

REQUEST FOR PROPOSAL FINANCIAL ACCOUNTING SOFTWARE

1. Summary and Background

Franklin County Fiscal Court is accepting proposals for new financial accounting software. The existing application, ACS Government Systems, Inc. B/A Version 3.4.0, has been in place since 2001. In an effort to improve data management and reporting capabilities, it has been determined that a new platform is needed which is more flexible and user-friendly.

Franklin County Fiscal Court will be the sole judge as to which proposal best suits its requirements. This request for proposals is intended to be part of a competitive bidding process. Price is an important consideration in this process but not the only consideration. The award of this proposal will be made on the basis of system functionality, technology, cost, support, and vendor characteristics. Fiscal Court will be the sole judge as to which proposal best suits its requirements. Fiscal Court reserves the right to accept or reject in part or in entirety any or all proposals received as a result of this request and issue another Request for Proposal. Fiscal Court reserves the right to negotiate with any vendor regarding all or part of any proposals that is in the best interest of the Court.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 1:00 p.m. (prevailing time), on Friday, June 24, 2016. Any proposal(s) received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Proposals should include all applicable costs for software and licensing fees, transfer of stored data, training for employees who will utilize the software, and all other applicable costs to allow the software to be fully functional for employee users. It is not expected that the proposals will include costs to upgrade or purchase individual computers or servers; however, hardware requirements are to be provided.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Franklin County Attorney.

Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for ninety (90) days following the proposal deadline.

3. Project Scope

The scope of this project includes licensing for municipal accounting software solution, server software and support.

The following criteria must be met to achieve a successful project:

- Integrated general ledger, budgeting, cash receipts, vendor claims, purchase orders, and fixed assets in one program
- Software: prefer real time and batch processing
- User-friendly software that is easy to navigate
- Scalable Client/Server Windows based operating system
- Automatic file recovery after system failure
- Integrated document management
- High level software training and support
- System should allow backup software to back up the database while online and in use
- Fund based municipal accounting system
- Modified cash accounting chart of accounts and cash basis financial statements
- Single entry of information (with use in the multiple applications), elimination of duplicate data entry between applications
- Multiple users can work in the same module simultaneously
- Auditing capabilities to view history of who has created or modified each data entry item
- Access controls
 - use network credentials and Microsoft active directory to assign permissions
 - role based security where users can be assigned by multiple roles
- Query capabilities
 - Conduct searches, post transactions, and generate reports of all levels of the account structure by fiscal year, month, calendar years, or any user defined date
 - Perform keyword, wild card, and multiple field queries
- Ability to lock the previous year after year end closure to avoid inadvertent changes
- Ability to lock the previous month after month end closure to avoid inadvertent changes
- Accounts payable
 - Ability to access vendor history by vendor name, invoice date, and check date
 - Block duplicate invoice processing with ability to override
- Save reports and listings in multiple file types

Proposal will also include:

- All software and licensing requirements
- Describe the costs of future upgrades to the proposed software.
- Describe the cost of any annual renewals and what they cover.
- Explain backup features and processes for the applications.
- Explain security features and processes for the applications.

- Optional available services for data conversion of existing records with minimum of two year history, five years preferred
- Optional regulatory agency specific electronic filing (Internal Revenue Service and Kentucky Department for Local Government)

Franklin County Fiscal Court has identified the following application as a possibility:

Business licensing

The decision to use this application may not be made immediately. Please indicate the price for the application separately, and how long the price is valid.

4. Pre-bid questions

Questions regarding the RFP may be submitted in writing to the Treasurer by e-mail at slaurenson@franklincountyky.com or by mail to Susan Laurenson, Treasurer, Franklin County Fiscal Court, 321 West Main Street, Frankfort KY 40601. Verbal inquiries will not be accepted. The list of submitted questions with their answers will be posted to the County's website at www.franklincounty.ky.gov. It is the responsibility of prospective bidders to monitor the website for questions and responses. All questions must be received by 4:30 p.m. (prevailing time) on Friday, June 17, 2016.

5. Training and Support

Provide detailed information on how training and support will be provided. Responses should detail the estimated number of hours of training included and method of training: on-site training, off-site training, etc. Also indicate whether on-going training is available after the initial training and conversion timeframe. Bid should specify if costs are required for these needs. Indicate if manuals are provided for each application.

6. Hardware requirements

Provide a complete itemized listing of minimum hardware requirements needed to run your software and a recommended hardware listing necessary for optimal performance.

7. Maintenance Plan

Specify any costs related to system maintenance beyond installation of the system. Also include whether annual maintenance fees include system upgrades, annual license fees or other components. Please outline maintenance costs for the next five years.

8. Conversion Process

Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key activities and estimated milestones. Provide associated costs for conversion of two years and five years of data.

9. Timeline

The County operates on a fiscal year ending June 30. Please include an estimated conversion, training and implementation timeline covering all software applications. Our goal is to be running live with the mandatory applications by January 1, 2017.

10. Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs. NOTE: All costs and fees must be clearly described in each proposal.

11. Bidder Qualifications

Bidders shall provide the following items as part of their proposal for consideration:

- Description of organization's experience in installing, using, and supporting the software
- History of your organization
- A list of Kentucky county governments that use your system along with names and telephone numbers of responsible individuals who can be contacted, if available.

12. Proposal Evaluation Criteria

Franklin County Fiscal Court will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to software applications as well as background checks with references by Fiscal Court.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions of staff technical expertise and experience.

13. Bid Instructions

Sealed proposals will be received until 1:00 p.m. (prevailing time) on Friday, June 24, 2016 at the office of the Franklin County Judge/Executive, at which time the bids will be opened and read aloud. Bids shall be hand delivered or mailed to:

Office of the County Judge/Executive
Franklin County Fiscal Court
321 West Main Street
Frankfort, KY 40601

Proposal should be in a sealed envelope and must be clearly marked:

RFP Finance Software
Vendor Name

Qualified firms should submit two (2) paper copies of their proposal. No faxed or e-mailed proposals will be accepted.