



**CITY OF WAYCROSS  
PURCHASING DEPARTMENT  
REQUEST FOR INFORMATION  
GOVERNMENTAL FINANCIAL SOFTWARE  
FY19-09  
January 7, 2019**

**The City of Waycross is requesting information from qualified governmental financial software vendors for the purpose of:**

**Gathering information and product comparison for a complete suite of governmental financial accounting software.**

**The information obtained will be used to compile a short list of vendors who will be issued a request for proposal on financial software. Information packets will be accepted until 2:00 p.m., Tuesday, January 29, 2019. Please mail packets to the City of Waycross Purchasing Department, PO Drawer 99, Waycross, GA 31502. Mark package FY19-09 Software. For questions contact China Williams, Interim Finance Director at 912-287-2964, [cwilliams@waycrossga.com](mailto:cwilliams@waycrossga.com). For questions concerning the information request contact Linda Jones, CPPB, Purchasing Director at 912-287-2956, [ljones@waycrossga.com](mailto:ljones@waycrossga.com)**

**Information packets shall include: 3 copies**

- **Company Information/History (# of employees, certifications, years in business, number of public installs)**
- **Products offered**
- **List of current municipal clients, include contact name and number**
- **Technical support description such as response time**
- **Modules shall be web based on premise/will also review cloud based**
- **Must comply with the State of GA Uniform Chart of Accounts**
- **System must be able to function with current and all future Microsoft Windows Versions.**
- **Description of your relational database management system**
- **Full description of annual maintenance and software upgrades**

**Vendors may be asked to meet with an evaluation committee for further discussion or demonstrations.**

**The City of Waycross currently has 212 FTE and 65 core users for the software system. The City issues approximately 6400 utility bills per month**

**The City of Waycross will need at a minimum the following modules:**

- **Budgetary Accounting**
- **Accounts Payable**
- **Accounts Receivables**
- **Centralized Collection (Interface with Business License, Utility Billing, Accounts Receivable, Building Permits)**
- **General Ledger Reporting**
- **Must integrate with ADP Payroll Software**
- **Fixed Assets**
- **Code Enforcement**
- **Building Permits**
- **Business License**
- **Utility Billing – Water, Sewer, Household Garbage, Trash and Commercial Dumpster Billing (Tracking System). Must integrate with AMI Meter Reading system**
- **Fleet Management**
- **Online Requisition System**
- **Purchase Orders to include/(Bids, Quotes, Vendor Files)**
- **Warehousing Inventory**
- **Work Order**
- **Miscellaneous Accounts Receivable**
- **Check Reconciliation**
- **Online Bill Pay**

**Please detail any other modules that you may offer.**