



KEITH KNOX
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 464, Los Angeles, California 90012
Telephone: (213) 974-7630 Fax: (213) 687-4857
ttc.lacounty.gov and propertytax.lacounty.gov

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
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Third District
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Fourth District
KATHRYN BARGER
Fifth District

March 18, 2021

SENT VIA EMAIL

Dear Interested Party:

REQUEST FOR PROPOSALS FOR THE PROVISION OF TREASURY MANAGEMENT INVESTMENT ACCOUNTING SYSTEM ADDENDUM ONE

This Addendum One to the Treasury Management Investment Accounting System Request for Proposals (RFP) provides updated information related to the RFP. Please note the following:

1. RFP, Paragraph 3.0, Proposer's Minimum Mandatory Qualifications, is replaced in its entirety with the revised Paragraph 3.0, Minimum Mandatory Qualifications, as noted in Attachment I.
2. Appendix D, Required Forms, Exhibit 1A, Proposer's Organization Questionnaire/Affidavit and CBE Information, is replaced in its entirety with the revised Appendix D, Required Forms, Exhibit 1A, Proposer's Organization Questionnaire/Affidavit and CBE Information, as noted in Attachment II.
3. RFP, Paragraph 7.0, Proposal Submission Requirements, Subparagraph 7.11 Proposal Submission, is replaced in its entirety with the revised Subparagraph 7.11, Proposal Submission, as noted in Attachment III.

Please attach this addendum to your RFP.

Should you have any questions, you may contact Maria Vadai of my staff at (213) 974-7360 or contracts@ttc.lacounty.gov.

Very truly yours,

KEITH KNOX
Treasurer and Tax Collector


Navjot Kaur
Administrative Deputy

KK:NK:EVT
MV:lac

3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A, SOW, of this RFP are invited to submit proposal(s), provided they meet the following requirements. Where indicated, Proposer must provide a confirming statement and provide supporting documentation as response to meeting the Minimum Mandatory Qualification.

- 3.1** Proposer must have five years of experience, within the last seven years, as a sole proprietor, corporation, or other entity providing investment accounting and compliance monitoring software, including Maintenance and Support, equivalent or similar to the services identified in Appendix A, SOW, to government entities or government pension funds (i.e., State, Federal, and Local).
 - 3.1.1** In the event the firm itself does not have the requisite five years of experience, but one or more of the principals involved in managing the daily operation of the firm individually do, then their individual or collective experience performing services equivalent or substantially similar to the services identified in Appendix A, SOW, may be considered in meeting this requirement in the TTC's sole discretion. Proposers must provide a written detailed description and/or resume demonstrating its five years of experience, or the experience of its principal(s), to fulfill this requirement and submit this documentation with its Proposal Submission under Proposer's Background and Experience (Section B.1).
- 3.2** The Proposer must be the developer and distributor of the software. Third-party software vendors are not eligible. The Proposer must provide a confirming statement demonstrating that it meets this requirement.
- 3.3** The product must have been out of beta-testing for at least two years. The Proposer must provide a confirming statement that it meets this requirement.
- 3.4** The Proposer must have successfully converted large-scale data from an industry standard database with more than 100 relational tables and at least one million records within the last five years to the proposed solution. The Proposer must provide a list of the Relational Database Management System (RDMS) products and versions with which its product is certified to operate. The Proposer must provide a confirming statement and supporting documentation demonstrating that it meets this requirement.
- 3.5** The Proposer must ensure that its customizations to extend the System's functionality are developed using widely implemented industry standard

development languages such as VB, ASP, .NET, JAVA, or C ++. The Proposer must provide a confirming statement demonstrating that it meets this requirement.

- 3.6** The Proposer's treasury investment accounting and compliance monitoring software must allow for the ability to edit business rules, allow aesthetic modification of reports, add fields and database columns to reports, and export report data to .xls or .csv and PDF. The Proposer must provide a confirming statement demonstrating that it meets this requirement.
- 3.7** The Proposer's treasury investment accounting and compliance monitoring software must permit the import and export of information to and from other systems in a secured manner, as identified in Appendix A, SOW. The Proposer must provide a confirming statement demonstrating that it meets this requirement.
- 3.8** Proposer must identify a Project Manager and Alternate Project Manager with three years of documented experience either with the Proposer or with another firm prior to employment with the Proposer. Proposer must provide supporting documentation with the Proposal Submission under Proposer's Background and Experience (Section B.1).
- 3.9** Proposer must comply with the RFP format and other requirements set forth in Section 7.0, Proposal Submission Requirements, of this RFP when submitting its Proposal. Proposer must submit all completed forms required in Appendix D, Required Forms.
- 3.10** Proposer must participate in the Mandatory Proposers' Conference.
- 3.11** If the Proposer's compliance with a County Contract has been reviewed by the County's Department of the Auditor-Controller (Auditor-Controller) within the last ten years, the Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.
- 3.12** Proposer must possess a valid and current County WebVen Number by or before Proposal submission. Proposer shall provide proof of WebVen registration, by listing its County WebVen Number on Appendix D, Required Forms, Exhibit 1A, Proposer's Organization Questionnaire/Affidavit and CBE Information.

3.13 Proposer must certify that it is or has an administrative business office and a facility within the United States of America or the District of Columbia to provide the required services as detailed in Appendix A, SOW. The Proposer must provide the address of its business office in its Proposal.

REQUIRED FORMS - EXHIBIT 1A

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

Please complete, sign and date this form. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. Is your firm a corporation or limited liability company (LLC)? Yes No
If yes, complete:
Legal Name (found in Articles of Incorporation) _____
State _____ Year Inc. _____

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. Is your firm doing business under one or more DBA's? Yes No
If yes, complete:

| Name | County of Registration | Year became DBA |
|-------|------------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

4. Is your firm wholly/majority owned by, or a subsidiary of another firm? Yes No
If yes, complete:
Name of parent firm: _____
State of incorporation or registration of parent firm: _____

5. Has your firm done business as other names within last five (5) years? Yes No
If yes, complete:
Name _____ Year of Name Change _____
Name _____ Year of Name Change _____

6. Is your firm involved in any pending acquisition or mergers, including the associated company name?
 Yes No If yes, provide information:

REQUIRED FORMS - EXHIBIT 1A

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

Proposer acknowledges and certifies that firm meets and will comply with the Proposer's Minimum Mandatory Qualifications as stated in Paragraph 3.0, of this Request for Proposals, as listed below.

Check the appropriate boxes:

| | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Proposer must have five years of experience, within the last seven years, as a sole proprietor, corporation, or other entity providing investment accounting and compliance monitoring software, including Maintenance and Support, equivalent or similar to the services identified in Appendix A, SOW, to government entities or government pension funds (i.e., State, Federal, and Local).</p> <ul style="list-style-type: none"> ▪ In the event the firm itself does not have the requisite five years of experience, but one or more of the principals involved in managing the daily operation of the firm individually do, then their individual or collective experience performing services equivalent or substantially similar to the services identified in Appendix A, SOW, may be considered in meeting this requirement in the TTC's sole discretion. Proposers must provide a written detailed description and/or resume demonstrating its five years of experience, or the experience of its principal(s), to fulfill this requirement and submit this documentation with its Proposal Submission under Proposer's Background and Experience (Section B.1). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | The Proposer must be the developer and distributor of the software. Third-party software vendors are not eligible. The Proposer must provide a confirming statement demonstrating that it meets this requirement. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | The product must have been out of beta-testing for at least two years. The Proposer must provide a confirming statement that it meets this requirement. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | The Proposer must have successfully converted large-scale data from an industry standard database with more than 100 relational tables and at least one million records within the last five years to the proposed solution. The Proposer must provide a list of the Relational Database Management System (RDMS) products and versions with which its product is certified to operate. The Proposer must provide a confirming statement and supporting documentation demonstrating that it meets this requirement. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | The Proposer must ensure that its customizations to extend the System's functionality are developed using widely implemented industry standard development languages such as VB, ASP, .NET, JAVA, or C ++. The Proposer must provide a confirming statement demonstrating that it meets this requirement. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | The Proposer's treasury investment accounting and compliance monitoring software must allow for the ability to edit business rules, allow aesthetic modification of reports, add fields and database columns to reports, and export report data to .xls or .csv and PDF. The Proposer must provide a confirming statement demonstrating that it meets this requirement. |

REQUIRED FORMS - EXHIBIT 1A

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

Check the appropriate boxes:

| | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | The Proposer's treasury investment accounting and compliance monitoring software must permit the import and export of information to and from other systems in a secured manner as identified in Appendix A, SOW. The Proposer must provide a confirming statement demonstrating that it meets this requirement. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Proposer must identify a Project Manager and Alternate Project Manager with three years of documented experience either with the Proposer or with another firm prior to employment with the Proposer. Proposer must provide supporting documentation with the Proposal Submission under Proposer's Background and Experience (Section B.1). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Proposer must comply with the RFP format and other requirements set forth in Section 7.0, Proposal Submission Requirements, of this RFP when submitting its Proposal. Proposer must submit all completed forms required in Appendix D, Required Forms. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Proposer must participate in the Mandatory Proposers' Conference. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | If the Proposer's compliance with a County Contract has been reviewed by the County's Department of the Auditor-Controller (Auditor-Controller) within the last 10 years, the Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Proposer must possess a valid and current County WebVen Number by or before Proposal submission. Proposer shall provide proof of WebVen registration, by listing its County WebVen Number on Appendix D, Required Forms, Exhibit 1A, Proposer's Organization Questionnaire/Affidavit and CBE Information. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Proposer must certify that it is or has an administrative business office and a facility within the United States of America or the District of Columbia to provide the required services as detailed in Appendix A, SOW. The Proposer must provide the address of its business office in its Proposal. |

REQUIRED FORMS - EXHIBIT 1A

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

I. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

| Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Specify) _____ | | | | | | |
|--|--|--------|----------|--------|-------|--------|
| Total Number of Employees (including owners): | | | | | | |
| Race/Ethnic Composition of Firm. Distribute the above total number of individuals into the following categories: | | | | | | |
| Race/Ethnic Composition | Owners/Partners/ Associate Partners | | Managers | | Staff | |
| | Male | Female | Male | Female | Male | Female |
| Black/African American | | | | | | |
| Hispanic/Latino | | | | | | |
| Asian or Pacific Islander | | | | | | |
| American Indian | | | | | | |
| Filipino | | | | | | |
| White | | | | | | |

II. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

| | Black/African American | Hispanic/Latino | Asian or Pacific Islander | American Indian | Filipino | White |
|-------|------------------------|-----------------|---------------------------|-----------------|----------|-------|
| Men | % | % | % | % | % | % |
| Women | % | % | % | % | % | % |

III. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

| Agency Name | Minority | Women | Disadvantaged | Disabled Veteran | Other |
|-------------|----------|-------|---------------|------------------|-------|
| | | | | | |
| | | | | | |

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

| | | |
|---|--|------------------------------|
| PROPOSER NAME: | | COUNTY WEBVEN NUMBER: |
| ADDRESS: | | |
| PHONE NUMBER: | E-MAIL: | |
| INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER: | CALIFORNIA BUSINESS LICENSE NUMBER: | |
| PROPOSER OFFICIAL NAME AND TITLE (PRINT): | | |
| SIGNATURE | DATE | |

7.11 Proposal Submission

- 7.11.1 The original Business Proposal and **five** copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words as follows:

**“BUSINESS PROPOSAL FOR
TREASURY MANAGEMENT INVESTMENT
ACCOUNTING SYSTEM (TMIAS)
TTC RFP 2021-01 TMIAS”**

- 7.11.2 The original Cost Proposal and **two** copies must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**“COST PROPOSAL FOR
TREASURY MANAGEMENT INVESTMENT
ACCOUNTING SYSTEM (TMIAS)
TTC RFP 2021-01 TMIAS”**

- 7.11.3 The proposal(s) are due by the date and time listed in Subparagraph 7.2, Request for Proposals Timetable, and shall be delivered to:

County of Los Angeles
Department of Treasurer and Tax Collector
Contracts Section
500 West Temple Street, Room 437
Los Angeles, California 90012
Email Address: contracts@ttc.lacounty.gov
Attention: Maria Vadai

- 7.11.4 In addition, Proposers shall submit **one** electronic copy of the Business Proposal and **one** copy of the Cost Proposal in searchable Adobe Portable Document Format (PDF) **with total file size of the email, including all attachments, not to exceed 35MB.** Also, one electronic copy of the Business Proposal, one copy of the Cost Proposal and one redacted electronic copy of the Business Proposal and Cost Proposal in searchable Adobe PDF format on separate CD, DVD, or USB Flash Drive at the time of Proposal submission enclosed with the Cost Proposal.

Electronic copies shall be in searchable Adobe PDF format, and organized in the same manner as in the original hard copy of the

Business and Cost Proposals. With respect to the requirement to submit a redacted Adobe PDF proposal of its entire Business and Cost Proposals, Proposer shall also submit one electronic copy in searchable Adobe PDF format, with all confidential, proprietary and trade secret information redacted. The Proposer must specifically redact only those parts of the Business and Cost Proposals that are actual trade secret, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of every page as "Trade Secret," "Confidential," or "Proprietary," is not acceptable.

- 7.11.5** It is the sole responsibility of the submitting Proposer to ensure that the TTC receives its proposal before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Subparagraph 7.2, Request for Proposals Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile or email copies will be accepted.