CEDAR RIVER WATER & SEWER DISTRICT

Cedar River Water & Sewer District

Request for Proposal For Integrated Municipal Finance Software System

Date of Issue: June 25, 2012

Due Date of Proposals: July 13, 2012

Final Selection anticipated to be made by August 15, 2012

Overview

Cedar River Water & Sewer District (CRWSD) is requesting proposals for a replacement municipal financial management software system in accordance with RCW 39.04.270. The system should include all or part of the following comprehensive, fully integrated systems: *General Ledger, Budget Preparation, Accounts Payable, Inventory, Payroll, Utility Billing, Cash Receipting, Work or Service Orders, Handheld Meter-Reader Interface, Report Writing Capability, and an option for Fixed Assets and Job Costing.* In addition, the District is seeking the services of database management for the products purchased. The District reserves the right to reject all proposals and issue another Request for Proposal (RFP). This RFP does not commit CRWSD 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, understanding of the District's requirements, and experience of key personnel.

The District will rank the proposals based upon several evaluation factors; including features as outlined in the RFP; effective integration of modules; company stability; conversion; training and implementation plan; technical support; and price. The District will then commence negotiations with the top ranked bidder. If those negotiations are unsuccessful, the District will commence negotiations with the second ranked bidder. Next ranked bidders shall be handled similarly. The District may terminate the process at any time.

Cedar River Water & Sewer District is a special purpose district located in Southeast King County. The District provides water and sewer utility service to approximately 8400 customers located in the communities of Fairwood, City of Maple Valley, and unincorporated King County. The District has one single combined proprietary fund for water and sewer operations. The District's accounting system is accrual basis conforming to the Washington State Auditor's guidelines. King County serves as the District's Ex Officio Treasurer. King County prepares the District's checks/warrants based on voucher information provided by the District.

The District currently operates using Inhance software for Financials and Utility Billing. The District would like select data converted from the Financials and 2 years vendor history. The District requires detailed data from the Utility Billing system converted, including 5 years of history. Only necessary data for tax reporting from Payroll will be converted. District will manually enter employee master file data and rate tables.

Requirements and Specifications

Proposal Instructions: Please answer the stated questions listed below. If additional pages are necessary please feel free to attach them to your proposal. You are encouraged to include pre-printed product literature regarding your system(s) and how it fits the District's needs. Please provide one price quote for the entire system, a separate quote for each separate subsystem, and the future yearly maintenance costs. Include License Fees and how they are structured (ie: Site License, Number of Users, etc.), include training, setup, and conversions costs. Include the fee, if any for database management. (A sample Vendor Bid Pricing Sheet is on the last page of this document)

Deadline: All proposals must be received by the District no later than 5:00 PM on July 13, 2012

Questionnaire:

The following requirements and features have been identified by Cedar River Water & Sewer District 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 modification.

All other questions answer appropriately. Please note: You may attach additional sheets wherever necessary to provide an adequate response.

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. Please specify which version(s) of Windows on which your system will run:

4.   **Real Time Information:** The system must be real time, not batch.

Budget - Transactions that will affect financial balances should be reflected immediately in the appropriate ledgers.

Forecast -Users should be able to forecast required resources based on current, actual data.

Cash Receipting – Transactions that affect customer's account balances should be reflected immediately.

5.   **Schedule:** Install system in a timely manner and according to a mutually agreeable schedule.

6. **Convenient Communications:** The system should facilitate the exchange of information by supporting electronic messaging and mail functions.

7. **Reporting:** The system should provide reporting tools for generating custom reports from system information.

8. **User Group Meetings-Conferences:** Do you currently sponsor regular user group meetings for each module? (Where? How Often?) Annual Conference?

9. **Manuals:** Do you provide system documentation manuals for each subsystem?

10. **Training and Support:** Do you provide detailed on-site training, documentation, and support? Is ongoing training and support available? Please state hours of live support availability:

11. **Training:** Please specify how many staff-days of training you anticipate providing as part of your proposal:

    General Ledger

    Budget Preparation

    Accounts Payable

    Inventory

    Cash Receipting

    Payroll/Human Resources

    Utility Billing

    Other

12. **Functional fit:** If you are chosen as a finalist, are you willing to provide a functional fit in order to confirm your proposal responses in order to allow the District to more fully evaluate your product?

13. **References:** Please provide a list of municipalities or public utilities that use your system, along with names and phone numbers 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 the vendor be selected.

15. **Report writer:** Please describe how your reporting system works and identify if it is provided by another entity.

16. **Vendor profile:** Please provide a vendor profile that indicates number of staff, years established, and key staff.

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 be capable of enforcing uniform policies and procedures throughout the District. Security should cover various levels from user to user class or group. Please describe what security provisions your system has in place.

19. **Integration:** Please briefly describe the integration relationship between each of the modules.

20. **Database:** Are all of the system tables located in one database? What information/documentation do you provide for the system's database tables that the end user can use for report creation?

System Specifications

1. Does the system include basic password protection for standard access?

2. Can application access be restricted by password?

3. Does the system use a Windows interface?

4. Is file recovery automatic after a system failure?

5. State-of-the-art database, such as Progress, Oracle, or MS SQL? Specify:

6. Does the database support real-time processes?

7. Does the system run on Windows workstations?

8. Please specify workstation requirements? Include server and any other operating system requirements (Attach additional sheets with detailed requirements)

FINANCIAL SYSTEM

General Ledger

1. System is real time system not batch processing?

2. Menus have drill-down capabilities for detail?

3. All screens in a Windows format?

4. System has complete on-line help function?

5. Report generation for reporting?

6. Handle an unlimited number of accounts?

7. Does the system provide for centralized account management?

8. Describe the Chart of Accounts format, structure, and flexibility.

9. Are users restricted from access of applications not within their authority?

10. Can information be exported to other systems such as Excel?

11. Allow at least 13 periods per year with open periods?

12. Allow unlimited number of years of detail information?

13. Are the following reports available:

   Trial Balance? (by period and year-to date?)
   Detail of transactions by account?
   Revenue and expense detail by account?
   Revenue and expense summary?
   Cash Flow Statements?

14. Is accounting information available by the following:

   By account?
   By period?
   By date range?
   By User Defined Account Segment?
   By Department?

15. Can reports be rerun for periods other than the current period?

16. Does the system support multiple accounting methods:

   Cash Basis?
   Modified Accrual?
   Accrual?

17. Can entries be reversed and deleted automatically?

18. Are entries tracked as to:

   Transaction date and time?
   Posting date and time?
   By user performing entry?

19. Allow unlimited number of journal entries?

20. Have unlimited number of recurring journal entries?

21. Does the system have an approval process for journal entries?

22. On-line screen inquiry including unlimited history?

23. Can the previous year be "locked" after year-end closure occurs so inadvertent changes cannot be made? (Periods Locked/Unlocked?)

24. Does the system provide year-end annual reporting for:

   Statement of Net Position?
   Statement of Revenues, Expenses and Changes in Fund Net Position?
   Cash flow statements?

25. Does the system support the following charts of accounts: BARS? NARUC?

26. Allow on-line notes to accounts?

27. Is a fixed asset system available?

   Cost: $

Budget Preparation

1. Forecast (using different methods) current-year ending balances based on current year-to-date data?

2. Briefly describe your Budget Module and what type of integration it has with other systems.

Accounts Payable

1. System is real time system not batch processing?

2. Menus have drill-down capabilities for detail?

3. All screens in a Window format?

4. System has complete on-line help function?

5. Report writer for reporting?

6. Handle an unlimited number of accounts?

7. Does the system provide for vendor maintenance:

   By vendor name?
   By vendor number?

8. Does the system allow vendor numbers to be assigned by user?

9. Does the system support temporary vendors?

10. Can you access vendor history by vendor name, vendor number, invoice date, check date, or account code?

11. Does the system track whether or not vendors require 1099's?

12. Can the system print 1099's?

13. Will the system track vendor invoices?

14. Can you cancel invoices in the system?

15. Can you cancel vouchers/checks in the system?

16. Does the system allow unlimited number of vendors?

17. Does the system allow unlimited years of history?

18. Will the system allow you to work in both current and future periods?

19. Does the system interface with other systems such as:

   General Ledger?
   Fixed Assets?
   Job Costing or Work Orders?
   Inventory?

20. Does the system support both check and voucher printing? Note: currently King County prints the checks (warrants), the District runs the process up to the point of printing checks.

21. Is a check reconciliation tool provided?

22. Does the system support recurring entries?

23. Can the system generate a payment approval list for District Board of Commissioners?

24. Can the system export a check register to a csv file or excel file for submission to King County?

Inventory

1. Describe how the Inventory system works with Accounts Payable, Work Orders, and Utility Billing.

2. Is it integrated with the General Ledger?

Cash Receipting

1. System is real time system not batch processing?

2. Menus have drill-down capabilities for detail?

3. ALL screens in a Windows format?

4. System has complete on-line help function?

5. Report writer for reporting?

6. Handle an unlimited number of accounts or transaction codes?

7. Does the system provide centralized receipting?

8. Will the system distribute appropriate information to:
    General Ledger?
    Utility Billing?

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

10. Does the system provide integration to an electronic cash drawer system with receipt printing?

11. Does the system support bar code receipting?

12. Can the system allow collection of all methods of payment at one location?

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

14. Does the system provide the ability to define payment mode and provide a daily deposit cash & check composition?

15. Can you view transactions in the cash receipts inquiry? Historical transactions? Pending transactions?

16. Does the system provide on-line payment information?

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

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

Payroll/Human Resources

1. System is real time system not batch processing?

2. Menus have drill-down capabilities for detail?

3. All screens in a Windows format?

4. System has complete on-line help function?

5. Report writer for reporting?

6. Handle an unlimited number of accounts?

7. Does the system support standard user-defined salary tables including hourly?

8. Allow unlimited salary tables?

9. Does the system support part-time and hourly employees, with pro-rated benefits?

10. Is the payroll system integrated to the General Ledger and Budget?

11. Does the system track accrued time earned?

   Vacation?
   Sick Time?
   Personal Holiday?

12. Does the system support multiple pay periods?

13. Does the system support payroll draws?

14. Allow an unlimited number of pay types ?

15. Can the system support the Washington State PERS retirement program requirements?

16. Will the system generate all Federal and State reporting requirements?

17. Can the system generate:

   W2 statements?
   941 and other quarterly reports?

18. Unlimited number of years of history?

19. Can the system track job or project costing information?

20. Unlimited number of employees allowed?

21. Can the system support multiple types of deductions?

22. How are tax rates and rate tables updated?

23. Can the system provide daily time entry with multiple labor codes?

24. Support other methods of time entry such as electronic time sheet entered by employee, including electronic approval?

25. Is automatic payroll deposit provided?

26. Is all pertinent payroll information on one or two screens?

27. What type of security does the system provide for Payroll?

28. How are employee data screens set up? Please attach response on a separate sheet.

29. Please describe (on a separate sheet) how the Payroll system integrates with a job costing or work order system?

Utility Billing

1. System is real time system not batch processing?

2. Menus have drill-down capabilities for detail?

3. All screens in a Windows format?

4. System has complete on-line help function?

5. Report writer reporting?

6. Handle an unlimited number of accounts?

7. Does the system support multiple billing cycles? Bi-monthly billing?

8. Does the system integrate with:

    General Ledger?
    Cash Receipting?
    Inventory?
    Accounts Payable (refunds)?

9. Allow unlimited number of customers?

10. Unlimited number of rates per service?

11. Does the system have a final bill process?

12. Does the system have a meter change-out program?

13. Can the system generate work orders/service orders?

14. Does the system support hand-held meter reading devices? What kind(s)?

15. Support unlimited number of meters?

16. Does the system have a meter inventory?

17. Does the system track meter maintenance?

18. Does the system support user-defined bill calculations?

19. Does the system provide multiple user-defined penalty options?

20. Can the system prorate billings?

21. Are grace/tolerance days user-definable?

22. Does the system produce "dunning" letters? Door hangers? Rate changes? Reminders?

23. Does the system have report writing capabilities?

24. Does the system include a built-in utility consumption and revenue summary by rate code?

25. Does the system support tiered rates for consumption? Provide usage reports or information by tier?

26. Unlimited number of years of billing information?

27. Can the system automatically generate credit refunds?

28. Allow special charges and lien charges?

29. Date sensitive user-defined code comment screen?

30. Unlimited notes per account?

31. A separate location screen listing at least:

     Service location
     District Defined Lot Number
     Parcel number

32. Does the system allow for "unbundling" of charges and show them separately on the customer's utility bill?

33. Can the system generate bills for non-metered accounts?

34. Does the system allow for flat rate billing such as street lights and/or other surcharges?

35. Does the system accommodate Internet bill delivery and payment?

36. Does the system print shut-off notices?

37. A separate "Meter Screen" listing at least:

     Route number
             Sequence number
             Meter serial number
             Register number
             Installation date
             Meter size
             # of digits

38. How many user defined meter fields?

39. How many services per customer?

40. How many user-defined fields?

41. How many name/address sections (i.e. master, owner, "bill-to")?

42. Does the system allow tracking for backflow devices, including testing and compliance? Ability to send letters?

Fixed Asset Accounting

1. System is real time system not batch processing?

2. Menus have drill-down capabilities for detail?

3. ALL screens in a Windows format?

4. System has complete on-line help function?

5. Report writer for reporting?

6. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.

7. Attach additional information about Fixed Assets system.

Please Provide a Vendor Bid Pricing Sheet with at least the following information. Include the module names, information and detail that matches your software platform and services.

Cost Summary (a one page summary showing the total project cost)

Sample: Cost Breakdown:

Software License Fees	Cost $	Annual Fees $

Professional Services
  Implementation/Training   Cost $
  Other Services   Cost $
  Data Converstion Fees   Cost $

Project Total   Cost $ _____

Software Licenses (a one page detail summary of the costs for each system)

Sample: (should match the total on Cost Summary)

Core Financials (include detail)	Cost $	Annual Fees $
Payroll/HR	Cost $	Annual Fees $
Utility Billing	Cost $	Annual Fees $
Other		

Professional Services Summary (pages showing detail of the professional services quoted for implementation costs including hours for each system & the cost)

Conversion Services (a one page detail showing the costs of conversion including number of hours and cost for each system and a description of what is being converted)

Detail Summary for any additional Services

Proposals and Questionaire should be submitted to:

Cedar River Water & Sewer District
18421 SE Petrovitsky Rd.
Renton, WA   98058

Proposals must be received by 5:00 PM on Friday, July 13, 2012