



City of Elma
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City of Elma, Washington

Request for Proposal
MUNICIPAL FINANCIAL MANAGEMENT
SOFTWARE

November 12, 2021

Proposal Deadline: 4 pm December 3rd

Submitted by:

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INTRODUCTION

The City of Elma (“City”) is issuing this Request for Proposal (RFP) to solicit vendor proposals for a municipal financial management software system (the system) to serve the current and projected needs of the City. The application software and hardware configuration should comply with the minimum specifications as outlined in this RFP. The City operates on the cash basis of accounting.

The City intends to seek the best solution, based on the evaluation criteria contained in this RFP, for its data processing needs. The successful vendor(s) will seek to establish a turnkey, integrated hardware/software environment for the City, which will satisfy the specifications contained in this RFP, bringing to bear whatever vendor resources are required from the areas of computer systems hardware, software, technical training, conversion, maintenance, and services support.

The City is looking for a Municipal Financial Management Software System and vendor that will provide:

1. Full integration between financial modules with open integration with other modules and systems, including time sheets.
2. Built in compliance with the Washington State Auditor’s prescribed Budget, Accounting, and Reporting System (BARS) for a cash basis entity.
3. Budgeting reports include integrated revenue and expenditure balances with 5-year comparison reporting.
4. Automatically creates Schedule 6 with monthly Schedule 6 reconciliation.
5. Compatibility with MS Office tools.
6. Easy export of all data for analysis.
7. Browser based solution (cloud based)
8. Real time posting of all financial transactions
9. Reliable and responsive support, company growth and stability.

MODULES NEEDED:

1. General Ledger
2. Budget (must have annual and biennial budget capability)
3. Accounts Payable
4. Utility Billing
5. Accounts Receivable
6. Cash Receipting
7. Payroll (including integrated timesheets)
8. Misc. Invoicing

The City desires to contract with a single vendor for all hardware and software and hardware/software maintenance, installation, conversion and support. However, the City reserves the right to evaluate each software application module on its own standard of performance, regardless of whether other or remaining application modules of the vendor are considered by the City. The City reserves the right to award the system to any one vendor or a combination of vendors.

Digital proposal will be accepted until **4 p.m. on December 3, 2021**. Proposals submitted must be binding for no less than ninety (90) days after the date received.

The City reserves the right to reject any or all proposals or portions of a proposal. The City also reserves the right to waive minor technicalities in the proposal. The City reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which proposal is best. In addition, to accept the proposal (or proposals) deemed to be in the best interest of the City, the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the City reserves the right to accept a proposal (or proposals) for any or all items separately or together.

Digital proposal submitted with subject in email as “Municipal Financial Management Software”, signed by an officer of the company, are to be emailed to the following email address:

wendy@cityofelma.com

It is the responsibility of the vendor to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the City by proposal closing time, will not be considered.

Pre-Submittal Questions – There will be no pre-bidders conference. Vendor inquiries are to be directed to Wendy Collins, Clerk-Treasurer at wendy@cityofelma.com.

Award of Contract - The final award of the proposal or contract will be made by the Elma City Council.

Contract - In addition to the completed proposal, a resulting contract may be required by the City, including but not limited to, written correspondence between the City and the vendor subsequent to the proposal submission, facsimiles, and product literature.

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 to issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

Public Disclosure – All materials provided to the City by vendors are subject to State and City public disclosure laws. Any proprietary information contained in the vendor’s proposal must be clearly designated and shall be labeled “Proprietary Information”. Marking the entire proposal or any one or more of the major sections as proprietary will not be accepted.

Contact with City Employees. In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the person(s) so named in this RFP. Contact with any other City employee is expressly prohibited without prior consent of the person(s) so named herein. Vendors directly contacting other City employees will risk elimination of their proposal from further consideration.

CALENDAR OF EVENTS

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust to reschedule the timeline as necessary. Any changes to the schedule will be posted on the City's website. Pre-Submittal Questions. There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City by November 19, 2021 at noon. The list of submitted questions with their respective answers will be posted to the City's website by November 22 at 5pm. The City in its sole discretion will determine whether its response to a question is adequate. The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

Release Request for Proposal	November 12 th
Vendor questions due	November 19
VENDOR PROPOSALS DUE BY 4 PM	December 3rd
Vendor Selected – Recommendations to Council	December 6 th
Council Approval – Contract Awarded	December 6 th

RESPONSE FORMAT

The RFP Response should be organized in the following order:

- Cover Letter
- 1.0 Executive Summary
- 2.0 Company Background
- 3.0 Client References
- 4.0 Recommended Software Solution
- 5.0 Support
- 6.0 Cost Summary
- 7.0 Terms & Conditions

1.0 Executive Summary

The Executive Summary should include a brief overview of the Proposal. It should be prepared in such a manner as to make it understandable to individuals not familiar with the terminology peculiar to a project of this type.

2.0 Company Background

The Company Background should provide vendor information including, but not limited to:

- Company Headquarters Information
- Complete list of products provided by the Vendor
- Number of Years in Public Sector Software
- Total number of Clients
- Total number of Employees

List the number of staff members by primary responsibility:

Development: _____

Support: _____

Implementation: _____

Marketing & Sales: _____

Network Services: _____

Accounting: _____

TOTAL: _____

3.0 Client References

Vendor must supply at least six (6) WA sites that are currently using a similar system requested by the City. Be sure to include the total population served by the government. Please provide; entity name, address, contact name and phone number. ***This reference list is mandatory.***

4.0 Recommended Software Solution

Describe the recommended software solution for the requested Municipal Financial Management Software.

- Product Names and Features

5.0 Support

The Vendor should provide the following Support Information:

- Support Options
 - Does the Vendor provide a toll-free support number?
 - Does the Vendor provide Online Support?
 - Other options for support?
- Support Goals
 - Please provide Response Times and Resolution Times to the following incident levels
 - Emergency
 - Critical
 - Standard Help Call
- Problem Escalation Procedures
 - How are incidents handled?
 - What tools do the Vendor Support Staff use?
 - What is the basic chain of command?
- System Updates
 - How are updates managed?
 - How often are updates released?
 - What is the typical downtime during an update?

6.0 Cost Summary

Amounts should contain taxes. All costs shall be in actual dollar-and-cent amounts, “Time and Material” quotation is not acceptable. Breakdown costs by each product and the associated costs to implement. Provide a breakdown cost and details for recommended data import from Vision Software for all applications.

7.0 Terms and Conditions

Hold Harmless

Vendor shall protect, indemnify, and hold the City harmless from and against any damage, cost, or liability for any injuries to persons or property arising from acts or omissions of the vendor, his employees, agents, or sub-contractors, howsoever caused.

Insurance

Certificates of insurance shall be addressed to the City. All insurance shall be in effect during the term of the contract. Vendor shall provide the following coverage:

- General liability, errors, and omissions insurance not less than \$1 million for bodily injury including accidental death, to any one person and aggregate. Property damage not less than \$1 million for any one accident or aggregate.
- Vendor's Protective Liability Damage Insurance in the same minimum coverage as under General Liability Insurance.
- Worker compensation insurance in accordance with provisions of the Labor Code of Washington.

Conversion

Electronic conversion of the City's existing data is extremely important. Vendor must address the conversion methodology and disclose all related conversion costs in the cost summary.

Response Preparation Costs

The City will not pay any costs incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors with the exception of costs associated with any City personnel visits to Vendor offices or other client sites.

EVALUATION CRITERIA

The basis for the evaluation of proposals received shall include, the following considerations, along with the indicated relative importance. Pursuant to RCW 39.04.270, the City will choose the vendor or vendors whose proposal is determined in the City's sole discretion to be most advantageous to the City. By submitting a proposal, a vendor acknowledges and agrees this condition:

1. Vendor's performance record in meeting the requirements of their existing public sector customers (users). Particular emphasis will be placed in the areas of training, customer support and the ability to meet the anticipated future needs of the City. (10%)
2. Compatibility and integration with existing hardware and software. (10%)
3. Ability to meet City's functional and technical needs. (5 %)
4. Total cost, including, capability and costs to perform the required conversion of existing data files. (10%)
5. Quality of application software manuals, or other documentation and training aids. (5 %)
6. Ease and ability to train user personnel. (10%)
7. Responsiveness and adherence to the requested proposal format, which includes the thoroughness of the proposal as well as the format of the presentation. (5 %)
8. Software maintenance, support and service capability. (5 %)
9. Proposer's ability to support the total system solution, including implementation, conversion, software, training, and software maintenance, support and on-going modifications. (5%)
10. Built in compliance with the Washington State Auditor's prescribed Budget, Accounting, and Reporting System (BARS) for a cash basis entity. (15%)
11. Budgeting reports include integrated revenue and expenditure balances with 5-year comparison reporting. (10%)
12. Automatically creates Schedule 6 with monthly Schedule 6 reconciliation. (10%)