

Invitation To Bid

Enterprise Solution for Asset, Workflow and Land Management

The Sussex County Council seeks proposals from qualified Vendors for a comprehensive Enterprise Solution for Asset, Workflow and Land Management System (SOLUTION) to support County Business Operations as well as providing implementation services.

The Scope of Work for this request includes but is not limited to:

- Development of system requirements and application design through workshops with County and resulting documentation
- Integrations between the SOLUTION and systems identified by the County
- System and User Acceptance Testing to ensure requirements are met and validate end-to-end functionality
- Deployment of the SOLUTION to the County's stakeholders, IT administrators, and end users
- Project Management Services including:
 - An implementation project plan,
 - Organizational change management plan
 - Software configuration and customization plan,
 - Data conversion plan,
 - User Acceptance Testing and quality assurance plan,
 - On-site training plan.
 - Go-Live and Post Go-Live Plan.

Criteria for initial selection will be based on price, experience, technical capabilities, approach, and schedule. The selection process will be conducted in accordance with 29 Del. C. §6982 and the Request for Proposal. The selection process will be led by an in-house Evaluation Team in addition to a hired Consultant. Aggregate scoring of all criteria shall determine the applicants that meet the minimum qualifications. For shortlisted Vendors, the presentations/demonstrations and reference checks will be used for final selection of a Vendor.

Interested parties may obtain an information package by visiting Sussex County's website www.sussexcountyde.gov/ or by contacting Ms. Kaycee Widen of the Sussex County Engineering Department at 302-855-7370. Interested parties shall submit information as specified in this RFP to Ms. Kaycee Widen of the Sussex County Engineering Department, 3rd Floor, Sussex County Administrative Office Building, 2 The Circle, Georgetown, Delaware by **3:30 PM EST on Friday September 5, 2025**. Further information or questions can be addressed to Mark Parker at mark.parker@sussexcountyde.gov.

A non-mandatory pre-bid conference will be held on **Thursday August 14, 2025 at 11:00 AM EST** in the Sussex County Council Chambers, Sussex County Administrative Office Building, 2 The Circle, Georgetown, Delaware 19947. A virtual meeting invite will be provided as an option for meeting attendance.

If the responding Contractor deems any portion of its response to contain trade secrets, proprietary or other confidential information, it shall isolate and identify in writing the confidential portions, together with a statement in support of its designation as such. The submission shall be confidential until the bid has been awarded and a contract has been executed. Thereafter, all submissions shall be open to public inspection.

If necessary, it is encouraged that Vendors partner with other companies to provide a comprehensive end-to-end SOLUTION and implementation services. The County has the right to award a contract to multiple Vendors in order to obtain a complete SOLUTION.

Sussex County reserves the right to extend the date and time of the proposal deadline on not less than two (2) calendar days' notice by electronic means to those who have obtained expressed interest in this solicitation. Sussex County reserves the right to waive irregularities and reject any or all bids.

By: Mike Harmer
Sussex County Engineer