



City of Wilson

Request for Proposal (RFP# 2023-50)

RFP Name: Financial Software for Annual Comprehensive Financial Report (ACFR)

Issuing Department: Financial Services

Issue Date: 11/13/2023

Due Date: 12/6/2023 @ 3:00 pm

Direct all questions for this RFP to:

Ricky Wilson

Purchasing Manager

Email: rvwilson@wilsonnc.org

Request for Proposal

The City of Wilson, North Carolina (hereinafter called the “City”) is looking for a qualified vendor to provide financial software to produce the City’s Annual Comprehensive Financial Report (ACFR) in both a printed and electronic format. The City invites qualified vendors that meets the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the City to reimburse vendors for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the City. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Wilson County, North Carolina.

All qualified proposals will be evaluated and award made to the vendor whose proposal/bid is deemed to be in the best interest of the City, all factors considered. The City reserves the unqualified right to reject any and all offers, if determined to be in the City’s best interest.

Overview

Vendor will provide financial reporting software to produce the City’s Annual Comprehensive Financial Report (**ACFR**). This will be an accumulation of the various components required in the ACFR and will include data from the City’s general ledger and other template documents, to help streamline the gathering of financial data, address rounding issues, and correlate the numerous inputs into the various schedules that make up the **ACFR**, including both Excel spreadsheets and Word documents, plus tables and charts.

Scope of Service and Software Requirements:

1. Vendor must have ability to integrate data from/within City’s financial software (**CentralSquare NaviLine, Select Version 9.1.21.1**).
2. The software must allow the City to import data from its general ledger, including the City’s Trial Balance in Excel spreadsheet format.
3. The software must have ability to utilize City’s chart of accounts structure for mapping purposes (including project master codes). The City’s chart of accounts is made up of 7 segments.
 - a. 3-digit Fund
 - b. 2-digit Department
 - c. 2-digit Division
 - d. 2-digit Activity basic
 - e. 1-digit Sub activity
 - f. 2-digit Element
 - g. 2-digit Object
 - h. Project codes are not required on each account number, but are required for multi-year funds. The project codes are 6-digits and can be alpha-numeric.
4. The software must have ability to accommodate a large number of funds
 - a. FY2023 - City had 32 Governmental Funds (General Fund, 13 Special Revenue Funds, 18 Capital Projects Funds)
 - b. FY2023 – City had 7 Enterprise Funds
 - c. FY2023 – City had 3 Internal Service Funds
 - d. FY2023 – City had 2 Discretely Presented Component Units

5. The software must have ability to produce all required Governmental Financial Statements in conformity with Generally Accepted Accounting Principles (GAAP). **Reference FY2023 ACFR for detailed information at the following [link](#).**
 - a. Basic Financial Statements
 - i. Government-Wide Statements
 - ii. Fund Statements (Modified Accrual and Full Accrual Statements)
 1. Balance Sheets with current year and comparative year
 2. Budget to Actual with current year and comparative year
 - b. General Fund
 - c. Other Major Funds
 - d. Nonmajor Governmental Funds
 - i. Special Revenue Funds
 - ii. Capital Project Funds
 - e. Enterprise Funds
 - f. Internal Service Funds
 - g. Component Units
6. The software must have ability to produce combining fund statements from the individual fund statements without manual input (i.e. when changes are made to the individual fund statements, the change should flow through to the Combining Fund Statements without having to touch both statements to make the change).
7. The software must have ability to accommodate conversion from fund to government-wide statements with process to easily track and record the entries needed in full accrual conversion.
8. The software must have the ability to roll over software balances from prior year to current year, to update each individual statement to switch to the current year from the prior year.
9. The software must have the ability to update the dollar amounts for the Prior Years columns so that they are pre-populated from the prior year "Total Amount" when opening a new year.
10. If a live data link is not used, data underlying the financial statements may need to be refreshed periodically without disrupting work on the narrative components of the statements. Linked numbers should update automatically and validation rules should flag any unexpected balances (such as two numbers that are expected to equal, but do not as a result of a new fund-account combination in the new data import).
11. The software should have the ability to automatically roll forward prior year ending balances in ACFR schedules that use a beginning balance +/- changes = ending balance presentation (asset classification balances including construction work in progress, pension and other postemployment benefits, long term debt, etc.) and flags for investigation any ending balances which do not agree to imported financial data summarized within the current year financial statements.
12. The software should have the ability to allow input of tasks necessary for completion of the ACFR, assignment of those tasks to system users, and target dates of completion for each task. System users can track task status in the software, up to completion.
13. The software should have the ability to summarize the provided financial data into camera-ready pages suitable for export to PDF and printing.
14. The software should have the ability to have auto-rounding rules to set limits on how much rounding the software will perform without human intervention to make statements balance at different levels of summarization.
15. Software should provide spell-check for narratives within the application (users do not need to copy and paste narrative into Word to spell-check) and there should be options to provide search and replace features within narratives.
16. The software must have the ability to utilize City's Project Master for coding and mapping for all Multi-Year Projects for Special Revenue Fund and Capital Project Funds (6 digits, alpha-numeric).

17. The software must have the ability to produce the Management's Discussion and Analysis (MD&A) section of the ACFR.
 - a. Ability to link amounts from the financial statements automatically into the MD&A document so that when changes to the figures are made, the updates are automatically made to the MD&A
18. The software must have the ability to produce the Notes to Basic Financial Statements section of the ACFR.
 - a. Ability to link amounts from the financial statements automatically into the Notes to Basic Financial Statements section of the ACFR so that when changes to the figures in the financial statements are made, the updates are automatically made to the Notes section.
19. The software must have the ability to produce the Table of Contents section of the ACFR. The Table of Contents must be interactive and provide links to go directly to each page.
 - a. Ability to reduce manual work related to page numbering and creating the financial statement names included in the table of contents.
20. The software must have the ability to manage data for other required sections that are presented in the ACFR, and ensures consistency between numerical data in the statements and text in the other required sections.
 - a. Required Supplementary Information (RSI)
 - b. Other Financial Information
 - c. Statistical Section (some data is pulled directly from the financial statements)
 - d. Single Audit Section
21. The software allows the insertion of charts, graphs, tables, and select graphics and pictures in the ACFR MD&A, Notes, transmittal letter, or other locations where they would be useful in explaining concepts to the readers of the financial statements.
22. The software must have the ability to customize the look of the financial reports, including having the flexibility to update and change the font theme and size, for City preferences.

Vendor Qualifications, Preferences, and Profile

23. Vendor must have been in business for multiple years with documented history of successful performance in preparation and generation of Annual Comprehensive Financial Report (ACFR) for similar North Carolina municipal clients.
24. Vendor must provide a product that will allow the City to produce the ACFR that will successfully meet annual requirements of NC Department of Treasurer's Local Government Commission (LGC) and the Government Finance Officers Association (GFOA) for Certificate of Achievement for Excellence in Financial Reporting program.
25. Vendor must be able to meet all deadlines and timeline for yearly completion of ACFR. The City must produce ACFR and submit to the LGC before October 31 each year, but the City has a target date for earlier submission, which is usually around the first week of October.
26. Target Goal is to complete 1st year of implementation with new vendor in order to produce the FY2024 ACFR (period ending June 30, 2024) with submission to LGC around the 1st week of October 2024. However, the City desires to have an earlier implementation period in order to be able to allow sufficient time to parallel the FY2023 ACFR from former software with the FY2023 ACFR produced by new vendor software.
27. Vendor must provide the minimum technical requirements that are needed to run their application software. The City's IT Department will review the vendor's minimum technical requirements for compatibility.

28. The Vendor must indicate the name of the person who will serve as “Implementation Manager” who will oversee and handle the implementation project, and their qualifications and relevant implementation experience.
29. The Vendor must indicate the number of people (by level) that will handle the implementation.
30. Preference is for vendor to provide a hybrid approach of training and assistance in implementation to include options such as on-site training, video training, and vendor hands on or “white-glove service” options for implementation. The vendor should provide a list of all available options that are available for implementation purposes.
31. Vendor must provide a list of the vendor’s current and prior government clients, indicating the number of years served for each. Preference is for vendor to have other municipal clients that are similar in size for comparison purposes to the City, such as size of Adopted Budget which is \$266M for FY2024 Budget, and the number and complexity of funds and financial statements required by the City as comparable to FY2023 ACFR.
32. Vendor must provide names, addresses, and telephone numbers of personnel of current and prior governmental clients who may be contacted for a reference.
33. Vendor should list any actions taken to ensure that the vendor is current with all accounting requirements for successful preparation and generation of ACFR. Include experience and education with new GASB reporting requirements, include compliance examples for recent GASB reporting requirements.
34. Vendor must be adequately insured to cover claims. Describe liability insurance coverage arrangements.
35. Describe any regulatory action taken by any external body against the vendor.

Proposal Response and Evaluation of RFP:

Proposals must be submitted in two sections and must be signed by an authorized representative of the vendor. The **first section** will be comprised of the vendors responses to the Scope of Service and Software Requirements (#1-22) and Vendor Qualifications, Preference, and Profile (#23-35) in providing the financial software. The **second section** will consist of cost estimate summary, completed forms (References, Identification of HUB Certified/ Minority Business Participation, and Execution of Proposal). The vendor must disclose whether the software is a purchase option where the City will own the software, or if the software is a Subscription-Based Information Technology Arrangement (SBITA). All upfront costs, plus any recurring costs must be itemized in the cost summary for evaluation.

The Finance staff will evaluate the vendor’s software based on the responses to the software requirements and qualifications provided above. The vendors best meeting the City’s expectations for software requirements, experience with other similar municipal units, and cost requirements will be invited to participate in software presentations where the vendor will show the City a detailed demonstration of the functionality of their software. After the demonstrations are conducted, the City will decide what vendor best meets the overall requirements for the City.

Please keep in mind that cost, while an important factor will not be a sole determining factor. Unusually low bids that are obviously out of line with other bidders will raise concern. The lowest bid will not automatically be awarded preferential consideration.

The City reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the City.

Failure to respond to any requirements outlined in the RFP, or failure to provide additional information requested by the vendor once selections have been made for software presentations of the proposed vendor software, may disqualify the bid.

A response with the firm’s submittal i.e., the firm’s proposals for the services required, must be received by 3 PM on 12/06/2023 at the following address.

By mail:
City of Wilson (Attn: Purchasing)
P.O. Box 10
Wilson, NC. 27894-0010
Hand Delivery or Delivery via UPS, or FedEx:
City of Wilson (Attn: Purchasing)
1800 Herring Ave E.
Wilson, NC. 27893
E-Mail:
rvwilson@wilsonnc.org

**Proposers may e-mail, hand deliver RFPs to the Purchasing Office, or if preferred, UPS and FedEx make daily deliveries to our office. If using any other delivery method allow ample time for delivery. The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFP that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Proposals (RFP). Any incomplete proposal may be eliminated from the competition at the discretion of the City. Proposals not received by the deadline stated will not be considered.

RFP Timeline:

Provided below is a list of the anticipated schedule of events related to this solicitation. The City reserves the right to modify and/or adjust the schedule to meet the needs of any project(s). All times are shown in Eastern Time (ET):

<u>RFP Process</u>	<u>Date and Time</u>
<u>RFP Advertisement Date</u>	<u>11/13/23</u>
<u>Deadline for Written Questions</u>	<u>11/20/2023</u>
<u>City Response to Questions (anticipated)</u>	<u>11/21/2023</u>
<u>Proposals Due</u>	<u>12/06/2023 @ 3:00 pm</u>
<u>RFP Award</u>	<u>TBD</u>

Response by date:

All responses must be received by email or mail by the date and time above. Late responses will not be considered.

Question Answer Deadline:

Written questions shall be e-mailed to Ricky Wilson, Purchasing Manager at rvwilson@wilsonnc.org by the date and time specified above. Firms will enter RFP Title – “Questions” as the subject for the email. Questions received prior to the deadline for written questions date if any, the Purchasing Representative

and any additional terms deemed necessary by the City of Wilson will be posted in the form of an addendum to the **City of Wilson website:**

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=6cb6f6ea-36f1-43a9-ae1b-61fdec8b52b>

and/or the **North Carolina Historically Underutilized Business (NCHUB) Website** and shall become an Addendum to this RFP.

No information, instruction or advice provided orally, informally, by any City personnel, or to anyone other than the point of contact in this RFP whether made in response to a question or otherwise concerning this RFP, shall be considered authoritative or binding. Vendors/Firms shall rely only on written material contained in an Addendum to this RFP. Inquiries submitted no later than the date and time noted in the project schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

Remainder of page intentionally left blank

GENERAL CONTRACT TERMS & CONDITIONS

1. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alternation of the material, quality, workmanship or performance of the items prior to delivery, it shall be the responsibility of the firm/contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation, which required such alternations. The City of Wilson reserves the right to accept any such alternations, including any price adjustments occasioned thereby, or to cancel the contract.
2. **AVAILABILITY OF FUNDS:** Any and all payments to the firm/contractor are dependent upon and subject to the availability of funds to the City for the purpose set forth in this agreement.
3. **TAXES:** Any applicable taxes shall be invoiced as a separate item. The City is not exempt from local or North Carolina sales tax.
4. **SITUS AND GOVERNING LAWS:** This Contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which state all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined.
5. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of a correct invoice or acceptance of goods, whichever is later.
6. **NON-DISCRIMINATION:**
 - a. The Vendor/Firm will take necessary action to comply with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination on the basis of any prohibited grounds as defined by Federal and State law.
 - b. The vendor/firm will take necessary action to ensure its internal employee policies and procedures are consistent with Executive Order #82 (Roy Cooper, December 6, 2018), which extends workplace protections and accommodations to pregnant employees.
8. **INTELLECTUAL PROPERTY WARRANTY AND INDEMNITY:** Vendor/Firm shall hold and save the City, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in any copyrighted material, patented or patent-pending invention, article, device or appliance delivered in connection with The Contract.
9. **TERMINATION FOR CONVENIENCE:** If this contract contemplates deliveries or performance over a period of time, the City may terminate this contract at any time by providing 60 days' notice in writing from the City to the Vendor/Firm. In that event, any or all finished or unfinished deliverables prepared by the Vendor/Firm under this contract shall, at the option of the City, become its property. If the contract is terminated by the City as provided in this section, the City shall pay for those items for which such option is exercised, less any payment or compensation previously made.
10. **ADVERTISING:** Vendor/Firm agrees not to use the existence of The Contract or the name of the City as part of any commercial advertising or marketing of products or Services. A Vendor/Firm may inquire whether the City is willing to act as a reference by providing factual information directly to other prospective customers.
11. **ACCESS TO PERSONS AND RECORDS:** An independent auditor shall have access to persons and records as a result of all contracts or grants entered into by the City of Wilson in accordance with General Statute 147-64.7.

12. ASSIGNMENT: No assignment of the Vendor's or Firms obligations nor the Vendor's or Firms right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Vendor/Firm, the City may:

- a) Forward the Firm/Contractor's payment check directly to any person or entity designated by the Firm/Contractor, and
- b) Include any person or entity designated by Firm/Contractor as a joint payee on the Firm/Contractor's payment check. In no event shall such approval and action obligate the City to anyone other than the firm/contractor and the firm/contractor shall remain responsible for fulfillment of all Contract obligations.

13. INSURANCE:

COVERAGE - During the term of the Contract, the Vendor/Firm at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Vendor/Firm shall provide and maintain the following coverage and limits:

- a) **Worker's Compensation** - The Vendor/Firm shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Vendor's or Firms employees who are engaged in any work under the Contract in North Carolina. If any work is sub-contracted, the Vendor/Firm shall require the sub-Contractor to provide the same coverage for any of his employees engaged in any work under the Contract within the State.
- b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. Defense cost shall be in excess of the limit of liability.
- c) **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be \$250,000.00 bodily injury and property damage; \$250,000.00 uninsured/under insured motorist; and \$2,500.00 medical payment.

REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor/Firm and is of the essence of The Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Vendor/Firm shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or The Contract. The limits of coverage under each insurance policy maintained by the Vendor/Firm shall not be interpreted as limiting the Vendor's or Firms liability and obligations under the Contract.

14. GENERAL INDEMNITY: The Vendor/Firm shall hold and save the City, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of The Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor/Firm in the performance of The Contract and that are attributable to the negligence or intentionally tortious acts of the Vendor/Firm provided that the Vendor/Firm is notified in writing within 30 days from the date that the City has knowledge of such claims. The Vendor/Firm represents and warrants that it shall make no claim of any kind or nature against the City's agents who are involved in the delivery or processing of Vendor/Firm deliverables or Services to the City. The representation and warranty in the preceding sentence shall survive the termination or expiration of The Contract.

15. CONFIDENTIALITY: Any City information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Vendor/Firm under The Contract shall be kept as confidential,

used only for the purpose(s) required to perform The Contract and not divulged or made available to any individual or organization without the prior written approval of the City.

16. **COMPLIANCE WITH LAWS:** Vendor/Firm shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with The Contract, including those of federal, state, and local agencies having jurisdiction and/or authority.
17. **ENTIRE AGREEMENT:** This RFP and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFP, any addenda hereto, and the Vendor's/Firms proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
18. **AMENDMENTS:** This Contract may be amended only by a written amendment duly executed by the City and the Vendor/Firm.
19. **FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
20. **SOVEREIGN IMMUNITY:** Notwithstanding any other term or provision in The Contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other state or federal constitutional provision or principle that otherwise would be available to the City under applicable law.
21. **E-VERIFY-** Firm/Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work of authorization of newly hired employees pursuant to federal law in accordance with NCGS 64-25 et seq. Firm/Contractor is aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes. To the best of Firm/Contractor's knowledge, any subcontractors employed by it as a part of this contract comply with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statute.
22. **IRAN DIVESTMENT ACT CERTIFICATION** – Firm certifies that, as of the date listed (2017), it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. Chapter 147 Article 6E. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. Chapter 147 Article 6E, Firm/Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
23. **EVALUATION OF BID:** All qualified proposals/bids will be evaluated and award made to the firm(s) whose proposal/bid is deemed to be in the best interest of the City of Wilson, all factors considered. The City of Wilson reserves the right to reject any and all offers if determined in its best interest.
24. **BID/PROPOSAL PUBLIC RECORD:** All proposals/bids received become the property of the City of Wilson and information included therein or attached thereto shall become public record upon their delivery to the city. Informal bids are subject to inspection after award is made. Formal/Sealed bids are subject to inspection once opened at date and time specified in bid documents. Submission of a

bid/proposal in response to a request constitutes acceptance of all terms and conditions and requirements contained in the request.

25. **RECOMMENDATION OF AWARD:** The recommendation of award by city council represents a preliminary determination and not a legally binding acceptance of the bid or proposal until the city has executed a written agreement in a form agreeable by an authorized city official.
26. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Vendor/Firm in preparing or submitting offers are the Vendor's or Firms sole responsibility; the City will not reimburse any Vendor/Firm for any costs incurred or associated with the preparation of proposals.
27. **VENDOR REGISTRATION:** All vendors/firms (new, current or potential) must register with our Vendor Registration system through Vendor Registry at the following link.
<https://vrapp.vendorregistry.com/Vendor/Register/Index/city-of-wilson-nc-vendor-registration>
28. **GIFTS AND FAVORS:** Professional Services/Architectural/Engineering Firms shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

Remainder of page intentionally left blank

REFERENCES

COMPANY NAME _____

Provide three references for our records:

Firm: _____

Contact Name: _____

Phone Number: _____

Firm: _____

Contact Name: _____

Phone Number: _____

Firm: _____

Contact Name: _____

Phone Number: _____

EXECUTION OF PROPOSAL

By submitting this proposal, the potential vendor/firm certifies the following:

- This proposal is signed by an authorized representative of the company.
- The vendor/firm has read and understands the terms and conditions set forth in this RFP to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Date: _____