City of Edgewood
REQUEST FOR PROPOSAL
INTEGRATED MUNICIPAL FINANCE SOFTWARE SYSTEM

I. PURPOSE OF REQUEST

The City of Edgewood is requesting proposals in order to obtain an integrated municipal software system. The software must be compliant with Washington State Auditor's Budget, Accounting, and Reporting Systems for cash-basis municipalities. The City's needs are outlined in the following request for proposal.

II. TIME SCHEDULE

The City will attempt to follow this timetable, which should result in the implementation of an Integrated Municipal Finance Software System effective July 25, 2012. The following timetable is nonbinding, and the City fully reserves the right to deviate from it for any reason in its sole discretion.

Issue RFP	June 6, 2012
Deadline for Submittal of Proposals	June 20, 2012
Preliminary Selection of Firm	June 27, 2012
Vendor Demonstrations Completed	July 13, 2012
Notify Firm Chosen	July 18, 2012
Contract Awarded/Council Approval	July 24, 2012
Implementation/Training	August/September 2012

III. INSTRUCTIONS TO PROPOSERS

A. All proposals should be sent to:

> City of Edgewood
> Attn: City Clerk
> 2224 104th Avenue East
> Edgewood, WA 98372-1513

B. Any additional information or addendum to this RFP will be issued by the City prior to the submittal deadline. Interested proposers are solely responsible for obtaining any additional information or addendum issued by the City. The City shall post such information onto the City website (www.cityofedgewood.org) and may additionally mail such information directly to known interested parties.

C. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFP – Integrated Municipal Finance Software".

D. All proposals must be received by June 20, 2012 at 12:00 pm. Five (5) copies of the RFP must be presented. No faxed or telephone proposals will be accepted. It is the responsibility of the proposer to ensure the RFP arrives on time and to the correct location. Late proposals shall be returned unopened.

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E. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request.

F. It is anticipated that the City Clerk or representative will notify the firm selected on June 27, 2012.

G. All proposals must include the following information:

Title Page:
The title page shall include the company name, address, and telephone number to call for information regarding the Proposal.

Cost Summary:
Provide a cost summary of all expenses. **Please provide one price quote for the entire system and a separate quote for each separate Subsystem.** Indicate the length of time over which your price quote applies. If enhancements are required to accommodate a specific task identified in the vendor qualification questions, please identify the cost of such enhancement. **All** anticipated costs to the City shall be identified and itemized.

Executive Summary:
Provide an overview of the Proposal. It should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

Company Profile including References:
Provide a profile of the company, including the number of employees, the employee's expertise and area of responsibility, and their locations. A list of appropriate local government clients shall be provided. At least five references shall be provided. These shall provide the names, telephone numbers, and titles of contacts where the vendor's software is currently in use.

Vendor Qualifications:
Provide responses to the vendor qualification questions included in this proposal.

Additional Information:

• Other factors include track record of successes at other municipalities, identification and understanding of the City's requirements, experience and qualifications of key personnel and a record in providing quality customer support.

• Vendor's previous experience rating (if any) with the City of Edgewood will be incorporated in the selection analysis.

• The City will select the successful proposal based upon several evaluation factors; software quality and features, vendor's experience, technical support, and price. Software quality and vendor's experience will be just as important as price. The award will then be given to the proposal from a qualified vendor that is the most advantageous to the City.

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IV. SELECTION CRITERIA

Factor	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	5%
2. Software Quality and Features: Ability of the vendor to meet the Financial System Requirements noted in Attachment "A" Scope of Services.	35%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after.	30%
5. Cost: Amount of proposed cost of system, installation, conversion, training and annual software maintenance.	30%
Total Criteria Weight	**100%**

Each proposal will be independently evaluated on factors 1 through 4.

V. TERMS AND CONDITIONS

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted and to request additional information from any proposer.

C. The City reserves the right to award any contract to the next most qualified firm if the successful firm does not execute a contract by the proposed implementation date of July 25, 2012.

D. Any proposal may be withdrawn up until the date and time set above for opening the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

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VI. SCOPE OF SERVICES

As described in attachment "A" of this document.

VII. OTHER INFORMATION

For additional information or explanation of the contents or intent of these specifications, please fax or e-mail your questions to Debbie Zabell, Finance Director/City Clerk at (253) 952-3537 or debbie@cityofedgewood.org.

VIII. PUBLICATION

Published in the Herald newspaper   June 6, 2012

Attachment "A"
Scope of Services

GENERAL INFORMATION

The City of Edgewood is requesting proposals for an Integrated Municipal Finance Software System that is compliant with the Washington State Auditor's Budget, Accounting, and Reporting systems for cash-basis municipalities.

FINANCIAL SYSTEM REQUIREMENTS:

The vendor's software must be compatible with the SQL database engine and Windows XP, Vista, and Windows 7 operating software. It should be 64-bit compliant. In addition to a finance staff of three (3), the financial system should allow remote users to input and generate reports at any given time. The system must produce year-end financial reports compliant with the Washington State Auditor's Budgeting, Accounting and Reporting Systems. It must also produce standard on-demand, monthly and annual managerial reports.

The system should provide solutions for the following functions:
1. Receipting
2. General Ledger
3. Budgeting
4. Vouchering
5. Payroll
6. Treasury, Cash and Investment Reporting & Reconciliation

BIDDING CRITERIA:

Please answer the stated questions listed below. If additional pages are necessary please feel free to attach them to your proposal. Feel free to include pre-printed product literature regarding your system(s).

The following requirements and features have been identified by the City of Edgewood for inclusion in the desired system. The responses should be in the following format:

Enter "Y" if the item is included as part of the standard system package.

Enter "N" if the item is not available.

Enter "M" if the system requires modifications to meet this specification. Please identify the estimated cost of any required modifications.

VENDOR QUALIFICATION QUESTIONS:

General	Answer	Rating
1. **Single Input**: Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry.		
2. **Client/server**: Solution proposed must be a client/server application.		
3. **Ease of Use:** The system must be easy to use and learn. A Windows environment is required. Specify which version(s) of Windows on which your system will run.		
4. **Real Time Information:** Is the system real time or batch? • **Finance:** Will transactions affect financial balances immediately in the appropriate ledgers. • **Budget**: Users should be able to forecast required resources based on current and historical actual data.		
5. **Remote Access**: Can the system provide remote access.		
6. **Schedule:** Install system in a timely manner and a mutual agreeable schedule.		
7. **Convenient Communications**: The system should facilitate the exchange of information by supporting electronic messaging and mail functions.		
8. **Ad Hoc Reporting**: The system should provide reporting tools for generating custom reports from system information.		
9. **System Documentation**: Do you provide system documentation manuals for each subsystem?		
10. **User Documentation**: Do you provide user documentation manuals for each subsystem		
11. **Training & Support**: Do you provide detailed on-site training, support, and documentation? • Is ongoing training and support available? • Number of hours of live support availability.		
12. **Training:** Specify how many staff-days of training you anticipate providing as part of your proposal: • System Overview • Financials (Budget/General Ledger/Accts Payable, etc.) • Cash Receipting • Payroll		
13. **References**: Please provide a list of municipalities or public utilities that use your system, along with names and phone number of responsible individuals who can be contacted.		

	Answer	Rating
14. **Hourly Rates:** As part of your proposal, please provide staff hourly rates for additional work outside the scope of any contract should you be selected. There should also be costs included for data conversion.		
15. **Report writer:** Please describe how your report writer works and identify if it is provided by another entity.		
16. **Vendor profile:** Provide a vendor profile that indicates number of staff, years of experience, and key personnel.		
17. **Product Testing:** Describe how you conduct product testing and explain how it will ensure the system is ready for production.		
18. **Security**: The system should cover various levels from user to user class or group. Please describe, on a separate sheet, what security provisions your system has.		
19. Does your system automatically login users via Active Directory credentials?		

System Environment	Answer	Rating
1. Does the system include basic or complex password protection for standard access?		
2. For the password can you specify that it must contain numbers?		
3. Can application access be restricted by password?		
4. Is the file recovery automatic after a system failure?		
5. What database environment is used? (Microsoft SQL strongly preferred)		
6. Is the software fully developed in .Net Framework? If not, what is the software developed in?		
7. Does the system run on an NT network/Windows workstations or Novell?		
8. Does the database support real-time processing in each of the individual systems (programs)?		
9. Do all of the individual systems have drill-down capabilities?		
10. Do all of the individual systems have on-line help function?		
11. Do all of the individual systems have report writer for ad-hoc reporting? Is the report writer an end user product?		

	Answer	Rating
12. Can all of the individual systems handle an unlimited number of accounts?		
13. In all programs is the inquire screen case sensitive?		
14. Can the system generate audit trail history? (Changes detailed by time, date, workstation, and user)		

Financial System – General Ledger	Answer	Rating
1. Does the system provide for centralized account management?		
2. Interface to Bank Reconciliation?		
3. Are users restricted from access to applications not within their authority?		
4. Can information be exported to other systems such as Excel?		
5. Can accounts be added in years other than the current fiscal year?		
6. Allow at least 13 periods per year with open periods?		
7. Allow unlimited number of years of detail information?		
8. Which of the following reports are available: • Trial Balance? • Detail of transactions by account/object code? • Revenue & expense detail by account? • Revenue & expense summary?		
9. Is selective accounting information available: • By account? • By period? • By date range?		
10. Can reports be rerun for periods other than the current period?		
11. Does the system support multiple accounting methods: • Cash Basis? • Modified Accrual? • Full Accrual?		
12. Can entries be reversed and deleted automatically?		

	Answer	Rating
13. Are entries tracked as to: • Transaction date & time? • Posting date & time? • By user performing entry?		
14. Allow unlimited number of journal entries?		
15. On-line screen inquiry including unlimited history?		
16. Can the previous year be "locked" after year-end closure occurs so inadvertent changes cannot be made?		
17. Does the system provide year-end annual reporting for: • Balance sheets? • Operating statements? • Cash flow statements? • Washington State Reports (C4, C5 & S4, S5 and Schedules 7, 11, 12, 16)?		
18. Does the system support the BARS chart of accounts?		
19. Allow notes to accounts? How many		
20. How many user-defined chart of account components?		
21. How many characters available in the chart of accounts?		
22. Will the system allow accounting periods other than the City's fiscal year for projects and grants?		
23. How many funds can your system manage?		

Budget Preparation	Answer	Rating
1. Forecast (using different methods) current-year ending balances based on current year-to-date data?		
2. Will the budget system allow import of salary and benefit data from payroll system?		
3. Modify a single line item, ranges of items or the entire file based on parameters entered?		
4. Allow for budget amendments and maintain the original budget and the amended budget?		
5. Can percentage increases/decreases be applied into the annual budget based on prior year data?		

	Answer	Rating
6. Can fund balances be separated into multiple subaccounts?		
7. Can multi-year project budgets be integrated into the annual budget?		

Accounts Payable/Purchasing	Answer	Rating
1. Does the system provide for vendor maintenance: • By name? • By vendor number?		
2. Does the system track whether vendors require 1099's or not?		
3. Can you cancel invoices in the system?		
4. Can you cancel/void checks in the system?		
5. Does the system allow unlimited number of vendors?		
6. Does the system allow unlimited number of years of history?		
7. Will the system allow you to work in both current and future periods?		
8. Will the system interface with the other systems such as: GL, Budget, and Cash Receipting?		
9. Do transactions directly affect the General Ledger accounts in: • Income • Expenses • Budget		
10. Does the system provide a check reconciliation system?		
11. Are duplicate payments prevented?		
12. Can the system print 1099's at year-end for vendors requiring them?		
13. Can the system generate a payment approval list for City Council approval?		
14. Access vendor history by • vendor • invoice • date • check date		

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	Answer	Rating
15. Does the system provide history drill-down to include: invoice information and GL account number?		
16. Handle an unlimited number of accounts & account code shortcuts?		

Cash Receipting	Answer	Rating
1. Does the system provide centralized collections?		
2. Can the system track all entered payments including voided receipts?		
3. Does the system provide integration to an electronic cash drawer system?		
4. Can the system provide collection of all methods of payment at one location?		
5. Does the system provide cash-out procedure for balancing each operator?		
6. Does the system provide the ability to define payment mode and provide a daily deposit cash, check, and debit composition?		
7. Can the system print a cash receipt on demand?		
8. Can you view transactions in the cash receipts inquiry?		
9. Does the system provide on-line payment information?		
10. Does the system allow one or more transactions per receipt?		
11. Will the system allow for credit/debit card payments?		
12. Will the system provide for direct debit transactions?		
13. Report writer for ad hoc reporting?		
14. Handle an unlimited number of accounts or transaction codes?		

Payroll	Answer	Rating
1. Does the system support standard user-defined salary tables?		
2. Does the system support part-time and hourly employees with pro-rated benefits?		
3. Does the system accommodate employees with unusual shifts?		
4. Can the system support multiple positions for a single employee?		
5. Is the payroll system integrated to the GL and budget?		
6. Does the system automatically track accrued time earned and used? • Holidays? • Floating Holidays? • Vacation? • Sick Time? • Comp Time? (earned at 1.5 or 1.0 & used at 1.0) • Personal Time? • Adjustments? • How many user defined accruals?		
7. Does the system support multiple pay periods?		
8. Allow an unlimited number of pay types?		
9. Can the system support the State PERS/LEOFF retirement program requirements? • Provide account setup for PERS 3 contributions? • Will the system support online payments of benefits?		
10. Will the system generate all Federal and State reporting requirements? • W2 statements? • 941? • L&I? • State employment security and/or other quarterly reports?		
11. Unlimited number of years of history?		
12. Can the system distribute salary by department to multiple funds & accounts?		

Payroll continued	Answer	Rating
13. Can the system support labor union or other groups for: • Deduction calculations? • Longevity? • Reporting? • Deferred compensation? • Payroll contributions such as L&I & state employment security payments? • Taxable life insurance? • Car allowance? • Flexible spending (Section 125) plan pre-taxed deductions?		
14. Will tax tables be automatically updated?		
15. Is an automatic payroll deposit (ACH) provided?		
16. Does the payroll system allow for entering of timesheets by other departments within the City?		
17. What type of security does the system provide for Payroll? Attach a separate sheet if needed.		
18. Will the system generate reports, i.e. Unemployment, retirement, L&I, and any other reports that may have payroll periods that cross over into the next quarter or month? (So will it prorate that time that ends specifically at the quarter or month?)		
19. Does the system automatically account for and distribute overtime pay in accordance with the Fair Labor Standards Act (FLSA)?		

Other:	Answer	Rating
Vendor agrees to execute a contract for the software and all necessary support services in a form provided by and approved by the City.		
Please describe on a separate sheet of paper any additional hardware required to complete the above tasks, i.e. printers.		
Please describe if preprinted forms are required or does the system generate forms, i.e. receipts, utility statements, vouchers etc.		

The undersigned, a firm compliant with Washington State Auditor's Budget, Accounting, and Reporting Systems for cash-basis municipalities, submits the following proposal for the City's Integrated Municipal Finance Software System.

AUTHORIZATION:

_____	_____
Institution Name	Date
_____	_____
Mailing Address	Phone Number
_____	_____
City, State, Zip	Fax Number
_____	_____
By	Title
_____	_____
Contact Name (if different from above)	Contact Phone Number