

REQUEST FOR LETTERS OF INTEREST



Dynamics 365 Finance RFI

RFI Number 2023-0011

County of San Mateo Aging and Adult Services

Release Date: October 6, 2023

**REQUEST FOR LETTERS OF INTEREST
FOR
Dynamics 365 Finance**

Responses must be submitted electronically to

ewang1@smcgov.org

There is no due date, the County will review as responses are received

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Letters of Interest is a public record in its entirety. Also, all information submitted in response to this Request For Letters of Interest is itself a public record **without exception**. Submission of any materials in response to this Request For Letters of Interest constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

TABLE OF CONTENTS

SECTION I – GENERAL INFORMATION..... 4

 A. STATEMENT OF INTENT 4

SECTION II – SCOPE OF WORK 4

 A. DESCRIPTION..... 4

SECTION III – GENERAL TERMS AND CONDITIONS 5

SECTION IV – RFI RESPONSE CONTENT AND SUBMISSION PROCEDURE 5

 A. LETTER OF INTEREST - CONTENT 5

 B. SUBMISSION PROCEDURES..... 5

SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

San Mateo County is conducting a survey through the Request for Letters of Interest (RFI) process to determine whether organizations and/or individuals are interested in submitting proposals at a later date to contract with the County to provide services around implementation of the Dynamics 365 Finance for San Mateo County.

Dynamics 365 Finance is a portfolio of intelligent business applications that streamline and enhance financial management in an integrated manner. It provides access to robust tools for budgeting, accounting, and cash flow management.

If sufficient interest is demonstrated, the County may issue an RFP. The information in this RFI is in no way final nor does it represent what may be contained in a future RFP. This RFI does not constitute a commitment to issue an RFP, award a contract, or pay any costs incurred in the preparation of a response to this request.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

Provide a detailed description of the scope of work here. Describe all requirements.

The County of San Mateo (the “County” or SMC) covers most of the San Francisco Peninsula. The region covers 744 square miles and is home to nearly 800,000 residents. The County is made up of 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.

Aging and Adult Services (AAS): San Mateo County AAS is a division of San Mateo County Health . The Division provides a wide range of services to assist seniors, people with disabilities and dependent adults to live as safely and independently as possible in the community, as well as services associated with administering the estates of deceased persons for whom there is no one able or willing to serve as administrator. With regard to services to seniors, AAS’s overall goal is to develop an integrated long-term supportive services system for older adults and adults with disabilities that is person-centered and responsive to the individual needs of older adults and adults with disabilities, focused on coordinated home and community-based services to maintain individuals in community settings and flexible in its use of resources while reducing administrative duplication,

complexity and fragmentation. The Division provides direct services which include centralized intake and referral; assessment and consultation; protective and supportive services and case management.

San Mateo County is interested in seeking out companies interested in helping our county implement Dynamics 365 Finance in GCC for fiduciary fund accounting for approximately 1,000 constituents.

SECTION III – GENERAL TERMS AND CONDITIONS

This RFI is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFI.

SECTION IV – RFI RESPONSE CONTENT AND SUBMISSION PROCEDURE

This section describes the general RFI procedure used by the County, and the remaining sections of this RFI list detailed requirements.

A. LETTER OF INTEREST - CONTENT

Please do not submit detailed information to us at this time but rather a 1-2 page (max) introduction of your company (including contact information) and how you can provide services with Dynamics 365 Finance in GCC implementation. We are looking to perform market research currently. Response to this RFI will not lead to a contract and you will not be compensated for this work. At the discretion of the County, San Mateo County will reach out to organizations that are most relevant to perform market research.

B. SUBMISSION PROCEDURES

Provide a response via email to: ewang1@smcgov.org as a PDF.