

City of Shelton, Washington
Request for Proposal
Integrated Municipal Financial Software Solution

Date Issued: July 6, 2012

Date Proposal Due: July 24, 2012

I. Overview

The City of Shelton (the City) is seeking the services of a financial software system vendor to provide software compliant with the Washington State Auditor's prescribed Budget, Accounting and Reporting System (BARS) for a GAAP based City.

The City is issuing this Request for Proposal (RFP) for the purpose of obtaining information and bids related to its Financial Accounting, Payroll, Utility Billing, and Cash Receipting software. Additionally, other modules will be considered such as Business Licenses and B&O Taxes, Web-based Portal Services, and others that may be offered. It is the City's preference to enter into an agreement with a single Vendor who can provide the complete range of required and desired modules, along with excellent customer service support. Third party applications for some of the modules will also be considered but must be fully disclosed in the RFP response.

The City is seeking a response from Vendors who can demonstrate that they possess the organizational, functional, and technical capabilities to perform the services requested. The City and the Vendor will negotiate a final contract incorporating pertinent portions of the Vendor's response to the RFP, a comprehensive list of all deliverables and services to be performed by the Vendor, applicable Vendor documentation, product literature, and pricing information.

The contractual relationship will be premised on the Vendor as the expert. The City will rely upon the Vendor's expertise to develop, deliver, implement and maintain solutions that fulfill the defined business requirements. The City expects all Vendors to exercise the highest degree of integrity in all dealings with their vendors, employees, and the City.

Timeline

Issue RFP	07/06/12
Vendor's submit RFP Response by 5:00pm PST	07/24/12
Review RFPs, follow-up information, and Vendor Demonstrations (if necessary)	07/25/12 - 08/10/12

II. General information and current systems

General

City Population:	Approximately 9,870
Accounting:	Washington State Auditor prescribed B.A.R.S. for GAAP based City
Annual 2012 Budget:	\$12,064,178 (General Fund); \$73,444,088 (City Wide)
Number of Funds:	16

Software

Current Software:	ASP (Applications Software Product)
Current Modules:	Budget System, Utility Billing, Payroll, Business Licensing (B&O Tax), Receipting Systems, Fixed Assets, Inventory, Equipment Rental, and L.I.D.
Current Users:	11 Concurrent with 5-10 read only
Other data systems:	Excel sheets used for A/R tracking, and other data tracking; Tokay program used for backflow tracking
Utilities Accounts:	Active Accounts (billed monthly) approximately 4,000
Utilities:	Water, Sewer, Solid Waste (including Recycling and Yard Waste), Storm Drainage
Payroll:	approximately 100 employees; paid monthly with a mid-month draw
Business License:	1,500 renewals and 260 new accounts annually

Systems and Network

The City is currently running a Windows 2003 Server Standard Edition SP2 with an Intel Xeon 5110 1.60 GHz CPU, 4 GB RAM, 700 GB of storage capacity. This server is presently being maintained by the City network administrator and was installed in 2009.

The City has a mail server running Novell NetWare with GroupWise at the present time. In order to facilitate online approvals and workflow, the City needs the mail server requirements in order to plan for any additional hardware needs.

The City has desktops running either Windows XP or Windows 7. Microsoft Office Suite, versions 2003 thru 2010, is used as the core business application for word processing, spreadsheet, and presentation needs.

The majority of printers are HP LaserJets and Toshiba e-Studios. The City Financial Services uses a variety of dot matrix printers along with a LaserJet and direct printing to a copier machine. The Okidata Pace Mark 4410 is used for the majority of the print jobs generated from the ASP programs, with an Okidata 395 and an OTC 850XL for specific jobs and greatly reduced usage. The City would like the option to utilize these dot matrix printers in the future.

III. Scope

The City believes that completely integrated packaged solutions exist that can meet its core business requirements for this system. Given this premise, the City expects to make minimal modifications to the selected package.

The City will choose a system that most closely meets the City’s needs, and eliminate as many stand-alone sub-systems and applications as possible. The City’s preference is to select a solution from a single vendor that can provide all of the required modules in an integrated manner.

The City intends to purchase an integrated system that encompasses the following:

Required	Optional
Financial Accounting:	Business Licensing / B&O Tax
General Ledger	Fixed Assets
Accounts Payable	Inventory
Accounts Receivable	LID
Interfund Transfers	Image attachment ²
Investments	Web-based Services (Payments/Statements)
Banking	
Reporting	
Budgeting	
Payroll	
Utility Billing ¹	
Cashiering	

¹data will be exported to Tokay’s backflow software

²for example, attaching the image of an invoice to the specific payment transaction being processed, for simple paperless review and future reference.

The configuration of the network is critical to the successful operation and long-term viability of the application software. The hardware, network, and application software must all work well together to form a total system. Consequently, the software vendors will work with the City’s network administrator to ensure that the network is configured properly for use with their system.

IV. Bidding Criteria

Vendor responses will include an executive summary, company profile, qualifications, deployment process, cost proposal sheet(s), and a list of references.

The vendor must bid by module, identifying the services encompassed within each module. The bid information, by module, will detail the cost/licensing fee, training cost and number of training hours that cost includes, conversion cost and what it includes, and annual maintenance costs.

Format Example:

Module/Application	License Fees	Training Cost	Training Hours	Conversion Cost	Maintenance Cost (Annual)
General Ledger	\$ xxxxxxx				
Bank Reconciliation	Included				
Budgeting & Forecasting	Included				

All identified training in the bid proposal is to be performed at the City. Any additional required software, such as MS SQL, Pervasive products, etc., will be clearly identified within the bid document along with any associated costs, version requirements, and restrictions posed by future releases such as forced upgrading.

Modules that are included in the bid proposal are the ones to be reviewed. It is the vendor's responsibility to clearly identify any function or process, and associated costs that are not included in the specified module presented in the bid during discussion, presentation or follow-up questions. The City will assume that any modules reviewed are those within the bid.

V. Vendor Instructions

The City must receive responses to this RFP no later than 07/24/12.

RFP bid proposals are to be sent to:

City of Shelton
Attn: Thomas Donnelly
525 W. Cota Street
Shelton, WA 98584

Or via email to: thomas@ci.shelton.wa.us

Questions regarding this RFP are to be directed to Thomas Donnelly at 360-432-5106.

RFP Amendments. The City reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

Withdrawal of Proposal. Proposals may be withdrawn at any time prior to Aug 10, 2012 provided notification is received in writing. Proposals cannot be changed or withdrawn after the designated date.

Rejection of Proposals. The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful vendor.

Disclaimer. The City reserves the right to share, with any consultant of its choosing, the RFP and any resultant Proposals in order to secure expert opinion.

Non-Obligation. Receipt of proposals in response to its RFP does not obligate the City in any way. The right to accept or reject any proposal shall be exercised solely by the City. The City shall retain the right to abandon the Proposal process at any time prior to the actual execution of a contract with a vendor, and the City shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure. All materials provided to the City by Vendors are subject to Federal, State and City public disclosure laws.

VI. Evaluation and Selection

The City will select based on proposal reviews, reference checks, total costs, interviews, and demonstrations. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

Evaluation factors will be primarily:

1. System's ability to fulfill the City's information processing and reporting needs
2. Software scalability, flexibility, and ease of use
3. Support Services and response time
4. Vendor's experience on similar projects
5. Responses by Vendor's references
6. Total cost of ownership

The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget.

VII. Conditions

Business License and Taxation. The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and the City of Shelton, and shall pay, before delinquency, all taxes, levies, and assessments arising from its activities.

Insurance Requirements. The vendor awarded the contract will be subject to the City's requirements for insurance reflecting the minimum amounts and conditions as defined by the City.

Workers' Compensation. The vendor shall procure and maintain for the life of the Contract/Agreement Workers' 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 Workers' Compensation and Employer's Liability Insurance.

Equal Opportunity Requirement. The City is an equal opportunity employer regardless of race, color, sex, age, national origin, sexual orientation, religion, AIDS/ARC, or disability. The successful vendor must comply with the City's Equal Opportunity requirements.