** Evaluation of the complexity of each step through staff feedback and resource analysis.
  - **Risk Management Efficiency:** Enhanced effectiveness in managing and aligning with associated risks.

- **User Satisfaction:** Improved satisfaction among procurement staff and vendors.
- **Error Rate:** Reduction in errors and issues within the procurement process.
- **Compliance Rate:** Higher compliance with laws, regulations, and internal policies.
- **Cost Efficiency:** Reduction in costs due to streamlined procedures.
- **Automation Level:** Increased automation contributes to simplification and risk management.

## II. Project Timeline (if applicable)

The work needed to be completed under this RFP is subject to tight timing constraints. Proposers responding to this RFP must be prepared to conform to the following timeline. If this timeline is prohibitively restrictive, please indicate such and propose an alternate timeline.

RFP Issued - May 1, 2024

Deadline to Submit Questions - May 10, 2024

Proposals Due - May 17, 2024

Committee review of Proposals – May 24, 2024

Possible Interviews with Proposers May 27 – 31, 2024

Final Decision – June 7, 2024

## III. Wisconsin Economic Development Corporation

The Wisconsin Economic Development Corporation (WEDC) is a public body corporate and politic governed by Chapter 238 of the Wisconsin Statutes. WEDC was created under 2011 Wisconsin Act 7 and 2011 Wisconsin Act 32 to replace the economic and community development operations of the former Wisconsin Department of Commerce and to serve as the State of Wisconsin's lead economic development organization. WEDC is governed by a sixteen-member Board of Directors. WEDC's Chief Executive Officer is appointed by the Governor.

WEDC provides financial and technical assistance and services to businesses and organizations in Wisconsin to strengthen economic development and create and retain jobs. As of June 30, (Enter Most Recent FYE, Press F11), WEDC had approximately 124 employees and an operating expenditure for fiscal year 2023 totaled approximately \$85 million, including \$33.5 million of federal funds. Revenues to finance its operating budget are derived primarily from state appropriation, loan repayments, and other income.

WEDC operates three economic and community development divisions and eight finance and administrative departments primarily in the Madison, Wisconsin location. WEDC provides grants, loans, tax credits and other financial and technical assistance to its customers. WEDC utilizes the Intacct accounting system as well as Salesforce and a grant and loan management system.

#### IV. Proposal Requirements

Proposers responding to this RFP must provide sufficient responses to all of the below requests for information. Failure to respond to any of the requests may result in disqualification of the proposal.

##### A. Mandatory Requirements

1. **User-Friendly Interface:** An intuitive and easy-to-navigate user interface ensures that users can efficiently manage procurement tasks without extensive training,
  - a. Company Branding
2. **Integration Capabilities:** The software should be able to integrate seamlessly with existing systems, such as accounting software, ERP (Enterprise Resource Planning) systems, and inventory management tools.
  - a. Must Have – Salesforce
  - b. Must Have – Azure SSO
  - c. Could Have – Intacct
  - d. Should Have – Bill.com (accounts payable module)
  - e. Could Have – Martus (budgeting software)
  - f. Could Have – Outlook
  - g. Should Have – Website
  - h. Could Have – PowerBI
3. **Vendor Management:** Features for managing supplier information, performance, and relationships, including tools for supplier selection, evaluation, and communication
  - a. Notification of important events such as expiring master service agreements and background checks.
4. **Purchase Order Management:** Ability to create, issue, track, and manage purchase orders efficiently.
5. **Requisition and Approval Workflow:** A streamlined process for creating purchase requisitions, with customizable approval workflows to ensure compliance with company policies.
6. **Budget and Expense Tracking:** Tools for monitoring and managing procurement budgets and expenses, ensuring cost control and financial accountability.
7. **Reporting and Analytics:** Comprehensive reporting capabilities to analyze procurement data, track key performance indicators (KPIs), and inform decision-making.
8. **Contract Management:** Functionality to manage contracts with suppliers, including contract creation, execution, and analysis.
  - a. Integrate with Salesforce at a field level.

- b. Roles for template control and updates.
  - c. Originating - Contracts Vendor template with WEDC exhibit or full WEDC template with exhibits.
  - d. Redline and track changes.
  - e. Routing contract sections to an identified party. Review\Approve
  - f. Delegation
  - g. MSA – link one to many relationships
  - h. SOW – link many to one relationship
  - i. NDA - creation
9. **Compliance and Auditing:** Tools to ensure compliance with regulatory requirements and internal policies, along with auditing capabilities to track procurement activities.
- a. Documentation OCR
  - b. Content search across the platform.
10. **Security Features:** Strong security measures to protect sensitive procurement data, including encryption, access controls, and data backup systems.
11. **Customization and Scalability:** The software should be customizable to fit the specific needs of the organization and scalable to accommodate growth and changing requirements.
12. **Mobility and Accessibility:** Mobile accessibility for managing procurement tasks on the go through smartphones or tablets.
13. **Supplier Portal:** A self-service portal for suppliers to submit invoices, update their information, and track the status of orders and payments.
14. **Collaboration Tools:** Features facilitating communication and collaboration within the procurement team and across departments.
15. **Implementation:** Provide details on implementation strategy and approach.
- B. Organizational and Staff Capabilities
1. Provide a brief description of the proposer’s history and organization.
  2. Describe the proposer’s experience in managing a solution implementation.
  3. Provide a list of at least three relevant engagements the proposer holds, indicating relevant experience.
  4. Provide a list of all staff who will be involved in carrying out the tasks covered by this RFP, describing each in terms of their involvement in specific tasks and qualifications.
  5. Provide a list of any subcontractors (individual or organizational) that the proposer intends to use when providing services under this RFP (Note: the proposer is not

required to use subcontractor(s). However, no subcontractor may be used without WEDC's written approval.)

C. Technical Requirements/Approach to the Project

1. Describe, in detail, the proposer's technical approach to the project
2. Provide a timeline for conducting the work under this RFP.

D. Documents

1. Provide a copy of the proposer's W-9.
2. Provide a copy of the proposer's standard contract documents.
3. Provide a completed Supplier Demographic Attestation Form if applicable

**V. Cost Proposal**

Proposers should provide a fixed-cost proposal for the services to be provided under this RFP, including anticipated out-of-pocket costs. The proposal should also include the estimated number of hours and the billing rate for each level of team member assigned to the engagement. The actual cost shall not exceed the total cost proposed under this RFP. The cost proposal should break out the following items.

1. Software cost
2. Implementation cost
3. Training support cost
4. Ongoing support cost

**VI. Terms and Conditions**

The following terms and conditions affect responses to this RFP and any resulting contract. Any interested proposer must adhere to these terms, which are non-negotiable.

A. Contract Term

The contract will cover a 3-year term with the ability to terminate the contract with 30 day notice.

B. Confidentiality

Proposer acknowledges that all information, data, records and documents disclosed by WEDC to proposer, or which come to proposer's attention during the course of its response to this RFP or performance under any resulting contract constitute valuable and proprietary assets of WEDC (Confidential Information). Proposer agrees not to disclose the Confidential Information, either directly or indirectly, to any person, entity or affiliate unless required to do so by legal process of law without prior authorization by WEDC. If required to disclose Confidential Information by legal process, Proposer shall provide WEDC with prompt notice so WEDC may seek an appropriate protective order. Except as required to respond to this RFP or during the course of its performance under the terms of any resulting Agreement, proposer shall not use any Confidential Information for its own purposes.

C. Conflict of Interests

Proposers' response to this RFP must include, in writing, disclosure of any potential conflict of interests that may arise from proposer's performing services for WEDC. Any resulting contract will require that if a vendor fails to disclose a potential conflict of interest, and if WEDC determines such failure to disclose involves a material conflict of interest, the vendor's contract may be declared to be void by WEDC and any amounts paid under the contract may be recovered by WEDC. Vendors shall advise WEDC of any changes in potential conflicts of interest. This language may change with the new procurement policy.

D. Nondiscrimination

Pursuant to Wisconsin law, any contract resulting from this RFP will include the following language regarding nondiscrimination:

In connection with the performance of work under this contract, Licensor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Licensor further agrees to take affirmative action to ensure equal employment opportunities. Licensor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the recipient officer setting forth the provisions of the nondiscrimination clause.

E. Public Records

Responses to this RFP, any communication with WEDC, and any resulting contract and work product are subject to the public records laws of the State of Wisconsin, § 19.31 et seq. Proposers shall mark documents "confidential" where appropriate for financial and other sensitive materials that should be, to the extent possible, be kept in confidence. WEDC will notify the proposer if it receives a public records request for materials marked confidential.

F. Insurance

If awarded the contract, the proposer shall maintain Worker's Compensation, Comprehensive General Liability, including Contractual Liability, and Automobile Liability insurance for any claims that may arise from operations under the contract.

## VII. RFP Process

A. Reasonable Accommodations

WEDC will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities upon request.

B. Communication with WEDC & Submitting Questions

All communication regarding this RFP shall be directed to WEDC's SVP of Business Information & Technology Services, Joshua Robbins, at (Enter E-mail Address, Press F11). Information regarding this RFP obtained from other sources is unofficial and nonbinding. Communication with other sources may result in the rejection of a proposal. All questions regarding this RFP must be submitted in writing to WEDC's SVP of Business Information & Technology Services, Joshua Robbins) by (Enter Date, Press F11) at 4:00 p.m. CT.

C. Incurring Costs

WEDC is not liable for any cost incurred by a vendor for responding to this RFP.

D. News Releases

News releases pertaining to the RFP or to the acceptance, rejection, or evaluation of proposals shall not be made without the prior written approval of WEDC.

E. Submitting the Proposal

Proposers shall submit an electronic, PDF version of their Proposal, of their proposal to WEDC's SVP of Business Information & Technology Services, Joshua Robbins, at (Enter E-mail Address, Press F11), no later than (Enter Date, Press F11) at 4:00 p.m. CT. The electronic copies of the proposal must be received on time. Proposal responses should follow the sequence and outline presented in this RFP. Proposals shall be delivered to:

### VIII. Evaluation of RFP

A. Proposal Review, Verification and Acceptance

WEDC shall review each proposal to verify that it meets all specified requirements in the RFP. Proposals that do not comply with instructions contained in the RFP may be rejected by WEDC. WEDC reserves the right to waive a particular specification if no proposer meets that specification. WEDC may request reports on the proposer's financial stability. WEDC may reject a proposal if the proposer is determined to have inadequate financial means to provide the required service. WEDC retains the right to accept or reject any or all proposals, or accept or reject any part of a proposal, determined to be in the best interest of WEDC. WEDC shall be the sole judge as to compliance with the instructions contained in this RFP. Proposals shall be firm for acceptance for sixty (60) days from the date of proposal opening unless otherwise noted. A proposer may not modify its proposal after submission except to correct minor omissions or miscalculations as directed in writing by WEDC.

B. Proposal Scoring

It is WEDC's intent to have its Supplier Diversity Program reflect its commitment to diversity, equity, and inclusion; therefore, proposals from Diverse Businesses will receive a Five Percent (5%) preference during the proposal scoring process. WEDC strongly encourages Diverse Businesses to apply/submit proposals. (See Supplier Demographic Attestation attached)

In addition, WEDC values maximizing opportunities in Wisconsin for businesses; therefore, a Five Percent (5%) bid preference will be given to proposers that are located in Wisconsin (Ten Percent (10%) cumulative if the proposer is diverse and located in Wisconsin).

Bid preferences for the Diversity and Wisconsin Locations must be added to the scoring sheet.

- Five Percent (5%) – Diverse Business
- Five Percent (5%) - Wisconsin Business
- Ninety Percent (90%) – other scoring criteria

C. Evaluation Criteria

To be considered for award under this RFP, a proposal must meet mandatory requirements. The proposals will be evaluated based on the proposers' opinions.

1. **User-Friendly Interface** – 5%



2. **Integration Capabilities** – 5%
3. **Vendor Management** – 5%
4. **Purchase Order Management** – 5%
5. **Requisition and Approval Workflow** – 10%
6. **Budget and Expense Tracking** – 5%
7. **Reporting and Analytics** - 5%
8. **Contract Management** – 10%
9. **Compliance and Auditing** – 5%
10. **Security Features** – 5%
11. **Customization and Scalability** – 5%
12. **Mobility and Accessibility** – 5%
13. **Supplier Portal** – 5%
14. **Collaboration Tools** – 5%
15. **Diverse Business** – 5%
16. **Wisconsin Business** – 5%
17. **Cost** – 10%

D. Right to Reject Proposals and Negotiate with Proposers

WEDC reserves the right to reject any and all proposals. WEDC may negotiate with multiple vendors regarding the terms of the contract and the cost proposal before determining the highest-scoring proposer. WEDC shall not, under any circumstances, reveal a proposer's cost proposal to any other proposer prior to contracting for services.

E. Award Decision

WEDC will make the award to the proposer deemed to provide the services described in this RFP at the best value to WEDC, taking into consideration the proposers' experience, expertise, and cost proposals.

F. Notice of Intent to Award

All proposers who respond to this RFP will be notified in writing of WEDC's intent to award the contract as a result of this RFP.