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RFQ # 9278 - Budgeting Software

I. Objective

Horizon seeks to secure Budgeting Software for our organization.

II. Timeline

A. Quote Issuance Date

a. June 19, 2017

B. Question Deadline & Contact Information

Send questions concerning this RFQ to michael.dix@horizonbh.org by phone at (434) 485-7587. Any revisions to the solicitation will be made by email addendum issued by the Procurement Office only.

C. Quote Deadline

June 26, 2017 prior to 1PM . Any quote received after that time will not be considered. When applicable, postmarks are not taken into consideration.

III. Background

Horizon Behavioral Health has facilities in the surrounding area to provide Services for Mental Health, Intellectual Disabilities, Substance Abuse and Prevention.

IV. Statement of Need/Specifications

Budgeting software must include and be capable of the following functions:

Budgeting and Planning

Financial Forecasting

Financial Consolidation and Reporting

Financial Dashboarding

Software should have the ability to interface with Abila

MIP and also have the ability to accept data files from

Credible Behavioral Health software

V. Reference Documents

Provide three current references of active clients that we may contact.

VI. Quote Preparation and Submission Requirements

A. General Instructions

1. Quotes should not be extensive, but should convey enough information for the agency to evaluate the ability of your firm to provide the requested goods and/or services.
2. **Any exceptions to the specifications contained in this quote shall be clearly identified as an exception.** Horizon Behavioral Health, in its sole discretion, will determine if the exception is acceptable as being an immaterial change to the requirements.
3. Quotes are to be returned via email to michael.dix@horizonbh.org . The original Request for Quote must be emailed also with your quote.

B. Specific Instructions

1. All quotes shall be returned via email to michael.dix@horizonbh.org with the subject line marked **RFQ # 9278 (Budgeting Software)**. Quotes shall be signed by an authorized representative of the offering party. Facsimile quotes are not acceptable.
2. Horizon Behavioral Health is a **tax-exempt** agency, as a political subdivision of the Commonwealth of Virginia. Therefore, no personal property taxes shall be charged.

3. *Vendors that will be performing services at a HORIZON site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.*

VII. General Terms and Conditions

- A. Offering parties who submit a quote in response to this RFQ may be required to give an oral presentation of their quote to the agency. This will provide an opportunity for the offering party to clarify or elaborate on the quote. The agency will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, quotes should be complete.
- B. No member of the governing body, officer, or employee of Horizon Behavioral Health during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C. The agency reserves the right to accept any quote or to reject any or all quotes.
- D. Horizon Behavioral Health may make such reasonable investigations as deemed proper and necessary to determine the ability of the offering party to perform the work, and the offering party shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offering party's physical plant prior to award to satisfy questions regarding the offering party's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offering party fails to satisfy the agency that such offering party is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E. All quotes submitted under the RFQ will become the property of Horizon Behavioral Health and will not be returned. In accordance with the Virginia Public Procurement Act: " Trade secrets or proprietary information submitted by an offering party contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offering party or contractor must invoke the

protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."

- F. Horizon Behavioral Health will not be responsible for any expenses incurred by a potential offering party in preparing and submitting a quote.
- G. Quotes received after the date and time stated will not be considered. It is the responsibility of the offering party to see that their response is received via email based upon the specified time and date in MS Outlook. This date and time postmark will be the time we will be utilizing. Telephone and facsimile quotes are not acceptable.
- H. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. By submitting a Quote, the Offering party covenants and agrees that they has satisfied themselves, from their own investigation of the conditions to be met, that they fully understand their obligation and will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J. Payment shall be made upon 30 days receipt of accurate and complete monthly statements.
- K. By signature on this solicitation, offering party certifies that it does not and will not during the performance of the Contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L. By written notice to the Contractor, HBH may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.

- M. The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.
- N. Failure to submit a Quote on the form provided for that purpose shall be a cause for rejection of the Quote. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Quote; however, HORIZON reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a Quote as nonresponsive.
- O. HORIZON reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- P. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- Q. In case of failure to deliver services in accordance with the contract terms and conditions, HORIZON, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.
- R. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Executive Director of HORIZON.
- S. By submitting their proposals, all Offering parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offering party, supplier, manufacturer or subcontractor in connection with their Quote, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than

nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- T. The agency reserves the right to cancel any subsequent contract at any time the agency, in its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.

- U. By submitting their quote, all offering parties certify to Horizon Behavioral Health that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11-51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.
 - 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

 - c. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the preceding paragraph a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- V. By submitting their quote, all offering parties certify to Horizon Behavioral Health that: During the performance of the contract, the contractor agrees to: (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- W. HORIZON reserves the right to award a contract to an offering party based on "best value" (as defined in the Virginia Public Procurement Act, July 2015), which means the overall combination of quality, price and various elements of required services that in total are optimal relative to the needs of HORIZON.