

**City of Deer Park
Post Office Box F
316 E. Crawford
Deer Park, WA 99006
509-276-8801**

**2010 REQUEST FOR PROPOSALS
CITY INTEGRATED MUNICIPAL FINANCE SOFTWARE SYSTEM**

Notice is hereby given that the City of Deer Park is accepting proposals for a City Integrated Municipal Finance Software System. Proposals must be submitted to the Clerk/Treasurer, 316 East Crawford / P.O. Box F, Deer Park, WA 99006 no later than **4:00 p.m. PST on Thursday February 25th, 2010** Proposals received after 4:00 p.m. on February 25th, 2010 will not be considered.

A detailed Request for Proposals for the City Integrated Municipal Finance Software System is on file in the office of the Clerk Treasurer, and is available to all bidders by calling (509) 276-8801, Online at www.cityofdeerparkwa.com or in person at 316 E. Crawford, Deer Park WA 99006.

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

The City reserves the right to reject any or all proposals.

**City of Deer Park
Request for Proposals
Integrated Municipal Finance Software System**

The City of Deer Park, Washington is requesting proposals (RFP) from vendors for an integrated municipal software system. This will be a competitive negotiation process. The City reserves the right to reject all bids and issue another RFP. This RFP does not commit the City of Deer Park to reimburse vendors for proposal submission costs. Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, 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 Deer park will be incorporated in the selection analysis.

Software must be compliant with Washington State Auditor's Budget, Accounting, and Reporting Systems for cash-basis municipalities. RFP's will be sent to software providers currently known to be operating appropriate software successfully in the State of Washington.

QUESTIONS FROM VENDORS DURING PROPOSAL PERIOD:

Answers to any RFP clarification questions posed by bidders during response period will be mailed to all vendors in receipts of the City of Deer Park RFP using same address used by town to e-mailing RFP. Vendors are encouraged to provide any alternate contact information early in the process.

Vendors should address questions in writing to:

Deby Cragun, Clerk-Treasurer
P.O. Box F
316 East Crawford
Deer Park, WA 99006
509-276-8801
Fax: 509-276-5764
dcragun@ci.deerpark.wa.us

TIMELINES:

Proposals must be received by the City of Deer Park no later than Thursday, February 25th, 2010.

It is anticipated that notification of acceptance of bid will be announced no later than March 3rd, 2010, unless the time is extended by action of the Mayor.

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 clerk 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. Utility Billing
5. Vouchering
6. Payroll
7. Treasury, Cash and Investment Reporting & Reconciliation
8. Hand-held apparatuses and connecting software

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). **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 below please identify the cost of such enhancement. For each subsystem, identify when the application was first put into production, how many sites are using the application, and how many installations are in progress.

The following requirements and features have been identified by the City of Deer Park 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.

General

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
Budget: Will transaction affect financial balances immediately in the appropriate ledgers. _____
Forecast: Users should be able to forecast required resources based on current, 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 _____
 - Utility Billing _____

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. _____

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. _____

System Environment

1. Does the system include basic 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. Use of State-of-the-art database, such as Progress, Oracle, OR MS SQL? _____

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? _____
12. Can all of the individual systems handle an unlimited number of accounts? _____
13. In all programs is the inquire screen case sensitive? _____

Financial System – General Ledger

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? _____
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 _____
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

- 1. Forecast (using different methods) current-year ending balances based on current year-to-date data? _____
- 2. Modify a single line item, ranges of items or the entire file based on parameters entered. _____
- 3. Allow for budget amendments and maintain the original budget and the amended budget. _____

Accounts Payable/Purchasing

- 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. Does the system support both check & voucher printing? _____
- 10. Do transactions directly affect the General Ledger accounts in:
 - Income/Expenses/Budget _____
- 11. Does the system provide a check reconciliation system? _____
- 12. Are duplicate payments prevented _____
- 13. Can the system print 1099's at year-end for vendors requiring them? _____
- 14. Can the system generate a payment approval list for City Council approval? _____
- 15. Access vendor history by vendor, invoice date, check date? _____

16. Does the system provide history drill-down to include: invoice information and GL account number _____

Cash Receipting

1. Does the system provide centralized collections? _____

2. Will the system distribute appropriate information to GL & Utility Billing? _____

3. Can the system track all entered payments including voided receipts? _____

4. Does the system provide integration to an electronic cash drawer system? _____

5. Can the system provide collection of all methods of payment at one location? _____

6. Does the system provide cash-out procedure for balancing each operator? _____

7. Does the system provide the ability to define payment mode and provide a daily deposit cash, check, and debit composition? _____

8. Can the system print a cash receipt on demand? _____

9. Can you view transactions in the cash receipts inquiry? _____

10. Does the system provide on-line payment information? _____

11. Does the system allow one or more transactions per receipt? _____

12. Will the system allow for credit/debit card payments? _____

13. Will the system provide for direct debit transactions? _____

Payroll

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 track accrued time earned & used, ie. Vacation/sick time, comp time, administrative leave, floating holidays
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? _____
10. Can the system generate W2 statements? _____
11. Unlimited number of years of history? _____
12. Can the system distribute salary by department to multiple funds & accounts? _____
13. Can the system support numerous employee deductions, ie. Union, deferred comp, insurance, etc. _____
14. Can tax tables be maintained & updated by the user? _____
15. Is an automatic payroll deposit 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, ie. 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?) _____

Utility Billing

1. Does the system support multiple billing cycles?
If there is a limit, how many will it support? _____

2. Unlimited number of billing categories and unlimited rates per service? _____
3. Can the system generate work orders, ie. connections, disconnect, service? _____
4. Does the system integrate with GL & Cash Receipting? _____
5. Does the system support Itron Radio Read hand-held meter reading device for Electric and Water Reads. _____
6. Does the system have a meter inventory? _____
7. Does the system track meter maintenance? _____
8. Does the system support user defined bill calculations? _____
9. Does the system provide user defined penalty options? _____
10. Can the system prorate billings? _____
11. Does the system have ad-hoc report writing capabilities? _____
12. Unlimited number of years of billing information? _____
13. Can the system automatically generate credit refunds? _____
14. Allow special charges and lien charges? _____
15. Unlimited notes per account? _____
16. Does the system accommodate Internet bill delivery & payments? _____
17. Does the system allow automatic payments? _____
18. Does the system print shut-off notices? _____

Other:

Please describe on a separate sheet of paper any additional hardware required to complete the above tasks, ie printers.

Please describe if preprinted forms are required or does system generate forms, ie receipts, utility statements, vouchers etc.