



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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County Office Building
302 N. Chicago Street
Joliet, IL 60432

May 23, 2022

To Whom It May Concern:

You are invited to submit your proposal for Grant Management Software for Will County, Illinois.

Responses to this solicitation will be received by the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, **NOT LATER THAN 10:00 AM, on Tuesday, June 7, 2022.**

Responses to this Request for Proposal (RFP) will be reviewed by the Will County Executive or her representative who reserves the right to accept or reject any or all responses received as a result of this solicitation.

Should you have any questions regarding this RFP, please submit them in writing to Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your response.

Sincerely,

Kevin Lynn

REQUEST FOR PROPOSAL (RFP) FOR GRANT MANAGEMENT SOFTWARE.

RESPONSES TO THIS REQUEST FOR PROPOSAL (RFP) FOR GRANT MANAGEMENT SOFTWARE WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 10:00 AM, ON TUESDAY, JUNE 7, 2022.

RESPONSES TO THIS RFP WILL BE REVIEWED BY THE COUNTY EXECUTIVE OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFP IS AVAILABLE IN ELECTRONIC FORMAT AT www.willcountyillinois.com, AND www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY EMAIL purchasing@willcountyillinois.com.

RESPONSES TO THIS RFP SHALL BE CONSTRUED AS ACCEPTANCE OF THE TERMS AND CONDITIONS INCLUDED WITHIN THIS SOLICITATION. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO VENDORS
GRANT MANAGEMENT SOFTWARE
WILL COUNTY, JOLIET, IL.**

GENERAL SPECIFICATIONS:

Vendors are invited to submit sealed proposals for Grant Management Software for the County of Will, Joliet, IL. The contract period shall begin on or after July 21, 2022

PROPOSALS:

Sealed Proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 10:00 AM Tuesday, June 7, 2022, “as so indicated by the time stamp clock of Will County”**. **PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed Proposals must be made in accordance with the instructions contained herein. All Forms shall be completely filled out and shall not be detached from this binding. The complete set of Contract Documents shall be submitted with this proposal. All Proposal Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package marked with the vendor's name and address and the notation:

SEALED PROPOSAL: **GRANT MANAGEMENT SOFTWARE**

PROPOSALS DUE: **Tuesday, June 7, 2022, 10:00 AM**

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF PROPOSALS:

The County of Will expects the **signature on proposal documents** to be that of an authorized representative of said Company. An officer or agent of the offering bidder who is empowered to bind the vendor in a Contract shall sign the proposal and any clarifications to that proposal.

Each vendor, by making their proposal, represents that they have read and understands the documents. **Any proposal not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. All proposals must be prepared on the forms provided by the County of Will and one (1) original and three (3) copies submitted in accordance with the Instructions to Vendors.
2. A proposal is invalid if it has not been deposited at the designated location prior to the time and date for receipt of proposals indicated in the Advertisement for Proposals or prior to any extension thereof issued to the vendors.

3. Unless otherwise provided in any supplement to the Instructions to Vendors, no vendor shall modify, withdraw or cancel their proposal or any part thereof for ninety (90) days after the time designated for the receipt of proposals in the Advertisement for Proposals.
4. Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all vendors recorded by the County of Will as having received the proposal documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addenda will be issued to reach the vendors at least five (5) days prior to date established for receipt of proposals.
5. Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or ambiguities in, or omissions from, documents, or should they be in doubt as to their meaning, they shall, at once, and in any event not later than seven (7) days prior to proposal due date, notify the County of Will, which will, if necessary, send written addenda to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn, klynn@willcountyllinois.com. After proposals are received, the vendor will make no allowance for oversight.

REJECTION OF PROPOSALS:

The vendor acknowledges the right of the County of Will to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the proposal deemed most favorable to the interest of the County of Will after all proposals have been examined and evaluated. In addition, the vendor recognizes the right of the County of Will to reject a proposal if the proposal is in any way incomplete or irregular.

CONTRACT DURATION:

The contract period shall begin on or after July 21, 2022

PRIME CONTRACTOR CERTIFICATION:

Included in this proposal package is a prime contractor certification form. This form **must** be filled out and returned with your proposal package or your proposal will not be considered.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights, including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful vendor, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due to the successful vendor any of its costs resulting from the default. In the alternative, the County may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The vendor will save and hold harmless the County of Will from and against all liabilities, claims and demands of whatsoever kind or nature arising out of or connected with the performance of services by the vendor, or on behalf of the County of Will, whether such injury, death, loss or damage shall have been occasioned by the negligence of the vendor, or a Subcontractor of the vendor, or their employees; or otherwise. The vendor will defend at its own expense any actions based thereon and shall pay all charges of attorneys and all costs and other expenses arising there from. All obligations arising from this clause shall survive termination of the Agreement resulting from award of this proposal.

TAX EXEMPTION:

The County of Will is exempt from Federal, State, and Municipal Taxes.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly

relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA.

5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF PROPOSAL:

The vendor acknowledges the right of the County of Will to reject any proposals not in compliance with the request for proposals and the right to reject all proposals and the right to waive any non-material informalities or irregularities for any proposal received and to accept the lowest responsible, responsive proposal after all Proposals have been examined and evaluated.

The Proposal is expected to be awarded at the July 21, 2022 meeting of the Will County Board.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon ninety (90) days written notice to the other party of such termination. At the end of said ninety (90) days' notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations, and liabilities theretofore accrued between the vendor and the County of Will will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the vendor and the County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

INSURANCE REQUIREMENTS FOR INFORMATION TECHNOLOGY

Vendor/Consultant shall procure and maintain for the duration of the contract insurance against claims for security breaches, system failures, injuries to persons, damages to software or damages to property (including computer equipment) which may arise from or in connection with the performance of the work hereunder by the Vendor/Consultant, its agents, representatives, or employees. Vendor/Consultant shall procure and maintain for the duration of the contract insurance claims arising out of their professional services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: Insurance Services Office Form CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation insurance as required by the State of Illinois, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(Not required if consultant provides written verification it has no employees)

4. Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor/Consultant in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses.

5. Technology Professional Liability Errors & Omissions Insurance appropriate to the Vendor/Consultant's profession and work hereunder, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor/Consultant in this agreement and shall include, but not be limited to claims involving security breach, system failure, data recover, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

a. The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Vendor/Consultant. If not covered under the Vendor/Consultant's liability policy, such "property" coverage of the County may be endorsed onto the Vendor's Cyber Liability Policy as covered property as follows:

If the Vendor/Consultant maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Vendor/Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the

Vendor/Consultant including materials, parts, or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to the Vendor/Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the Vendor/Consultant's insurance coverage shall be primary and non-contributory. Coverage for commercial liability shall be at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Vendor/Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

Waiver of Subrogation

Vendor/Consultant hereby grants to County a waiver of any right to subrogation which any insurer of said Vendor/Consultant may acquire against the County by virtue of the payment of any loss under such insurance. Vendor/Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the County. The County may require the Vendor/Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds \$25,000 unless approved in writing by the County. Any and all deductibles and SIRs shall be the sole responsibility of Vendor/Consultant or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. The County may deduct from any amounts otherwise due Vendor/Consultant to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named Insured. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. County reserves the right to obtain a copy of any policies and endorsements for verification.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the County.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of contract work.

Verification of Coverage

Vendor/Consultant shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause and a copy of the Declarations and Endorsements Pages of the CGL and any excess policies listing all policy endorsements. All certificates and endorsements and copies of the Declaratons & Endorsements pages are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to work beginning shall not waive the Vendor/Consultant's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

Subcontractors

Vendor/Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Vendor/Consultant shall ensure that County is an additional insured on insurance required from subcontractors.

Special Risk or Circumstances

County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

QUALIFICATIONS

- Vendor must have a written information security program in place.
- Vendor may receive or have access to private or confidential information, which is not and shall not be owned by the vendor. Vendor shall not sell or otherwise misuse private or confidential information and shall maintain safeguards to protect that information.
 - All information collected, compiled or maintained as a result of any agreement that might be entered into shall be the property of the County. Within 30 days of the termination of any such agreement, Vendor shall return all data in usable format, including but not limited to tables, indexes, number of documents and irrespective of any other open items and payment obligations.
 - Vendor must notify County in the event of any breach of data, whether or not data is lost.
 - Data must be backed up in a secure fashion and County shall have access to backups.
 - Must comply with minimum security requirements under Illinois law

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the proposal will be considered:

1. **Signed** Copy of Prime Contractor Certification
2. **Signed** Addenda Form
3. **Signed** Bid Form

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____
Company Name
is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Bidder	Title
Signature	Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

Background: Will County is in the northern part of Illinois and is one of the fastest-growing counties in the United States with a population of nearly 700,000. The county seat of Will County is Joliet. Will County administers a variety of funds for programs and services aimed at supporting the County's residents. Will County received \$134 million from U.S. Department of the Treasury under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. Will County is issuing this RFP to solicit proposals from a SaaS solution to manage its grants. Will County expects to accept applications and track hundreds of service providers ("Subrecipients") as they administer the funds through 2026. A key role for Will County is to manage grant applicants through a competitive procurement process and provide programmatic, fiscal, and technical assistance to Subrecipients. In addition, Will County is an entitlement community which receives annual funds from the United States Department of Housing and Urban Development (HUD), coordinating and managing over \$4 million to facilitate municipal and capital infrastructure projects, manage public service projects, capital improvement projects, and affordable housing rehab and development. Overall, the County expects to also accept applications and manage Subrecipient activities for the following grant funds:

1. HUD - Community Development Block Grant (CDBG)
2. HUD - HOME Investment Partnership (HOME)
3. HUD - Emergency Solutions Grant (ESG)
4. Illinois Criminal Justice Information Authority - R3
5. Department of Justice - COPS Grant

Key Requirements:

Compatibility: ability to withdraw information in one or more of the following formats – Microsoft Word, Adobe, SQL, Access, Excel, .CSV

Security: At a minimum, utilize multi-factor authentication. The highest level of security capabilities must be disclosed including, but not limited to, standards for safeguarding Personal Identifying Information (PII)

Cloud-Based

Challenges to be Addressed:

Systems: Subrecipient activities use incompatible and fractured tracking methods (e.g., spreadsheets, email, web portal, file sharing, and various software platforms for functions such as contracting, requisition and accounting).

Scale: There is no central system for internal departments and external partners to manage applications and project activities.

Compliance: There is no standardized method for tracking, reporting, and monitoring funded projects

County Capacity: There is limited staff capacity to implement projects.

Equity / Accessibility: Applicants and Subrecipients may have limited access to technology and inadequate staff capacity to complete activities and tasks.

Objective:

Will County is soliciting proposals to secure software as a Grants Management System ("System"). The solution Will County seeks to procure must support the full grant lifecycle, unify unrelated systems, incorporate data sources, create, and store documents, and manage processes/workflows.

The overarching objectives of the System that Will County is procuring are to:

1. Provide accessible and transparent data to inform Stakeholder decisions
2. Support Will County in its dual role as a grant-receiving organization ("Grantee") and grant-making organization ("Grantor")
3. Streamline interface for Subrecipients by centralizing activities

Software Support through Grant Lifecycle:

- Pre-Application/Eligibility
- Application
- Notice of Funding Availability
- Award
- Contract/Memorandum of Understanding
- Document Upload
- Progress Reporting
- Monitoring
- Closure

The estimated number of users are detailed below:

Type of User	Minimum Number of Licensed Users	Department/Role
Viewer Only	15	Land Use – Advisory Board
Active User – County staff	25	Procurement – 2 IT – 2 Land Use – 10 Executive – 3 Finance – 3
Applicants	Unlimited	
Subrecipients – Fiscal	2 per awarded subrecipient	Budget, invoicing, etc.
Subrecipients – Program	5 per awarded subrecipient	Grant management
Subrecipients – Executives	2 per awarded subrecipient	Signatories, Authorizations

Will County expects a phased implementation. The approximate dates and phases for implementation are subject to review with the selected vendor.

Timeline:

Date	Phase
June 7	Submission
June 8 – 10	Minimum requirements - Evaluation
June 13 - June 17	Demo
June 20 – July 1	Scoring
July 7	Finalize Selection
July 21	County Board Approval
August – September	Implementation

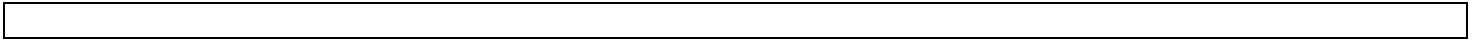
Functionality:

Minimum Requirements
USER EXPERIENCE
Login access for applicant, County staff, Subrecipient, reviewers
Access is available using any browser and any device (computer, mobile, tablet, etc.)
Automatically saves data
Easily modify workflows without technical expertise
Change layout of a page to better suit workflow after implementation
Allows applicants to review application status online
Ease of use/Intuitive interface
RELATIONSHIP MANAGEMENT
Track relationship between Subrecipient and County staff/Department
Ability to track the relationship between an individual user and their organization
Ability to merge contact records, field by field

Ability to provide audit trail of communication
TRAINING/SUPPORT
Phone support available for all users
Support available M – F during normal working hours via email, website, social media, etc.
Help desk ticketing
Virtual training tailored to different user groups as part of implementation
Virtual post-implementation support with technical assistance for different users
Web based/self-pace training and support resources available
SECURITY
Role defined security and permissions
Ability for all users to reset password or obtain forgotten user ID
Provide cloud-based data hosting, data backup/recovery/storage
Password Policy can be configured to specific requirements
Audit trail includes user/date/time stamp
Ability to track IP address from initiator
System scans files prior to upload for virus, malware, etc.
System blocks or alerts System Administrator to suspicious user IDs/email account
TEMPLATE/FORM DEVELOPMENT
Ability to create forms which can be routed for completion
Results from completed forms/template can be pulled into other workflows or extracted
Allows template fields to auto populate from other fields/profiles
DOCUMENT MANAGEMENT
Attach a variety of file types (Excel, PDF, jpg, etc.) by users at appropriate points during workflow
Ability to attach multiple files
Unlimited document storage
Ability to require documents uploaded in a particular format
Ability to define records retention policy by type of record; notify system administrator for appropriate disposition (archive, delete, etc.)
CONTRACT MANAGEMENT
Create reports that will reduce risk, prevent audit findings, and engage in Subrecipient management
Track findings and schedule alerts based on deadlines to support outcomes in a timely manner
Record, track, and monitor Subrecipient for compliance per 2 CFR 200
Alert Subrecipients of approaching deadlines per contract requirements
APPLICATION MANAGEMENT
Reopen application before deadline but prevent further modification to application after deadline
Allows multiple reviewers (both internal and external) to simultaneously score and add comments
Limit reviewers' access to other's score/comments
Access archived applications, awards, and monitoring information
Calculates scoring based on predetermined weighted priorities
Record and report award status (approved, denied, pending, etc.) including reason
Document upload and submission for reviewer to ensure applicant minimum requirements for eligibility
Ability to create, modify, maintain a "forms library" with forms that applicants/Subrecipients can access
FISCAL MANAGEMENT
Subrecipient payment/reimbursement request submission
Define roles of Subrecipients who are authorized to submit an invoice/request for reimbursement
Provide an audit trail of Subrecipient approval of request for payment

COMMUNICATION/WORKFLOW
Route documents for approval
Route document for feedback and track changes
Generates reminders (either manually or automatically - based on criteria)
Set a deadline to complete a task
Generate emails to contact records based on criteria (e.g. by strategy, by funder) for action required by a specified date
Receive email notification when an applicant completed a task or submitted a document
Assign and/or reassign tasks to internal and external stakeholders (manual or automatically based on criteria)
COMPATIBILITY
Procurement (DemandStar) and/or Accounting Software (D365 – Finance and Operations)
M365
Google Maps and/or GIS (Esri)
Will County website
DocuSign or AdobeSign (Contract Management – both Applicant/Subrecipient and Internal County staff)
Ability to download/export data and documents to meet minimum standards of accessibility

Additional Functionality
USER EXPERIENCE
Ability for users to see a calendar view to track and monitor deadlines, including the option to have reminders and deadlines linked to Outlook
RELATIONSHIP MANAGEMENT
System can be used to manage other stakeholder (non-Subrecipient) relationships and communication (via email, phone, etc.)
Ability to assign County staff to a Subrecipient to enable direct communication to appropriate staff for a particular inquiry
TRAINING/SUPPORT
Support available 24/7 via email, website, social media, etc.
Help desk ticketing system <i>embedded within</i> software platform
Onsite training tailored to different user groups as part of implementation
Post-implementation support with <i>regular on-site or virtual</i> training tailored for different users
SECURITY
Capacity for high-level security for storage of PII
TEMPLATE/FORM DEVELOPMENT
Configurable email templates
DOCUMENT MANAGEMENT
Optimize search and retrieval of documents based on date and frequency of access
Ability to global search within documents across workflows
APPLICATION MANAGEMENT
Ties allocation to the funding available
COMPATIBILITY
Will County website
DocuSign or AdobeSign (Contract Management)



BID FORM

SUBMIT TO:

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

**Grant Management
Software
#2022-70**

**Date Released: May 23, 2022
Due: June 7, 2022, 10:00 A.M.**

COMPANY NAME _____ FEIN # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: Will County Office Building
302 North Chicago Street, Joliet, IL 60432

For additional information contact: Kevin Lynn, Purchasing Director klynn@willcountyvillinois.com

DESCRIPTION	
Estimated Total Cost	\$

TOTAL CONTRACT AMOUNT WRITTEN IN, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

Signed by: _____

Title: _____
Authorized Representative of Company

ADDENDA FORM

SUBMIT TO:

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

**Grant Management
Software
#2022-70**

**Date Released: May 23, 2022
Due: June 7, 2022, 10:00 A.M.**

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
SOC. SEC. or F.E.I.N. # _____
CONTACT _____
PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:
No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:
No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:
No. _____, dated _____, signed _____

LATE PROPOSALS CANNOT BE ACCEPTED!

<u>SEALED BID DOCUMENT</u>	
<u>Vendor Return Address:</u>	
<u>BID #:</u>	2020-70
<u>DESCRIPTION:</u>	Grant Management Software
<u>DUE DATE:</u>	June 7, 2022 10:00 AM
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432	

PLEASE CUT OUT AND AFFIX THIS PROPOSAL LABEL (ABOVE) TO THE OUTERMOST PACKAGE OF YOUR SEALED PROPOSAL TO HELP ENSURE PROPER DELIVERY!

LATE PROPOSALS CANNOT BE ACCEPTED!