



## Request for Qualifications ERP Financial and Utility Billing Software Implementation

City of Camden, South Carolina  
Post Office Box 7002  
Camden, SC 29021

The City of Camden, South Carolina (the “City”) is seeking qualified vendors to provide a totally integrated/cloud based Financial System and Utility Billing Software. The selected firm must be experienced in Municipal Government and Public Utilities software implementations. It will be critical that the selected firm can accurately estimate the scope and cost of the recommended software solutions in order to provide budgetary figures. The scope of work should be broken down into the following categories:

- Financial Suite
  - General Ledger, Budgeting, Fixed Assets, Accounts Payable, Receivables
  - Grants and Contract Tracking
  - Dashboard Reporting
- Purchasing (Automated requisitions & work flow)
- Utility Billing – Meter Interface
- Fleet Maintenance
- Work Orders (Automated/Remote Access)
- Business Licensing & Tax Portals (Permitting)
- On-Line Payments & Other Services

**Qualification Proposals shall be delivered under the terms and conditions of this RFQ, via mail or e-mail delivery, as follows:**

**By Mail:**

City of Camden  
Attention: Danny Hollis  
Post Office Box 7002  
Camden, SC 29021

**E-Mail**

dhollis@camdensc.org

**Proposals will be accepted until 12:00 PM, November 26, 2024.** Any Proposals received after 12:00 PM, November 26, 2024 shall not be accepted. Further, any delay in receipt of the Proposal, whether by mail or e-mail delivery, or any incompleteness or illegible portions of any Proposal, will be the responsibility of the submitter.

### **Background**

The City, founded in 1732, is South Carolina's oldest inland municipality. Camden is located in the central portion of the State, within the area often referred to as "the Midlands." The City is the county seat of Kershaw County, and it is located approximately thirty miles northeast of the City of Columbia. The City services approximately 11,000 customers and provides Electric, Water, Sewer, Sanitation and Fire Protection.

### **General Information**

- A. Only those Proposals that are timely submitted shall be considered.
- B. Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address) and must be executed by the manual signature of a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
- C. Proposals shall be submitted in writing via mail or e-mail delivery as provided on the first page of this RFQ.

## **Evaluation Criteria**

The City will evaluate proposals and select the vendor based on the following criteria:

Name:	Max Points	Comment
Key personnel's professional background and caliber, and availability for the proposed project	10	
References	10	
Current workload	5	
Experience related to working with Government Municipalities and Utility Billing.	40	
Preparation of Detailed Implementation Plan	10	
Project Cost / Financing / Recurring Costs	20	
Location of office and personnel to manage the project	5	
Total Points	100	

The City reserves the right to reject any or all proposals and to award the contract based on the established criteria and according to the proposal that best serves the interest of the City.

## **Additional Information**

- A. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for other goods or services. The City reserves the right to accept or reject any or all Proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the City to do so, which interests shall be determined in the City's sole discretion.
- B. The services requested by this RFQ shall be subject to the availability and appropriation of funds by the Council.
- C. Any questions regarding this RFQ should be directed in writing, via e-mail, to Danny Hollis, Finance Director, at the following email address: [dhollis@camdensc.org](mailto:dhollis@camdensc.org). All questions will be answered via e-mail with a copy to each firm.
- D. By submitting your Proposal, you recognize that the information in the Proposal may be subject to disclosure under the provisions of the South Carolina Freedom of Information Act (codified at S.C. Code Ann. §§ 30-4-10 *et seq.* (1976, as amended) ("FOIA"). To avoid dissemination of potentially private or proprietary information, any confidential,

protected or otherwise private materials must be specifically stated as such in the Proposal and an applicable exemption under the FOIA shall apply.