

CITY OF JACKSON, MISSISSIPPI

Department of Administration—Purchasing Division

REQUEST FOR PROPOSALS

Enterprise Resource Planning (ERP) System

RFP No. 20477-092226

Issue Date:	August 27, 2026
Pre-Proposal Conference:	September 10, 2026 @ 11:00 A M
Questions Deadline:	September 11, 2026 @12:00 PM
Proposal Due Date:	September 22, 2026 @ 3:30PM
Contract Start:	Upon City Council Approval

Submit Proposals to:

City of Jackson – City Clerk’s Office
P.O. Box 17
Jackson, MS 39205

or hand-delivered to:
The City Clerk’s Office
219 South President Street
Jackson, MS 39201

Electronic Proposals:
www.jacksonmsbids.com

NOTICE OF REQUEST FOR PROPOSALS
Enterprise Resource Planning (ERP) System
City of Jackson, Mississippi
RFP No. 20477-092226

Notice is hereby given that the City of Jackson, Mississippi, acting through its Department of Administration—Purchasing Division, will receive proposals from qualified vendors to provide and implement a modern, cloud-based Enterprise Resource Planning (ERP) system for municipal operations across Planning & Development, Permitting & Licensing, Building Inspections, Code Enforcement, Project Tracking, Grant Monitoring, Stormwater Management, and Public Works asset and service request management functions.

The requested solution includes planning and zoning, permitting and licensing, building inspections, code enforcement, project tracking, grant monitoring, citizen self-service, 311 resident services, Public Works asset and stormwater management, housing programs, reporting, analytics, integrations, data migration, training, implementation, and ongoing support. The selected vendor will provide both the software and implementation services.

Sealed Proposals shall be submitted to the City Clerk's Office, P.O. Box 17, Jackson, MS 39205, or hand-delivered to the City Clerk's Office, 219 South President Street, Jackson, MS 39201, no later than 3:30 PM Central Time on September 22, 2026. Electronic bids may be submitted through the City of Jackson's official procurement portal at www.jacksonmsbids.com. Late proposals will not be accepted. The technical proposal and cost proposal must be uploaded as separate files, and all required forms, certifications, references, functional-requirements responses, and addendum acknowledgments must be included.

A virtual pre-proposal conference is scheduled for September 10, 2026, at 11:00 AM Central Time via Microsoft Teams. Attendance is optional but strongly encouraged. Conference access information and procurement updates will be posted through the City's procurement portal.

Written questions must be submitted no later than 12:00 Noon Central Time on September 11, 2026, to procurement@jacksonms.gov with the subject line "COJ-ERP-2026-001 – Question." Official responses, clarifications, and changes will be issued only by written addendum posted on the City's procurement portal.

This project is anticipated to be funded through a combination of general-fund appropriations and federal grant allocations, subject to City Council approval. Applicable federal grant requirements, including 2 CFR Part 200 where applicable, may apply.

This RFP does not commit the City to award a contract, pay any costs incurred in the preparation of proposals, or procure or contract for services. The City reserves the right to reject any or all proposals, waive informalities or irregularities, request clarifications, conduct interviews or demonstrations, negotiate with one or more proposers, cancel or reissue the RFP, and make an award in the manner deemed most advantageous to the City and consistent with applicable law.

This procurement is subject to the laws of the State of Mississippi, the City of Jackson Code of Ordinances, and applicable federal regulations. Minority- and women-owned business enterprises (MBE/WBE) are encouraged to participate.

CITY OF JACKSON

Monica Oliver, Purchasing Manager

Publish Dates: August 27, 2026, and September 3, 2026

TABLE OF CONTENTS

Section 1	Introduction and Background	4
Section 2	Procurement Schedule and Process	6
Section 3	Scope of Work	8
Section 4	Functional Requirements	13
Section 5	Technical and Security Requirements	17
Section 6	Implementation Requirements	19
Section 7	Proposal Format and Content	22
Section 8	Evaluation and Award Criteria	24
Section 9	Contract Terms and Conditions	26
Appendix A	Pricing and Cost Form	28
Appendix B	Functional Requirements Matrix	30
Appendix C	Vendor References Form	31
Form	Proposal Certification and Signature	33

SECTION 1 – INTRODUCTION AND BACKGROUND

1.1 About the City of Jackson

Jackson, Mississippi is the state capital and the largest city in Mississippi, with a population of approximately 153,000 residents. As the seat of Hinds County, the City provides a full range of municipal services including public safety, public works, parks and recreation, finance, human resources, information technology, planning and development, utilities management, and community development.

The City operates under a Mayor-Council form of government with seven council members elected from geographic wards. The City employs approximately 1,400 full-time equivalent staff across more than 20 departments. Annual general fund expenditures exceed \$100 million.

Jackson is a majority-minority city committed to equitable service delivery, digital modernization, and fiscal stewardship. This procurement reflects the City's strategic priorities of enhancing resident experience, improving operational efficiency, and increasing government transparency.

1.2 Current State and Challenges

The City currently relies on a legacy permitting and land management system that was implemented more than fifteen years ago. Over time, the system has become increasingly difficult to maintain, lacks integration with modern geographic information systems (GIS), and requires significant manual effort to generate reports and manage workflows. While an online portal exists, the account creation and application submission process is cumbersome and time-consuming for residents and contractors, resulting in low adoption rates. Several application types continue to accept paper submissions, creating parallel workflows that increase staff workload and slow processing times.

Key challenges driving this procurement include:

- Siloed data across Planning, Zoning, Permitting, Inspections, and Code Enforcement departments with no real-time information sharing
- An online portal exists but account creation is lengthy and unintuitive, discouraging adoption among residents and contractors; several permit and application types still require paper submission
- Manual review routing that adds days to permitting timelines and lacks transparency
- Inspection scheduling handled by phone, with no automated notification or mobile field capability
- Absence of modern dashboards; staff rely on ad hoc spreadsheets for performance reporting
- Inability to track grant-funded projects against milestones and expenditure budgets
- No integration with the City's financial system (Tyler Technologies Munis) for automated fee calculation and collection
- Limited audit trail and document management capabilities

1.3 Project Vision

The City of Jackson seeks a modern, cloud-based, resident-centered Enterprise Resource Planning platform that digitizes and automates the full lifecycle of planning, permitting, inspection, code enforcement, and grant management services. The City also hopes to incorporate artificial intelligence capabilities that reduce staff time spent on routine tasks and provide residents with a seamless, guided experience including real-time guidance on what documents, fees, and information are required before an application is submitted, so that submissions arrive complete and ready for review. The vision is a single, unified system that:

- Provides an intuitive online portal accessible 24/7 from any device
- Automates workflow routing, notifications, and task assignment
- Enables mobile inspections and field operations with offline capability
- Integrates seamlessly with GIS, financial, and document management systems
- Delivers real-time operational dashboards and statutory reporting
- Supports data-driven decision making for City leadership
- Reduces permitting and review cycle times by 25–40% within 18 months of go-live

1.4 Strategic Objectives

This procurement is guided by the following strategic objectives:

- **Resident Experience:** Provide a seamless, fully digital experience from application submission through project completion, reducing the need for in-person visits to City Hall.
- **Operational Efficiency:** Eliminate paper-based processes, reduce duplicative data entry, and automate repetitive administrative tasks to free staff for higher-value work.
- **Transparency and Accountability:** Make permit status, inspection results, and compliance history easily accessible to applicants, property owners, and the public.
- **Data-Driven Governance:** Enable City leadership to monitor key performance indicators, identify bottlenecks, and report outcomes to elected officials and the public.
- **Fiscal Stewardship:** Improve fee collection accuracy and timeliness, support grant compliance, and reduce the total cost of technology ownership over a ten-year horizon.
- **Equity and Accessibility:** Ensure the platform is accessible to all residents, including those with limited English proficiency and disabilities, in compliance with ADA and Section 508 requirements.

1.5 Funding

This project is anticipated to be funded through a combination of general fund appropriations and federal grant allocations, subject to City Council approval. A formal project budget has not yet been established. Proposers should provide fully itemized pricing that enables the City to evaluate the complete scope of investment required, including software licensing, implementation services, data migration, training, and first-year support. The City will use submitted cost proposals to inform its budget determination and contract negotiations.

Annual recurring costs (SaaS subscription and ongoing support) must be listed separately as part of the ten-year total cost of ownership analysis. Proposers are encouraged to identify optional modules and phasing strategies that provide flexibility in how the City sequences its investment over time.

SECTION 2 – PROCUREMENT SCHEDULE AND PROCESS

2.1 Procurement Timeline

The following schedule governs this procurement. The City reserves the right to modify the schedule at its discretion, with notice provided to all registered proposers.

Milestone	Date	Time (CST)
RFP Issued	08/27/2026	8:00 AM
Pre-Proposal Conference (Virtual) — Optional	September 10, 2026	11:00 AM
Deadline for Written Questions	September 11, 2026	12:00 Noon
Proposal Submission Deadline	September 22, 2026	3:30 PM
Notice of Intent to Award	Upon City Council Approval	TBD
Contract Negotiation and Execution	Upon City Council Approval	TBD
Contract Start / Project Kickoff	Upon City Council Approval	TBD
Target Go-Live – Phase 1	TBD	TBD
Target Go-Live – Phase 2	TBD	TBD

2.2 Pre-Proposal Conference

Attendance at the Pre-Proposal Conference is optional but strongly encouraged. The conference will be held virtually via Microsoft Teams. Connection details will be provided to all registered vendors upon request. Vendors who do not attend may still submit a proposal.

The conference will include an overview of the RFP, a demonstration of the current legacy system, a question-and-answer session, and an overview of the evaluation process. Vendor questions submitted in advance are encouraged.

2.3 Questions and Addenda

All questions regarding this RFP must be submitted in writing to procurement@jacksonms.gov with the subject line: "COJ-ERP-2026-001 – Question." Questions received after the deadline will not be answered. The City will compile all questions and issue written responses as an addendum posted on the City's procurement portal (www.jacksonmsbids.com). Proposers must acknowledge all addenda in their proposals.

2.4 Proposal Submission

Proposals must be submitted electronically through the City's official procurement portal by the submission deadline. Late proposals will not be accepted. The City is not responsible for technical failures or delays on the part of the proposer. Proposals submitted by email or fax will not be accepted.

Each proposal submission must include:

- One (1) complete Technical Proposal (PDF)
- One (1) complete Cost Proposal (PDF and Excel), in a separately uploaded file clearly labeled "COST PROPOSAL – DO NOT OPEN WITH TECHNICAL"
- One (1) signed Proposal Certification and Acknowledgment Form
- One (1) completed Functional Requirements Matrix (Appendix B)
- Signed acknowledgment of all addenda issued

2.5 Proposal Validity

Proposals shall remain valid and binding for a period of one hundred eighty (180) calendar days from the proposal submission deadline. The City may request an extension of this period in writing; such extension requires written consent of the proposer.

2.6 Right to Reject / Cancel

The City reserves the right, in its sole discretion, to: (a) reject any or all proposals; (b) waive any informality or irregularity; (c) accept any proposal deemed most advantageous to the City; (d) cancel this RFP at any time; (e) re-issue this RFP with modifications; or (f) negotiate with one or more proposers.

2.7 Conflict of Interest and Ethics

Any vendor that has provided consulting, advisory, or technical services to the City in connection with this project during the twenty-four (24) months preceding the issuance of this RFP is disqualified from participating as a prime contractor. Proposers must disclose any actual or potential conflicts of interest, including financial relationships with City employees or officials. Violations of the City's ethics ordinance may result in disqualification and debarment.

2.8 Confidentiality and Public Records

Proposals are subject to the Mississippi Public Records Act (Miss. Code Ann. § 25-61-1 et seq.). Information claimed as confidential or proprietary must be clearly marked and submitted in a separate, clearly labeled appendix. The City will make reasonable efforts to protect legitimately proprietary information but cannot guarantee confidentiality. Cost proposals will be made public after award.

SECTION 3 – SCOPE OF WORK

3.1 Overview

The City seeks an integrated, cloud-based ERP platform encompassing all functional modules described herein. The selected vendor will be responsible for the full lifecycle of the engagement: solution design, configuration, data migration, integration development, testing, training, go-live support, and ongoing maintenance and support. The City does not intend to award separate contracts for software and implementation; the selected vendor must provide both.

3.2 Functional Modules Required

The ERP solution must include the following functional modules, fully integrated within a single platform. Proposals relying on third-party subcomponents for core modules must identify those components and describe the integration architecture.

3.2.1 Planning and Zoning

- Comprehensive case management for rezoning applications, variances, conditional use permits, annexations, and comprehensive plan amendments
- Automated routing of cases to review departments (Engineering, Fire, Public Works, Utilities, Historic Preservation, etc.) with deadline tracking
- Public notice generation, tracking of required notification deadlines, and posting to a public-facing portal
- Board of Adjustment and Planning Commission agenda preparation, meeting management, and decision recording
- Condition tracking and compliance monitoring post-approval
- Integration with the City's GIS for parcel-based spatial analysis and map display

3.2.2 Permitting and Licensing

- Intake, routing, review, and issuance for all City permit types including: building, electrical, mechanical, plumbing, demolition, sign, grading and drainage, right-of-way encroachment, special event, home occupation, and certificate of occupancy
- Business license application, review, renewal, and revocation management
- Online application portal supporting document upload, fee calculation, payment processing, and status tracking
- Permit issuance in digital and printable format with QR code verification
- Automated expiration tracking and renewal notifications
- Hold and stop-work order management with audit trail

3.2.3 Building Inspections

- Online and automated phone-based inspection scheduling with route optimization for inspectors
- Mobile inspection application with offline capability for field use
- Checklist-driven inspection forms aligned to current adopted codes (IBC, IRC, NEC, IMC, IPC, IPMC)
- Photo and video capture with automatic attachment to the permit record
- Pass, fail, and partial pass results with re-inspection fee assessment
- Inspector workload management, productivity reporting, and performance dashboards
- Electronic Certificate of Occupancy and Certificate of Compliance issuance

3.2.4 Code Enforcement

- Complaint intake via online portal, phone, email, and mobile app; fully integrated with the City's 311 Resident Services Platform for automatic case creation from resident-submitted requests (see Section 3.2.8)
- Automated case assignment based on geographic area and inspector workload
- Violation notice generation with configurable notice templates
- Compliance tracking and hearing management (Code Enforcement Board)
- Lien filing integration and cost recovery tracking
- Abatement contractor management and cost capture
- Mobile field application with photo capture, GPS tagging, and offline capability
- Integration with Hinds County tax records for property owner identification

3.2.5 Project Tracking

- Capital project intake, phasing, and milestone management
- Contractor and subcontractor management with license and insurance verification
- Budget tracking by project phase against appropriations
- Change order management and approval workflow
- Contractor performance evaluations and past-performance database
- Reporting for elected officials and departmental directors

3.2.6 Grant Monitoring

- Grant application tracking from identification through award
- Grant-funded project management with milestone and deliverable tracking
- Budget management by grant, fund, and activity code
- Drawdown request generation and federal reporting support (HUD IDIS, FEMA Grants Portal, etc.)
- Sub-recipient monitoring and compliance checklists
- Audit preparation support and document retention

3.2.7 Citizen Self-Service Portal

- Responsive web design accessible from desktop, tablet, and mobile devices
- Account creation and management for residents, contractors, and businesses
- Online submission and status tracking for permits, licenses, planning cases, and code enforcement complaints
- Secure online payment processing (credit/debit card, ACH/eCheck) with digital receipts
- Inspection scheduling and results access
- Document upload and retrieval
- Public inquiry portal for permit history and property information (no login required)
- Notification preferences management (email, SMS, in-app)
- Support for ADA compliance and WCAG 2.1 AA accessibility standards
- Optional: Spanish-language support

3.2.8 311 Resident Services Platform

- Integrated 311 constituent services platform enabling residents to submit service requests, report non-emergency issues, and track resolution status through a unified channel (web portal, mobile app, phone, and SMS)
- Automatic routing of 311 service requests to the correct City department (Code Enforcement, Public Works, Planning, Parks, etc.) based on request type and parcel/geographic location
- GIS-enabled public map view allowing residents to see nearby open requests, reducing duplicate submissions and increasing government transparency
- Real-time status tracking and automated notifications (email and SMS) keeping residents informed at every stage from submission through resolution
- Direct integration with the Code Enforcement module so that resident-submitted 311 complaints automatically generate enforcement cases, eliminating duplicate data entry by staff
- AI-assisted request categorization that interprets plain-language resident descriptions and automatically assigns the correct service type and routing, reducing misclassification and manual triage
- Configurable service request catalog with SLA targets by request type; supervisors receive automated alerts when SLAs are at risk of being missed
- Staff-facing 311 dashboard displaying open requests by type, department, age, and geography with drill-down capability and exportable reports for City leadership
- IVR (Interactive Voice Response) phone channel integration allowing residents without internet access to submit, check on, and receive status updates for service requests by phone

3.2.9 Public Works Asset Management and Storm water

The ERP shall include a fully integrated Public Works asset management and Storm Water Management module supporting the City's Phase I MS4 NPDES permit obligations and day-to-day infrastructure maintenance. This module must be capable of integration with or replacement of existing Cityworks workflows.

- Storm water asset inventory with GPS coordinates, unique asset ID, condition rating, inspection history, maintenance history, photos, linked work orders, next inspection due date, and responsible crew for all asset types: inlets, manholes, pipes, ditches, culverts, ponds, and outfalls
- Work order management and preventive maintenance scheduling for all storm water and Public Works assets
- Digital inspection forms and workflows for all MS4 program elements: outfall inspections (120 outfalls), dry weather screening, Illicit Discharge Detection and Elimination (IDDE), construction site inspections, post-construction BMP inspections, industrial facility inspections, municipal facility inspections, storm drain cleaning, catch basin inspections, street sweeping tracking, sampling events, and corrective action tracking
- Mobile field inspection application with GPS tagging, photo documentation, offline capability, and automatic synchronization
- Integration with the City's 311 platform for storm water complaints and resident-submitted service requests, with automatic work order creation
- GIS layer integration and field mapping for all storm water assets aligned to the City's Esri ArcGIS Online environment
- Automated MS4 compliance reporting templates aligned to the City's Phase I MS4 permit, including annual MS4 report, monthly management reports, quarterly Public Works reports, and EPA/MDEQ documentation

- Dashboards for director, managers, and inspectors displaying: number of outfalls inspected, sampling completed vs. required, open IDDE investigations, construction inspections completed, work orders by priority, assets needing maintenance, annual permit compliance percentage, and watershed-specific activities
- User role and permission matrix specific to Public Works and Storm water staff; data dictionary and naming conventions to ensure consistent records and straightforward MDEQ reporting

3.2.10 Housing Programs and Grants

The ERP shall include a Housing Programs module enabling the City's housing division to manage housing grants, federal programs, projects, and property records from application through completion, serving as a centralized platform for accurate property and homeowner information across all departments.

- Track housing grants and federally funded programs (HOME, CDBG, NSP, etc.) from identification through application, award, execution, and closeout
- Project management for housing rehabilitation, demolition, new construction, and homeowner assistance programs including milestone tracking, project status, and documentation management
- Budget tracking by housing program, funding source, and activity code with real-time remaining balance and expenditure reporting
- Centralized property and owner information database maintained in sync with Hinds County land roll and GIS; changes to parcel, owner, or address records in Hinds County are automatically reflected in the housing module
- Rental registration and owner portfolio management: owner information persists across all properties and automatically carries over to renewal applications, eliminating redundant data entry
- Automated rental inspection scheduling triggered by rental registration or renewal, with configurable inspection intervals by property type and risk rating
- Activity log and audit trail for all property and case actions, exportable in multiple formats including print-friendly PDF and Excel, providing the transparency of platforms such as OpenGov
- Sub-recipient and homeowner assistance tracking including eligibility verification, benefit amounts, and lien recording
- Integration with the Grant Monitoring module (Section 3.2.6) for drawdown requests, federal reporting (HUD IDIS), and audit documentation

3.2.11 Reporting and Analytics

- Pre-built operational reports for permitting activity, inspection productivity, code enforcement caseloads, and licensing revenues
- Configurable dashboards by user role (director, supervisor, inspector, clerk, elected official)
- Ad hoc report builder with export to PDF, Excel, and CSV
- Scheduled report delivery via email
- KPI tracking for permitting turnaround times, online adoption rates, customer satisfaction, inspection productivity, and code enforcement resolution rates
- Data export capability for use with external BI tools (Power BI, Tableau)

3.3 Interfaces and Integrations

The ERP must integrate with the following City systems:

System	Vendor/Platform	Integration Type
Financial Management System	Tyler Technologies Munis	Bi-directional: fee collection, budget, GL posting
GIS Platform	Esri ArcGIS Online	Map display, parcel lookup, address validation
Document Management	Microsoft Office or Online Cloud	Document storage, retrieval, retention
Payment Gateway	Stripe	Online payment processing
Email/Notifications	Microsoft 365 / Exchange	Automated notifications and alerts
Single Sign-On	Microsoft Azure AD	Staff authentication via SSO/SAML
Hinds County Assessor	County tax data feed	Property owner, parcel, valuation lookup, and land roll synchronization; updates to Hinds County parcel, owner, or address records reflected in the ERP automatically
Mississippi State Board of Contractors (MSBOC)	State licensing database	Contractor license verification
311 Mobile Application	CitySourced/OneView	Constituent service requests submitted via COJ web portal, cell phone, tablet or other personal device
Cityworks	Woolpert / Cityworks	Bi-directional: Public Works work orders, stormwater asset management, and service request data exchange
E911 Address Management	Intrado / State E911 system	Establish and maintain E911 addresses and address locations; synchronize new address assignments with City GIS and permitting records
Hinds County Land Roll	Hinds County GIS / Tax Assessor	Automated synchronization of parcel, property owner, and address changes from Hinds County land roll to ERP property records

SECTION 4 – FUNCTIONAL REQUIREMENTS

The following table presents the City's functional requirements organized by module. Proposers must complete the Functional Requirements Matrix (Appendix B) by indicating the level of support for each requirement using the response codes below.

Code	Status	Definition
S	Standard	Available in current release without modification
C	Configurable	Available through configuration, workflow setup, or admin settings
3	Third-Party	Available via certified integration with a named third-party product
F	Future Release	Planned in next major release (provide version and date)
N	Not Available	Not currently available and not planned

Priority codes: M = Mandatory (eliminate from consideration if not met); H = High; L = Low.

4.1 Planning and Zoning Requirements

ID	Requirement	Priority	Response
PZ-001	Support multiple case types: rezoning, variance, conditional use permit, special exception, annexation, and comprehensive plan amendment	M	
PZ-002	Provide automated routing of planning cases to all required review departments with configurable routing rules	M	
PZ-003	Track review deadlines, send automated notifications to reviewers and applicants, and escalate overdue reviews	M	
PZ-004	Generate public hearing notices with required content and distribute to required parties and publications	H	
PZ-005	Manage Planning Commission and Board of Adjustment meeting agendas, minutes, and decisions	H	
PZ-006	Track conditions of approval and generate compliance alerts when conditions come due	H	
PZ-007	Integrate with GIS to display case location on a map and enable spatial queries by parcel, district, or zone	M	
PZ-008	Support online application submission with required document upload	M	
PZ-009	Provide applicant-facing status portal with real-time case status and reviewer comments	H	
PZ-010	Generate and maintain a zoning history for each parcel	H	

4.2 Permitting Requirements

ID	Requirement	Priority	Response
PE-001	Support all City permit types including building, electrical, mechanical, plumbing, demolition, sign, grading, ROW, special event, and certificate of occupancy	M	
PE-002	Provide online permit application with required document upload, real-time fee calculation, and secure online payment	M	
PE-003	Automate routing to review departments with configurable routing rules and SLA tracking	M	
PE-004	Support concurrent multi-department review with consolidated approval tracking	M	
PE-005	Generate permit documents with QR code for field verification by City staff and third parties	H	
PE-006	Track permit expiration and send automated renewal notices at configurable intervals	H	
PE-007	Support hold and stop-work orders with notifications to all parties and audit logging	M	
PE-008	Integrate with financial system for fee posting and receipt management	M	
PE-009	Support business license application, renewal, and revocation with automated annual renewal billing	H	
PE-010	Provide permit search and history accessible to the public without login	H	
PE-011	Support contractor licensing and insurance verification with expiration alerts	H	
PE-012	Track and report on all permits by type, status, revenue, cycle time, and department - Support establishment and maintenance of new E911 addresses and address locations as part of the permitting workflow; new addresses assigned during building permit intake must be synchronized with the City's E911 system and GIS address database - Integrate with Hinds County land roll so that updates to parcels, property owners, or addresses made by Hinds County are automatically reflected in permit and property records without manual re-entry by staff	M	

4.3 Inspections Requirements

ID	Requirement	Priority	Response
IN-001	Allow permit holders to schedule inspections online 24/7 with automated confirmation and inspector assignment	M	
IN-002	Provide mobile inspection application for iOS and Android with offline data entry and photo capture	M	
IN-003	Support configurable inspection checklists aligned to adopted codes	M	
IN-004	Enable GPS-tagged photo and video attachment to inspection records from mobile devices	H	
IN-005	Generate inspection results letters electronically and send automatically to applicants	H	
IN-006	Support route optimization to minimize inspector travel time	H	
IN-007	Track re-inspection fees and integrate with fee collection system	M	
IN-008	Provide inspector workload and productivity dashboards for supervisors	H	
IN-009	Issue electronic Certificate of Occupancy with digital signature Provide supervisor and director dashboard showing inspections completed, approvals issued, re-inspection rates, and individual officer productivity by date range, district, and inspection type	M	

4.4 Code Enforcement Requirements

ID	Requirement	Priority	Response
CE-001	Accept complaint intake via web portal, mobile app, email, phone, and 311 platform with automatic case creation from resident-submitted requests	M	
CE-002	Assign cases automatically based on inspector geographic assignment and workload balancing	H	
CE-003	Generate violation notices using configurable templates with merge fields	M	
CE-004	Track compliance deadlines and escalate cases automatically when deadlines are missed	M	
CE-005	Manage Code Enforcement Board hearings and record decisions	H	
CE-006	Support lien filing workflow including amount calculation, approval, and filing documentation	H	
CE-007	Integrate with county assessor data for property owner identification	H	
CE-008	Provide mobile field app with GPS tagging and photo capture	M	

ID	Requirement	Priority	Response
CE-009	Track abatement contractor work orders and cost recovery • Support officer geographic area assignments that are configurable by administrators without vendor involvement, allowing supervisors to reassign or redraw officer zones as staffing and operational needs change • Maintain a comprehensive owner portfolio view displaying all properties, permits, rental registrations, violations, and open cases associated with a single owner or entity across the City • Automatically schedule rental inspections at the point of rental registration or renewal, with configurable inspection intervals by property classification; inspector assignment triggered without manual entry • Retain and auto-populate owner and property information across renewal cycles so applicants are not required to re-enter previously submitted data for recurring registrations or renewals • Provide a full activity log and audit trail for all case and property actions, exportable to print-friendly PDF and Excel formats, accessible to supervisors and directors without requiring IT assistance	H	

4.5 Grant Monitoring Requirements

ID	Requirement	Priority	Response
GM-001	Track grants from identification through application, award, and closeout	M	
GM-002	Manage grant budgets by line item with expenditure tracking and remaining balance display	M	
GM-003	Support multi-year grant performance tracking including milestones, outputs, and outcomes	H	
GM-004	Generate drawdown request documentation and maintain drawdown history	H	
GM-005	Support sub-recipient monitoring including compliance checklists and site visit records	H	
GM-006	Integrate with Tyler Munis for grant fund accounting and expenditure coding	M	
GM-007	Maintain audit-ready document repository for each grant	M	

SECTION 5 – TECHNICAL AND SECURITY REQUIREMENTS

5.1 Architecture Requirements

- The solution must be delivered as a true Software-as-a-Service (SaaS) platform hosted in a FedRAMP-authorized commercial cloud environment (AWS GovCloud, Microsoft Azure Government, or Google Cloud Government)
- No on-premises server infrastructure shall be required; the City will not host application servers, databases, or middleware
- The platform must support a multi-tenant architecture with logical data segregation ensuring City data is isolated from other customers
- All application and database tiers must support geographic redundancy with automatic failover and recovery time objectives (RTO) of four hours or less and recovery point objectives (RPO) of one hour or less
- The platform must support horizontal scaling to accommodate peak load without service degradation
- The vendor must maintain a documented, tested disaster recovery plan and provide the City with annual DR test results

5.2 Performance Requirements

- Page load times shall not exceed three (3) seconds for 95% of transactions under normal load
- The system shall support at least 250 concurrent staff users without performance degradation
- The citizen portal shall support at least 1,000 concurrent public users
- Scheduled maintenance downtime shall not exceed four (4) hours per month and shall be performed during non-business hours (Friday 10:00 PM – Sunday 6:00 AM CST)
- The vendor shall maintain a publicly accessible status page and provide real-time incident notifications
- The vendor shall guarantee 99.9% uptime (excluding scheduled maintenance) measured monthly, with financial penalties for non-compliance defined in the SLA

5.3 Security Requirements

- The solution must comply with NIST SP 800-53 Rev. 5 security controls at the Moderate baseline
- Data at rest must be encrypted using AES-256; data in transit must be encrypted using TLS 1.2 or higher
- The vendor must maintain a current SOC 2 Type II certification covering the production environment and provide a copy annually
- Multi-factor authentication (MFA) must be supported for all staff users; SSO via Microsoft Azure AD (SAML 2.0 / OpenID Connect) is required
- Role-based access control (RBAC) must be granular to the field level; the City must be able to define and manage roles without vendor assistance
- All user actions must be logged in a tamper-resistant audit trail retained for a minimum of seven (7) years
- Vulnerability scans must be performed monthly and penetration tests conducted annually by a qualified third party; results and remediation timelines must be shared with the City
- The vendor must have a documented incident response plan and notify the City within four (4) hours of any confirmed data breach or security incident
- The solution must comply with the Children's Online Privacy Protection Act (COPPA), the Americans with Disabilities Act (ADA), and WCAG 2.1 AA accessibility standards

5.4 Data Ownership and Portability

- The City retains full ownership of all data entered into or generated by the system
- The vendor must provide a complete data export in a standard, non-proprietary format (JSON, CSV, XML, or SQL) within thirty (30) days of a written request at no charge
- Upon contract termination, the vendor must provide a final data export within sixty (60) days and certify destruction of City data within ninety (90) days
- The vendor may not use City data for training AI/ML models, benchmarking, marketing, or any purpose other than service delivery without prior written consent

5.5 API and Integration Requirements

- The platform must expose a documented RESTful API supporting full CRUD operations on all major entities
- APIs must support OAuth 2.0 authentication and use JSON as the data exchange format
- The vendor must maintain an up-to-date API developer portal with endpoint documentation, authentication guidance, and code examples
- Webhooks or event-driven notifications must be available for key status changes to support real-time integration with third-party systems
- The platform must support import/export of permit data via the FGDC Permit Data Standard or equivalent open standard

5.6 Mobile Requirements

- Native or hybrid mobile applications must be available for iOS (version 16+) and Android (version 12+)
- Mobile apps must support offline data entry, photo capture, and GPS tagging with automatic synchronization upon network reconnection
- The citizen portal must be fully responsive and functional on mobile browsers without requiring app installation

SECTION 6 – IMPLEMENTATION REQUIREMENTS

6.1 Implementation Approach

The City anticipates a phased implementation approach over approximately eighteen (18) months. Proposers may recommend a phasing strategy based on their methodology, but all modules must be fully operational no later than twenty-four (24) months from contract execution. The following phasing is suggested; proposers may propose alternatives with justification.

Phase	Modules	Target Go-Live
Phase 1	Permitting & Licensing, Building Inspections, Citizen Portal, GIS Integration, Munis Integration	TBD (Phase 1 Target)
Phase 2	Planning & Zoning, Code Enforcement, Project Tracking, Grant Monitoring, Reporting & Dashboards	TBD (Phase 2 Target)

6.2 Project Management

- The vendor must assign a dedicated, named Project Manager with at least five (5) years of ERP implementation experience in local government environments
- The vendor must provide a detailed project plan (Microsoft Project or equivalent) within thirty (30) days of contract execution, including all tasks, dependencies, milestones, and resource assignments
- Weekly status meetings with the City's project team are required; meeting notes must be distributed within 24 hours
- The vendor must maintain a project dashboard accessible to the City providing real-time status of tasks, risks, and issues
- All project documentation must be maintained in a shared repository accessible to the City throughout the project
- The vendor must maintain a formal risk register and escalate high-priority risks to City leadership within 48 hours of identification

6.3 Business Process Review and Configuration

- The vendor must conduct a structured current-state process review (discovery) for each module prior to configuration
- The vendor must deliver a Business Process Design document for each module describing future-state workflows for City review and approval before configuration begins
- Configuration must align to City-approved business processes; scope changes must go through a formal change control process
- The vendor must configure all fee schedules, permit types, workflow routing rules, inspection checklists, violation types, and report templates based on City specifications

6.4 Data Migration

- The vendor must assess the current legacy system data and develop a data migration strategy and mapping document for City approval
- At minimum, the following data must be migrated: active permits and all permits issued within the past seven (7) years; all open planning cases; all active code enforcement cases; business license records; contractor records; and property/parcel records
- The vendor must conduct at least two (2) full migration dress rehearsals before go-live
- Post-migration data validation must include reconciliation reports confirming record counts, key field values, and document attachment integrity
- Legacy system data not migrated must be exported and provided to the City in a documented, accessible format

6.5 Testing

- The vendor must develop a comprehensive test plan including unit testing, system integration testing (SIT), user acceptance testing (UAT), and performance testing
- The City will conduct UAT using City staff with representative test scenarios; the vendor must provide a test environment and test scripts
- All integration points must be tested with live data from connected systems before go-live
- The vendor must remediate all critical and high-severity defects before go-live
- The City must provide written sign-off on UAT before the production cutover date is confirmed

6.6 Training

- The vendor must provide role-based training for all City staff, organized by functional area (administrator, permit technician, plan reviewer, inspector, code enforcement officer, planner, manager)
- Training must include both classroom instruction (on-site or virtual) and self-paced e-learning accessible after go-live
- The vendor must train at least three (3) City system administrators, designated by the IT Department Director, on system configuration, user management, workflow modification, and report building. The IT Department shall serve as the primary system administrator and shall maintain full control over user permissions, role assignments, system configuration, module settings, and overall system management without dependence on vendor involvement for routine administrative functions. Training materials, quick reference guides, and video tutorials must be provided to the City in editable formats
- The vendor must provide refresher training for new staff for a minimum of twelve (12) months following go-live at no additional charge

6.7 Go-Live Support

- The vendor must provide on-site support during each go-live event for a minimum of five (5) business days
- A dedicated hypercare support resource must be available for thirty (30) days post go-live, responding to critical issues within one (1) hour
- The vendor must conduct a post-implementation review meeting within sixty (60) days of go-live to assess outcomes against success criteria

6.8 Ongoing Support and Maintenance

- The vendor must provide a dedicated Customer Success Manager for the duration of the contract
- Support must be available by a dedicated, direct phone number (not a general call center queue) and online portal during business hours (8:00 AM – 5:00 PM CST, Monday through Friday); the vendor must provide a named support contact and a direct escalation phone number that connects City staff to a knowledgeable support representative capable of resolving issues without transfer
- Critical (system down) issues must receive a response within one (1) hour and a resolution or workaround within four (4) hours
- High-priority issues must receive a response within four (4) hours and resolution within two (2) business days
- All platform upgrades must be deployed in a staging environment for City review and acceptance testing before production deployment
- The vendor must provide at least thirty (30) days' notice for any changes to core functionality, APIs, or integration points

SECTION 7 – PROPOSAL FORMAT AND CONTENT

Proposals must follow the format outlined in this section. Proposals that do not include required sections may be deemed non-responsive. There is no page limit, but proposals should be concise and focused on the City's specific requirements.

Volume I – Technical Proposal

Tab 1 – Executive Summary (Maximum 3 Pages)

- Summary of the proposed solution and why it is the best fit for the City of Jackson
- Vendor's understanding of the City's challenges and goals
- Key differentiators and value propositions
- Proposed phasing and implementation timeline summary

Tab 2 – Vendor Qualifications and Experience

- Company overview: founding year, headquarters, number of employees, annual revenue (range), ownership structure, and any pending mergers, acquisitions, or divestitures
- List of at least five (5) government ERP implementations completed in the past five years, with contact information for three (3) referenceable clients of similar size and scope (use Appendix C form)
- At least two (2) of the three references must be municipal governments with populations between 50,000 and 500,000
- Description of any litigation, regulatory action, or material contract termination in the past three years
- Key personnel: provide resumes for the proposed Project Manager, Implementation Lead, and Technical Architect
- Identify all proposed subcontractors and their roles, qualifications, and percentage of work

Tab 3 – Proposed Solution

- Detailed description of the proposed software platform, including version number and release date
- Description of the SaaS architecture, hosting environment, and cloud regions used
- Product roadmap highlights for the next eighteen (18) months
- Description of AI, machine learning, or automation capabilities available in the current release
- Approach to GIS integration and Esri ArcGIS compatibility
- Approach to Tyler Munis integration, including experience with prior Munis integrations
- Mobile inspection application demonstration screenshots or video
- Citizen portal screenshots or video demonstration
- Sample dashboards and reports

Tab 4 – Implementation Approach and Project Plan

- Detailed implementation methodology (e.g., Agile, Waterfall, hybrid)
- Proposed implementation phases, deliverables, and timeline in a Gantt chart or similar format
- Description of the discovery and business process review approach
- Data migration strategy, including tools and validation approach
- Testing strategy including UAT methodology
- Training plan detailing number of sessions, formats, and topics by role
- Go-live and cutover strategy
- Change management approach
- Description of City resource requirements (hours by role) during implementation

Tab 5 – Technical Architecture and Security

- System architecture diagram showing all components, integrations, and data flows
- Description of the hosting environment, redundancy, and failover capabilities
- Current SOC 2 Type II certification (attach or provide download link)
- Summary of security controls aligned to NIST SP 800-53 Moderate baseline
- Description of data encryption, backup procedures, and recovery capabilities with RTO/RPO metrics
- API documentation or developer portal link
- Incident response plan summary

Tab 6 – Functional Requirements Matrix

- Completed Appendix B matrix for all modules
- For any requirement marked C (Configurable), F (Future), or 3 (Third-Party), provide a brief description in the comments column
- For any requirement marked N (Not Available), describe the impact and any proposed workaround

Volume II – Cost Proposal (Separate File)

The Cost Proposal must be submitted as a separate PDF and Excel file using the template in Appendix A. Any cost proposal included within the Technical Proposal will be disregarded during scoring and the separate file will be used.

- All costs must be inclusive of software licensing, implementation services, data migration, integration development, training, travel, and all other costs required to go live
- Annual recurring costs (subscription, maintenance, support) must be listed for Years 1 through 10
- Costs must be itemized by module, phase, and service type
- Any costs not included in the proposal that may be charged after contract award must be explicitly disclosed
- Travel and expenses policy must be described; the City will only reimburse actual expenses within IRS per diem rates
- The City reserves the right to select any combination of modules; proposers should price each module independently where possible

SECTION 8 – EVALUATION AND AWARD CRITERIA

8.1 Evaluation Process

Proposals will be evaluated by a cross-functional Evaluation Committee composed of representatives from the Department of Planning & Development, Information Technology Division, Finance Department, Office of the City Clerk, and the Mayor's Office. The evaluation process will proceed in the following stages:

Stage 1 – Responsiveness Review: The City Clerk's office will review all submissions for completeness and compliance with submission requirements. Non-responsive proposals will be eliminated.

Stage 2 – Technical Scoring: The Evaluation Committee will independently score Technical Proposals against the criteria below. Committee scores will be averaged.

Stage 3 – Shortlisting: The top three (3) to five (5) proposers by technical score will be invited to deliver product demonstrations.

Stage 4 – Demonstrations: Vendors will deliver structured live demonstrations using City-provided test scenarios. Demonstration scores will be added to technical scores.

Stage 5 – Reference Checks: The City will contact at least two (2) references for each shortlisted vendor.

Stage 6 – Cost Scoring: Cost proposals for shortlisted vendors will be opened and scored.

Stage 7 – BAFO (if applicable): The City may request a Best and Final Offer from finalists.

Stage 8 – Award Recommendation: The Evaluation Committee will make a final recommendation to the City Council for approval.

8.2 Scoring Criteria

Evaluation Criterion	Weight	Key Considerations
Functional Capabilities	25%	Completeness and quality of functional requirements response; depth of features without customization
User Experience and Citizen Portal	20%	Ease of use, modern UX design, mobile responsiveness, accessibility compliance
Implementation Approach	15%	Methodology quality, timeline realism, City resource requirements, change management
Vendor Experience and References	10%	Government ERP experience, reference quality, stability and financial health
Technical Architecture and Security	10%	SaaS maturity, security certifications, uptime SLA, data portability
Workflow Automation and Innovation	10%	AI/ML capabilities, automation depth, no-code/low-code tools, product roadmap
Reporting and Analytics	5%	Dashboard quality, report library, ad hoc capability, BI tool integration
Cost and Value	5%	Total 10-year cost of ownership, pricing transparency, value per dollar
TOTAL	100%	

8.3 Demonstration Requirements

Shortlisted vendors will be required to conduct a live, scripted demonstration of the proposed system using a City-provided demonstration scenario package. Demonstrations will be evaluated by the Evaluation Committee on the criteria listed in Section 8.2. The demonstration agenda will be provided to vendors at least ten (10) business days in advance.

The demonstration must include the following scenarios:

- Residential Building Permit: Online application submission, routing to fire and structural review, issuance, inspection scheduling, mobile inspection, and certificate of occupancy
- Commercial Plan Review: Complex plan set upload, concurrent multi-department review, revision request, and final approval
- Rezoning Case: Application intake, staff report generation, Planning Commission hearing management, condition tracking
- Code Enforcement: Complaint intake, field investigation with mobile app, violation notice generation, compliance tracking, and lien filing workflow
- Grant Monitoring: Grant setup, budget tracking, sub-recipient monitoring, and drawdown request generation
- Executive Dashboard: Real-time KPI display, custom report building, and data export

8.4 Cost Scoring Methodology

Cost proposals will be scored using the following formula: $\text{Cost Score} = (\text{Lowest Proposed 10-Year TCO} / \text{Proposer's 10-Year TCO}) \times \text{Maximum Cost Points}$. A proposer with the lowest total ten-year cost of ownership receives the maximum cost points (5% of total score). Other proposers receive a proportional score.

8.5 Preferences

In accordance with Mississippi Code Annotated § 31-7-1 et seq., the City will apply a five percent (5%) preference to Mississippi-domiciled businesses where their proposal is otherwise within five percent of the lowest qualified proposal. The City also encourages proposals from MBE/WBE certified vendors and will consider diversity commitments as a qualitative factor.

SECTION 9 – CONTRACT TERMS AND CONDITIONS

9.1 Contract Type and Term

The City intends to execute a Software-as-a-Service Subscription and Professional Services Agreement with the selected vendor. The initial contract term will be five (5) years from the contract execution date. Given that multiple City departments will utilize the system, proposers must provide pricing that is modular and itemized by functional module so that the City can evaluate a departmental cost-sharing structure. The RFP requires that participating departments be able to contribute toward implementation and ongoing subscription costs on a proportional basis; the selected vendor must support this billing structure upon request, with the City's option to renew for up to three (3) additional two-year terms, for a maximum term of eleven (11) years. Annual subscription prices must be fixed for the first five-year term and capped at a maximum of three percent (3%) annual increase during renewal periods.

9.2 Standard Terms

- The City of Jackson is a Mississippi municipal corporation. This contract is governed by Mississippi law.
- Any dispute must first be submitted to mediation. If mediation is unsuccessful, disputes will be resolved in the Circuit Court of Hinds County, Mississippi.
- The vendor must maintain General Liability insurance (\$2M per occurrence / \$4M aggregate), Professional Liability/E&O insurance (\$2M per occurrence), Cyber Liability insurance (\$5M per occurrence), and Workers' Compensation insurance at statutory limits throughout the contract term. The City must be named as an additional insured on General Liability.
- The vendor must comply with all applicable federal, state, and local laws, including the Mississippi Public Procurement Review Board rules, the Americans with Disabilities Act, and all applicable federal grant requirements (2 CFR Part 200 where applicable).
- The vendor may not subcontract any material portion of the work (greater than twenty percent (20%) of contract value) without prior written approval from the City.
- The vendor's total liability to the City shall not exceed the total fees paid in the twelve (12) months preceding the claim, except in cases of gross negligence, willful misconduct, or data breach.
- The City may terminate the contract for convenience upon sixty (60) days' written notice; the vendor must provide a pro-rata refund of prepaid subscription fees.
- The City may terminate for cause immediately upon written notice if the vendor materially breaches the contract and fails to cure within thirty (30) days of notice.

9.3 Service Level Agreement (SLA) Requirements

The contract must include a binding SLA containing, at minimum:

- Monthly uptime guarantees of 99.9% excluding scheduled maintenance
- Scheduled maintenance windows limited to off-hours and not to exceed four (4) hours per month
- Incident response and resolution time commitments by severity (as defined in Section 6.8)
- Financial penalties (service credits) for SLA violations: not less than 5% of monthly subscription fee per percentage point below 99.9% uptime
- Defined process for SLA reporting, dispute resolution, and credit issuance

9.4 Data Security and Privacy

The contract must include a Data Processing Agreement (DPA) that addresses:

- Definitions of City data, personal information, and sensitive data
- Vendor's obligations as a data processor under applicable law
- Data breach notification obligations (four-hour notice to City, 72-hour notice to affected individuals where required)
- Data retention and destruction schedules
- Sub-processor disclosure and restrictions
- Compliance with applicable state and federal privacy laws

9.5 Implementation Milestones and Payments

Implementation payments will be tied to milestone completion and City acceptance:

Milestone	Payment Trigger	Max % of Implementation Fee
Contract Execution	Signed contract	10%
Project Kickoff and Plan Approval	City-approved project plan	5%
Business Process Design Approval	City-signed BPD documents	10%
Configuration Complete / SIT Pass	City acceptance of SIT results	15%
UAT Acceptance – Phase 1	City-signed UAT sign-off	20%
Phase 1 Go-Live	Successful production cutover	15%
UAT Acceptance – Phase 2	City-signed UAT sign-off	15%
Phase 2 Go-Live	Successful production cutover	10%

APPENDIX A – PRICING AND COST FORM

Complete all sections of this form. Proposers must also submit this form in editable Excel format. Do not modify the structure of the form. All prices must be in U.S. dollars.

A.1 One-Time Implementation Costs

Service / Deliverable	Hours (Est.)	Rate	Total Cost
Project Management	\$	\$	\$
Business Process Review and Design	\$	\$	\$
Software Configuration – Phase 1 Modules	\$	\$	\$
Software Configuration – Phase 2 Modules	\$	\$	\$
Data Migration	\$	\$	\$
Integration Development (Munis, GIS, Laserfiche, Payment)	\$	\$	\$
Testing (SIT, UAT support)	\$	\$	\$
Training	\$	\$	\$
Go-Live Support (on-site)	\$	\$	\$
Travel and Expenses	\$	\$	\$
Other (describe):	\$	\$	\$
TOTAL IMPLEMENTATION COST		\$	\$

A.2 Annual Subscription Costs (Years 1–10)

Year	Modules Included	Annual Fee	Cumulative Cost
1	All modules	\$	\$
2	All modules	\$	\$
3	All modules	\$	\$
4	All modules	\$	\$
5	All modules	\$	\$
6	All modules	\$	\$
7	All modules	\$	\$
8	All modules	\$	\$
9	All modules	\$	\$
10	All modules	\$	\$

A.3 Ten-Year Total Cost of Ownership Summary

Cost Category	Total
Total One-Time Implementation Costs	\$
Total Subscription Costs (Years 1–10)	\$
Optional Add-Ons / Enhancements	\$
TOTAL TEN-YEAR COST OF OWNERSHIP	\$

APPENDIX B – FUNCTIONAL REQUIREMENTS MATRIX

The complete Functional Requirements Matrix is provided as a separate Excel workbook ("COJ-ERP-2026-001_Appendix_B_Matrix.xlsx") available for download from the City's procurement portal at www.jacksonmsbids.com

Proposers must complete the matrix in Excel format and upload it along with their proposal. Do not modify the structure of the matrix, including row IDs, column headers, or response code definitions. Proposers may add notes in the "Comments" column.

The matrix contains all requirements from Section 4 of this RFP, organized by module, with columns for: Requirement ID, Requirement Description, Priority, Vendor Response Code, and Comments.

APPENDIX C – VENDOR REFERENCES FORM

Provide the following information for three (3) government client references. At least two references must be municipalities with populations between 50,000 and 500,000. References will be contacted by the City.

Reference 1

Organization Name:	
City, State:	
Population:	
Primary Contact Name:	
Title:	
Phone:	
Email:	
Modules Implemented:	
Go-Live Date:	
Contract Value (approx.):	

Reference 2

Organization Name:	
City, State:	
Population:	
Primary Contact Name:	
Title:	
Phone:	
Email:	
Modules Implemented:	
Go-Live Date:	
Contract Value (approx.):	

Reference 3

Organization Name:	
City, State:	
Population:	
Primary Contact Name:	
Title:	
Phone:	
Email:	
Modules Implemented:	
Go-Live Date:	
Contract Value (approx.):	

PROPOSAL CERTIFICATION AND SIGNATURE

The undersigned, by signature below, certifies that:

- The proposing firm is authorized to do business in the State of Mississippi.
- The information provided in this proposal is true, accurate, and complete to the best of the signatory's knowledge.
- The proposing firm has not engaged in any collusive or anti-competitive conduct in connection with this proposal.
- No City of Jackson employee or official has been offered any payment, gift, or benefit in connection with this procurement.
- The proposing firm agrees to be bound by the terms of this RFP and the City's Standard Contract Terms if selected.
- All addenda issued by the City have been reviewed and are incorporated into this proposal (list addenda numbers below).

Addenda acknowledged (list numbers): _____

Authorized Signature	Date
Printed Name and Title	Company Name
Street Address	City, State, ZIP
Phone	Email

Federal Tax ID Number (EIN): _____

Mississippi Secretary of State Registration Number: _____

MBE/WBE Certification (if applicable): _____