City of Doraville, Georgia

REQUEST FOR PROPOSALS

SOFTWARE AND IMPLEMENTATION SERVICES FOR AN INTEGRATED FINANCIAL SYSTEM RFP#: 090807-04

February 11, 2010

SUBMIT PROPOSALS TO:

FINANCE DIRECTOR
City of Doraville, Georgia
PO Box 12345
Doraville, Georgia 30340

This document is available in both MS Word and MS Excel format and upon request can be provided to vendors by email: Shanta.Wilson@doravillega.us

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CURRENT SYSTEM

The City's current financial system is MAS90 (Best Software), a nongovernmental accounting software package. The software package should never have been implemented due to its inability to handle fund accounting. The City has grown and has since developed operational needs beyond the abilities of the current system. The outside auditor has identified the current software package as a material weakness and management has agreed with his findings.

The City has outsourced its payroll functions to Altera Payroll, Macon Georgia. The payroll general ledger debit and credit activity along with check register information for bank reconciliation purposes will be imported into the general ledger package.

The current software package chart of accounts numbering format is not in compliance with the Georgia Uniform Chart of Accounts structure and will be changed so as to be in compliance with the implementation of the new software.

The City needs to implement a financial system that uses "best of breed" design or best business practices as their framework. To implement a modern system in a short period of time, the City recognizes that it may have to rethink its current business practices and try to conform to the best practice designs built into leading-edge application software. The intention is to procure an integrated financial system that provides the basis for the City to be a leading-edge public sector organization for innovative budgeting and accounting capabilities.

PART I: GENERAL INFORMATION

GENERAL INFORMATION PART I

1-1 PURPOSE AND SYSTEM SCOPE

The City of Doraville, Georgia is seeking proposals for an integrated financial system including software, implementation services, ongoing training and technical support.

1) The system proposed should enable integrated real-time processing of all financial transactions for the City's financial affairs including, but not limited to, the following:

   ☐ General Ledger ☐ Bank Reconciliation ☐ Accounts Payable ☐ Budget Preparation ☐ Fixed Assets ☐ Purchasing

2) The vendor must establish and implement a training program, including onsite training, to teach City users the skills and knowledge necessary to effectively use the technology being proposed. The vendor will also be required to provide ongoing technical support and documentation to implement system updates as they become available. The vendor will also assist in the process of technological migration and organizational changes involved in moving to a distributed computing environment in which end-users will have direct access to and control of those portions of the City's financial information necessary for the performance of their jobs.

3) Vendors must indicate in the proposal the total cost to perform extensive data conversion services and a detailed description of the conversion services proposed including programming. It is the vendor's responsibility to obtain the necessary information from the City to provide extensive data conversion services. The selected vendor will be responsible for the accuracy and reliability of the converted data. Mutually agreed specifications for the conversion services and testing procedures will be included in the contract.

1-2 CURRENT COMPUTING ENVIRONMENT

The design model and the operational specifications of the Doraville City Hall are based on the TCP/IP protocol (IPv4) over Category 5e cable. The City Hall network is connected to the Police Department's network via a wireless bridge that uses the 802.11b/g standard. This connection from the City Hall to the Police Department allows for the routing of specific e-mail traffic over the existing circuits. Internet access is provided to City Hall via a Netopia Internet Router from AT&T.

The City has a Windows 2003 Active Directory managed by a single / primary domain controller. This primary domain controller also acts as a file and application server and is currently running the city's core accounting application package: Sage MAS 90. The city has an additional Windows 2003 application server running its Energov.NET application.

1-3 REQUIRED SYSTEM FUNCTIONS

The City has defined its general computing requirements as well as its short-term and long-term City information services directions. Our core requirements are: ☐ a robust and fully relational system that can directly support financial functions for the City.

☐ System must be scalable and can support current demands as well as accommodate future growth.

☐ Ensure the efficient and accurate capture of data

☐ the proposed system will incorporate an integrated database(s) of financial, budgetary, and personnel data that will eliminate the need to enter the same data more than once, thereby minimizing cost, duplication of effort, and potential for error. With the new system, information should be easy to enter, access, and reuse and should be automatically linked to all related fields.

☐ Provide convenient access to information and services

☐ Integrate with the City's technological infrastructure

1-4 SELECTION PROCESS

At its discretion, the City may require any vendor to make an oral presentation of their proposal, provide demonstrations and/or submit further written literature. These presentations provide an opportunity for the vendor to clarify the proposal for the City. The City will schedule any such presentations or requests for information. The award/negotiation sequence will be based on a formal methodology established by the City.

1-5 AWARD

Once the proposals are opened, each will be evaluated by a committee selected by the City, taking into consideration the criteria stipulated in this RFP. The City, sole judge in evaluation considerations, may make an award to the vendor(s) who submits the proposal judged by the City to be most advantageous. The City anticipates awarding one contract only. A recommendation will be presented to the City Council that will be in the best interest of the City as determined by the Evaluation Committee. The City reserves the right to award on an all-or-none basis. The award will only be to responsible vendor(s) licensed and qualified by experience to perform the services specified herein. All proposals submitted shall be valid for a period of one hundred eighty (180) calendar days from the date of proposal opening. However if an offeror is not selected within sixty (60) days of the opening of the proposals any offeror that is determined to be unlikely of being selected shall be released from their proposal.

Part II: General Conditions

PART II

2-1 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals:

A. the original proposal,
B. two (2) copies,
C. and one electronic copy of the response (in Word or .pdf format)
D. and the Technical Requirements (in Excel format)

shall be submitted to the office of the FINANCE DIRECTOR. The original shall be clearly marked "original". The proposal shall be prepared with a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP.

Proposals must be received no later than 2:00 p.m. local time, Monday, March 1, 2010. Late proposals will not be considered.

Mailing Address:	CITY OF DORAVILLE, GEORGIA FINANCE DIRECTOR 3725 PARK AVENUE DORAVILLE, GEORGIA 30340

It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes.

2-2 DELIVERY OF PROPOSAL

Each proposal must be received by the date and time set for closing receipt of offers. The container shall be identified with the RFP Title, the name of the vendor, and the date and time of closing.

Note: Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration.

The City cautions vendors to assure actual delivery of mailed or hand-delivered proposals directly to the City's Office of the FINANCE DIRECTOR prior to the established deadline. A proposal received by the FINANCE DIRECTOR after the established deadline will be returned, unopened, to the vendor.

2-3 PROPOSAL COSTS

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the City, or for participating in any selection interviews.

2-4 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

2-5 INQUIRIES

Interested vendors may contact the FINANCE DIRECTOR regarding questions about the proposal. The FINANCE DIRECTOR will also receive written requests for clarification concerning the meaning or interpretations of this RFP **until 2:00 PM, Friday, February 19, 2010**.

2-6 REJECTION

The City reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

2-7 INSURANCE

The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City.

2-8 WORKER'S COMPENSATION

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. Thirty (30) days notice of cancellation is required and must be provided to the City via Certified Mail.

2-9 PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City. Vendors should be sure they have included an electronic copy of the response as part of their proposal.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The requirements response section of the proposal should be submitted on disk (in MS Excel) AND in hard-copy as part of the submitted document. Expensive bindings, color displays, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All pages should be numbered and clearly labeled.
The proposal should be organized into the following major sections:

Section	Title
	Title Page
	Table of Contents
1.0	**Executive Summary and Mandatory Submittals**
2.0	**Company Background**
3.0	**Proposed Application Software and Computing Environment**
4.0	**Optional/Third Party Software**
5.0	**System Security**
6.0	**Implementation and Training**
7.0	**Maintenance and Support**
8.0	**Client References**
9.0	**Responses to Functional/Technical Requirements**
10.0	**Cost Quotations Electronic Response**

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

2-10 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

(Section 1.0). The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations. Also include Mandatory Submittals in this section. Mandatory Submittals can be found in Part IV of this document.

2-11 COMPANY BACKGROUND

(Section 2.0). Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information.

The vendor should outline the company's background, including:

☐ How long the company has been in business. ☐ A brief description of the company size and organization. ☐ The number of public sector installations.

2-12 PROPOSED APPLICATION SOFTWARE AND COMPUTING ENVIRONMENT

(Section 3.0). The vendor must present, in detail, features and capabilities of the proposed application software.

In addition, the following information should be included:

Hardware Environment: Describe the hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each. The City prefers a thin client computing environment which will enable high application performance regardless of bandwidth as well as greater data security. Also preferred is a solution with access to the application from any location with Internet connectivity.

Operating System: The City requires a true, Windows-based system. Identify the operating system required by the proposed applications software in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

List the operating system software support products required to support the recommended computing environment. List any additional vendor software products required to support your proposed application software. Also, if your solution includes a managed back-up solution, please include pertinent information.

2-13 THIRD-PARTY PRODUCTS/OPTIONAL SOFTWARE

(Section 4.0). The vendor should explicitly state the name of any third-party products that are part of the proposed solution to the City's list of requirements. For each third-party product, there should be a statement about whether vendor's contract would encompass the third-party product and/or whether the City would have to contract on its own for the product.

Include a description of any products, features or other value added components available for use with the proposed financial system that have not been specifically requested in this RFP. Consideration of these products features or other value added components will be given where these may be of value to the City.

2-14 SYSTEM SECURITY

(Section 5.0). The vendor should include a detailed description of the proposed system's security features.

2-15 IMPLEMENTATION AND TRAINING

(Section 6.0). The vendor must provide a detailed plan for implementing the proposed system. This information must include:

☐ Project organization chart ☐ Detailed implementation methodology ☐ Detailed conversion methodology for providing the necessary levels of data
conversion of as much data as possible from the current applications to the new system. ☐ Conversion support and methodology should include conversion of the following data: ☐ Bank Reconciliation Master File (Includes: Outstanding checks) ☐ Ledger Master File (Includes: Accounts, budgets, and balance forward) ☐ Ledger History File (Includes: Account activity history for current fiscal year and one prior fiscal year)

- ☐ Ledger Encumbrances / Open Purchase Order (Includes: Open purchase order information in summary form with corresponding ledger encumbrance)
- ☐ Vendor Master File (Includes: Vendor information with 1099 balance if

available - no transactions)

- ☐ Accounts Payable Check History File (Includes: Accounts Payable check history for current fiscal year and one prior fiscal year)

- ☐ Implementation and training plan, including estimated time-frame and deliverables for each stage of the project
- ☐ Expected number of City employees required at different stages/modules of the implementation process and for ongoing support
- ☐ Level of expertise (e.g., novice, proficient or advanced) required of City staff for conversion and implementation, report writer, database and other system component maintenance, and for implementation and maintenance of hardware and software
- ☐ Overview of proposed training, including options for on-site or training center services, end users and data processing personnel
- ☐ Sample training manual or class outlines
- ☐ Describe your company's training methodology and primary concepts used
- ☐ Describe training assessment and evaluation procedures

2-16 MAINTENANCE AND SUPPORT

(Section 7.0). Specify the nature of any post-implementation support provided by the vendor including:

- ☐ Telephone support: include toll-free support hotline; hours of operation; availability of 24 x 7 hotline, etc.
- ☐ Special plans defining "levels" of customer support (e.g., gold, silver, etc.)
- ☐ Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module and predicted cost for the subsequent five years.
- ☐ Availability of user groups
- ☐ Problem reporting and resolution procedures
- ☐ Documentation included with purchase; also include sample documentation for general ledger module
- ☐ Other support (e.g., on-site, remote dial-in, Website access to patches, fixes and knowledge base)

2-17 CLIENT REFERENCES

(Section 8.0). Vendors should provide at least ten (10) client references that are located in Georgia and of similar in size and complexity to the City. Submit references for fully completed installations to the extent possible. Information should include at the minimum: name of client reference, name of agency's project manager, address, telephone, and e-mail.

2-18 RESPONSES TO FUNCTIONAL/TECHNICAL REQUIREMENTS

(Section 9.0). Responses to the requirements listed in Part IV of this RFP must be provided in this section of the vendor's proposal. Vendors should use the format provided and add explanatory details as necessary. The following answer key should be used when responding to the requirements:

Column A: Coding F = Fully Provided 'Out of Box': This feature is provided as part of a normal installation of the product. **M = Provided with Modifications:** While not provided by default, this feature may be provided through minor modifications to the system, such as configuration changes or loading of optional modules. A dollar value for column B is required in the format listed below. A description of the modification to be made is required in Column C. Failure to include the appropriate data will cause the requirement to be considered 'NA' (Not Available). **C = Custom Development Requires:** This feature is not included as part of the normal installation of this product, and cannot be provided through a simple configuration change or through loading of optional modules. This feature is available through custom development by the vendor. A dollar value for column B is required in the format listed below. A description of the modifications to be made in development is required in Column C. Failure to include the appropriate data will cause the requirement to be considered 'NA' (Not Available). **TP = Third-Party Software Required:** This feature is not available from the vendor, but is available via a third-part software package. A dollar value for column B is required in the format listed below. A description of the third-party software and its level of integration with the vendor's proposed package is required in Column C. Failure to include the appropriate data will cause the requirement to be considered 'NA' (Not Available). **PP = Partially Provided:** The vendor's proposed package partially meets the criteria listed. A precise description of the extent that the package meets the requirement is required in column C. Failure to include the appropriate data will cause the requirement to be considered 'NA' (Not Available). **R = Provided with Reporting Tool:** The requested report is provided as a ready-to use template with the reporting tool. **RB = Can be built via Reporting Tool:** The requested report is not available 'ready to-use', but can be built using the tools provided with the application. **NV = Next Version:** The feature is not currently available, but is listed for availability on the company's software development roadmap. A version and approximate timeframe for availability must be included in Column C. Failure to include the appropriate data will cause the requirement to be considered 'NA' (Not Available).
NA = This feature cannot be provided.

Column B: Cost
Include the cost associated with the specific feature, in whole dollars. If the amount is an approximation, please state so in Column C, along with the methodology used to come to the amount listed (for example: The cost is based on an hourly estimate of 20 hours @ $150/hour).
Note: If "M", "C", or "TP" is the response for a requirement in Column A, you must complete Column B. Failure to include the appropriate data will cause the requirement to be considered 'NA' (Not Available).

Column C Comments
Please include any comments or elaboration of your answer in columns 'A' or 'B'. Failure to complete Column C when it is required due to your response in Column 'A' will cause the requirement to be considered 'NA' (Not Available). The vendor may feel free to include any comments or clarification that they feel may be useful to the City here as well. Any comment that is longer than six (6) lines on the regular worksheet should instead be referenced and moved to the 'Free Response' worksheet at the end of the Excel Worksheet.

2-19 COST QUOTATIONS

(Section 10.0). The vendor's cost quotations should assume 10 total users and 6 concurrent users.

2-20 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFP by facsimile or by mail. **All addenda issued by the City must be so noted on any proposals that are submitted to the City**. Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal.

Part III
Functional/Technical Requirements

Functional Category: General Requirements

Response Key:

F=Fully Provided "Out-of-the Box" R=Provided with Reporting Tool
M=Provided with Modification RB=Can be built via Reporting Tool
C=Custom Development Required NV=Provided in Next Version
TP=Third Party Software NA=Not Available

Reference Number	Requirements	Response	Cost	Comment
	General Requirements			
Z1	Provides Win32 Client GUI that utilizes standard Window Interface Conventions			
Z2	All proposed modules of the system should be integrated to eliminate duplicate data entry for one module to another			
Z3	System should provide the ability to export any report to Microsoft Office products (Excel, Word, etc).			
Z4	System should provide the multiple levels of security from the Server level down to the menu level.			
Z5	The system should be compatible with Windows 2003 or higher			
Z6	Ability to preview all reports on screen before printing.			
Z7	The system should have the ability to copy security rights from one user to another.			
Z8	Provide complete user documentation in the form of online help, available through the application and /or printing hard copy.			
Z9	The system should support standard Windows editing functions such as Cut, Paste, Copy, etc.			
Z10	System should allow multiple users to be in the same module at the same time without running multiple sessions of the application.			
Z11	All screens can be navigated or completed without the use of a mouse.			
Z12	Data stored in a Relational Database System that includes transactions, logging, live backup capabilities, and a GUI Management Interface.			
Z13	Allow for unlimited transaction history.			
Z14	Provide an Application Delivery System that allows for access to the application from any location with Internet			
Z15	Can provide automated off-site data backup and restoration system.			

Functional Category: General Ledger

Response Key:

F=Fully Provided "Out-of-the Box" R=Provided with Reporting Tool
M=Provided with Modification RB=Can be built via Reporting Tool
C=Custom Development Required NV=Provided in Next Version

Reference Number	Requirements	Response	Cost	Comments
	General Requirements			
A1.1	Financial applications meet General Accepted Accounting Principles (GAAP). Financial internal controls comply with governmental accounting and financial reporting standards.			
A1.2	Provide control at a line item level within departments and funds.			
A1.3	Provide control at a line item level within departments and funds.			
A1.4	Allow temporary over-budget spending with account overrides.			
A1.5	Allow for at least three years of transaction history.			
A1.6	Journal entries have a unique item number and description.			
A1.7	Invoices and journal entries posted to a prior month in the current fiscal year or to a prior fiscal year.			
A1.8	Standard, recurring automatic journal entries.			
A1.9	Supports creation of recurring journal entries.			
A1.10	Processes journal entries that reverse automatically.			
A1.11	Inter and intra fund transfers debit and credit the funds' cash accounts and due to/from accounts.			
A1.12	Transfer description details the offsetting account in the transfer.			
A1.13	Grant and project accounting for multiple years.			
A1.14	GASB-34 compliant.			
A1.15	Fully-integrated with other modules.			
A1.16	On-line, real-time processing between the GL and other modules.			
A1.17	Maintains two open accounting years.			
A1.18	Works in more than one fiscal year simultaneously.			
A1.19	Supports cash management for investments.			
A1.20	Tracks monthly and year-to-date amounts.			
A1.21	Ability to convert GL account structure.			
A1 22 A1.22	Allows for both batch and live processing of payables and receivables Allows for both batch and live processing of payables and receivables.			
A1.23	Ability to modify descriptions of batches as they are posted into the GL.			
A1.24	Limit ability to ad/change accounts to admin group.			
A1.25	GL account structure at least 40 (alpha/numeric) characters in length			
A1.26	Journal Entry			
	Ability to provide default data within journal fields (e.g. year, fund)			
A2.1	Closing			
	Ability to close by fund group or by fund.			
A3.1	Querying			
	Ability to drill-down from any field to the originating transaction within the general ledger.			
A4.1	Provide previous year's detailed transaction on-line.			
A4.2	Reporting			
	Ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting based on user-defined criteria.			
A5.1	History of budget adjustments for each account that can be viewed and printed for each fiscal year.			
A5.2	Interim budget adjustment worksheets			
A5.3	Account balance view for a revenue/expense or an asset/liability account			
A5.4	Detailed monthly budget variance reports			

A5.5	Interim trial balance report			
A5.6	Review of detailed account transactions			
A5.7	Yearly detailed trial balance for auditors			
A5.8	Interest earned allocation report by fund			
A5.9	Schedules for audit reports			
A5.10	Detailed cost accounting of materials and labor for indirect and overhead costs			
A5.11	Revenue reports			
A5.12	Budget reports			
A5.13	Expense/expenditure reports			
A5.14	Balance sheets			
A5.15	Income statements			
A5.16	Statement of retained earnings			
A5.17	Statement of cash flows			
A5.18	Fixed asset reports including totals of additions and retirements			
A5.19	Line Balances versus Budgeted YTD with flagged overages			
A5.20	Trial Balance			
A5.21	Balance Bank Statements Exportable to Excel (list by vendor number per expenditure, by name for collection)			

Functional Category: Budgeting

Response Key:

F=Fully Provided "Out-of-the Box" R=Provided with Reporting Tool
M=Provided with Modification RB=Can be built via Reporting Tool
C=Custom Development Required NV=Provided in Next Version

Reference Number	Requirements	Response	Cost	Comments
	Budget Control Design			
B1.1	Ability to recommend mulit-year budget control (up to five years).			
B1.2	Provide a five year history by line item.			
B1.3	Allows for Budget Amendment.			
B1.4	Maintains two fiscal years concurrently			
B1.5	Interfaces to the GL.			
B1.6	Allows for details within each line item.			
B1.7	Provides for a multi-year capital planning process.			
	Budget Preparation			
B2.1	Ability to create a 5-year projected budget.			
B2.2	Creates a budget work file of revenue and expenditures accounts.			
B2.3	Ability to download into CSV format (e.g. Excel)			
B2.4	Allows departments to enter estimated year-end total, new budget amount requested and request justification.			
B2.5	Allows for the following information to be tracked and transferred from one to another: -department requests -finance recommendations -Mayor recommendations -city council approval -amended budget			
B2.6	Allows for on-line tracking of goals/objectives per department.			
B2.7	Does the adopted budget created the new year's journal entry?			
	Budget Maintenance			
B3.1	Ability to transfer budgets on-line.			
B3.2	Easily updates accounts and amounts from general ledger.			
B3.3	Reappropriates a previous balance by line item.			
	Position Control			
B4.1	Ability to track variances for open positions, including length of time a position is vacant.			
	Querying			
B5.1	Ability to drill-down from any field to originating transaction within the budget entry screen.			
	Reporting			
B6.1	Ability to generate customized, ad-hoc reports.			
	Interfaces			
B7.1	Ability to distribute budget worksheets via e-mail.			
B7.2	Ability to post budget worksheets on an intranet.			

Functional Category: Accounts Payable & Purchasing

Response Key:

F=Fully Provided "Out-of-the Box" R=Provided with Reporting Tool
M=Provided with Modification RB=Can be built via Reporting Tool
C=Custom Development Required NV=Provided in Next Version
TP=Third Party Software NA=Not Available

Reference Number	Requirements	Response	Cost	Comments
	Accounts Payable Design			
C1.1	Ability to schedule invoices for payment based on Vendor terms, future dated invoices, etc.			
C1.2	Creates a purchase order from the requisition.			
C1.3	Processes blanket purchase orders.			
C1.4	Allows purchase order to be posted to multiple accounts.			
C1.5	Allows encumbered funds to move to the following fiscal year.			
C1.6	Allows use of a miscellaneous vendor number.			
C1.7	Allows for a vendor file.			
C1.8	Allows digital signatures for purchase requisition approvals.			
C1.9	Validates keyed account numbers.			
C1.10	Ability to support pre-encumbrance control.			
C1.11	Alerts user if PO to be created will create a negative balance in a line item; allows for override.			
	Vendor Data			
C2.1	Ability to accommodate "one-time" vendors and identify them as such.			
C2 2	Can change the vendor number on the P O but not on the account number Can change the vendor number on the P.O. but not on the account number.			
	Invoice/Voucher Processing			
C3.1	Ability to process invoice information, including invoice number, amount, payment date, and transaction number, if applicable.			
C3.2	Allows a P.O. be "completed" to relieve an encumbrance			
C3.3	Recognizes availability of budgeted funds in order to proceed with the requisition			
C3.4	Allows for partial payment for an encumbrance for supplies received if other supplies from the same encumbrance are outstanding			
C3.5	Clears encumbrances when posted to the general ledger.			
C3.6	Accrue sales/use tax due.			
C3.7	Provide warnings for possible duplicate invoice numbers, over budget accounts and contractors that have tax levies against them.			
C3.8	Allows wire transfers to be processed through accounts payable.			
C3.9	Processes 1099s in accordance with IRS regulations.			
C3.10	Segregate invoice amounts for services and products for 1099 purposes.			
C3.11	Voids invoices.			
C3.12	Ensures invoices are not paid twice.			

C3.13	Provides automatic expense posting.			
C3.14	Recognizes returned items.			
C3.15	Allows processing with or without purchase orders (encumbrances).			
C3.16	Allows users to decide whether encumbrances are honored in the next fiscal year.			
C3.17	Ability to designate a particular invoice to be paid to same vendor on a separate check even if you have other invoices.			
	Check Processing			
C4.1	Ability to generate checks on a daily, weekly, monthly or user defined basis.			
C4.2	Provides both single check and batch check processing.			
C4.3	Allows an encumbrance be "relieved" even after all of the checks have been written.			
C5.1	Provide accounts payable check reconciliation.			
C5.2	Accepts reconciliation data to be imported from multiple formats (disk, manually, web).			
C5.3	Allows electronic/digital signatures for checks.			
C5.4	Lists checks paid to prior period invoices.			
C5.5	Reissues check batches.			
C5.6	Automatically generate checks for recurring monthly remits.			
	Querying/Reporting			
	Accounts Payable			
C6.1	Ability to provide invoice tracking for pending department/agency approvals.			
C6.2	-open PO's			
C6.3	-vendor payment history			
C6.4	-status of all open PO's			
C6.5	-list of all invoices			
C6.6	-vendor list			
C6 7	-detailed history on each account			
C6.8	County Tax Report			
C6.9	-history of all transactions for at least three years			
	Check Reconciliation			
C7.1	Ability to produce a monthly report of all cleared checks by Check type and by fund.			
C7.2	Ability to produce a reconciliation activity report showing all the daily on-line update activity in the system.			
C7.3	Checks register report.			

F=Fully Provided "Out-of-the Box" R=Provided with Reporting Tool
M=Provided with Modification RB=Can be built via Reporting Tool
C=Custom Development Required NV=Provided in Next Version
TP=Third Party Software NA=Not Available

Functional Category: Fixed Assets Response Key:

Reference Number	Requirements	Response	Cost	Comments
	Fixed Asset Design			
E1.1	Ability to record assets into various acquisition categories. (e.g., purchases, donations, construction projects, receipts from exercising the right of eminent domain and capital leases.)			
E1.2	GASB34 Compliant			
E1.3	Allows the following fields:			
	Sub-classification grouping			
	Equipment/vehicle ID number			
	General description of asset			
	Detailed description field			
	Location			
	Serial number			
	Useful life			
	Salvage value			
	Method of depreciation			
E1.4	Allows future fixed asset purchases to be entered into the depreciable fixed asset work file.			
E1.5	Allows data from the purchase order or posted invoice to be transferred to the fixed asset file.			
E1.6	Allows asset number to be system or user assigned.			
E1.7	Links assembly items to a unit (ex. keyboard to computer or radio to car).			
E1.8	Adds parcel number for real property.			
E1.9	Classifies acquisition method (ex. city purchased, contributed, grant, etc.)			
E1.10	Allows for more than two original funding sources.			
E1.11	Provides the contributed share percentage of the cost of the fixed asset from outside sources (external to city)			
E1.12	Identifies grant number funding asset.			
E1.13	Classifies asset in one of the following ways:			
	Capitalized and depreciated			
	Capitalized and not depreciated			
	Not capitalized and is included for inventory and/or insurance purposes only			
E1.14	Utilizes bar code/scanner technology.			
E1.15	Allows for user-defined asset depreciation.			
E1.16	Creates a work file of depreciable fixed assets for budget preparation.			
E1.17	Allows for multiple depreciation methods.			
E1.18	Tracks items by life expectancy and report out-of-date items.			
E1.19	Continues to depreciate an item even if the life expectancy has expired.			

E1.20	Provides location and transfer information on the asset.			
E1.21	Tracks the original cost of the asset.			
E1.22	Interfaces with the GL module.			
E1.23	Interfaces with the AP module.			
E1.24	Automatically handles capitalization threshold changes to delete items below the new threshold and interface with the GL.			
E1.25	how does the software handle improvements for utilities (i.e., when part of a line is replaced).			
E1.26	Tracks funding sources of the asset.			
	Querying/Reporting			
E2.2	Provides reports that detail depreciation and capital equipment purchases for five years.			
E2.3	Reports provide information for GFOA CAFR, GASB 33 and GASB 34.			

PART IV: EVALUATION PROPOSAL

4-1 EVALUATION METHOD

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City. The initial evaluation will consider only the qualifications and demonstrated experience of each respondent. Following the evaluation committee's analysis of the written proposals and discussions, the responses will be ranked to establish the three (3) highest scored responses, at least two (2) of which will be asked to provide on-site demonstrations. Discussions and negotiations may take place with the short-list vendors to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to the City.

4-2 SELECTION CRITERIA

The intention of the City is to procure a functionally complete and cost effective integrated financial system. Responses to this RFP will be evaluated according to the following criteria:

☐ Quality, clarity and responsiveness of proposal in conformance with instructions, conditions and format contained herein (RFP Section II). ☐ Cost and quality of software/implementation services. ☐ Functional/Technical requirements (RFP Section III). ☐ Demonstrated performance of proposed system elsewhere in Georgia public sector; system maintenance, updating and ongoing technical support. ☐ Installation, implementation and training plan. ☐ Vendor financial stability. ☐ Client references, potential on-site demonstrations and visits to vendor sites.

Part V: Mandatory Submittals

SOFTWARE AND IMPLEMENTATION SERVICES FOR AN INTEGRATED FINANCIAL SYSTEM

Signature Page

The following document which is included or referenced in the Bid shall be incorporated in the resulting Contract by reference and shall become a part of said Contract.

Submission of the Bid shall be considered *prima facia* evidence that the Vendor has familiarized himself with and understands the conditions under which the Contract will be awarded, performed and administered.

Name of Vendor must be shown in full if an individual; and if a partnership, full names of all partners must be shown. If Vendor is a corporation, impress corporate seal and furnish name and State where incorporated. If joint venture, all parties must sign.

Vendor represents that his firm does business as (check one) an individual, ___a partnership, ___a joint venture, or ___a corporation incorporated in the State of _____. The Vendor hereby agrees that if accepted by the City, he will well and faithfully perform as specified.

Incorporated in the State of: _____

Accepted this date: _____

City:

_____
Finance Director

_____
Mayor/Designee

Contractor:

_____
Name of Vendor (Print or Type)

_____
Street Address/P.O. Box

_____
City, State, Zip Code

_____ /_____
Telephone Fax

_____
Authorized Signature

_____
Printed/Typed Name and Title