Request for Information (RFI)

Contract Compliance Management, Vendor Certification, & Project Monitoring System

The City of Saint Paul, Minnesota is soliciting capabilities information from online software solution providers regarding an online/cloud based Contract Compliance Management, Vendor Certification, & Project Monitoring System. Currently, the City utilizes B2Gnow for contract and subcontract payment reporting and LCPtracker for payroll reporting & workforce monitoring.

The initial priority is to seek information from vendors who can provide an online system that fully integrates the City's:

1. Contract compliance monitoring and reporting for the following program areas
    a. Federal Davis-Bacon law, specifically prevailing wage (40 U.S.C. Section 3142)
    b. State of Minnesota Prevailing Wage (State of Minnesota Statute 177.41—171.44)
    c. City of Saint Paul "Little Davis-Bacon" prevailing wage law (City of Saint Paul Ordinance, Part III, Chapter 82.07)
    d. City of Saint Paul Vendor Outreach Program (City of Saint Paul Ordinance, Part III, Chapter 84)
    e. City of Saint Paul Affirmative Action Ordinance (City of Saint Paul Ordinance, Part II, Chapter 183.04, and Part III, Chapter 86.06)
    f. HUD Section 3 Compliance (24 CFR Section 135)
2. Ability to process multiple business certification types, including
    a. Central CERT certification of Small, Woman-owned and Minority-owned businesses
    b. HUD Section 3 business and resident certifications (local low-income residents and businesses)
    c. Affirmative Action Program Registration, including semi-annual workforce reports.
3. Project management for all vendors/subcontractors associated with a project, including multiple prime contractors and multiple tiers of subcontracts.
4. Report generation and management systems.

The software solution must include such functionalities as, but not be limited to, the following:
1. Contract Compliance
    o Project management across compliance areas from project start to finish
    o Ability for administrator to review pay applications and approve or deny pay request
    o Project management for all vendors/subcontractors associated with a project, including multiple prime contractors and multiple tiers of subcontracts

- o Ability for administrators to record internal notes/information with a project and/or vendor profile
- o Vendor payment reporting and audit confirmation
- o Track contract vendor participation against contract goals
- o Track payments/total amounts to small, woman-owned and minority-owned businesses;
- o Track business ownership demographics (race/gender, socioeconomic disadvantage, etc.)
- o Project goal setting in multiple compliance areas, including
  - SMWBE inclusion (availability analysis compared to opportunity on project)
  - HUD Section 3 new hire and contract goals
  - Affirmative Action workforce goals
- o Automated compliance audits
- o Payroll reporting, including but not limited to
  - Real time compliance checks on wage reporting from contractors subject to prevailing wage requirements.
  - Automated wage decision uploads
  - Tracking apprentice ratios

2. Project management for all vendors/subcontractors associated with a project, including multiple prime contractors and multiple tiers of subcontracts.

3. Reporting

   - o Reports required by federal, state and local government, including but not limited to:
     - USDOT Reports
     - HUD 60002 Report
     - HUD 2516 Report
     - HUD 4710 Report
     - HUD 40107 Report
   - o Ad Hoc Reporting
   - o Ability to Create Custom Reports in various formats
   - o Automated data exports

4. Vendor Management
   - o Self-management and registration by vendors
   - o Searchable vendor database
   - o Ability to download comprehensive vendor list

5. Certification
   - o Detailed online certification application submittal with configurable questions
   - o Ability to upload supporting documentation
   - o Application processing of new and renewal application
   - o Track applications for businesses from receipt to approval (status, time since submitted, overall processing time, etc.)
   - o Automated letter, form and certificate generation
   - o Publish certification to real-time online directory with owner, keyword, commodity code, description search, and download capabilities
   - o Automated alerts by email
   - o Secure document management

6. Integration
   - o Ability to integrate/talk to Infor CloudSuite Financials and Supply Management – version 11

7. User experience
    - System should conform to best practices in user experience
    - System must be user friendly: the City of Saint Paul staff, contractors and vendors will have a variety of skill levels
    - System should allow for the administrator to manage user security by role
    - The system must seamlessly integrate with our current financial system INFOR v11.

The City of Saint Paul is the 2nd largest city in the state of Minnesota.   The City currently has more than 6,400 vendors registered to do business with the City. There are currently an estimated 1,700 vendors certified as minority or woman-owned with the City of Saint Paul. Any vendor considering a response to this RFI should be aware that the current numbers listed in this paragraph are growing and therefore we will need a system that will be able to expand as demands increase due to city expansion and growth.

Notice: This is not a Request for Bid or a Request for Proposal and no pricing can be submitted with your response. The purpose of this Request for Information (RFI) is to gather information. No award will be made based on the results of this process. Any procurement by the City will be the subject of a separate process and subject to budget approval. However, it is anticipated that the City of Saint Paul will utilize responses to this Request for Information (RFI) to establish software and hardware functional requirements that will be incorporated in a Request for Proposals (RFP) to select an online contract compliance management system.