

TOWN OF LADY LAKE
REQUEST FOR PROPOSAL - RFP 2021-0003
ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE
AND IMPLEMENTATION SERVICES

The Town of Lady Lake desires to purchase or otherwise acquire rights for an Enterprise Resource Planning (ERP) solution that meets the requirements identified in this RFP. The Town requires that any proposal for a software solution also include professional services necessary to implement the system. The Town will consider all technology platforms for this procurement.

The scope includes software, implementation, project management, and other ongoing services in the following functions: Asset Management, Accounts Payable, Accounts Receivable, Benefits, Budget Preparation, General Ledger, Human Resources, Inventory, Payroll, Projects/Grants, Purchasing, Time Entry, Utility Billing, and Work Order. The Town is using the services of the Government Finance Officers Association (GFOA) to guide the organization through the selection process.

Proposers are required to submit an electronic copy of the proposal on a USB drive in a sealed package that is clearly labeled in the subject line with the proposer's company name and the RFP name ("RFP 2021-0003 - ERP Software & Implementation Services"), and delivered or mailed to: Nancy Slaton, Interim Town Clerk, Town of Lady Lake, 409 Fennell Boulevard, Lady Lake, Florida 32159.

Sealed proposals for this project will be received by the Town of Lady Lake at the office of the Town Clerk, 409 Fennell Boulevard, Lady Lake, Florida 32159, **until 2 p.m. local time on Tuesday, June 8, 2021**, at which time the proposals received will be opened and read in the Town of Lady Lake Commission Chambers located at 409 Fennell Boulevard, Lady Lake, Florida. RFPs received after the specified submittal date and time, or improperly marked, will not be accepted.

RFP documents may be obtained through Demandstar at <https://www.demandstar.com> or through the Town of Lady Lake Clerk's Office at 409 Fennell Blvd., Lady Lake, FL 32159, (352) 751-1501, Monday through Thursday (excluding holidays) from 7:30 a.m. to 6 p.m.

The Town of Lady Lake reserves the right to reject any and all proposals and to waive any informalities or irregularities therein. Responses to this RFP upon receipt by the Town will become public record subject to provisions of Chapter 119 F.S., Florida Public Records Law. The Town of Lady Lake, Florida, is an Equal Opportunity Employer.

Nancy Slaton, Interim Town Clerk
Town of Lady Lake, Florida