

REQUEST FOR PROPOSAL (03-FIN-2022)

Local Government Financial Software

Responses to Questions Received:

Agencies' Responses are identified in **RED** text.

Vendor 1

1. What is the Authority's operating budget? **\$8.4M**
2. How many users will need access to the system? **Six users. Possible in the future that additional users (no more than 12) might need access to budgeting or procurement but those would depend on features. Our current system does not have that element.**
3. What is the authority's current software system? **Harris / Smart Fusion**
4. Would you like to have data converted from your current system? **Yes**
5. How many w2s does the Authority issue? **50**

Vendor 2

1. How many HR employee records do you currently have? **220 currently in the system**
2. How many are currently paid through the payroll system today? **42 are currently being paid through the payroll system. 22 of these are employees and 20 are board members paid a stipend.**

Vendor 3

1. How do you currently collect time for payroll? i.e. paper timesheets, time clock system, etc. **Paper Timesheets**
2. You list Accounts Receivable, what do you invoice for and how often? Would you like to have the ability for those customers to pay online? **Frequency depends. We have some customers who are invoiced once a month with a few additional as needed. For reference, we created 395 invoices from July 1, 2021, to June 30, 2022. We currently have a system for paying online but**

would be interested in what options your solutions offer for integrating payment. Invoices are for several things primarily grant reimbursement from other governmental units, sale of paper tokens for our buses, and Vanpool monthly payments. One complication with the monthly payments is that a total is invoiced assigned to the van and then multiple riders will make payments against that total. For example, I may invoice van 1000 for \$400 for August and the 8 riders will each make a payment of \$50 on the website (or by check) to cover that total but the riders may have agreed on a different allocation of the \$400. Some may pay online, and some may pay by check within the same rider group.

3. Can you provide the pricing sheet in an excel format? Yes. This has been posted as a separate document alongside these questions.

Vendor 4

1. Can you elaborate further on what is specifically desired in the Baseline Essential Functions/Features Accounts Receivable module? The baseline need of the Accounts Receivable module is the ability to invoice for payments both as needed and on a recurring basis. The ability to search invoices and email directly from the Accounts Receivable module would also be helpful. AR should also for tracking the aging of invoices.
 - a. Are you looking for on-the-fly invoicing as well as automatic billing on a billing cycle? Both. Part currently invoices approximately 20 van pools as part of automatic billing with fixed monthly invoices. Additionally, we invoice as needed for various bulk bus pass orders, grant reimbursement, and receive payments from other government units. These "on the fly" invoices total 422 in FY21 and 395 in FY22.
 - b. What types of services/items are you billing? We invoice for monthly vanpool invoices, grant reimbursement, bulk bus pass sales, and tax remittance from other governmental units.
2. Can you elaborate further on what is specifically desired in the Baseline Essential Functions/Features Human Resources module? The baseline human resource module should track yearly evaluations, raises, insurance selections, etc. The HR module should also be able to feed any necessary information such as new salaries or insurance selections to the payroll module. The HR module should also track dates associated with hiring, change in position, and termination.
3. Can you elaborate further on what is specifically desired in the Optional Functions/Features Grants Management module? Ideally, a grants management module would better allow PART to

track available funds, project commitments that have not yet been paid, and expenses planned for reimbursement including designating at the Purchase Order / Requisition stage that a given allocation of a cost or entire purchase will be reimbursed through a grant. Other functions that tie into the Accounts Payable and Purchasing modules would be helpful as well. PART does not need a grants management module to assist with applying for grants though the ability to track deadlines could be helpful. Some vendors might refer to the needed capabilities as “project reporting”.

4. Can you elaborate further on what is specifically desired in the Optional Functions/Features Contract Management module? Contract management should allow PART to track important dates tied to a contract including renewal deadlines and expirations of the contract. Contract management should also allow PART to associate purchase orders and other payments with a specific contract when applicable. Contract management should also allow the ability to track fees, performance goals, and project milestones. The ability to add internal notes and upload files is also helpful.
5. Can you elaborate further on what is specifically desired in the Optional Functions/Features Procurement since Purchasing is in Baseline Essential Functions/Features? PART considers purchasing to include requisitions and purchase orders associated with anticipated payment. Procurement refers to the ability to manage the issuing of RFP/RFQ/RFI and bids. This could include tracking interested bidders, attendance at pre-bid meetings, contact information for potential vendors, and other documents tied to the procurement process. In short, procurement would be the administrative functions that take place before the award of the contract and agreement to purchase.
6. Can you elaborate further on what is specifically desired in the Optional Functions/Features **GASB-87** Lease Tracking module? PART currently utilized DebtBook for GASB 87. Currently PART needs the ability to track lease payments & receipts, generate necessary journal entries, and (if possible) determine if a lease meets the GASB 87 Criteria.

Vendor 5

1. What is the desired go-live timeframe? **PART will work with the proposer to identify an appropriate timeframe that minimizes disruption. This project is anticipated for the fiscal year beginning on July 1, 2023, based on vendor availability and anticipated cost.**
2. What is the budget for the project? **The project is anticipated for the next fiscal year and will be budgeted appropriately.**
3. How many concurrent users will be needed? **Six concurrent users**
4. How many years of data history are needed for conversion? **The current solution contains 10 years of data (dating to July 2012). We would need at least 5 years of data converted.**
5. Does PART desire onsite training and consulting during the project? **Onsite training is desired. Onsite consulting will be considered as necessary. If there is an additional cost for training and consulting whether billed daily, hourly, or reimbursed based on actual expense, please designate it in the cost sheet.**
6. Does PART desire the ability for online payments to be taken for any invoiced items? **PART currently does not utilize online payment through the finance software. If available as part of the base product, please identify, and if available as an option please identify with an associated cost.**