



Parish of Ascension

KENNY MATASSA
PARISH PRESIDENT

MEMORANDUM

Date: May 27, 2016

To: Honorable Kenny Matassa, Parish President
Honorable Teri Casso, Councilwoman District 8**
Honorable Oliver Joseph, Councilman District 1
Honorable Bill Dawson, Councilman District 2
Honorable Travis Turner, Councilman District 3
Honorable Daniel Satterlee, Councilman District 4
Honorable Dempsey Lambert, Councilman District 5
Honorable Randy Cloutre, Councilman District 6
Honorable Aaron Lawler, Councilman District 7
Honorable Todd Lambert, Councilman District 9
Honorable John Cagnolatti, Councilman District 10
Honorable Benny Johnson, Councilman District 11

Approved Finance Committee

6/13/16

Approved Parish Council

6/16/16

Posted AP HELP Desk

6/17/16

From: Joan Shivers, Purchasing Director

Re: Consultant Services for the Selection of an Enterprise Resource Planning System Consultant (RFQ)

On April 14, 2016 the Purchasing Department received three (3) proposals for the Selection of an Enterprise Resource Planning System Consultant.

The proposals were received from (sorted by ranking):

	Score	Ranking
Baker Tilly	418	1
Plante Moran	393	2
Schafer Consulting	352	3

After review the Non-Engineering Selection Committee recommends, accepting the proposal submitted by Baker Tilly and to authorize the Parish President to begin contract negotiations for this service.


Requesting Department

5-27-2016
Date

Attachments
Advertised:

The Weekly Citizen

The Chief

The Advocate

www.centralauctionhouse.com/rfp.php?cid=69



Parish of Ascension

www.ascensionparish.net

KENNY MATASSA
ASCENSION PARISH PRESIDENT

REQUEST FOR QUALIFICATIONS

Request for Qualifications will be received by Ascension Parish Government at the Ascension Parish Government Purchasing Office, 615 E. Worthey Street, Gonzales, Louisiana 70737 (mailing address PO Box 2392, Gonzales, LA 70707-2392) until, April 14, 2016, at 4:00 p.m. local time for the following:

Consulting Services for the Selection Of an Enterprise Resource Planning System Consultant

The Parish of Ascension is seeking statements of qualifications from qualified companies that provide consulting services for Enterprise Resource Planning (ERP) systems. Ascension Parish is seeking a vendor to provide project management, conduct a needs assessment, prepare a comprehensive Request for Proposal (RFP), evaluate proposals and recommend a vendor, conduct contract negotiations, and oversee the installation and implementation of a new ERP solution.

Each submission must contain one original, four copies (one copy must be unbound) and one electronic copy.

Specifications may be obtained at the Ascension Parish Government, Purchasing Department located at 615 E. Worthey Street, Gonzales, Louisiana. Electronic Bids are accepted at Central Bidding. Central Bidding can be accessed at <http://www.centraauctionhouse.com>. "Official" Bid Documents/Specifications are available at Central Bidding. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814."

The Parish of Ascension reserves the right to disqualify any Bid, response to a Request for Qualifications, or Request for Proposals if it is determined that the submitting business entity is not in good standing with the Louisiana Secretary of State or is not authorized to do business in the State of Louisiana.

Ascension Parish Government reserves the right to reject any and all bids/proposals for just cause.

ASCENSION PARISH GOVERNMENT
KENNY MATASSA, PARISH PRESIDENT

ADVOCATE - Please publish 03/17, 03/24, 03/31
CHIEF - Please publish 03/17, 03/24, 03/31
WEEKLY- Please publish 03/17, 03/24, 03/31

Non Engineering Professional Selection Committee

Enterprise Resource Planning System Consultant

May 9, 2016

Project: Discussion of RFQ for Consultant Services for an Enterprise Resource Planning System Consultant

Present: Chairman-Ken Dawson (CAO), Gwen LeBlanc (Finance), Brandon O'Deay (Project Manager), Cheryl Kinchen (Human Resources), Thomas Pearce (General Manager), Joan Shivers (Purchasing Department) and Kemlyn Bailey Lomas, recording secretary.

Public Comment Period: No one wish to speak during the public comment period.

General Discussion:

Project Manager, Brandon O'Deay began the meeting with an open discussion regarding each proposal received. The scope of work along with the requirements of the Request for Proposal (RFP) was explained to all attendees.

There were three 3 respondents to the RFQ – Plante Moran, Schafer Consulting, and Baker Tilly.

The committee briefly discussed the three 3 proposals.

Consideration of Proposals and Grading of applicants

After discussion, the members verbally gave their graded scores of each applicant's proposal.

Tally of Final Score Card and Announcement of Winner

Kemlyn Bailey Lomas, recording secretary collected the score cards and tallied the scores.

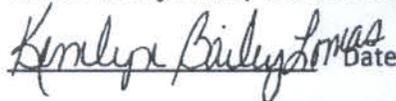
The scores were announced Plante Moran scored 393, Schafer Consulting scored 352, and Baker Tilly scored 418.

A motion was made by the Chairman, and seconded by Brandon O'Deay to accept Baker Tilly, as the successful bidder for this project.

The Chairman made a motion to have the Purchasing Director place this acceptance on the next appropriate committee agenda. Cheryl Kinchen seconded the motion and having no objection the motion passed.

The meeting adjourned at 10:26 a.m.

Motion to Adjourn by the Chairman and seconded by Thomas Pearce. Having no objection the motion passed

 Date 5/9/2016

Kemlyn Bailey Lomas, Recording Secretary

Consultant Services for an Enterprise Resource Planning

Project Name: System Consultant

Date:

5/9/2016

Selection Committee Score Cards Results

Committee Members	Ken Dawson Chairman	Brandon O'Deay Project Manager	Gwen LeBlanc Finance	Cheryl Kinchen Human Resources	Thomas Pearce General Manager	
Plante Moran	74	77	74	84	84	393
Schafer Consulting	68	69	62	80	73	352
Baker Tilly	80	81	87	74	96	418

Score Received and Recorded

Kendyn Bailey Long

Sign In Sheet

Non Engineering Professional Selection Committee Meeting

Monday, May 9, 2016

Name

Dariga Butchist Purchasing

Barnes IT/ETS

Sturges Finance

Sheryl Sanchez - HR

Shirley Ann - HR

Shirley Bailey Jones Secretary