REQUEST FOR PROPOSAL

ADASTRA ERP SYSTEM

Timetable

Event Timeline	Date
RFP Issue Date	
Participant Questions and Requests for Clarification	
Adastra Engineering Response to Participant Questions and Request for Clarification	
Proposal Due Date	
Request for Demonstrations/Proof of Concept	
Notification of Decision	
Contractual Negotiations & Installation	

Award of contract is subject to Adastra Engineering and Participant's ability to agree on contract terms in a timely manner.

RFP submitted to GeoMatrix Group , Boston Unisoft Technologies , and Tech Group

-GeoMatrix Group based in Manchester City, VT has been selected as one of the potential software developers based on their smaller scale of operations and their ability to work with their customers on a personal level in order to meet their needs and requirements (Ainslie). They promote custom software development services as well as DevOps and mobile services that might be needed later by Adastra.

-Boston Unisoft Technologies of Brattleboro, VT has been selected because of their financial industry expertise and their ability to offer complete system development, including future scaling and maintenance. BUT offers a team of experienced developers that can assist at all steps of the process (designing, engineering, analytics, QA), with transparency and security as top priorities (BUT).

-Tech Group of South Burlington, VT has been selected due to their years of experience. The company has experts on all fields ready to help any problem that might occur. They specialize in database development as well as remote monitoring of databases. The company will also train employees how to operate a system along with aiding on software solutions.

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1. Proposal Objective

Adastra Engineering through its Supply Chain and Vendor Management Department is requesting proposals on behalf of each of the Adastra Engineering 's **Human Capital Management (HCM) for the Human Resources Department and Finance (FIN) - for the Financial Management Department** noted below to select a company to provide the product(s), equipment and/or service for a **Cloud Based information technology based system.**

In addition to responding to the specific requested information, it is expected that the *Participant will be innovative and will outline value-added services and creative ways to minimize the cost* to Adastra Engineering. It is also expected that the Participant will indicate opportunities for implementation of new generations of instrumentation, software and/or products during the lifetime of the proposal and will have the resources to meet the needs of a growing healthcare Adastra Engineering , delivering the required product in a timely and consistent manner.

A final contract will be awarded based on the criteria established in this Request for Proposal, including attachments and any amendments issued.

2. Project Goals

HUMAN CAPITAL MANAGEMENT NEEDS

- System must utilize a graphical user interface
- System must allow for a single user to access multiple modules at the same time on the same application
- System must allow for multiple users to access the same modules at the same time even if another user is editing and/or posting data to the module
- System must be compatible with a Windows network environment, or describe the compatible operating environments
- System must be able to block unauthorized users from accessing certain information, block unauthorized users from editing while still being able to view the module, and allow other users to access all information via a 10 digit key.
- System must be able to export data to electronic file formats
- System must be able to track employees based on an employee identification number
- System must be able to store employment paperwork completion status associated with employee ID's
- System must be able to track salary and benefits for employees based on employee ID's
- System must be able to notify the required departments of a new hire
- System must allow for new employee information to be added to the system before the effective start date, without appearing of charts or receiving pay and benefits before start date
- System must be able to track termination by reason, date, rehire eligibility
- System must be able to effectively remove pay and benefits at a specified date
- System must automatically enter benefit data into payroll systems
- System must automatically provide benefits for those employees who are eligible
- System must track the benefits being provided to employees
- System must track the benefits being "waived" by employees
- System must track start and end dates to employee benefits

- System must automatically terminate employee benefits at the specified end date
- System must be able to generate benefit statements
- System must be able to calculate and maintain compliance with federal and state benefit requirements
- System must track performance review status and dates
- System must keep record of performance review notes
- System must be able to implement pay raises that are established in performance reviews
- System must be able to track disciplinary records of employees including a summary of the incident
- System must be able to record the actions taken by HR
- System must be able to record and sort employee complaints by date, type of complaint, and response
- System must be able to track skills that employees are developing based on inputs by management
- System must be able to track employee certifications and expiration dates
- System must be able to track employee attendance at training sessions
- System must be able to track the date an employee will meet the requirements for a specific job
- System must be able to track employee skills and proficiencies (languages, technical experience, etc.)
- System must be able to generate reports (compliance data, accounting data, etc.)

FINANCIAL NEEDS

- System must utilize a graphical user interface.
- System must be able to be accessible by employees with a specifically assigned 10 digit key.
- System must have a strong degree of security on top of the 10 digit key.
- System must allow multiple users to be in the same module at the same time, even if another user is editing customer records and/or posting data to the General Ledger module.
- System must be able to have easy access to update payroll information
- System must be able to connect Employee information to Payroll information for employees
- System must be able to accommodate for the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation, expenditure, revenue details, and show interface with financial support systems which collect data from the entity's day-today financial activities, Chart of Accounts (Payable and Receivable) including to/from whom the money is needed, statement of revenue and expenses, Balance Sheet
- System must be self balancing
- System must be able to be editable in any month, day or year, without any limitations to working usage.
- System must have the ability to have a reviseable budget category
- System must be able to show and define where and when errors occur.
- System must have an easily accessible time table of when edits were made, and by who (based on their specific 10 digit key)
- System must include sections for data entry for accounting purposes

3. Design and Configuration

Provisions

1)(PROD)

-Zero bugs or glitches when using the system

-Run tests without impacting the operativity of the live product.
2)(DEV)
-An environment that supports the process end to end, including development, staging and production servers. The development environment automates or facilitates the routines involved in creating, testing, debugging, patching, updating, and maintaining software, including long-term maintenance.
3)(TEST)Testing
-Having a program the shows errors,removes them, and sends an alert when errors are sensed
4)(QA)Quality Insurance
-A process management activity that focuses on ensuring that the processes used to create a product produces as few defects as possible. ... Quality control deals with the finished product and is a set of processes for ensuring that defective products do not reach the customer.
5)(STAGE)
-Staging (cloud computing), a process used to assemble, test, and review a new solution before it is moved into production
-An environment for testing that exactly resembles a production environment.

How and where is data backed up? How can you bring it back online?
By having multiple servers outside Adastra with the data stored on them the data is far more protected. We will require multiple servers to keep our data safe. Also, by using a cloud data protection service there will be an extra layer of protection on our information. With having this protection of our data it will make it easy to bring back the information if stolen or corrupted on one server.
How does a cloud system work,what are the benefits, and what are we looking for?
In cloud storage, information is stored in data centers located anywhere in the world and maintained by the third party. As the data is on hosted servers, so it is easily accessible through a web interface. The cloud storage uses a chain of servers that includes both master control server and other storage servers. The servers are all linked with one another and it can be utilized depending upon your use and requirements, and billed accordingly. Cloud storage saves your lot of money otherwise you would have to spend on more strong servers as your business needs increases. But in cloud storage, you only pay for the space occupied by your data in the cloud. Cloud storage should supports multiple file types of all sizes. The most fascinating feature of cloud storage solutions is you can upload your files or download them from anywhere across the World even without carrying your laptop. You just need internet access and any mobile device on which you need to download the application of your service provider. Then, simply login to your account and upload or download the files. Cloud also allows you to share your content with other users or your team members working for your company. You can give them access to remotely edit or read the files shared with them. Your team members can collaborate and work together on a project and edit the documents shared with them. You can invite people to give access to your files and folders and everyone with the access can see the shared documents in their account. The data stored in cloud storage is secure and protected by a combination of strong password so any unauthorized person cannot access the files shared or uploaded by you. Also, cloud storage has the feature of restore and recovery of data for accidentally deleted files, folders or documents. It gives you the option to restore your data by linking your account with any device like tablet, Smartphone or PC. All of these benefits are what we are looking for in our system.

4. General Requirements

1. Adastra Engineering is not liable for expenses incurred by Participants replying to this RFP.
2. Responses shall be delivered pursuant to the Timetable on page 1. One copy shall be delivered via the e-mail address of the Issuing Office.
3. Issuance of this RFP marks the beginning of the "Quiet Period." Participants may only contact the Supply Chain and Vendor Management Department at any time between the issuance of this document and the due date. Participants are encouraged to e-mail written questions to the Supply Chain and Vendor Management Department. All written questions will be responded to in writing and provided to all Participants pursuant to the Timetable. **Participants are not to contact other Adastra Engineering staff directly about this project.**
4. Adastra Engineering, at its sole discretion, may require oral presentations, product demonstrations, equipment evaluations and/or Participant location site visits to supplement the proposals. **These events cannot be used as an opportunity to alter proposals submitted, discuss the process for review, etc.**

NOTE: FAILURE TO COMPLY WITH REQUIRMENTS 3 AND 4 MAY RESULT IN DISQUALIFICATION.

5. Participants who wish to submit more than one proposal may do so, provided that each proposal stands alone and independently complies with the instructions, conditions, and specifications of the request.
6. Any information contained in the Participant's response that is proprietary must be clearly noted. Marking the entire response as proprietary will neither be accepted nor honored. Adastra Engineering cannot guarantee that all such material noted remains confidential, particularly if it becomes a significant consideration in contract award.
7. Adastra Engineering reserves the right to revise this RFP and amend the Timetable if necessary. In the event that such a revision occurs, addenda and/or clarification will be provided to all recipients of this RFP.
8. Clarification:
    a) Any Participant considering submitting a proposal that has concerns or questions about any part of the RFP, including comments on any specifications which they believe will limit competition, or wishes clarification on any point, must submit them in writing via email to the Issuing Office no later than the Deadline for Questions and Requests for Clarifications, as indicated in the Timetable on page 1 of this RFP. Adastra Engineering will respond to all requests for clarification in writing via email and responses will be sent to all Participants of this RFP.

b) Adastra Engineering will not be responsible for any other explanations or interpretations of the proposed documents. In case of any doubt or difference of opinion as to the true intent of the proposal, and in case of any dispute between the parties under the contract to be entered into hereunder, the decision of the Issuing Office will be final and binding.

9. Modifications or corrections of a previously submitted proposal are to be addressed in the same manner as the original proposal and will be considered by Adastra Engineering if received prior to the scheduled closing time for receipt of proposals.
10. Proposals may be withdrawn at any time prior to the scheduled closing time for the receipt of proposals.
11. All proposals may be reviewed for completeness by representatives of the Department to determine eligibility, defined as a proposal that meets the requirements specified in this RFP and compliance with all procurement, technical, clinical and facility related requirements.
12. Participants may, at their discretion, submit multiple proposals that provide various alternatives. At least one of the proposals must be complete and comply with all instructions of this proposal, with other proposals to be evaluated as variations of this original. The additional proposals may be abbreviated following the same format, providing only that information which differs from the original.
13. The successful Participant will negotiate in good faith and enter into a written contract with Adastra Engineering. If a contract cannot be executed with the awarded Participant the remaining proposals will be considered and an award may be made from those proposals if it is in the best interest of Adastra Engineering.
14. The contract resulting from this proposal will be for a term negotiated with the awarded Participant and commonly, the initial term is five (5) years depending on the useful life of the equipment presented. The contract may be extended, and additional contract years may be added, if necessary.
15. Adastra Engineering reserves the right to select the most advantageous proposal for the fulfillment of the project criteria, independent of any or all of the above factors.

5. Core Requirements

Please explain how your product will address these specific requirements:

1. Please respond to all System Requirements, outlined on Attachment III for each Adastra Engineering individually. This spreadsheet is divided into 4 tabs: Corporate Overview and Platform Specifications for each Adastra Engineering respectively; some questions may be redundant and may be answered similarly. Please respond directly on the document and do not simply respond “yes or “no.” Please elaborate in the “Supplier Response” column as much as possible.
2. Please provide a detailed architectural diagram for your solution(s) employed, incorporating any facility or environmental related factors in Attachment III. An example of

a facility related factor might be piped in distilled water; an environmental factor might be waste stream considerations.

3. Please describe how your solution would be scalable to evolving technologies and changes to the standard of care.
4. Adastra Engineering may integrate this technology with their respective ERP systems, please list all software interfacing companies your solution is compatible with.

6. Participant's Proposal Format

Participant's response shall include

1. Price: Please provide proposals for all options for procurement, outlined on Attachment II for each Adastra Engineering individually.

NOTE: AWARD CONTINGENT UPON PARTICIPANT AND ADASTRA ENGINEERING 'S ABILITY TO AGREE TO PRICE AND TERMS.

2. Specifications: Please answer all questions found in Attachment III for each Adastra Engineering individually.
3. Installation Schedule: A proposed delivery and installation schedule for the system, including time required for installation, acceptance testing, and removal of existing system(s), if applicable. In addition, a list of any subcontractors proposed to perform any of the above-mentioned tasks will be included.
4. Payment:
   a) Purchased software/hardware payment terms:
      i. Thirty percent (30%) due on the Commencement Date
      ii. Fifteen percent (15%) due on completion of a work plan as agreed to by Adastra Engineering and Participant
      iii. Thirty-five percent (35%) due on completion of testing as agreed to by Adastra Engineering and Participant
      iv. Twenty percent (20%) due upon the first productive use of the system, which means the limited use of the system for four consecutive weeks (the "Acceptance Date").

   b) Purchased installation services payment terms:
      i. Fifty percent (50%) due on the Commencement Date
      ii. Fifty percent (50%) due on the Acceptance Date.

   c) Prepayment at the commencement of a contract is not acceptable.

d) Proposed system payment terms will include any cancellation fees and any alternatives that result in cost savings to Adastra Engineering.

5. Upgrades and Enhancements: Please provide a description of your policies for newly developed hardware and software upgrades for existing customers; system and software modifications for improved performance and reliability; and correction of design, component, or manufacturing defects. Indicate if such upgrades and enhancements are no charge items and, if so, for what period of time (e.g., warranty period, while under a support and maintenance agreement, or for the life of the system).

6. Training: Please provide a detailed description of the in-service training to be provided for end users and Adastra Engineering personnel. This will included a description of whether training will occur onsite, or off, the number of available training slots, the program length and format, content, qualifications of instructors, and written materials. This information will be provided for both Participant's system and other system(s) that Participant includes as part of its response. It will consider the need for refresher training and training for new employees over the lifetime of the system.

7. Sourcing: A list of all (if any) original system manufacturer (OEM) items or licenses not specifically manufactured by Participant but provided as part of Participant's system included in Participant's response. Include a copy of licensing agreements where appropriate.

8. Shipping: Please describe your shipping policies and your ability to accept 3rd party billing for freight if shipping costs are not included.

9. Warranties: Please provide a description of your warranty contracts. Provide a copy of your standard warranty language. Provide a description of proposed warranty items including any partial (less than one year), pro-rata, or extended warranties. Include description of guaranteed uptime and credit given if uptime is not met.

10. Service Contract Information: Please provide a description of annual service contracts offered. Provide cost information for maintenance and system repair after regular business hours. Provide a description of any cost-saving service options that include screening of service calls and/or preventive maintenance by Adastra Engineering support staff. Include terms of service contracts offered, conditions and fees, minimum and maximum remedial response times, credit given if guaranteed response times are not met, availability of trained technicians to assist remotely or in person, system enhancement and upgrade support, software maintenance, and any other factors that need to be considered by in evaluating Participant's proposal.

11. Hardware: Please list any and all hardware components to be provided that encompasses the entirety of the solution(s) offered.

12. Software: Please list any and all software/computer components to be provided, including licensing structure and interfacing.
13. Quality Assurance: Please describe your quality assurance certification program, if applicable.

7. Sample Contract Terms and Conditions

1. The selected firm's proposal will be incorporated into a final contract with such firm.
2. Adastra Engineering reserves the right to negotiate contract terms and conditions with selected firm.
3. Please find Adastra Engineering's Sample Purchase Agreement and Service Addendum below indicating the type of terms expected in a final agreement. Any exceptions to the terms outlined in the attached document should be submitted with your response and alternative language proposed. Submitting a standard contract and/or terms and conditions as a complete substitute or alternative for the language in this solicitation will not be accepted.

8. Attachment I: Technical Standards Questionnaire

Please fill out Attachment I for each proposed equipment / information technology and systems. If chosen participant expects to use, maintain or have access to classified sensitive information even if for just troubleshooting, participant will be required to enter into a Non-Disclosure Agreement with Adastra Engineering for final execution of the contract.

9. Attachment II: Cost Proposal

Please fill out Attachment II for each proposed methodology for each Adastra Engineering individually.

10. Attachment III: Specifications

Please fill out Attachment III for each proposed methodology for each Adastra Engineering individually.

11. References

Please list three references in the space below with fully installed systems/solutions at High Technology Manufacturing and Integration companies/firms/organizations that Adastra Engineering may contact during this process.

1. Reference 1.

2. Reference 2.

3. Reference 3.

Participant Representative

Please list at least two individuals that will represent the Participant during this process.

Primary Representative:

Name of Representative: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Secondary Representative:

Name of Representative: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

12. Signature of Participant's Duly Authorized Representative

The RFP must be signed in by an authorized representative of the Participant. Accordingly, the undersigned hereby agrees and certifies that she/he:

1. Has read and understands all RFP instructions, specifications, and terms and conditions contained herein, including all attachments;
2. Is an authorized representative of the Participant; that the information provided in this RFP is true and accurate, and that providing incorrect or incomplete information may be cause for RFP rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and
4. Will furnish the designated service in accordance with the RFP and contract.

_____ _____

Authorized Signature Date

Authorized Name (type or print): _____

Phone: _____

Fax: _____

Email: _____